

*workforce*CONNECTIONS

**Executive Committee  
AGENDA  
November 10, 2011  
9AM**

*workforce*CONNECTIONS  
7251 W. Lake Mead Blvd.  
Suite 200 Conference Room  
Las Vegas, NV 89128

This meeting has been properly noticed and posted in the following locations:

City of North Las Vegas, 2200 Civic Center Dr., North Las Vegas, NV  
City of Las Vegas, City Clerk's Office, 400 Stewart Avenue, Las Vegas, NV  
Clark County, County Clerk's Office 500 S. Grand Central Parkway, Las Vegas, NV  
Esmeralda County Courthouse, 233 Crook Street, Goldfield, NV  
Henderson City Hall, 240 Water Street, Henderson, NV  
City Hall, Boulder City, 401 California Ave., Boulder City, NV  
*workforce* CONNECTIONS, 7251 W. Lake Mead Blvd., Las Vegas, NV  
Nevada JobConnect, 3405 S. Maryland Pkwy., Las Vegas, NV  
Lincoln County 181 Main Street Courthouse, Pioche, NV  
Nye County School District, 484 S. West St., Pahrump, NV  
Pahrump Chamber of Commerce, 1302 S. Highway 160, Pahrump, NV

This Agenda is also available at [www.nvworkforceCONNECTIONS.org](http://www.nvworkforceCONNECTIONS.org)

**COMMENTARY BY THE GENERAL PUBLIC**

This Board complies with Nevada's Open Meeting Law, by taking Public Comment at the beginning of the meeting immediately after the Board approves the Agenda and before any other action is taken and again before the adjournment of the meeting." The Board also has discretion to take Public Comment after any item on the agenda, after the item has been discussed by the Board, but before the Board takes action on the item.

***Each person participating in Public Comment will be limited to three minutes of comment.*** If any member of the Board wishes to extend the length of a comment, then the Board member may do so through a majority vote of the Board.

The Board chair has the right to end any Public Comment which: (1) is not related to any matter within the authority of the Board; or (2) is willfully disruptive of the meeting by being irrelevant, repetitious, slanderous, offensive, inflammatory, irrational, making personal attacks, or interfering with the rights of other speakers. ***Members of the public: please comply with the requests of the Board chair and do not be disruptive, otherwise you may be removed.***

Auxiliary aids and services are available upon request to individuals with disabilities by notifying Dianne Tracy, in writing at 7251 W. Lake Mead, #200, Las Vegas, NV 89128; or by calling (702) 638-8750; or by fax (702) 638-8774. The TTY/TDD access number is (800) 326-6868 / Nevada Relay 711. A sign language interpreter may also be made available with twenty-four (24) hour advance notice.  
An Equal Opportunity Employer/Program.

**NOTE: MATTERS IN THIS AGENDA MAY BE TAKEN OUT OF ORDER.**

**Executive Committee members: Councilwoman Gerri Schroder - LEO Consortium Chair/Budget & Finance Committee Chair; Hannah Brown - workforceCONNECTIONS Chair; Ken LoBene - Youth Council Chair; Valerie Murzl - Adult & Dislocated Worker Chair; Pat Maxwell - Emerging Markets, Partnerships, & Resource Development Chair**

*All items listed on this Agenda are for action by the Executive Committee unless otherwise noted. Action may consist of any of the following: approve, deny, condition, hold or table. Public Hearings may be declared open by the Chairperson, as required for any of the items on this Agenda designated for discussion or possible action or to provide direction and recommendations to workforceCONNECTIONS.*

**AGENDA**

1. Call to order, confirmation of posting and roll call
2. **ACTION:** Approval of the agenda with inclusions of any emergency items and deletion of any items
3. **FIRST PUBLIC COMMENT SESSION:** Members of the public may now comment on any matter posted on this Agenda, which is before this Board for consideration and action today. Please clearly state and spell your name and state your address for the record. Each public comment will be limited to three (3) minutes.
4. **ACTION:** Approval of the Executive Committee meeting minutes of September 8, 2011 .....3
5. **Youth Council Update ~ Ken LoBene**
  - a. **INFORMATION:** Ready for Life Graduation Advocate Initiative Update .....7
6. **Emerging Markets, Partnerships, & Resource Development ~ Pat Maxwell**
  - a. **INFORMATION:** Green Energy Sector Update ~ Jaime Cruz..... 13
  - b. **INFORMATION:** Healthcare Update ~ Debra Collins..... 14
  - c. **INFORMATION:** Other Updates
7. **Operations Update ~ Ardell Galbreth**
  - a. **INFORMATION:** workforceCONNECTIONS Bylaws.....23
  - b. **ACTION:** Accept and approve Workforce Connections Interim Personnel Policy..... 34
  - c. **INFORMATION:** Consolidated Direct Grants .....40
  - d. **INFORMATION:** Program Year 2010 Awards and Expenditures – Monthly Update..... 41
  - e. **INFORMATION:** Program Year 2011 Awards and Expenditures – Monthly Update ..... 45
  - f. **INFORMATION:** Chief Financial Officer Search Update ..... 46
  - g. **DISCUSSION/POSSIBLE ACTION:** Service Provider/Funded Partner Oversight Protocol ....48
  - h. **INFORMATION:** Financial Edge System Implementation Schedule – Monthly Update .....51
  - i. **INFORMATION:** Southern Nevada Medical Industry Coalition (SNMIC) Update .....53
8. **SECOND PUBLIC COMMENT SESSION:** Members of the public may now comment on any matter or topic, which is relevant to or within the authority or jurisdiction of the Board. You may comment now even if you commented earlier, however, please do not simply repeat the same comment you previously made. Please clearly state and spell your name and state address for the record. Each comment will be limited to three (3) minutes.
9. Adjournment

**Agenda Item 4: ACTION – Approval of the Executive Committee Meeting Minutes of September 8, 2011**

*workforce*CONNECTIONS

**Minutes  
Executive Committee Meeting  
September 8, 2011  
9AM**

*workforce*CONNECTIONS  
7251 W. Lake Mead Blvd.  
Suite 200 Conference Room  
Las Vegas, NV 89128

Members Present

Hannah Brown                      Ken LoBenc                      Councilwoman Gerri Schroder (Phone)  
Pat Maxwell

Members Absent

Valerie Murzl

Staff Present

John Ball	Heather DeSart	Suzanne Potter
Ardell Galbreth	Rick Villalobos	MaryAnn Avendano
Cornelius Eason	Jeannie Kuennen	Clentine January
Kelly Woods	Kim Colagioia	Adriana Burnett
Kelly Ford	Jaime Cruz	Bridget Shaney
Beth Rubins		

Others Present

LeVerne Kelly, DETR-WISS      Maria Flores, BCA

(It should be noted that not all attendees may be listed above)

Agenda Item 1 – Call to Order, confirmation of posting, roll call

The meeting was called to order by Hannah Brown at 9:00AM. Staff confirmed the meeting had been properly posted in accordance with the Nevada Open Meeting Law. Roll call was taken and a quorum was present.

Agenda Item 2 – ACTION: Approve the agenda with inclusions of any emergency items and deletion of any items.

*A motion was made to approve the agenda as presented by Pat Maxwell and seconded by Councilwoman Gerri Schroder. Motion carried.*

Agenda Item 3 – First Public Comment Session

None

Agenda Item 4 – ACTION: Approve the Executive Committee Meeting Minutes of May 12, 2011

*A motion was made to approve the Executive Committee Meeting Minutes of May 12, 2011 by Pat Maxwell and seconded by Councilwoman Gerri Schroder. Motion carried.*

Agenda Item 5 – INFORMATION: Funded Partner Contract Report

Heather DeSart, Deputy Director – Workforce Development reported that the funded partner contract and budget negotiations are complete. The contracts will be executed by the end of the month. The contract template has been refined.

Agenda Item 6 – INFORMATION: Adult & Dislocated Worker Committee

Ms. DeSart provided a performance report as of first quarter, second month:

- Adult: 119 new enrollments; 23 in occupational skills training; 33 in OJTs
- Dislocated Worker: 70 new enrollments; 31 occupational skills training; OJTs
- Youth: 13 new enrollments; 0 occupational skills training; 0 OJTs

John Ball, Executive Director, commented that performance is up in spite of the poor labor market and the agency has overcome challenges facing youth performance and is exceeding in two of the measures, placement in employment or education and attainment of degree or certificate. Discussion ensued.

PRIDE (Prisoner Re-Entry) Update: Mr. Ball and Ms. DeSart provided an update on the PRIDE Re-Entry program. In response to questions presented by some members of the Board, staff created a timeline of events for the prisoner re-entry program from the RFP process in June 2010, Board and relevant committee approvals to run the program in-house, to contract approval for PY2011 (full time included with agenda packet).

Mr. Ball highlighted key steps:

- September 2010: ADW/Board approved Ridge House contract
- October 2010: RFP process was appealed: Ridge House award was cancelled
- November 2010: RFP process cancelled: Ridge House award/contract rescinded
- November/December 2010: Discussion and approval to continue program under interim contracts by Executive Committee (11/10/10) and full Board (12/7/10). Mr. Ball read language from the meeting: *In order to minimize any service delivery disruption, Workforce Connections staff and legal counsel are directed to determine the most appropriate service delivery model and to negotiate and execute interim contracts to operate that model until the new permanent contract award is in place. Staff will have the flexibility to negotiate with any potential interim contractor, any other partner agencies, such as the Department of Corrections, Department of Employment and Training, and other or to operate the program internally.*
- January 2011: Announcement made that program will be run in-house at ADW meeting (1/12/11) and reiterated at the full Board (1/25/11)
- April 2011: Approval by full Board (4/26/11) to continue to run program in-house for PY2011 (through June 30, 2012).
- June 2011: PRIDE contract ratified at full Board (6/28/11)

Hannah Brown stated that she understood that the program would be run in-house until a contract award was made but that it appears to have become an in-house program. Ms. Brown asked when an RFP for the re-entry program will be put out for bid. Mr. Ball reiterated that the full Board and relevant committees discussed and approved the process to run the program in-house for PY2011 to stabilize the program and address funding issues, after which, performance would be evaluated and, possibly, an RFP process would take place in Spring 2012.

Ms. DeSart reported that the PRIDE program is currently being operated at the Casa Grande re-entry facility, which has presented challenges due restrictions of the Department of Corrections. To address these challenges, specifically to increase the service delivery area to serve the community at large, the program is moving to a new location that is centrally located to accommodate and serve all felons and not just residents of Casa Grande. The new location is on East Desert Inn between Pecos-McLeod and Eastern.

Agenda Item 7 – INFORMATION: Youth Council

Ken LoBene, Youth Council Chair, provided an overview of the performance charts on page 12 of the agenda

packet. Discussion ensued regarding data supporting literacy and numeracy measures.

Mr. LoBene reported on the upcoming Youth Council Ready for Life (RFL) Rollout meeting scheduled September 16<sup>th</sup>. The purpose of the meeting is to discuss and develop an actionable collaborative community strategy supporting the wC/RFL mentoring initiative. The event is being facilitated by Tribal Minds and will be held at the Molasky Corporate Center. The RFL mentoring initiative is a collaborative effort between Workforce Connections/Ready for Life, Youth Council, United Way and the Clark County School District to increase the graduation rate, specifically targeting 2,000 senior high school students who are at risk of not graduating in June 2012. Discussion ensued.

Kelly Woods provided an update Youth Green Economy Sector Consortium overview. The full report is provided on page 13 of the agenda packet.

Kim Colagioia provided an update on the Youth Healthcare Sector Consortium and Request for Interest (RFI) process. The full report is provided on page 14 of the agenda packet. The potential partner meeting for the green and healthcare consortia was held on August 31<sup>st</sup>. The RFI was published and responses are due by September 15<sup>th</sup>. The responses will be evaluated and staff will bring recommendations to the Youth Council and full Board in October. The RFI is available on the website at [www.nvworkforceconnections.org](http://www.nvworkforceconnections.org).

Agenda Item 8 – INFORMATION: Budget & Finance Committee

Councilwoman Gerri Schroder, Chair, stated that has not been a meeting since the full Board and the next meeting is scheduled on September 21<sup>st</sup>.

MaryAnn Avendano, Finance Manager, provided an update on the PY10 close-out process. Funded partner close-out packages were due on August 30<sup>th</sup>; 18 close-out packages were received, nine of which have been processed and reconciled by staff. Preliminary carry-forward dollars from the nine reconciled are about \$870,000 a majority of which (approximately \$500,000) came from the CSN/Lincoln County contract. The final carry-forward amount will be determined after all 18 are close-outs are reconciled.

Ardell Galbreth, Deputy Director-Operations, provided a brief PY09 Audit update. Staff is working with the CFOs from the various jurisdictions regarding formulating a corrective action plan for the audit findings. Staff is in the process of preparing for the audit completed June 30, 2011; a full audit report will be completed no later than March 2012. Mr. Galbreth stated that this will be the first time the agency will complete the audit process on time. Further updates will be provided.

The agency's Chief Financial Officer position is available. The CFOs from the various jurisdictions have volunteered to participate on the interview panel.

Agenda Item 9 – INFORMATION: Emerging Markets/Partnerships/Resource Development

Pat Maxwell, Chair, provided an update. The Nevada Healthcare Sector is completing the HRSA report which is due by September 24<sup>th</sup>. The funded partners attended an introductory training on healthcare and were introduced to the Nevada Healthcare Sector Council members at the September 1<sup>st</sup> meeting.

Cornelius Eason has been tasked with coordinating the development the agency's Communications Department. Mr. Eason also continues to host with Juana Hart, The Strictly Business radio show on KCEP every second and fourth Monday's at 9AM. Mr. Eason together with Ms. DeSart and Juana Hart also hosts a show each Thursday at 2PM on KNUU to update and provide information to the business community.

Mr. Eason provided an update on the Business Roundtable Series. Nine roundtables are scheduled for 2011. Two roundtables were held with over 200 people in attendance and featured speakers from banking, economic development, and other business entrepreneurs. The next roundtable with a focus on retail and restaurants is scheduled September 15<sup>th</sup> and will have expert speakers from the retail industry including the President/General Manager from the Miracle Mile Mall, Executive VP of Retail Operations for MGM International, and

Government Affairs Director from the Retail Association.

Jaime Cruz reported that the Green funded partners are meeting monthly and the program is meeting planned projections. Mr. Cruz reported on the upcoming Global Solar Summit in October–November 2011. Staff is developing a partnership with CCSD to implement a green curriculum for youth.

Agenda Item 10 – INFORMATION: Operations Update

Ardell Galbreth provided a brief update on data management. Following, Adriana Burnett, MIS Support & Training Administrator, provided a presentation on the new NVTrac data system.

Mr. Galbreth reported that the bylaws and policies are being reviewed.

Mr. Galbreth reported that the agency completed an RFP process for professional Human Resource expertise. Interviews were conducted and a new human resource company will soon be in place.

Agenda Item 11 – Executive Director Update

John Ball, Executive Director, provided an update on the meeting last week with the U.S. House Committee on Education and the Workforce. The committee is conducting field hearings around the country. Southern Nevada was selected primarily because Congressman Heck is on the committee but also because Nevada's economy is one of the worst in the U.S. and the committee is seeking to find which practices are working and which ones are not as they look forward to reauthorizing the Workforce Investment Act. Mr. Ball provided written testimony which is available on the Workforce Connections website.

The agency is working on an internal reorganization. Heather DeSart is working on workforce systems to align the Adult and Youth programs and processes; Rick Villalobos is working to align the Youth programs around the RFL policy framework; Ardell Galbreth will act as deputy director of operations; Cornelius Eason will oversee the agency's communications and resource development; Jaime Cruz will direct Green Economy strategies, and Sylvia Spencer is working on a variety of executive matters. The CFO position will report directly to the Executive Director. Ms. Brown requested a copy of the new organization chart; Mr. Ball agreed to provide the chart once the reorganization process is completed.

Agenda Item 12 – DISCUSSION: Possible items to be placed on the agenda for the Board of Director's Meeting on September 27, 2011.

Mr. Ball reported that the variety of items reported today will be included on the agenda.

Agenda Item 13 – Second Public Comment Session

None

Agenda Item 14 – Adjournment

*The meeting was adjourned at 10:46 a.m.*

**Agenda Item 5: Youth Council Update ~ Ken LoBene**

- a. **INFORMATION:** Ready for Life Graduation Advocate Initiative Update



### WHAT IS GRADUATE ADVOCATE INITIATIVE?

Graduate Advocate Initiative is a partnership between the Clark County School District, **workforceCONNECTIONS** and the United Way of Southern Nevada focused on improving the graduation rates in the Clark County School District for the Class of 2012 and beyond. These organizations have adopted the values of Ready for Life:

- All youth are educated and ready to learn.
- All youth are experienced and ready for careers.
- All youth are connected to adults, peers and educational services.
- All youth are confident and ready for life.
- A connected, operational infrastructure supports youth success.

### WHY IS IT IMPORTANT?

Research shows that youth who are not working or not in school may have difficulty gaining the skills and knowledge needed to attain self-sufficiency, placing enormous and unnecessary strains on public social service delivery systems.

In Nevada an estimated 23,900 students dropped out from the Class of 2010 at great costs to themselves and to our communities. If one-half (11,950) of these students would have received a diploma in 2010, we would have the following increases to our regional economy:

- \$107 million in increased earnings.
- \$78 million additional spending and increased earnings.
- \$30 million in increased investments.
- \$299 million in increased home sales.
- \$13 million in increased auto sales.
- 700 new jobs created by new graduates additional spending.
- \$131 million in economic growth.
- \$7.8 million in increased tax revenue.
- Increased human capital. 45% of these new graduates would likely continue on to pursue some type of secondary education.

### HOW CAN I HELP?

- ✓ Provide educational motivation by offering to mentor a student one hour per week at a local high school.
- ✓ Share knowledge and understanding.
- ✓ Provide career awareness and development through work experience opportunities.
- ✓ Provide job shadows, internships, and summer jobs.
- ✓ Make a financial contribution to support:
  - Background Checks
  - Training Materials
  - Full-day Weekend Boot Camp
  - Proficiency Exam Tutoring
  - The Graduate Advocate Initiative
- ✓ Become a career mentor.
- ✓ Provide workplace tours and field trips.
- ✓ Become a champion of students.

Be a part of the Graduate Advocate Initiative, visit [www.nvpef.org](http://www.nvpef.org) or call (702) 636.2320.

**"THE BEST ECONOMIC STIMULUS PACKAGE IS A HIGH SCHOOL DIPLOMA."  
--Governor Bob Wise, President  
Alliance for Excellent Education**

# Graduate Advocate

## What is Graduate Advocate Initiative?

The Graduate Advocate Initiative is a partnership between the Clark County School District, **workforce CONNECTIONS** and the United Way of Southern Nevada focused on improving the graduation rates in the Clark County School District for the Class of 2012 and beyond. These organizations have adopted the values of Ready for Life:

- All youth are educated and ready to learn.
- All youth are experienced and ready for careers.
- All youth are connected to adults, peers and educational services.
- All youth are confident and ready for life.
- A connected, operational infrastructure supports youth success.

Ready for Life partners believe that they need to work together to understand and address, in a holistic way, the academic, social, emotional, and physical needs of youth and families. Students will be more likely to graduate from high school and gain appropriate post-secondary education or training to become productive, contributing members of society. All young people deserve the opportunity to earn a high school diploma, and it is our responsibility as a community to help our youth become "Ready for Life".

Failing to educate the next generation is a nationwide crisis; however, Nevada has several unique characteristics exacerbating the problem:

- The student population in Clark County is highly mobile, with a transiency rate for 34.7%.
- Clark County is currently the 5th largest school district in the country based on enrollment.
- Nevada spends \$7,806 per capita in educational funding, 24% less than the national average.
- An estimated 20.2% of enrolled students are identified as Limited English Proficient.



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PEOPLE. PARTNERSHIPS. POSSIBILITIES.





# Graduate Advocate INITIATIVE



## Be the answer.

In pursuit of Ready for Life's vision that all Nevada youth are ready for Life, supported by a community ethic that values education. *It matters!* We are launching the Graduate Advocate Initiative, an opportunity for you, the business community, to engage with students through one-on-one mentoring towards graduation, continuing education and career development.

## Help start a great future for Nevada.

The future of Nevada's economic success hinges upon the success of the next generation. As Graduation Mentors (GM's) you will support the students of Southern Nevada in becoming successful by graduating with a high school diploma and preparing them for post secondary education and career paths. If interested, there will be an interview, background check, and a reference check. You will receive training and guidance on being an effective mentor and supporting students through academic and career success.

## Return on Investment.

There are countless benefits associated with mentoring, and they are as unique as the people involved. As a Graduate Mentor (GM's) in terms of benefits, mentoring offers a proven method to share ideas and develop the youth's self-confidence, which is a prerequisite for growth, develop relationships between youth and adults, who offer assistance in meeting the youth's academic, social, career and/or personal goals, a sense of satisfaction from "giving back to the community", and public recognition for service to the community.

## Graduate Mentor Responsibilities.

A Graduate Mentor (GM's) is more than simply a disseminator of information. The Graduate Mentor (GM's) should: share knowledge and understanding, share effective and efficient techniques, share technical expertise, facilitate career development through guidance and advice, act as a role model, provide two-way communications, act as a sounding board, and become a champion of the students.

## Engage employees and have fun.

The Graduate Advocate Initiative is a coalition of businesses working in teams to support local students. Graduate Mentors (GM's) are paired with students at the high schools they currently attend and will meet weekly one-on-one to give guidance and discuss grades and goals. Graduate Mentors (GM's) gain satisfaction in doing something worthwhile, sharing experiences, having fun, and building a good friendship that sometimes lasts beyond the duration of their mentorship.

# Graduate Advocate

## STEPS TO BECOMING A MENTOR

1. Go to [www.readyforlifenv.org](http://www.readyforlifenv.org).
2. Click on Education Matters icon.
3. Scroll to the bottom of screen and click on **Sign Me Up!**
4. Complete the **Become a Graduate Advocate!** form.
5. Click on **Subscribe to list** icon.
6. You will receive an email confirming receipt of your application.
7. You **MUST** respond to the email in order to confirm receipt of your application. If you do not your application will not be forwarded.
8. A representative from the Clark County School District's Partnership Office will contact you for background-check, reference-check, and mentor training schedule.

***You can make it happen by believing in education and investing in our future.***





# Graduate Advocate MENTOR



## WHAT IS A GRAD MENTOR?

A Grad Mentor is a trained and trusted adult friend with a commitment to providing guidance and support to a young person in achieving graduation and career readiness. The goal of grad mentoring is to develop the character and capabilities of a youth person through a structured relationship with a positive adult role model.

## BENEFITS TO BEING A MENTOR

Mentors gain satisfaction in doing something worthwhile, sharing experiences, having fun, and building a good friendship that sometimes lasts beyond the duration of their mentorship.

## IT TAKES A VILLAGE

The Graduate Advocate Initiative team will provide ongoing guidance throughout the mentorship process to support you and your student's progress.

### EDUCATION MATTERS

Contact Us:

Give Byron Goynes a call at (702) 636.2320 if you're interested in mentoring, job shadow, or sponsorship opportunities.

Or visit "Ready for Life" at [www.nvpef.org](http://www.nvpef.org)

### I'm interested in being a MENTOR

(Please Print)

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Position: \_\_\_\_\_

*(CEO's and Managers are encouraged to participate)*

Number of Employees \_\_\_\_\_

Number of Employee Mentors: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Contact e-mail: \_\_\_\_\_ Work phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_ Fax number: \_\_\_\_\_

Fax form to (702)636.4371 or Email to: [bgoynes@solvwc.org](mailto:bgoynes@solvwc.org)



**Agenda Item 6: Emerging Markets, Partnerships & Resource Development ~ Pat Maxwell**

a. INFORMATION: Green Energy Sector Update ~ Jaime Cruz

- Workforce Connections at Global Solar Summit
- Green Monster Truck at School Superintendent Meeting at The Orleans
- What's It Mean to Be Green? Youth Program at Desert Rose and Green Valley High School

b. INFORMATION: Healthcare Update ~ Debra Collins

**BRIAN SANDOVAL**  
Governor

**STATE OF NEVADA**

**RICHARD LEE**  
Vice - Chairman



**GOVERNOR'S WORKFORCE INVESTMENT BOARD**

**500 E. Third Street  
Carson City, Nevada 89713**

**Telephone (775) 684-0318 \* Fax (775) 684-0327**

**NOTICE OF MEETING  
Governors Workforce Investment Board- Health Care Sector Council  
Telephone Conference Call**

**Date:** Thursday, November 3, 2011  
**Time:** 9:30 am  
**Location:** Department of Employment, Training and Rehabilitation  
2800 E. St. Louis Avenue  
Las Vegas, NV 89104

*This meeting will be conducted via telephone conference call. Members of the public may observe this meeting and provide comment at the address listed above OR by calling the number and access code listed below.*

**877-873-8017  
Access Code: 1487967#**

**AGENDA**

- I.** Roll call and Establishment of a Quorum - ..... Dr. Marcia Turner, Vice-Chancellor Nevada System of Higher Education – Chair, Nevada Health Care Sector Council
- II.** Verification of Posting - ..... Linda Yi, Project Director HRSA Planning Grant
- III.** Welcome and Introductions - .....Dr. Marcia Turner
- IV.** \*Discussion/Possible Action–Approval of the November 3, 2011 Agenda - .....Linda Yi
- V.** **First Public Comment Session:** Members of the public may comment on any matter posted on this Agenda, which is before this Board for consideration and action today. Please clearly state and spell your name for the record. Each public comment will be limited to three (3) minutes

- VI. \*Discussion/Possible Action – Approval of minutes of the October 6, 2011 -.....Dr. Marcia Turner
- VII. Discussion - Congressional Meeting Reports - .....Cornelius Eason,  
..... Director of Regional Strategies, *workforce*CONNECTIONS
- VIII. Discussion– A National Perspective on Health Reform, Health Information Technology and Health Exchanges- Brian Russon, IMDM National Practice Leader on Health Insurance, Microsoft, HHS Division Health and Life Sciences and Bryce Williams, Chief Executive Officer, Extend Health
- IX. Discussion – Purpose and Expectations of the Health Care Sector Council -..... Frank Woodbeck,  
..... Director, Department of Employment, Training and Rehabilitation
- X. Discussion – Sector Council Membership, By-Laws - ..... Earl McDowell,  
Deputy Administrator, Workforce Solutions Unit, Department of Employment, Training and Rehabilitation
- XI. Discussion – NevadaWorks Health Care Initiative Update .....Sherri Lindloff  
..... Finance Specialist, NevadaWorks
- XII. Discussion – Moving Forward – Strategic Planning and Implementation for the Health Sector Councils - .....Dr. Marcia Turner
- XIII. \*Discussion/Possible Action - Update on Current and Potential Grant Opportunities... .....  
.....Dr. Marcia Turner
- XIV. **Second Public Comment Session:** Members of the public may now comment on any matter or topic, which is relevant to or within the authority or jurisdiction of the Board. You may comment now even if you commented earlier, however, please do not simply repeat the same comment you previously made. Please clearly state and spell your name. Each comment will be limited to three (3) minutes.
- XV. Discussion – Meeting Schedule 2012.....Dr. Marcia Turner
- XVI. \*Adjournment and Next Meeting .....Dr. Marcia Turner  
*The next meeting is to be announced.*

**Note: (\*) Indicates that action may be taken on these items. All items on this agenda are for discussion and possible action. Items may be taken out of order.**

COUNCIL MEMBERS

**Bobbette Bond, Mary-Ann Brown, Margaret Covelli, Assembly Women Maggie Carlton, June Coleman, Randi Hunewill, Laura Hale, Joan Hall, Linda Johnson, Ann Lynch, Steven Lebedoff, Lawrence Mathias, Al Martinez, Deborah Moore-Jaquith, Janice Muhammad, Lynn O’Mara, Maureen Peckman, Charles Perry, Lawrence Sands, Debra Scott, Debra Toney, Marcia Turner, Nayra Uriarte, LeRoy Walker, Bill Welch, Hyla Winters and Carolyn Yucha**

***Notice:*** Persons with disabilities who require special accommodations or assistance at the meeting should notify Odalys Carmona, DETR, Workforce Solutions Unit, between the hours of 8:00 a.m. through 5:00 p.m., in writing at 2800 E. St. Louis., Las Vegas, Nevada 89104; or call (702) 486-7978; or fax (702) 486-6426 on or before the close of business Tuesday, October 4, 2011.

**Notice of this meeting was posted in the following locations on or before 9:00 a.m. on the third working day before the meeting:** Department of Employment, Training & Rehabilitation 2800 E St. Louis Ave, Las Vegas, NV, DETR, 500 E. Third St., Carson City, NV; DETR/Employment Security, Children's Cabinet, 1090 S. Rock Blvd., Reno, NV; NevadaWorks, 5905 S. Virginia St., Reno, NV; Southern Nevada Workforce Investment Board, 7251 W. Lake Mead Blvd., Suite 200, Las Vegas, NV; Grant Sawyer Building, 555 E. Washington Ave., Las Vegas, NV; Blasdel Office Building, 209 E. Musser St., Carson City, NV; and Legislative Building, 401 S. Carson St., Carson City, NV , and on the DETR website at [www.nvdetr.org](http://www.nvdetr.org). In addition, the agenda was mailed or e-mailed to groups and individuals as requested.

**MINUTES  
NEVADA HEALTH CARE SECTOR COUNCIL BOARD MEETING**

**October 6, 2011**

*workforce***CONNECTIONS**  
Conference Room – Suite 200  
7251 W. Lake Mead Blvd.  
Las Vegas, NV 89128

**Members Present:**

Bobbette Bond  
Maggie Carlton  
Steven Lebedoff  
Ann Lynch  
Charles Perry  
Debra Scott  
Marcia Turner  
Nayra Uriate  
Hyla Winters  
Carolyn Yucha  
Linda Johnson

**Staff Present:**

Holly Balmer  
Kim Colagioia  
Debra Collins  
Veronica Dahir  
Cornelius Eason  
Odalys Carmona  
Linda Yi  
Derrick Berrl  
Sheri Lindloff

**Others Present:**

Deborah Howell  
Patricia Castro  
Tommy Albert  
Sharon Morales  
Ruth Politi  
Theresa Kaufman  
Will Schorgl

**Members Present-Teleconference:**

Joan Hall  
Randi Huniwill  
Larry Matheis  
Deborah Moore-Jaquith  
Lynn O'Mara  
Debra Toney  
Laura Hale

**Members Absent:**

June Coleman  
Margaret Covelli  
Mary-Ann Brown  
Bill Welch  
Janice Muhammad  
Al Martinez  
Maureen Peckman  
Larry Sands  
Leroy Walker

**Funded Providers Present:**

Douglas Geinzer- SNMIC  
Jake McClelland FIT  
Nick Mazzeo –CCSD  
Rene Cantu –LCCCCF  
Tracey Torrence- SNRHA  
Janice Rael – NV Partners

\*It should be note that all attendees may not be listed above.

**Agenda Item #1**

The meeting was called to order by the chair, Dr. Marcia Turner at 09:35 am. Roll call was taken and a quorum was present.

**Agenda Item #2**

The chair verified that the meeting had been posted according to NRS 241.020.

**Agenda Item #3**

Marcia Turner welcomed members of the Nevada Health Care Sector Council. Dr. Turner thanked the group for welcoming her as the new chair and stated that she was impressed with the work of the Sector Council to date and looked forward to working with the Board.

**Agenda Item #4**

The agenda was approved with the addition of a fifteen minute break at 11:00 am.

**Agenda Item #5**

Marcia Turner asked for public comment at this juncture of the meeting. There was no public comment.

**Agenda Item #6**

It was moved, seconded and the motion carried to accept the minutes of the September 1, 2011 meeting as presented.

**Agenda Item #7**

Cornelius Eason, Director of Regional Strategies gave an update on the meetings held with Congressional staff following the last meeting. Mr. Eason stated that meetings had been held with Congresswoman Berkley's staff and Congressman Dr. Joe Heck. They were briefed on the activities of the Sector Council. Both legislators will continue to be on the lookout for funding opportunities. The Board was reminded that Joe Heck is a physician actively involved in health care and is serving on the Economic Diversification Committee. Dr. Heck was duly impressed with the cohesiveness of the Sector Council and that there is state wide representation. He directed his staff to be available and to seek out potential opportunities for the Sector Council.

**Agenda Item #8**

William Anderson, Chief Economist DETR provided the Board with an Economic Update. Mr. Anderson's presentation included a review of the Key U.S. and Nevada Economic Indicators including visitor volume growth, gold prices, Nevada personal income growth, residential construction activity, home re-sales, closings and the mortgage foreclosure rate. Mr. Anderson also discussed the unemployment rate in Nevada vs. the United States. Statistics included the unemployment rate by county as well as the unemployment duration.

A review of job growth by industry including Healthcare/Social Assistance was also presented. The healthcare sector has held up reasonably well during the downturn. Since 2001 the percentage of total jobs is up 5.8% in healthcare job are up 46.5%. During the 2001-2006 period, separation exceeded new hires by about 520 per quarter in the NV Healthcare and Social Assistance positions. That figure increased to 1,150 per quarter during the 2007-2010 periods.

Mr. Anderson also provided a look at the total number of unemployment insurance claims vs. the total number of people unemployed in Nevada and the amount of money the state has had to borrow from the United States Unemployment Trust Fund.

The final aspect of the report addressed Nevada's unemployment rate forecast and employment growth forecast.

Mr. Anderson will return to provide an update on the formal study that focuses strictly on the Health Care Sector in February.

**Agenda Item # 9**

Dr. Veronica Dahir, Senior Manager, Survey Services at the University of Nevada Reno reviewed the final HRSA Planning Grant Report that was submitted to HRSA on September 23, 2011. This report was a compilation of the work on the six benchmarks undertaken by the Nevada Health Care Sector Council over the course of the last year. Dr. Dahir thanked everyone for their role in the compilation of the report.

Dr. Dahir reported that she wanted to focus on the specifics in the report. One portion of the report asked, "How do you plan to use the resources identified?" This question was answered on pages 64-65 of the final report and she recommended that the future plans of the Sector Council reflect the items in the report. Dr. Dahir proposed that the Sector Council establish a priority list based on the report. The question remains on how to identify priority areas. The no cost extension year serves as an opportunity to work toward outcomes and evidence-based outcomes during this year that will allow the Sector Council to apply for implementation funds during the next fiscal year.

Three majority priorities were identified by Dr. Dahir:

- (1) Improve health outcomes of Nevadans
- (2) Increase workforce economic development
- (3) Increase education and training of the work force.

Dr. Dahir suggested that a needs assessment of Nevada's health including Nevada's demographics and migratory patterns needs to be undertaken and/or updated. Dr. Dahir listed people that could help with this portion of the assessment. She feels this would give us a good picture of the types of jobs we need to train for improved health outcomes.

Identification of medically underserved areas in primary care, oral health, mental health, HIT and nursing five areas should be focal points. Identification of health care delivery methods including telemedicine will assist in expanding the scope of care in Nevada.

It was recommended that membership gaps in the committee be identified with the possible inclusion of an advisory primary care physician, oral health professional, dental health, mental health and a representative of a private career colleges with University of Phoenix or Touro University specifically mentioned.

It was recommended that working groups be formed allowing the entire Board to meet less often and then reporting at the Sector Council meetings perhaps every quarter. It was recommended that the working groups focus on the top three recommendations of the Sector Council, that a vision and mission statement for each group is established with outcome oriented objectives outlined and a clear focus timeline be established

Outcomes that specifically address the grant benchmarks must be considered as part of the no-cost extension requested by the Department of Employment, Training and Rehabilitation. We need to look at "low hanging fruit" and see what we are able to accomplish prior to the release of implementation grant funds.

Charles Perry pointed out that the Sector Council is a statutorily appointed body and questioned who is going to carry out the tasks. Resources required to carry out the work of the Sector must be established and support is needed in laying out a plan or process. Time is at a premium for all and the plan should be reviewed prior to final adoption.

Carolyn Yucca stated that she felt the list was overwhelming. Dr. Yucca recommended that the Sector Council attempt to do several things well considering the limited resources rather than undertaking large initiatives.

Action steps need to be taken to demonstrate improvement in some areas. The question was asked of whether "we want to continue with ad hoc committee or establish new work groups."

Bobbette Bond had two comments. She felt that a needs assessment was not necessary and that data from the Nevada Academy of Health (2 years old) could be obtained from the state and used as a baseline.

Hyla Winters reminded the group that based on reading the implementation grant requirements the intent is focus on development of the healthcare workforce and we must put that into the context of priority areas. We must look at the priority list as not just labor shortage but at the healthcare workforce needs for the ten years.

Marcia recommended that an agenda item be added to the next meeting regarding structure of the Council, including membership, meeting schedule, by-laws etc. Attention must also be paid to jobs and new industries, including what administrative and legislative pieces need to occur for these industries to succeed.

Marcia felt that each of the things listed on page 68 of the final grant report fit loosely into one of the six benchmarks. It was suggested that each member identify areas they are interested in and then collectively decide on how to harvest some of the low hanging fruit. We were also reminded that one year from now we must be planning for the next legislative session. Marcia also felt that we need to concentrate on what we can do well and there may not be a need for additional data.

It was suggested that members of the Sector Council chair the working group and then identify a handful of priorities for the group prior to formation. At the November meeting we must determine focus, who is interested in what, how do we staff and notice the committee. How often should the full Council meet?

The Board members will read the RFP implementation grant requirements prior to the next meeting and look at how to expand the scope of care to the Nevada population by looking at the priority areas of the grant. An attempt will be made to obtain a copy of Virginia's final report to look at the pilot projects they undertook during the past year. A lively discussion of Student Max ensued. Debra Scott stated that the Nevada State Board of Nursing will buy the software and Carolyn Yucca (UNLV) offered an administrative assistant's time (20%) to assist in the clinical rotation program.

**Agenda Item #10**

Debra Collins, Project Director –*workforce CONNECTIONS* provided an overview of the agency and how it interacts with the Sector Council. Ms. Collins also provided the Board with an update on the activities of the six Funded Partners currently receiving funds from Workforce Connections.

**Agenda Item #11**

Kimberly Colagioia, Program Specialist gave a report on the progress of the RFI (Request for Interest) on the Youth Health Care Consortium. Members have been selected. The results will be made public at the Workforce Investment Board meeting.

**Agenda Item #12**

Debra Scott, Executive Director of the Nevada State Board of Nursing and vice-chair of the Nevada Health Care Sector Council provided the Sector Council with an overview of the Nevada Alliance for Nursing Excellence (NANE). Debra discussed their mission, membership and how they hope to contribute to the Future of Nursing Campaign. This information was well received by the Board as the goal is to resubmit an application to the Robert Wood Johnson and AARP Foundation's to establish a Nevada Regional Action Coalition with NANE and the Nevada Health Care Sector Council.

**Agenda Item #13**

Venus Fajota was unable to attend the meeting. In her absence Debra Collins discussed a grant solicited from HHS for a rural Health Network Development Planning Grant Program. The application is due on October 31, 2011.

**Agenda Item #14**

Earl McDowell, Deputy Administrator, Department of Employment, Training and Rehabilitation was unable to attend the meeting. Odalys Carmona, Project Specialist III, Department of Employment, Training and Rehabilitation (DETR) provided an update to the Board. Frank Woodbeck has been appointed as the new Director of DETR. The Green Council is moving forward. The Health Care Sector Council is the model for the other Sector Councils. The Leisure, Hospitality and Trades Council is looking for members. There are opportunities for mining and manufacturing members for Southern Nevadans on that Council.

**Agenda Item #15**

The next meeting will be held on November 3, 2011 at the Department of Employment, Training and Rehabilitation.

**Agenda Item #16**

The Chair asked for public comment at this juncture of the meeting. Lynn O'Mara stated that all members of the Board should receive a copy of the agenda at the same time that it is posted. It was also recommended that all supporting documents for the meeting be distributed a minimum of 48 hours prior to the meeting.

**Adjournment**

The meeting was adjourned at 12:17 pm.

**Agenda Item 7: Operations Update ~ Ardell Galbreth**

- a. **INFORMATION:** *workforce*CONNECTIONS Bylaws
- b. **ACTION:** Accept and approve Workforce Connections Interim Personnel Policy
- c. **INFORMATION:** Consolidated Direct Grants
- d. **INFORMATION:** Program Year 2010 Awards and Expenditures – Monthly Update
- e. **INFORMATION:** Program Year 2011 Awards and Expenditures – Monthly Update
- f. **INFORMATION:** Chief Financial Officer Search Update
- g. **DISCUSSION and POSSIBLE ACTION:** Service Provider/Funded Partner Oversight Protocol
- h. **INFORMATION:** Financial Edge System Implementation Schedule – Monthly Update
- i. **INFORMATION:** Southern Nevada Medical Industry Coalition (SNMIC) Update

# THE *workforce*CONNECTIONS BOARD BY-LAWS

## ARTICLE I AUTHORITY AND RESPONSIBILITY

**1.1** The *workforce*CONNECTIONS Board, formally known as the Southern Nevada Workforce Investment Board, (the “Board”) is organized as a local workforce investment board under the requirements of the Workforce Investment Act of 1998 (“WIA”).

**1.2** It is the principal responsibility of the Board to provide policy guidance for strategic planning activities, as well as to monitor the Board’s activities toward achieving goals and objectives. The Board will carry out its responsibility in partnership with agencies and organizations of general local government in the workforce area.

**1.3** The Board’s workforce area is Southern Nevada, including Clark County, Esmeralda County, Lincoln County, and Nye County, and including but not limited to the cities of Las Vegas, Henderson, North Las Vegas, and Boulder City.

**1.4** The Board shall operate in accordance with the applicable portions of the June 20, 2007, Amended and Restated Chief Local Elected Official Consortium Agreement (and any amendment thereto or replacement agreement thereto) and with the June 20, 2007, Amended and Restated Agreement Between the Chief Local Elected Officials Consortium and the Southern Nevada Workforce Investment Board to a Southern Nevada Workforce Investment Area (and any amendment thereto or replacement agreement thereto) (collectively referred to as the “Organizational Agreements”), which are incorporated herein by reference.

**1.5** The Board shall operate on a fiscal year, and shall develop an annual budget to carry out the Board’s goals, objectives, and duties pursuant to WIA. Pursuant to WIA, the Local Elected Officials<sup>1</sup> (“LEOs”) have authority to approve or disapprove the Board’s budget and therefore, the Board shall present the budget to the LEOs, in a LEOs consortium meeting, for consideration and approval within a reasonable time to allow for: (1) the LEOs to review the budget; (2) revision of the Budget, if necessary; and (3) final approval of the budget before the Board’s fiscal year begins. The Board shall work with the LEOs to revise the Board’s budget as necessary in order to obtain the LEOs’ final approval of the Board’s budget.

**1.6** Part of the Board’s budget will be used to pay staff (“Staff”), including but not limited to an Executive Director (“ED”) who will assist the Board in carrying out its various functions. The ED shall be selected, hired, directed by the LEOs, and shall answer solely to the LEOs. The ED shall select, supervise, and direct the Staff.

**1.7** The ED’s responsibilities include but are not limited to:

- (a) having authority to sign contracts on behalf of the Board;
- (b) organizing, hiring, firing, managing and supervising of Staff;

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<sup>1</sup> Pursuant to WIA § 117(d)(3)(B)(i) and the Organizational Agreements, the LEOs are the WIA fund grant recipients and the LEOs municipalities are liable for the misuse of the WIA funds expended by the Board. As of the date of these By-Laws, the following municipalities each have one local elected official who serves in the LEOs: (1) Clark County; (2) City of Las Vegas; (3) City of Henderson; (4) City of North Las Vegas; (5) Boulder City; (6) Nye County; (7) Esmeralda County; and (8) Lincoln County.

- (c) responding to and complying with Board audits; and
- (d) generally overseeing the functions and activities necessary for the Board to carry out its goals and responsibilities.

## ARTICLE II MEMBERSHIP AND VOTING

**2.1** Nominations and Appointments. The LEOs shall have sole authority to appoint Board members during the LEOs consortium meetings, and shall make such appointments pursuant to WIA § 117(b)(2) *et seq.*, as well as applicable federal and state law, and the Organizational Agreements.

**2.2** Composition By Membership Category shall be in accordance with WIA § 117(b)(2) *et seq.* Individuals may represent more than one category; provided they meet such criteria.<sup>2</sup>

### **2.3** Terms of Appointment

(a) Board members appointed from the “Business in the Local Area” category, pursuant to WIA § 117(b)(2)(A)(i) shall serve terms which are three-years long.

(b) Board members other than those appointed to the “Business in the Local Area” category shall serve terms which are two-years long.

(c) A Board member’s term shall begin the month of the member’s appointment and shall end on the last day of the same month of appointment during the final year of the member’s term.

(d) There is no limit on the number of terms board members may serve.

### **2.4** Removal of Board Members

(a) Resignation: Board members may resign at any time. Board members shall be removed automatically and immediately cease to be Board members after:

(i) The Board member provides a written notice of resignation to:

- a) The Board’s Chairperson;
- b) The Board’s Vice-Chairperson;
- c) The Executive Director; or
- d) The LEOs’ Chairperson.

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<sup>2</sup> As of the date of these By-Laws, WIA requires the Board membership to include representatives from the following groups: (1) Local business owners, officers, and managers; (2) Local educational entities, school boards, etc.; (3) Local labor organizations; (4) community based organizations, including organizations representing people with disabilities and veterans; (5) Economic development agencies; and (6) each one-stop partner with the Board. Additionally, the LEOs may be and are currently members of the Board. However, a majority of the Board members must be representatives from business owners, officers, and managers as described in WIA § 117(b)(2)(A)(i). The Board membership will always be composed pursuant to the most current WIA requirements.

(ii) The Board member fails to attend, in person or by telephone, one Board meeting after providing an oral notice of resignation to:

- a) The Board's Chairperson;
- b) The Board's Vice-Chairperson;
- c) The Executive Director; or
- d) The LEOs' Chairperson.

(b) Removal: Board members shall be removed immediately and immediately cease to be Board members after:

(i) The Board member fails to attend three consecutive regularly scheduled Board meetings, in person or by telephone, without providing a valid excuse, the validity of which shall be determined in the sole discretion of the Board's Chairperson;

(ii) The LEO's determine by a simple majority vote that the Board member should be removed; or

(iii) The Board member ceases to qualify under the category in which the Board member was appointed. However, in the LEOs sole discretion, a Board member in these circumstances may be reappointed under a different qualifying category, as long as the reappointment complies with WIA § 117(b)(2) *et seq.*.

**2.5 Vacancies.** Vacancies caused by unexpired terms shall be filled by the LEOs pursuant to § 2.3 of these By-Laws.

**2.6 Voting.** Only Board members may vote at Board meetings. Board members must be physically or electronically present (e.g. via video conference or via telephone conference call) at the Board meeting. Proxy-voting and/or absentee voting is prohibited.

**2.7 Conflicts of Interest.**

(a) Prior to taking office as a Board member, the potential Board member must declare in writing, on a form provided by Staff, all business interests or representational interests the member has with known past, current, or potential recipients of WIA funds. The written declaration must be updated annually to reflect any changes. The written declaration must include substantial business interests or representational interests of the Board member's immediate family members.

(b) A Board member may not vote on a matter under consideration by the Board:

(i) regarding the provision of services by that Board member;

(ii) regarding the provision of services by an entity that Board member represents;

(iii) regarding any topic that would provide direct financial benefit to that Board member or the immediate family of that Board member; or

(iv) regarding any other topic where that Board member had, has, or would have a conflict of interest pursuant to WIA § 117(g) *et seq.*, NRS § 281A.420, or NRS § 281A.430.

(c) Definitions applicable to these By-Laws:

(i) An "immediate family member" includes but is not limited to the Board member's: father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, boyfriend, girlfriend, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, registered domestic partner, domestic partner, or any other relationship similar to those listed herein.

(ii) An "entity the board member represents" or a "representational interest" is defined as:

a) When the Board member is employed, retained, hired, or contracted by the organization, business, governing body, or project (the "entity"); and/or

b) When the Board member is named as one of the board of directors, managers, commissioners, councilperson, or other member of a direct governing body of the entity, business or project; and/or

c) When the Board member has been retained by the board of directors, commission, council, or other direct governing body of the entity, business or project in any capacity.

(d) Disclosure of Conflict of Interest: When a Board member has a conflict of interest, then the Board member shall:

(i) prior to discussion, vote, or decision by the Board, publicly disclose the nature of the conflict of interest in the action item under consideration;

(ii) answer any questions regarding the Board member's conflict of interest, which may be asked if the Board/Committee Chairperson determines that questions regarding the Board member's disclosure are needed for the Board to properly consider the matter;

(iii) not initiate the discussion of the action item to which the conflict of interest pertains;

(iv) not request funds or proposals that compete with the action item to which the conflict of interest pertains; and abstain from voting on the matter to which the conflict of interest pertains.

(e) A Board member who violates the conflict of interest requirements set forth herein may be removed from the Board by a simple majority vote of the LEOs.

(f) All declarations of conflict of interest and abstentions from voting will be recorded in the minutes of the Board meeting.

## ARTICLE III BOARD COMMITTEES

Each Board member is required to serve on at least one committee.

**3.1 Standing Committees.** The Board Chairperson may appoint Board members to serve on committees. By virtue of their elected status, members of the LEOs may serve on any Board committee the elected official desires without the need for the Board Chairperson's appointment. The following committees shall be established as Standing Committees:

(a) The Executive Committee. (See 3.2 below).

(b) The Youth Council:<sup>3</sup> In accordance with WIA, the Youth Council is an established subgroup of the Board. The Youth Council's function is to work with the Board and LEOs to establish youth employment linkages and oversee service providers' delivery of youth employment and training services.

(c) The Budget Committee: The Budget Committee shall provide guidance to the Staff in developing and submitting a comprehensive annual budget to the Board. The Budget Committee shall review financial activities (including incurred debt), monitoring and audit reports (internal and external), as well as periodic budget analysis prepared by the Board staff regarding employment and training programmatic and fiscal processes. The Budget Committee shall review budget modifications and fiscal financial policy. Additionally, the Budget Committee shall have the responsibility to help Board members understand the full financial implications of Board actions and measure the effectiveness of projects and programs in terms of relative value.

### 3.2 Executive Committee

(a) The Board shall maintain an Executive Committee.

(b) The delegation of authority to the Executive Committee shall not operate or function to relieve the Board of its responsibility except as explained below in paragraph 3.2(d) "Executive Committee Authority."

(c) Executive Committee Composition:

(i) The Executive Committee shall be comprised of the Board's Chairperson, the Vice-Chairperson, the LEOs Chairperson, and the elected chairpersons of the Board's other current committees.

(ii) If the LEOs Chairperson is unable to attend an Executive Committee meeting, then the LEOs Vice-Chairperson shall be permitted to attend the Executive Committee meeting and participate and vote as a member of the Executive Committee during that meeting in the place of the LEOs Chairperson.

(iii) If the Board's Chairperson or Vice-Chairperson also serves as a Chairperson of one of the Board's other current committees, then the Vice-Chairperson of that other committee shall be a member of the Executive Committee.<sup>4</sup>

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<sup>3</sup> The Youth Council is a Standing Committee and for the purpose of these By-Laws shall be included in the general term "Committees."

(iv) The Board Chairperson shall serve as the Chairperson of the Executive Committee.

**(d) Executive Committee Authority**

(i) The Executive Committee shall have and exercise the same authority WIA grants to the Board, and shall be able to act on behalf of the Board, only when the following has been met:

a) It can be demonstrated that it is impractical for a Board meeting to take place (meaning attempts have been made to obtain a quorum for a full Board meeting and have failed); and

b) The business and action items, as determined by Staff, which would have been presented to the Board during the meeting which cannot occur due to impracticality, are of such urgency that the failure of the Executive Committee to act on behalf of the Board will greatly impede the continued workings, operations of the Staff, and/or services provided by the Board, and/or its service providers, vendors, and contractors, or will greatly impede the continued services provided to the clients of the Board, and/or its service providers, vendors, and contractors.

(ii) The Executive Committee shall not have the authority to act on behalf of the Board with respect to the following issues:

a) Amending or repealing any Board resolution;

b) Amending or repealing the Board's By-Laws;

c) Adopting a plan of merger or consolidation;

d) Selling, leasing, or otherwise disposing of all or any property and assets (excluding program monies) of the Board;

e) Voluntarily dissolving the Board or revoking a voluntary dissolution;

f) Modifying the Board's 5 year plan; and/or

g) Adopting or eliminating major programs.

(e) Executive Committee Quorum: A simple majority of the voting members of the Executive Committee shall constitute a quorum.

**3.3 Other Committees:** The Board Chairperson may establish and dissolve other committees as necessary and appoint members to serve on those committees at Chair's discretion.

**3.4 Committee Size, Term, and Responsibilities**

(a) Size: Committees shall be established with at least three Board members. Additional Committee members are not required to be a member of the Board.

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<sup>4</sup> For example, if the Board's Chairperson is also the Chairperson for the Budget Committee, then the Vice-Chairperson of the Budget Committee would serve on the Executive Committee.

(b) Term: With the exception of Standing Committees, Committees will be active as long as necessary to serve the purpose for which the Committee was created. With the exception of Standing Committees, Committees may be dissolved and later reformed at the Chair's discretion.

(c) Responsibilities: Committees shall record and maintain meeting minutes and report their progress and provide information and recommended action to the Board.

(d) All Committees shall be chaired by a member of the Board.

(e) All Committee chairpersons, with the exception of the Executive Committee Chairperson, shall be elected annually by a majority vote of the committee's members. A Board member shall not chair more than one committee.

**3.5** Any committee member shall be removed from said committee after:

(a) The committee member fails to attend three consecutive regularly scheduled committee meetings, in person or by telephone, without a valid excuse, the validity of which shall be determined in the sole discretion of the committee's Chairperson;

(b) The committee member requests to be removed; or

(c) The LEOs determine that the Board member serving on the committee should be removed from the Board.

**3.6** A Board member who does not serve on a Committee for three consecutive months shall be automatically removed from the Board.

#### **ARTICLE IV MEETINGS**

**4.1** Open Meeting. All Board and Committee council meetings shall be conducted in accordance with Nevada's Open Meeting Law, found in NRS Chapter 241.

**4.2** Meetings and Agendas.

(a) Regular meetings: The Board shall meet at least once every quarter throughout the year. If necessary, the Board may meet more frequently. Likewise, the Standing Committees as well as any other Board committees (collectively "Committees"), shall meet at least once every quarter or more frequently as deemed necessary by the Committee's Chairperson or the Board Chairperson.

(b) Special meetings: The Board may hold special meetings from time to time as deemed necessary or appropriate by the Board Chairperson, the LEOs Chairperson, and/or the ED.

(c) Agendas: Agendas for Board meetings, Committees meetings, and LEOs meetings shall be prepared by Staff. All requests to place matters on an agenda along with the needed back-up information to properly agendize an item must be presented to Staff a reasonable time before the relevant meeting date to facilitate compliance with Nevada's Open Meeting Law. Otherwise, the requested agenda item may not be included on the agenda. The ED shall have the sole discretion to agendize any untimely, late or incomplete request to agendize a matter. The following individuals may place a matter onto the Board's agenda:

- (i) The LEOs Chairperson;
- (ii) The Board Chairperson;
- (iii) Any Committee Chairperson, provided the matter the Committee Chairperson wishes to agendize is within the scope of responsibility for the Chairperson's Committee; and/or
- (iv) The ED.

The following individuals may place a matter onto one of the Committees' agenda

- (i) The LEOs Chairperson;
- (ii) The Board Chairperson;
- (iii) The Committee's Chairperson; and/or
- (iv) The ED.

(d) The LEOs control who may place matters onto the LEOs' meeting agendas.

(e) Members shall receive meeting agendas in a reasonable timeframe to comply with the State of Nevada's Open Meeting Law.

#### **4.3 Presiding Officer**

(a) **The Board:** The Board Chairperson shall preside over all Board meetings. In the absence of the Board Chairperson, the Board Vice-Chairperson shall be the presiding officer. When deemed appropriate, even during the presence of the Board's Chairperson and Vice-Chairperson, the Board Chairperson may choose a Board member to serve as temporary Board Chairperson for that specific meeting.

(b) In the absence of both the Board's Chairperson and Vice-Chairperson, then the Board meeting shall be called to order and, if a quorum is present, an election of a temporary Chairperson to chair that meeting shall be the first order of the Board's business. The meeting shall be opened and the election shall be conducted by one of following individuals, in the following order, if they are present: first, by the LEO Chairperson; second, by the LEO Vice-Chairperson; third, by the LEO who has been serving on the Board for the longest time; and fourth, by the Board member who has been serving on the Board for the longest time. If a quorum is not present, then the above referenced person shall conduct the meeting until a quorum is present, at which time an election will be held. If the Board's Chairperson or Vice-Chairperson arrives late, then the temporary chairperson will immediately turn control of the meeting over to the Board's elected presiding officer.

(c) **Committees:** Committee Chairpersons shall preside over their respective committee meetings. In the absence of a committee's Chairperson, then the presiding officer of that committee meeting shall be the committee's Vice-Chairperson. In the absence of both the committee's Chairperson and Vice-Chairperson, then a temporary Chairperson for that committee meeting shall be chosen by a majority vote of the then present committee members, which shall be conducted by the most senior Board member serving on the committee. When deemed appropriate during a committee meeting, even during the presence of the committee's Chairperson and Vice-Chairperson, the committee's Chairperson may choose a committee member (who is also a Board member) to serve as temporary Chairperson for that committee meeting.

**4.4** Parliamentary Authority. Unless otherwise adopted by the Board (Revised) Robert's Rules of Order shall be used to govern all board, council and committee meetings.

**4.5** Quorum. For a Board meeting, a quorum shall consist of a simple majority of the appointed Board members. For a committee meeting, a quorum shall consist of a simple majority of the committee members.

## **ARTICLE V BOARD OFFICERS**

**5.1** Officers. The Chairperson and the Vice-Chairperson shall be the only officers of the Board.

**(a)** Board Chairperson. The Board Chairperson shall only be elected from among the Board members who are part of the "Business in the Local Area" category set forth in WIA § 117(2)(A)(i). In addition to presiding over Board meetings, the Chairperson shall establish committees, certify meeting quorums and perform other duties as required by WIA.

**(b)** Board Vice-Chairperson. The Board Vice-Chairperson shall be elected from among any of the appointed Board members. The Board Vice-Chairperson shall fulfill the duties of the Board Chairperson in the absence of the Board Chairperson.

**5.2** Elections and Terms of Service

**(a)** The Board's Chairperson and Vice-Chairperson shall be elected by a majority vote of the Board's members present at the Board meeting when the election is held. Each officer shall serve a term of two-years, which shall begin on July 1<sup>st</sup> of the election year and end on June 30<sup>th</sup> two years later.

**(b)** There is no limit to the number of terms the Board's Chairperson and Vice-Chairperson may serve. Election of the Board's Chairperson and Vice-Chairperson shall be complete no later than June 30<sup>th</sup> of the final year of the officers' term of office; alternatively, if a meeting to conduct the vote in the month of June is impractical, then the vote will be conducted at the next Board meeting before any other business is conducted.

**5.3** Election Procedures

**(a)** Staff will solicit nominations for potential future officers from among the Board members no later than during the month of May immediately before the officers' terms expire. Additionally, Board members who desire to serve as an officer will be presented to the Board for consideration after the Board members desiring to serve have submitted to Staff their names, resumes, and the office in which they desire to serve. Staff will provide information regarding those Board members running for office to each Board member.

**(b)** The Board will hold a meeting, before the officers' terms expire, to conduct the election of officers. During this meeting, the Board Chairperson will ask the Board members to provide nominations for potential officers. Any qualifying Board member, who is nominated and seconded, will be an officer candidate, unless that Board member does not accept the nomination. Board members will then vote on those members who accept their nominations. The candidate for office who receives the most votes for that office prevails and will serve in that office. In the event qualifying nominated candidate(s) do not exist, then the LEOs Chairperson shall appoint a temporary Board Chairperson and Vice-Chairperson, as needed, who shall serve until a qualified nominated candidate(s) may be elected, which election shall be agendaized in each subsequent Board meeting until the officer(s) are elected.

**5.4** Vacancies. The Board shall elect successors to fill the unexpired term of any officer within two months after the office becomes vacant. The Board member who is elected to fill a vacant office shall only serve to the end of the original term for which the vacancy was filled.

**5.5** Removal. Officers will be automatically removed from office under the following conditions: (1) by a majority vote of a quorum of Board members; (2) if the Officer does not qualify under WIA to serve as in the office; (3) if the LEOs remove the Officer from the Board, or (4) if the Officer ceases to be a Board member for any reason.

**ARTICLE VI  
AUTHORIZATION TO INCUR DEBT (NOT TO EXCEED \$25,000)**

When necessary to ensure the continued operations and functions of the Board, the ED, or a Staff member to whom the ED has designated specific authority in writing, may incur debt in the name of the Board for allowable expenditures in accordance with federal, state and local laws, statutes, regulations, and policies, not to exceed \$25,000.00.

**ARTICLE VII  
LITIGATION**

**7.1** The Board will maintain its own legal counsel for all matters related to the Board. However, if there is litigation or claims against the Board, then the Board's counsel may, subject to the LEOs approval, also represent the LEOs in a limited capacity with respect to the litigation or claims, because the LEOs' municipalities may ultimately be fiscally responsible to pay any award of damages or settlement resulting from the litigation.

**7.2** The LEOs shall have exclusive authority to settle monetary damage claims made against the Board and to direct the ED with respect to how to respond to litigation and claims against the Board. The Board's attorney shall take instruction from the ED regarding litigation and settlement strategy. To avoid waiving the attorney client privilege, litigation shall not be discussed with the Board in Board meetings. Moreover, to preserve the confidential nature of the Board's strategy, litigation shall not be discussed with Board members unless the need arises, e.g. the Board member is a witness.

**ARTICLE VIII  
REVISIONS AND AMENDMENTS**

The Board understands and agrees that although the Board has duties and responsibilities to comply with applicable federal and state laws, that pursuant to WIA 117(d)(3)(B)(i)(I) and the Organizational Agreements the LEOs respective municipalities are responsible to ensure that WIA funds are properly awarded and spent. As such, the Board will be governed in accordance with these By-Laws, which must be approved by the LEOs.

**8.1** These By-Laws may only be amended by a majority vote of the LEOs during an LEOs consortium meeting.

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RATIFICATION SIGNATURES ON THE NEXT PAGE

## LEO RATIFICATION

These By-Laws having been reviewed and considered by the LEO Consortium during the November 8, 2011, LEO Consortium meeting and the LEOs having voted to approve these By-Laws; now therefore, the LEOs present these By-Laws to the Board as having been approved by the LEOs and requests the Board review these By-Laws, and consider them for approval.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2011

\_\_\_\_\_  
Gerri Schroder, LEO Consortium Chair

## BOARD RATIFICATION

These By-Laws were considered and approved by the Board during the Board Meeting held on November \_\_\_ 2011.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2011

\_\_\_\_\_  
Hannah Brown, *workforce*CONNECTIONS Chair

*workforce*CONNECTIONS Employee Acknowledgment

This is to acknowledge that I have received a copy of *workforce*CONNECTIONS' (herein after referred to as "WC") Interim Personnel Policy (the "Policy"). I understand that this Policy contains important information on WC's general personnel policies and on my privileges and obligations as an employee and that this Policy supersedes all other WC personnel policies and procedures in existence as of this date.

I will familiarize myself with the material in the Policy and understand that I am governed by its contents. I further understand that WC may change, rescind, or add to any policies, benefits, or practices described in the Policy from time to time without prior notice.

I further understand that nothing in this Policy or any other *workforce*CONNECTIONS policy or procedure shall be construed as vesting me or other employees with a contractual right or other right of employment. Nothing contained in this Policy interferes in any way with the WC's right to terminate any employee at any time.

I further understand my employment relationship with WC is at-will and based on the mutual consent of each employee and WC. Accordingly, either I or WC can terminate my employment relationship with WC at any time, with or without cause or advance notice.

I further acknowledge that my at-will employment status may only be changed pursuant to section 1.3 of the Policy which requires, among other things, that such a change may only be made through a written employment contract which expressly changes my status as an at-will employee and which is signed by me, WC's Executive Director, and the Chairperson of the Local Elected Officials Consortium. Accordingly, I waive any claim that my at-will employee status may be changed by oral representations.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Employee's name

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date

\_\_\_\_\_

<i>workforce</i> CONNECTIONS	
<b>INTERIM PERSONNEL POLICY</b>	
<b>EFFECTIVE DATE:</b>	<b>NUMBER:</b>
<b>SUPERSEDES: All conflicting policies</b>	<b>AUTHORIZATION: Local Elected Officials</b>

1. GENERAL INFORMATION

1.1 Employees of *workforce*CONNECTIONS (“WC”) are at-will employees who: (1) may resign from their employment at any time for any reason or for no reason, with or without any advanced notice; (2) may have their employment relationship terminated at any time for any reason or for no reason, with or without any advanced notice.

**1.2 THIS INTERIM POLICY (“Policy”) DOES NOT GRANT OR CONFER ANY CONTRACTUAL EMPLOYMENT RIGHTS UPON EITHER THE EMPLOYEE OR WC.**

1.3 An employee’s at-will status may only be altered by WC’s Executive Director (the “ED”) after having: (1) first, recommended such an alteration to the Local Elected Officials Consortium (the “LEOs”); (2) second, received approval from the LEOs; and (3) third executed an employment contract which expressly alters the employee’s at-will status and is signed by the Chairperson of the LEOs and the employee.

1.4 Applicants who are under the age of eighteen (18) shall not generally be considered for regular employment with the WC. The Executive Director, however, may lower the minimum age limit to sixteen (16) for temporary and hourly positions when such action is clearly in the best interest of WC. The minimum age limitation does not apply to special programs specifically designed for youth employment.

2. QUESTIONS. Employees who have any questions regarding this Policy must bring their questions to Human Resources for answers and clarification.

3. BACKGROUND CHECKS

3.1 Employment History

WC will conduct an employment history background investigation on all potential employees to whom WC is considering extending an offer of employment to validate prior employment, past experience and/or skills, as well as the potential employees’ honesty. WC will contact the past employers noted on the Application for Employment.

3.2 Criminal History

WC will conduct a criminal history background investigation on all potential employees to whom WC is considering extending an offer of employment to validate the criminal history as stated on the

Application for Employment. Often criminal history background investigations are completed after WC extends an offer of employment.

3.3 Misrepresentations on an employee's Application for Employment which are discovered as a result of WC's background check will result in discipline, up to and including termination.

3.4 All information WC obtains as a result of the background investigations is confidential in nature.

#### 4. GENERAL SEPARATION PROCESS

4.1 All WC employees whose employment relationship with WC is terminated for any reason must return all of WC's property or equipment, including but not limited to keys, computers, cell phones, electronic equipment, documents, tools, files, or other materials belonging to WC (copies of any of WC's property shall not be kept by the employee and must be returned to WC).

4.2 Upon the termination of an employee for any reason, WC will:

- (a) Collect WC's property from the employee;
- (b) Provide the employee with paperwork regarding the termination of the employment relationship and give the employee the opportunity to acknowledge receipt of the paperwork by signature;
- (c) Determine whether the employee owes any money to WC;
- (d) Provide the employee's final paycheck in a timely manner as required by applicable law, after making all legal deductions.

4.3 Upon termination, for any reason, employees are paid their accrued Paid Time Off.

#### 5. EQUAL OPPORTUNITY.

WC is an equal opportunity employer. All hires, appointments, promotions, demotions, commendations, disciplinary actions, and terminations within WC are made based upon qualification, merit, and fitness, and without regard to race, color, religion, sex, gender, age, disability, national origin, political affiliation or other legally protected characteristic.

#### 6. DISCRIMINATION/HARASSMENT/SEXUAL HARASSMENT PROHIBITION

WC's employees have the right to work in an environment free from all forms of unlawful discrimination and harassment, including sexual harassment and discrimination and/or harassment based upon race, color, religion, national origin, disability, and any other characteristic protected by applicable law. WC prohibits unlawful harassment and discrimination in any form, including but not limited to verbal, physical, and visual harassment. No employee, either male or female, should be subject to unsolicited and unwelcome verbal or physical conduct of a sexual nature.

## 6.1 Discrimination/Harassment

(a) WC shall not tolerate among its employees any unlawful discrimination or harassment based upon race, color, religion, sex, gender, age, disability, national origin, political affiliation or other legally protected characteristic.

(b) WC employees are prohibited from unlawfully discriminating against or unlawfully harassing any other: (1) employee, (2) applicant for employment, (3) individual in the workplace, and/or (4) individual known to the WC employee as a result of the employee's employment with WC. If an employee has any questions regarding how to comply with this policy, the employee must contact human resources for answers and clarification.

(c) Any employee who believes s/he has been discriminated against in violation of WC's Equal Opportunity Policy above or in violation of Federal or State Law, should promptly report the facts of the incident or incidents and the name of the discriminating/harassing individual(s) to his/her supervisor or, in the alternative, to Human Resources. Each employee who witnessed or suspects to have witnessed discrimination in violation of this policy must immediately report the violation or suspected violation to one or more of the individuals identified above. Supervisors must immediately report any reports or incidents of discrimination to the WC Executive Director and Human Resources. Human Resources will investigate all such claims and take appropriate corrective action, including disciplinary action up to and including termination, when it is warranted.

## 6.2 Sexual Harassment

(a) Sexual harassment does not refer to or include comments or compliments that constitute socially accepted behavior. Rather, sexual harassment refers to conduct or communication of an express or implied sexual nature that is unwelcome and personally offensive. Sexual harassment is a violation of state and federal law, and will result in disciplinary action up to and including termination.

(b) Sexual harassment includes, but is not limited to, making unwanted sexual advances and requests for sexual favors where either (1) submission to such conduct is made an explicit or implicit term or condition of employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

(c) WC employees are prohibited from sexually harassing any other: (1) employee, (2) applicant for employment, (3) individual in the workplace, and/or (4) individual known to the WC employee as a result of the employee's employment with WC. Employees who violate this policy are subject to discipline up to and including immediate discharge. If an employee has any questions regarding how to comply with this policy, the employee must contact human resources for answers and clarification.

(d) Any employee who believes s/he has been sexually harassed by a co-worker, supervisor, agent of WC, or third-party who interacted with the employee as a result of his/her work for WC (including but not limited to vendors, clients, partners, board members) should promptly report the facts of the incident or incidents and the name of the discriminating/harassing individual(s) to his/her supervisor or, in the alternative, to Human Resources. Each employee who witnessed or suspects to

have witnessed sexual harassment in violation of this policy must immediately report the violation or suspected violation to one or more of the individuals identified above. Supervisors must immediately report any reports or incidents of discrimination or harassment to the WC Executive Director and Human Resources. Human Resources will investigate all such claims and take appropriate corrective action, including disciplinary action up to and including termination, when it is warranted.

6.3 WC recognizes employees are often reluctant or afraid to report discrimination or harassment to the employer. In that regard, no employee will be retaliated against for acting in good faith to: (1) bring perceived or actual inappropriate conduct to WC's attention; (2) prevent unlawful practices, or (3) participate in an investigation or proceeding conducted by WC. If an employee believes the employee is being or has been retaliated against for making a complaint, then that employee must contact Human Resources so that an investigation can be conducted, and so the circumstances can be properly addressed.

## 7. INVESTIGATIONS

WC employees must cooperate in any investigation WC conducts, including the investigation of discrimination, harassment, and/or sexual harassment complaints. An employee who fails or refuses to cooperate with an investigation conducted by WC will be subjected to discipline, including but not limited termination of employment.

## 8. PROHIBITIONS

### 8.1 Drugs and Alcohol

WC absolutely prohibits any use, sale, purchase, manufacture, transfer, or possession of any illegal or non-prescribed drug by its employees at any time (this does not include over the counter medication in small quantities for legal personal use). WC strictly prohibits employees from consuming alcohol during the employee's scheduled work hours, including breaks, and from being impaired or under the influence of alcohol while at work. Additionally, WC strictly prohibits employees from using or being impaired by any illegal drug or controlled substance. The following is a non-exhaustive list of examples of prohibited controlled substances:

- Alcohol (e.g. beer, wine or liquor)
- Narcotics (e.g. heroin or morphine)
- Cannabis (e.g. marijuana)
- Stimulants (e.g. cocaine, methamphetamine)
- Depressants (e.g. tranquilizers)
- Hallucinogens (e.g. PCP or LSD)

**IF WC LEARNS AN EMPLOYEE IS IN ILLEGAL POSSESSION OF ILLEGAL DRUGS OR OTHER CONTROLLED SUBSTANCES AT WORK, THEN THAT EMPLOYEE WILL BE SUBJECT TO DISCIPLINE UP TO AND INCLUDING TERMINATION, AND MAY ALSO BE SUBJECT TO CRIMINAL PROSECUTION.**

8.2 Legally prescribed medications are not prohibited and are permitted only to the extent that the use of such medications does not adversely affect the employee's work ability, job performance, or the safety of that individual and others. If the prescribed medication is associated with a warning of

any kind that the medication might impair the employee in any way, then the employee must obtain permission from WC to work while under the influence of the medication.

### 8.3 Smoking

Employees who smoke are not provided any additional break time to smoke. Employees may smoke during their normal breaks, including their lunch break. Smoking is prohibited in all locations on and in WC premises and at WC work locations, except those areas specifically designated as smoking areas.

### 8.4 Weapons

WC expressly prohibits employees from bringing weapons of any kind to WC premises or WC work locations. The following is a non-exhaustive list of weapons which are prohibited:

- (a) Firearms;
- (b) Knives, except for the type necessary to perform the employee's duties such as a box cutter; and/or
- (c) Explosives.

### 8.5 Other Prohibited Material.

Employees may not bring anything illegal to WC or to a WC work site. Additionally, employees may not bring any personally owned electronic storage device to WC's premises, including WC work sites, which has the capability of downloading or uploading data or information from or to a WC computer. The intent of this prohibition is to protect WC's computer systems from inadvertent or intentional virus infection, and to protect WC's property and information from being taken or distributed without authorization.

### 8.6 Enforcement/Inspection

(a) To keep WC, its employees, and those with whom WC interacts safe from the prohibited materials outlined herein, WC has the right to inspect anything on/in WC premises and work sites, whether brought or owned by an employee or not. WC employees have no expectation of privacy with respect to anything, including personal property, located at WC, at WC's work site, or in the employee's vehicle parked at WC's premises or at the WC work site. WC reserves the right to open and inspect desks, lockers and other storage areas, as well as any contents, effects, or articles that are in those areas. WC provides desks and storage areas for the convenience and use of some of its employees while at work, however, employees who use desks and/or storage areas should remember that the storage areas remain WC's sole property. Moreover, WC reserves the right to open and inspect desks and any storage areas as well as any contents, effects, or articles contained therein. Such an inspection can occur at any time, without advance notice or consent. Such an inspection may be conducted during, before, or after working hours. If an employee does not want an article or property inspected, then the employee should not bring the article or property to work.

(b) Employees who, if requested, fail to cooperate in any inspection or investigation may be subject to disciplinary action, up to and including termination of employment. WC is not responsible for any articles or property that are placed or left in a desk that are lost, damaged, stolen, or destroyed.

Workforce Connections  
Program Year 2011  
Consolidated Budget - Direct Grants

Grant	SESP	HRSA	DOJ	YBLV - 09	YBLV - 11	Combined
<b>Total Revenue</b>	<b>4,050,000.00</b>	<b>140,509.00</b>	<b>692,096.00</b>	<b>1,100,000.00</b>	<b>1,100,000.00</b>	<b>7,082,605.00</b>
Salaries	700,000.00	-	210,998.00	224,250.00	446,550.00	1,581,798.00
Fringe Benefits	245,000.00	23,000.00	55,618.00	70,550.00	169,564.00	563,732.00
Travel	35,000.00	-	9,220.00	11,205.00	8,850.00	64,275.00
Equipment	60,000.00	-	-	-	-	60,000.00
Supplies	90,000.00	5,101.75	-	1,000.00	-	96,101.75
Contractual	2,800,000.00	95,905.05	256,660.00	298,795.00	158,584.00	3,609,944.05
Construction						
Other	120,000.00	16,502.20	159,600.00	494,200.00	316,452.00	1,106,754.20
<b>Total Direct Charges</b>	<b>4,050,000.00</b>	<b>140,509.00</b>	<b>692,096.00</b>	<b>1,100,000.00</b>	<b>1,100,000.00</b>	<b>7,082,605.00</b>
Indirect Charges	-	-	-	-	-	0.00
<b>Total - Operational Expenditures</b>	<b>4,050,000.00</b>	<b>140,509.00</b>	<b>692,096.00</b>	<b>1,100,000.00</b>	<b>1,100,000.00</b>	<b>7,082,605.00</b>

SESP - State Energy Sector Partnership  
HRSA - Health Resources and Services Administration  
DOJ - Department of Justice - Get Out grant  
YBLV-09 - YouthBuild Las Vegas PY09 grant  
YBLV-11-YouthBuild Las Vegas PY11 grant

**workforceCONNECTIONS  
Awards and Expenditures**

**Program Year 2010 WIA Formula / ARRA Funds and Other Funding Sources**  
Contract Period: July 1, 2010 - June 30, 2011  
As of October 6, 2011

**WIA PY10 Adult and Dislocated Worker**

Provider	Contract Award	Adult Expenditures	Dislocated Worker Expenditures	Total Expenditures	% Spent	Remaining Balance
Bridge	662,000.00	344,485.32	317,514.68	662,000.00	100%	-
Catholic Charities	511,552.00	264,279.49	223,540.29	487,819.78	95%	23,732.22
CHR	817,842.00	402,002.40	414,456.64	816,459.04	100%	1,382.96
CSN-Lincoln County	602,937.00	69,796.03	37,216.36	107,012.39	18%	495,924.61
Easter Seals	787,537.00	92,394.18	545,602.74	637,996.92	81%	149,540.08
FIT	1,634,395.00	749,104.57	885,290.43	1,634,395.00	100%	-
GNU	1,155,397.00	577,906.12	445,018.61	1,022,924.73	89%	132,472.27
Goodwill	1,222,378.00	812,931.47	391,525.31	1,204,456.78	99%	17,921.22
Housing Authority (SNRHA)	329,000.00	155,960.21	105,897.49	261,857.70	80%	67,142.30
Latin Chamber Foundation (Green sector)	750,000.00	228,292.01	259,905.29	488,197.30	65%	261,802.70
NACS	440,426.00	218,381.64	219,407.74	437,789.38	99%	2,636.62
NPI	2,659,900.00	1,284,750.65	1,280,842.35	2,565,593.00	96%	94,307.00
Nye Communities Coalition	772,175.00	381,312.82	253,502.19	634,815.01	82%	137,359.99
SNMIC (Healthcare sector)	750,000.00	374,644.45	263,381.88	638,026.33	85%	111,973.67
Interim Pahrump	500,000.00	76,702.77	190,398.05	267,100.82	53%	232,899.18
Workforce Connections - Pride Re-entry	306,200.00	159,889.94	-	159,889.94	52%	146,310.06
<b>Total</b>	<b>13,901,739.00</b>	<b>6,192,834.07</b>	<b>5,833,500.05</b>	<b>12,026,334.12</b>	<b>87%</b>	<b>1,875,404.88</b>

**WIA PY10 Youth**

Provider	Contract Award	Youth Expenditures	Total Expenditures	% Spent	Remaining Balance
HELP	500,000.00	476,207.16	476,207.16	95%	23,792.84
Latin Chamber Foundation - Teen Expo	100,000.00	99,714.27	99,714.27	100%	285.73
NPI	800,000.00	800,000.00	800,000.00	100%	-
Nye Communities Coalition	290,000.00	242,904.08	242,904.08	84%	47,095.92
Olive Crest (Foster Youth Pilot)	266,667.00	266,667.00	266,667.00	100%	-
Project WE	120,000.00	119,939.75	119,939.75	100%	60.25
Workforce Connections - Callente	246,206.00	42,047.49	42,047.49	17%	204,158.51
<b>Total</b>	<b>2,322,873.00</b>	<b>2,047,479.75</b>	<b>2,047,479.75</b>	<b>88%</b>	<b>275,393.25</b>

**workforceCONNECTIONS  
Awards and Expenditures**

**Program Year 2010 WIA Formula / ARRA Funds and Other Funding Sources**  
Contract Period: July 1, 2010 - June 30, 2011  
As of October 6, 2011

**Summer Youth PY10**

Provider	Contract Award	Youth Expenditures	Total Expenditures	% Spent	Remaining Balance
Boulder City	21,560.00	21,560.00	21,560.00	100%	-
CCSD - Desert Rose	140,000.00	140,000.00	140,000.00	100%	-
Community College of Southern Nevada	150,000.00	149,944.00	149,944.00	100%	56.00
HELP	76,200.00	64,933.68	64,933.68	85%	11,266.32
Latin Chamber Foundation	240,000.00	223,172.00	223,172.00	93%	16,828.00
Lied Discovery Museum	75,400.00	75,400.00	75,400.00	100%	-
Nevada Partners Inc.	242,500.00	242,500.00	242,500.00	100%	-
Nye Communities Coalition	130,000.00	123,684.26	123,684.26	95%	6,315.74
Police Athletic League	56,400.00	56,400.00	56,400.00	100%	-
Spring Mountain Youth Camp (CCJIS)	180,000.00	146,572.90	146,572.90	81%	33,427.10
St. Jude's Ranch for Children	40,000.00	33,033.68	33,033.68	83%	6,966.32
<b>Total</b>	<b>1,352,060.00</b>	<b>1,277,200.52</b>	<b>1,277,200.52</b>	<b>94%</b>	<b>74,859.48</b>

**Governor's Reserve Youth PY10**

Provider	Contract Award	Youth Expenditures	Total Expenditures	% Spent	Remaining Balance
Boulder City - P5K	52,148.00	52,148.00	52,148.00	100%	-
GNJ Family Life Center - Youthbuild	94,000.00	49,800.23	49,800.23	53%	44,199.77
Junior Achievement - Youth	48,000.00	48,000.00	48,000.00	100%	-
Latin Chamber Foundation - P5K	240,000.00	223,172.00	223,172.00	93%	16,828.00
Lied Discovery Museum - P5K	75,400.00	75,400.00	75,400.00	100%	-
Nevada Partners Inc. - P5K	242,500.00	242,500.00	242,500.00	100%	-
Nye Communities Coalition - P5K	130,000.00	123,684.26	123,684.26	95%	6,315.74
Police Athletic League - P5K	56,400.00	56,400.00	56,400.00	100%	-
Spring Mountain Youth Camp (CCJIS) - P5K	180,000.00	146,572.90	146,572.90	81%	33,427.10
St. Jude's Ranch for Children - P5K	40,000.00	33,033.68	33,033.68	83%	6,966.32
NV Public Education Foundation - Ready for Life	645,000.00	575,563.13	575,563.13	89%	69,436.87
Project WE	150,000.00	150,000.00	150,000.00	100%	-
Summer Business Institute - Clark County	330,969.01	330,969.01	330,969.01	100%	-
<b>Total</b>	<b>2,284,417.01</b>	<b>2,107,243.21</b>	<b>2,107,243.21</b>	<b>92%</b>	<b>177,173.80</b>

**workforceCONNECTIONS  
Awards and Expenditures**

**Program Year 2010 WIA Formula / ARRA Funds and Other Funding Sources  
Contract Period: July 1, 2010 - June 30, 2011  
As of October 6, 2011**

**Wagner-Peyser**

Provider	Contract Award	Wagner Peyser Expenditures	Total Expenditures	% Spent	Remaining Balance
Ridge House - Re-entry (contract rescinded)	65,979.45	65,979.45	65,979.45	100%	-
Workforce Connections - Pride Re-entry	377,820.55	377,820.55	377,820.55	100%	-
<b>Total</b>	<b>443,800.00</b>	<b>443,800.00</b>	<b>443,800.00</b>	<b>100%</b>	<b>-</b>

**United Way**

Provider	Contract Award	Youth Expenditures	Total Expenditures	% Spent	Remaining Balance
Olive Crest	160,000.00	104,546.25	104,546.25	65%	55,453.75
<b>Total</b>	<b>160,000.00</b>	<b>104,546.25</b>	<b>104,546.25</b>	<b>65%</b>	<b>55,453.75</b>

**YouthBuild Sub-Awards PY09**

Provider	Contract Award	Youth Expenditures	Total Expenditures	% Spent	Remaining Balance
CCSD - Desert Rose	161,559.99	161,559.11	161,559.11	100%	0.88
GNJ Family Life Center	711,000.00	552,338.93	552,338.93	78%	158,661.07
Workforce Connections	227,440.01	123,822.40	123,822.40	54%	103,617.61
<b>Total</b>	<b>1,100,000.00</b>	<b>837,720.44</b>	<b>837,720.44</b>	<b>76%</b>	<b>262,279.56</b>

**YouthBuild Sub-Awards PY11**

Provider	Contract Award	Youth Expenditures	Total Expenditures	% Spent	Remaining Balance
CCSD - Desert Rose	158,584.00	-	-	0%	158,584.00
Workforce Connections	941,416.00	30,167.42	30,167.42	3%	911,248.58
<b>Total</b>	<b>1,100,000.00</b>	<b>30,167.42</b>	<b>30,167.42</b>	<b>3%</b>	<b>1,069,832.58</b>

**SESP**

Provider	Contract Award	Youth Expenditures	Total Expenditures	% Spent	Remaining Balance
Workforce Connections	4,050,000.00	719,779.65	719,779.65	18%	3,330,220.35
<b>Total</b>	<b>4,050,000.00</b>	<b>719,779.65</b>	<b>719,779.65</b>	<b>18%</b>	<b>3,330,220.35</b>

**workforce CONNECTIONS  
Awards and Expenditures**

**Program Year 2010 WIA Formula / ARRA Funds and Other Funding Sources**  
**Contract Period: July 1, 2010 - June 30, 2011**  
**As of October 6, 2011**

**HRSA**

Provider	Contract Award	Youth Expenditures	Total Expenditures	% Spent	Remaining Balance
Workforce Connections	140,509.00	65,692.26	65,692.26	47%	74,816.74
<b>Total</b>	<b>140,509.00</b>	<b>65,692.26</b>	<b>65,692.26</b>	<b>47%</b>	<b>74,816.74</b>

**Dept. of Justice**

Provider	Contract Award	Youth Expenditures	Total Expenditures	% Spent	Remaining Balance
Workforce Connections	692,096.00	301,355.09	301,355.09	44%	390,740.91
<b>Total</b>	<b>692,096.00</b>	<b>301,355.09</b>	<b>301,355.09</b>	<b>44%</b>	<b>390,740.91</b>

**workforce CONNECTIONS**  
**Contract Expenditures for Service Providers**  
**Awards and Expenditures**  
**Program Year 2011 WIA Formula**  
**Contract Period: July 1, 2011 - June 30, 2012**  
**As of October 6, 2011**

**WIA PY11 Adult and Dislocated Worker**

Provider	Contract Award	Adult Expenditures	Dislocated Worker Expenditures	Total Expenditures	% Spent	Remaining Balance
Bridge (Green)	500,000.00	-	-	-	0%	500,000.00
CCSD - Desert Rose (Healthcare)	500,000.00	-	-	-	0%	500,000.00
FIT (Healthcare)	600,000.00	63,697.93	71,741.18	135,439.11	23%	464,560.89
GNJ (Green)	600,000.00	50,904.38	35,550.18	86,454.56	14%	513,545.44
Goodwill (Green)	600,000.00	-	-	-	0%	600,000.00
Housing Authority (SNRHA) (Green)	175,000.00	-	-	-	0%	175,000.00
Housing Authority (SNRHA) (Healthcare)	175,000.00	-	-	-	0%	175,000.00
Latin Chamber Foundation (Green)	600,000.00	31,845.06	19,600.41	51,445.47	9%	548,554.53
Latin Chamber Foundation (Healthcare)	600,000.00	23,559.05	13,182.35	36,741.40	6%	563,258.60
Nevada Partners (Green)	600,000.00	27,219.96	34,433.17	61,653.13	10%	538,346.87
Nevada Partners (Healthcare)	600,000.00	7,354.51	4,963.68	12,318.19	2%	587,681.81
Nye Communities Coalition	750,000.00	53,590.07	43,922.73	97,512.80	13%	652,487.20
Pride	500,000.00	-	-	-	0%	500,000.00
SNMIC	600,000.00	49,029.35	13,629.58	62,658.93	10%	537,341.07
To Be Allocated	833,068.00	-	-	-	0%	833,068.00
<b>Total</b>	<b>8,233,068.00</b>	<b>307,200.31</b>	<b>237,023.28</b>	<b>544,223.59</b>	<b>7%</b>	<b>7,688,844.41</b>

**WIA PY11 Youth**

Provider	Contract Award	Youth Expenditures	Total Expenditures	% Spent	Remaining Balance
HELP	713,000.00	73,581.31	73,581.31	10%	639,418.69
CCSD - Desert Rose	362,000.00	-	-	0%	362,000.00
Nevada Partners	500,000.00	23,846.77	23,846.77	5%	476,153.23
Nye Communities Coalition (Green sector);	300,000.00	13,055.78	13,055.78	4%	286,944.22
Nye Communities Coalition (Tri-County)	150,000.00	6,001.92	6,001.92	4%	143,998.08
Nye Communities Coalition (Summer)	48,514.00	26,885.05	26,885.05	55%	21,628.95
Southern NV Children First	125,000.00	-	-	0%	125,000.00
UNR-Lincoln County (Tri-County)	100,000.00	-	-	0%	100,000.00
TBD - Youth Green Sector	500,000.00	-	-	0%	500,000.00
TBD - Youth Healthcare Sector	500,000.00	-	-	0%	500,000.00
To Be Allocated	964,436.00	-	-	0%	964,436.00
<b>Total</b>	<b>4,262,950.00</b>	<b>143,370.83</b>	<b>143,370.83</b>	<b>3%</b>	<b>4,119,579.17</b>

# Workforce Connections

Applicants for the CFO Position

10/8/2011

Name	Years of Employment	Position Titles	Experience	Certifications	Education
Chandler Clary	#1 -- 1 yr 10 mos	Controller	Private	None Listed	BS - Accounting
	#2 -- 1 yr 2 mos	Accounting Manager	Non-profit		
	#3 -- 10 yrs	Business Consultant			
	#4 -- 7 yrs 5 mos	Accounting Manager			
Lloyd Heiner	#1 -- 2 yrs 6 mos	VP Corporate Finance	Private	None Listed	BS - Accounting
	#2 -- 6 yrs 8 mos	Chief Financial Officer	Non-profit		
Nerahoo Hemraj	#1 -- 3 yrs 6 mos	Chief Deputy Auditor-Controller	Public - Local govt.	Cert Internal Auditor	AAS - Accounting/MIS
	#2 -- 3 yrs 2 mos	CFO/Agency Fiscal Officer		Cert Gov Fin Officer	BS - Accounting/Finance
	#3 -- 8 yrs 8 mos	Sr. Financial Manager III		Cert Public Fin Officer	MS - Accounting
James Kostecki	#1 -- 4 yrs 10 mos	Finance Analyst	Public - Local govt.	CPA - State of Nevada	MBA - Business Administration
	#2 -- 7 yrs 4 mos	Accounting Manager	Private	CPA - State of Illinois	BS - Accounting
	#3 -- 4 yrs 11 mos	Assistant Controller			
Arlene Loeyen	#1 -- 2 yrs 1 mo	General Ledger Manager	Private	Cert Gov Fin Officer -FL	BS - Accounting
	#2 -- 3 mos	Unemployed	Private - Govt Contractor		BA - MIS
	#3 -- 9 yrs 1 mo	Lead Accountant	Public - Local govt.		
	#4 -- 13 yrs	Accounting Manager			
Alicia McOsler	#1 -- 1 yr 4 mos	Treasurer/Tax Collector	Public - Local govt.	Cert Treasury Professional	BSBA - Finance
	#2 -- 3 yrs 5 mos	Sr. Financial Analyst III and II	Private	CTP - Certified Training Professional	MBA - Management
	#3 -- 2 yrs 10 mos	Financial Analyst II			
Gregg Pavitt	#1 -- 2 mos	Ind. Govt Finance Ops Consultant	Public - Consultant	CPA - State of Illinois	BA - Economics
	#2 -- 10 mos	Senior Governmental Financial Adv. Manager/Consultant	Public - Fed and Local govt.	Cert Govt Fin Officer	MA - Public Finance/Policy
	#3 -- 2 yrs 8 mos	Director of Financial Services		GFOA	
	#4 -- 1 yr	Town Director of Finance			
	#5 - 4 yr	Director of Finance			
Patricia Sherwin-Lucas	#1 -- 7 mos	Director of Finance	Public - Local govt.	CPA - State of Nevada	BA - Accounting
	#2 -- 5 yrs 2 mo	Law School	Private - CPA	CPA - State of Texas	
	#3 -- 4 yrs 1 mo	Acting Exec. Director/Finance Director			
	#4 -- 2 yrs	Chief Financial Officer			
	#5 -- 9 yrs	CPA - Sole Proprietorship			

**Workforce Connections**  
Applicants for the CFO Position

10/8/2011

Name	Years of Employment	Position Titles	Experience	Certifications	Education
<b>APPLICATIONS AND RESUMES</b>					
William Stringer	#1 -- 1 yr 9 mos	Director of Business Operations	Public - Local and Fed govt.	None Listed	BA - Economics Ph.D - Economics (incomplete)
	#2 -- 5 yrs	Chief Financial Officer			
	#3 -- 2 yrs 6 mos	VP - Finance			
	#4 -- 8 yrs	Senior Consultant / President			
Alan Yue	#1 -- 1 yr 6 mos	Chief Financial officer	Private - Non-profit Private	None Listed	BBA - Accounting MBA - Accounting
	#2 -- 1 yr 4 mos	Controller			
	#3 -- 4 mos	Corporate Controller			
	#4 -- 12 yrs	Regional VP - Finance			
George Zoukee	#1 -- 1 yr 2 mos	Director of Finance	Private	None Listed	BA - Economics MBA - Finance
	#2 -- 1 yr 2 mos	Sr. Vice President			
	#3 -- 1 yr 1 mo	Treasurer			
	#4 -- 14 yrs 2 mos	Executive Director			
<b>RESUMES ONLY</b>					
Adeline Cello	#1 -- 6 yrs 11 mos	Chief Financial Officer	Private	Cert Fin Planner FINRA Licensed - Securities	BS - Business Management MBA - Business Administration
	#2 -- 4 yrs	District Manager			
Marcelino Olano	#1 -- 4 yrs	Director for Audit	Private	CPA - Philippines	BS - Accounting MBA
	#2 -- 5 yrs	Financial Consultant			
	#3 -- 1 yr	VP Finance			
	#4 -- 1 yr	Finance Manager			
Matthew Resler	#1 -- 3 yrs	Executive VP & General Manager	Private	None Listed	AAS - Finance / Banking BA Finance / Law
	#2 -- 3 yrs	Sr. VP & Regional Manager			
	#3 -- 8 yrs	Vice President & Market Manager			
	#4 -- 7 yrs	Vice President & Branch Manager			
Donald St. Georges	#1 -- 8 yrs	President/CEO	Private Public - Local govt.	Cert Govt Accountant Cert Public Purchasing Off.	AA - Mathematics BBA - Accounting MPA - Public Management
	#2 -- 1 yr	Director of Finance & Info. Technology			
	#3 -- 1 yr	Finance Director			
	#4 -- 4 yr	Town Accountant			
Robert Volpert	#1 -- 11 mos	Administrator/Business Manager	Non-profit Private	None Listed	BBA - Business Administration MBA - Business Administration
	#2 -- 11 yrs 10 mos	Chief Financial Officer			
	#3 -- 3 yrs	Controller/Chief Financial Officer			

**Workforce Connections  
Service Providers/Funded Partners Oversight Protocol**

Reference Workforce Connections Policy 5.2, Non-Compliance Sanctioning Process, dated July 11, 2003

- Service providers/funded partners oversight is an administrative function performed by Workforce Connections' staff
- The following is an outlined protocol of Workforce Connections Non-Compliance Sanctioning Process:
  - Prior to levying sanctions against service providers/funded partners, extensive technical assistance is provided by Workforce Connections' staff to assist the partner in complying with established Workforce Investment Act directives, i.e., including all federal, state and local directive/policies
  - If after providing technical assistance, service providers/funded partners remain deficient, fail to comply or are nonresponsive, PINK PAPERS highlighting such deficiencies will be issued notifying the agency that it has 10 working days to implement corrective action
  - Sanctions shall be in the form of placing service providers'/funded partners' on "High Risk" watch, withholding reimbursement payments, denial of advanced reimbursement requests, frequent on-site monitoring reviews by Workforce Connections' staff and/or cancellation of awarded contract
  - While PINK PAPERS highlight service providers/funded partners' deficiencies and outline needed corrective action, RED PAPERS notify service providers/funded partners of monetary sanctions when appropriate corrective action has not been completed within the required timeframe
  - Monetary sanctions by Workforce Connections' executive director may result in contract funding reductions up to \$25,000 in \$5,000 increments or total contract cancellation as appropriately approved by the board of directors due to noncompliance in response to corrective action
  - Contract sanctions above \$25,000 shall be presented to the appropriate Workforce Connections' Committee/Council for consideration and recommended action to Workforce Connections' Board of Directors

**Southern Nevada Workforce Investment Board  
General Policy & Procedure  
NON-COMPLIANCE SANCTIONING PROCESS**

**EFFECTIVE DATE: July 11, 2003**

**NUMBER: 5.2**

**AUTHORIZATION: SNWIB Manager**

**BACKGROUND:**

This policy shall be used in conjunction with all federal, state and local laws, statutes, regulations and policies. The purpose of this policy is to outline the Southern Nevada Workforce Board's (SNWIB) process for levying sanctions against service providers and subrecipients for non-compliance and/or failure to adhere to the SNWIB established guidance as outlined in federal, state and local policies.

**I. GENERAL PROVISIONS FOR SANCTIONING**

Any time SNWIB service providers or subrecipients fail to comply with established federal, state or local laws, statutes, regulations and/or policies, sanctions shall be levied against such agencies within ten working days after notification of required corrective action (PINK—PAPER) notice. PINK—PAPER's shall be in written form and approved by the SNWIB board manager or deputy board manager. Prior to levying sanctions against service providers/subrecipients, the SNWIB staff shall provide technical assistance and corrective action guidance to help service providers/subrecipients' overcome shortfalls and/or deficiencies.

**II. TYPES OF SANCTIONS**

A. Sanctions shall be in the form of withholding service providers/subrecipients' reimbursement payments, denial of advanced reimbursement requests, frequent on-site reviews by SNWIB staff, required approval by the SNWIB prior to any expenditures, reduction in awarded funds and/or cancellation of awarded contract. Although not all inclusive, the following are general reasons for levying sanctions:

1. Failure to achieve performance measurements
2. Non-compliance with established regulations, laws, statutes, and policies
3. Failure to comply with contractual obligations and identified as a "high risk" service provider/subrecipient
4. Failure to respond to SNWIB after written notification

B. Service providers' will be notified of sanctions via RED—PAPERS when appropriate corrective action has not been completed within the required time period, and shall result in a reduction of funds awarded. When funding reduction is instituted as a result of sanctioning, the SNWIB staff

shall process a contract amendment for execution with the amount of funds reduced for appropriate service provider.

III. **SANCTIONING FUNDING INCREMENTS**

When sanctions are instituted, the board manager or deputy board manager shall levy sanctions in \$5,000 increments, not to exceed \$25,000 in a single program year per service provider/subrecipient. Monetary sanctions above \$25,000 shall be presented before the SNWIB Performance and Programs Committee for consideration.

## workforce CONNECTIONS

### Financial Edge (FE) System Implementation Schedule

#### Monthly Status Report

September 2011

Type	Description	Target Date
Implementation	<b>Configuration of New Financial Edge Software</b>	September 2011
	Status: Continue to work on the configuration and implementation of the new financial system.	
	Action: Sept 2011 - The test environment has been configured and now is available for staff training.	
	Action: Sept 2011 - The Financial Manager completed the configuration of the new financial system.	
Training	<b>Staff Training in the Finance Department</b>	September 2011
	Status: Staff will begin training in a temporary test environment of the new Financial Edge software system.	
	Action: Sept 2011 - The Financial Manager will prepare training plans for each of the staff including deadlines and progress reports.	
	Action: Sept 2011 - Staff will work with online training tools including webinars provided by the vendor.	
	Action: Sept 2011 - Staff will review online user guides and training manual.	
	Action: Sept 2011 - Staff will subscribe to Financial Edge's how-to emails that provide tips and tricks on using their software.	
	Action: Sept 2011 - Staff will practice entry and processing in the test environment of the new system.	
	Action: Oct 2011 - Staff will continue practice during the first week of October in the test environment of the new system.	
Implementation	<b>Begin Startup of Financial Edge Software</b>	October 2011
	Status: Begin the dual entry of documents into the live version of Financial Edge.	
	Action: Oct 2011 - Input, proof, reconcile to QuickBooks, and then close the month of <u>July</u> in the new system. Print five (5) monthly financial reports.	
	Action: Oct 2011 - Input, proof, reconcile to QuickBooks, and then close the month of <u>August</u> in the new system. Print five (5) monthly financial reports.	
	Action: Oct 2011 - Input, proof, reconcile to QuickBooks, and then close <u>September</u> in the new system. Print five (5) monthly financial reports.	

## workforce CONNECTIONS

### Financial Edge (FE) System Implementation Schedule

#### Monthly Status Report

September 2011

Type	Description	Target Date
Implementation	<b>Complete Startup of Financial Edge Software</b>	November 2011
	Status: Complete the dual entry of documents into the live version of Financial Edge.	
	Action: Nov 2011 - Input, proof, reconcile to QuickBooks, and then close the month of <u>October</u> in the new system. Print five (5) monthly financial reports.	
	Action: Nov 2011 - Input and proof the partial month of <u>November</u> in the new system.	
	Action: Nov 2011 - End the dual entry of data in QuickBooks.	
Implementation	<b>Implementation of the WebPortal and Web Invoicing Modules</b>	November 2011
	Status: Implement Financial Edge's WebPortal Module that allows for the online requisitioning of supplies and materials.	
	Action: Nov 2011 - The Financial Manager will complete the configuration of the new financial module.	
	Status: Implement the Web Invoicing module that allows online approval routing of employee reimbursements.	
	Action: Nov 2011 - IT will install the new financial module.	
	Action: Nov 2011 - Financial Manager will begin the configuration of the new financial module.	
Implementation	<b>Implementation of PaperSave software</b>	November 2011
	Status: Begin to install and implement the third party PaperSave software that allows Finance staff to scan invoices and document backup.	
	Action: Nov 2011 - Financial Manager will work with third party vendor to configure new module.	
	Action: Nov 2011 - Implementation schedule will be developed.	

## SOUTHERN NEVADA MEDICAL INDUSTRY COALITION (SNMIC)

### Review of High Risk Determination

The DOL Code of Federal Regulations (CFR) states that financial management systems of subgrantees must meet the following standards: 1) financial reporting, 2) accounting records, 3) internal control, 4) budget control, 5) allowable cost, 6) source documentation, and 7) cash management.

Concerns relating to financial reporting, internal control, allowable cost, and cash management were identified during the May 2, 2011 Fiscal Compliance Review on-site monitoring of SNMIC.

### Financial Reporting

Quarterly Financial Status Reports are due on the 15<sup>th</sup> day following the end of each quarter. SNMIC's quarterly reports were late or incomplete four out of four quarters or 100% of the time.

- ⇒ December 31, 2010 – SNMIC's first quarterly status report was due January 17, 2011 but it was submitted late on January 31, 2011.
- ⇒ March 30, 2011 – SNMIC's second quarterly status report was due on April 15, 2011 but it was submitted late on May 3, 2011.
- ⇒ June 30, 2011 – SNMIC's third quarterly status report was due on July 15, 2011. A report was submitted on July 15, 2011 but it was incomplete because it included April and May date. A second revised report with the required three months worth of data was submitted on August 4, 2011. A third, revised quarterly financial status report was submitted late on August 5, 2011.
- ⇒ September 30, 2011 – SNMIC's fourth quarterly status report was due on October 15, 2011 but it was submitted late on October 20, 2011.

### Internal Control

Segregation of duties is critical to effecting internal control. It was identified in the May 2, 2011 Fiscal Compliance Review that SNMIC's CEO is currently performing almost all fiscal duties under the contract including invoicing. SNMIC's CEO was signatory on paychecks, timesheets, travel and cost reimbursements, contracts, and all bank accounts. As one of the corrective actions needed to remove high risk status as identified in the September 30, 2011 High Risk Determination letter, SNMIC was required to have their contracted CPA perform a segregation of duties analysis regarding SNMIC's fiscal functions and processes and submit a written evaluation to WC staff. To address these concerns, during both the PY2010 and PY2011 budget negotiations, WC staff recommended that SNMIC budget, hire, and retain at least a part-time (20 hours per week or more) dedicated fiscal staff person.

Internal control policies need to be implemented by management and staff. During the May 2, 2011 Fiscal Compliance Review for SNMIC, the follow concerns were observations and findings were identified:

- ⇒ SNMIC’s internal control policy requires two signatures on checks with amount exceeding \$500. During the May 2nd sampling, three checks from the March bank statement in the amounts of \$49,722.46, \$3,801.00, and \$2,000.00 had only one signature.
- ⇒ Employee time cards did not have the required two signatures by their own internal control policy. Some employee timecards were unsigned by the employee, the supervisor, or both.
- ⇒ The CEO provided copies of an outlook calendar with no employee or supervisor signature in lieu of filling out a timecard.
- ⇒ Bank reconciliations completed by the contracted CPA did not have signatures reflecting two reviews (CEO and Administrative Manager) which are required by SNMIC’s written policy.

**Allowable Costs**

Due to concerns identified during the May 2, 2011 Fiscal Compliance Review, WC hired a DOL contractor to do an invoice desk review audit on PY2010 expenditures being questioned for allowability. The expenses included parking for Douglas Geinzer’s oversized vehicle and all food related items. OMB A-122 entertainment policy states that costs for amusements, social activities, and incidental expenses such as meals, beverages, lodging, rentals, transportation, and gratuities are not allowable. Based on our review and further information and documentation gathered from SNMIC, it will be determined which of the following expenditures are unallowable and SNMIC will not be reimbursed for these expenses. WC will also need to review similar SNMIC expenditures in PY2011 to determine their allowability. A detailed list of costs follows this summary.

**Summary of Questioned Costs**

\$ 600.00	Parking for CEO D. Geinzer's oversize vehicle
\$ 1,500.00	Awards Banquet Honoring CEO D. Geinzer
\$ 851.56	Staff Meeting Meals
\$ 126.25	SNMIC Board Meeting Meals
\$ 51.37	Vendor Meeting Meals
\$ 1,089.54	Employer/Partner Meals
\$ 255.00	Meals/event at LV Chamber and Diversity luncheons
\$ 898.32	Meals for Participant Training
<u>\$27,643.62</u>	Transactions - Review Source Documents
\$ 33,015.66	TOTAL

## Cash Management

Despite extensive cash management technical assistance (TA) training, SNMIC found it difficult to maintain an adequate cash balance due to their failure to request advances and invoice expenditures in a timely manner. Monthly invoices are due on the last day of the following month. SNMIC's monthly invoices were late or incomplete 5 out of 9 reports or 56% of the time.

- ⇒ SNMIC's first advance request was submitted on October 8, 2010. ACH payment in the amount of \$155,210 was processed on October 21, 2010.
- ⇒ October 31, 2010 – SNMIC's first monthly invoice was due November 30, 2010 but it was submitted late and incorrect on December 3, 2010. Revisions were submitted December 17, December 20, and the final was submitted January 05, 2011. The amount of \$13,740.12 was approved for October, but no payment was processed due to advances.
- ⇒ November 30, 2010 – SNMIC's second monthly invoice was due December 31, 2010 and it was submitted on time but incorrect on December 22, 2010. The final was submitted on January 05, 2011. The amount of \$52,246.42 was approved for November but no payment was processed due to advances.
- ⇒ December 31, 2010 – SNMIC's third monthly invoice was due January 31, 2011 and it was submitted on time on January 17, 2011. The amount of \$37,436.30 was approved for December but no payment was processed due to advances.
- ⇒ SNMIC's second advance request was submitted on January 17, 2011. ACH payment in the amount of \$137,000 was processed on February 8, 2011.
- ⇒ January 31, 2011 – SNMIC's fourth monthly invoice was due February 28, 2011 and it was submitted late on March 2, 2011. The amount of \$57,050.68 was approved for January but no payment was processed due to advances.
- ⇒ February 28, 2011 – SNMIC's fifth monthly invoice was due March 31, 2011 and it was submitted on time on March 2, 2011. The amount of \$83,285.66 was approved for February but no payment was processed due to advances.
- ⇒ SNMIC's third advance request was submitted on March 17, 2011. An ACH payment in the amount of \$159,300 was processed on April 28, 2011.
- ⇒ March 31, 2011 – SNMIC's sixth monthly invoice was due April 30, 2011 and it was submitted on time on April 14, 2011. The amount of \$86,915.53 was approved for March but no payment was processed due to advances.
- ⇒ April 30, 2011 – SNMIC's seventh monthly invoice was due on May 31, 2011 and it was submitted on time on May 13, 2011. The amount of \$84,730.83 was approved for April but no payment was processed due to advances.
- ⇒ SNMIC's fourth advance request was dated May 13, 2011. A partial ACH payment in the amount of \$60,000 was made on May 12, 2011.
- ⇒ SNMIC's fifth advance request was submitted on May 9, 2011. The remaining partial ACH payment in the amount of \$30,000 was made on June 22, 2011.
- ⇒ May 31, 2011 – SNMIC's eighth monthly invoice was due June 30, 2011 and it was submitted incorrectly with YTD totals out of balance on June 9, 2011. A corrected invoice was

submitted on time on June 13, 2011. The amount of \$88,190.06 was approved for May but no payment was processed due to advances.

- ⇒ SNMIC's sixth advance request was submitted on July 12, 2011. An ACH payment in the amount of \$80,000 was made on June 22, 2011.
- ⇒ June 30, 2011 – SNMIC's ninth monthly invoice was due August 31, 2011 and it was submitted on time but incorrect on August 5, 2011. The amount of \$122,093.85 was approved for June and a final ACH payment in the amount of \$9,605.58 to complete payment for the PY2010 contract period.

### **Procurement/Contracts Management**

During the May 2, 2011 Fiscal Compliance Review, it was determined that no contract files contained evidence in writing that the contracts had been reviewed and approved by WC prior to execution as required for contracts of \$1,000 or over. More importantly, there was no document that SNMIC received quotes or bids as required by WC Procurement Policy #2.2.

SNMIC's six (6) sub-contracts range from \$2,500 to \$43,125 for a total amount of \$105,774. One contract for Image Marketing was not executed. One contract with Interweave was not fully executed and they have been reimbursed for more than the contracted amount. There was no contract for CPA services. SNMIC's procurement records were out of compliance with WC's 2.2 Procurement Policy six out of six contracts or 100% of the time.

### **PY2011 Budget Negotiations**

Beginning in July 2011, WC staff met by telephone and in person with SNMIC's CEO and staff to discuss their proposed program and budget for PY2011. During PY2011 Adult and Dislocated Workers contract negotiations, WC limited the indirect cost for service providers to 13.0%. However, WC allowed SNMIC to go 0.90% above the limit to appease program design and encourage ongoing negotiations. In addition to WC requesting that SNMIC restrict their indirect cost line in the amount of 13.9% of budget or \$83,400, SNMIC was told that their CEO's salary can only be funded within this indirect cost amount. Four proposed budgets were submitted by SNMIC with a wide variety of salary totals and positions for the CEO position held by Doug Geinzer.

- ⇒ The first proposed budget submitted by SNMIC reflected the CEO's salary as 50% at a salary base of \$150,000 in the indirect cost personnel line which is not his actual salary.
- ⇒ The second proposed budget submitted by SNMIC reflected the CEO's salary at 10% as CEO at the incorrect salary base of \$150,000 in the indirect cost personnel line and 75% as Project Manager/Job Developer at the incorrect salary base of \$80,000 in the direct personnel category.

- ↳ At the final request by WC staff in a letter dated September 1, 2011, a third proposed budget was submitted by SNMIC with the CEO's salary budgeted at the CEO's correct salary base of \$69,500 and fringe in the indirect cost personnel line.

It was also recommended that a part-time (at least 50%) dedicated fiscal staff member be budgeted, hired, and retained by SNMIC but this position was never reflected in any of the proposed budget versions submitted by SNMIC.

Budget negotiations were never completed because SNMIC notified WC on October that they did not intend to renew their contract for PY2011.

### SNMIC Questioned Costs Worksheet

Meals/Meetings	Vendor	Memo	Amount	Date	Sign-In Sheet	Attendee Type	Note
	Yard House		26.32	10/25/2010		Staff	
	Yard House		26.33	10/25/2010		Staff	
	Tamya Lemke	Taskforce-SNMIC Board Meeting	31.28	11/1/2010		Board	
	Tamya Lemke	Taskforce-SNMIC Board Meeting	31.28	11/1/2010		Board	
	Tamya Lemke	Recruitment Task Force-SNMIC Board Meeting	16.21	11/1/2010		Board	
	Tamya Lemke	Recruitment Task Force-SNMIC Board Meeting	16.20	11/1/2010		Board	
	Claim Jumpers	Lunch Meeting with HCA - VP of HR	15.01	11/10/2010	YES	Emp/Partner	Vicki Perfect - HCA Far West
	Claim Jumpers	Lunch Meeting with HCA - VP of HR	15.02	11/10/2010	YES	Emp/Partner	Vicki Perfect - HCA Far West
	Jason's Deli	Healthcare 2020 Nursing Initiative	67.01	11/17/2010	YES	Emp/Partner	Various employers
	Jason's Deli	Healthcare 2020 Nursing Initiative	67.01	11/17/2010	YES	Emp/Partner	Various employers
	LV Chamber of Commerce	Board of Trustees Luncheon	25.00	11/29/2010		DG - event	LV Chamber
	LV Chamber of Commerce	Board of Trustees Luncheon	25.00	11/29/2010		DG - event	LV Chamber
	Douglas T. Geinzer	Member Event	62.50	12/1/2010	NO	Emp/Partner	NV Healthcare Forum
	Douglas T. Geinzer	Member Event	62.50	12/1/2010	NO	Emp/Partner	NV Healthcare Forum
	Tamya Lemke	SNMIC Board Meeting	15.64	12/1/2010		Board	
	Tamya Lemke	SNMIC Board Meeting	15.64	12/1/2010		Board	
	LV Chamber of Commerce	Annual Meeting	30.00	12/1/2010		DG - event	LV Chamber
	LV Chamber of Commerce	Annual Meeting	30.00	12/1/2010		DG - event	LV Chamber
	Bootlegger Bistro	Health/Medical Tourism	9.29	12/8/2010		Staff	
	Bootlegger Bistro	Health/Medical Tourism	9.30	12/8/2010		Staff	
	The Egg Works		11.23	1/19/2011	NO	Emp/Partner	Scott Lamprecht
	The Egg Works		11.23	1/19/2011	NO	Emp/Partner	Scott Lamprecht
	LV Chamber of Commerce		27.50	1/28/2011		DG - event	LV Chamber
	LV Chamber of Commerce		27.50	1/28/2011		DG - event	LV Chamber
	Cracked Egg	Lucene Meeting	12.75	2/3/2011	NO	Emp/Partner	Chandler Mars - Lucene BioTech
	Cracked Egg	Lucene Meeting	12.76	2/3/2011	NO	Emp/Partner	Chandler Mars - Lucene BioTech
	Raising Caine's	CSN HIT Program	28.48	2/4/2011	YES	Emp/Partner	CSN HIT contacts (meeting 12-1 pm)
	Raising Caine's	CSN HIT Program	28.48	2/4/2011	YES	Emp/Partner	CSN HIT contacts (meeting 12-1 pm)
	Fanny's Bistro	Strategy Meeting	12.26	2/11/2011		Staff	
	Fanny's Bistro	Strategy Meeting	12.26	2/11/2011		Staff	
	Jason's Deli	Leadership Coaching	67.31	2/21/2011	YES	Participants	Leadership coaching
	Jason's Deli	Leadership Coaching	67.31	2/21/2011	YES	Participants	Leadership coaching
	Jason's Deli	Leadership Coaching	67.18	2/24/2011	YES	Participants	Leadership coaching
	Jason's Deli	Leadership Coaching	67.18	2/24/2011	YES	Participants	Leadership coaching
	Jason's Deli	Leadership Coaching Evening Session	93.63	2/24/2011	NO	Participants	Leadership coaching
	Jason's Deli	Leadership Coaching Evening Session	93.62	2/24/2011	NO	Participants	Leadership coaching
	Jason's Deli	Leadership Coaching	84.46	3/3/2011	NO	Participants	Leadership coaching
	Jason's Deli	Leadership Coaching	84.46	3/3/2011	NO	Participants	Leadership coaching
	Jason's Deli	Leadership Coaching	58.39	3/10/2011	NO	Participants	Leadership coaching
	Jason's Deli	Leadership Coaching	58.40	3/10/2011	NO	Participants	Leadership coaching

**SNMIC Questioned Costs Worksheet**

Meals/Meetings	Vendor	Memo	Amount	Date	Sign-In Sheet	Attendee Type	Note
	Jason's Deli	Leadership Coaching	78.19	3/10/2011	NO	Participants	Leadership coaching
	Jason's Deli	Leadership Coaching	78.19	3/10/2011	NO	Participants	Leadership coaching
	Egg Works	Program Design/Mod	11.19	3/15/2011	NO	Staff	
	Egg Works	Program Design/Mod	11.19	3/15/2011	NO	Staff	
	Los Tacos	Program Meeting with Project	20.00	3/24/2011	YES	Staff	
	Los Tacos	Program Meeting with Project	20.00	3/24/2011	YES	Staff	
	McCormack and Schmidt	Harmon Rehab Employer Meeting	73.13	3/28/2011	YES	Emp/Partner	6 attendees
	McCormack and Schmidt	Harmon Rehab Employer Meeting	73.14	3/28/2011	YES	Emp/Partner	6 attendees
	Original Pancake House	Membership Meeting	50.00	5/2/2011	YES	Staff	Staff meeting
	Original Pancake House	Membership Meeting	50.00	5/2/2011	YES	Staff	Staff meeting
	Los Tacos	Staff meeting	17.66	5/2/2011	YES	Staff	Staff meeting
	Los Tacos	Staff meeting	17.66	5/2/2011	YES	Staff	Staff meeting
	NV Nurses Association	Table sponsorship	500.00	5/2/2011	NO	Staff	Staff meeting
	Peppermill Restaurant	Staff Development Meeting	30.97	5/16/2011	YES	Emp/Partner	NV Nurses Assoc.
	Peppermill Restaurant	Staff Development Meeting	30.97	5/16/2011	YES	Staff	Staff meeting
	Douglas T. Geinzer	SNHRA Meeting	20.00	5/17/2011	NO	Staff	Staff meeting
	Douglas T. Geinzer	SNHRA Meeting	20.00	5/17/2011	NO	Staff	Staff meeting
	Douglas T. Geinzer	Recruitment meeting Judy...	11.70	5/17/2011	NO	Staff	Staff meeting
	Douglas T. Geinzer	Recruitment meeting Judy...	11.70	5/17/2011	NO	Staff	Staff meeting
	Douglas T. Geinzer	Power Lunch - Chamber	25.00	5/17/2011	NO	DG - event	So NV HR Mgmt Diversity Lunch
	Douglas T. Geinzer	Power Lunch - Chamber	25.00	5/17/2011	NO	DG - event	So NV HR Mgmt Diversity Lunch
	Douglas T. Geinzer	Meeting to discuss Audit Prep	22.44	5/17/2011	NO	Staff	
	Douglas T. Geinzer	Meeting to discuss Audit Prep	22.44	5/17/2011	NO	Staff	LV Chamber
	Douglas T. Geinzer	Breakfast to discuss - Future	28.55	5/17/2011	NO	Staff	LV Chamber
	Douglas T. Geinzer	Breakfast to discuss - Future	28.55	5/17/2011	NO	Staff	
	Douglas T. Geinzer	Breakfast to discuss - Future	28.48	5/17/2011	NO	Staff	
	Douglas T. Geinzer	Breakfast to discuss - Future	28.48	5/17/2011	NO	Staff	
	Douglas T. Geinzer	Breakfast to discuss - HC2020	28.49	5/17/2011	NO	Staff	
	Douglas T. Geinzer	Breakfast to discuss - HC2020	28.49	5/17/2011	NO	Staff	
	Jason's Deli	May 12 Employer Meeting	95.60	5/18/2011	NO	Staff	
	Jason's Deli	May 12 Employer Meeting	95.60	5/18/2011	NO	Staff	
	Los Tacos	Program Development Meeting	17.83	6/7/2011	YES	Staff	
	Los Tacos	Program Development Meeting	17.84	6/7/2011	YES	Staff	
	Egg Works	Discuss of Training Processes for Sim Lab	24.64	6/15/2011	NO	Emp/Partner	Complete Medical Consulting
	Egg Works	Discuss of Training Processes for Sim Lab	24.65	6/15/2011	NO	Emp/Partner	Complete Medical Consulting
	Peppermill Restaurant	Procurement of Insurance	18.89	6/21/2011	NO	Vendor	
	Peppermill Restaurant	Procurement of Insurance	18.89	6/21/2011	NO	Vendor	
	Cracked Egg		12.58	6/24/2011	NO	Staff	
	Cracked Egg		12.58	6/24/2011	NO	Staff	
	BankCard	Database Development Meeting	6.79	6/28/2011	NO	Vendor	
	BankCard	Database Development Meeting	6.80	6/28/2011	NO	Vendor	
	Gordon Biersch	Discussion of Budget Reductions	30.89	6/30/2011	NO	Staff	

**SNMIC Questioned Costs Worksheet**

Meals/Meetings	Vendor	Memo	Amount	Date	Sign-In Sheet	Attendee Type	Note
	Gordon Biersch	Discussion of Budget Reductions	30.89	6/30/2011		Staff	

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Other Expenses	Vendor	Memo	Amount	Date	Sign-In Sheet	Attendee Type	Note
	Douglas Parking	D. Geinzer parking PY10 (Oct. 2010 to July 2011)	600.00	PY10		Other Expense	
	Nevada Business Magazine	Table for 10 at Healthcare Heroes event	1,500.00	6/7/2011		Other Expense	Need to review source documents
	Check #11163	Rent	2,000.00	6/7/2011		Other Expense	Need to review source documents
	Check #1126/1138	Sim lab payments	11,160.00	6/13/2011		Other Expense	Need to review source documents
	Check #1175	OJT payments	1,597.29	6/21/2011		Other Expense	Need to review source documents
	Check #1172	OJT payments	9,668.18	6/23/2011		Other Expense	Need to review source documents
	NSB Impoundtax charge	Payroll taxes	3,218.15	6/24/2011		Other Expense	Need to review source documents

**\$ 33,015.66 Total Questioned Costs**

**SUMMARY**

\$ 600.00	Parking for CEO D. Geinzer's oversize vehicle
\$ 1,500.00	Event Sponsorship for Awards Banquet Honoring CEO D. Geinzer
\$ 851.56	Staff Meeting Meals
\$ 126.25	SNMIC Board Meeting Meals
\$ 51.37	Vendor Meeting Meals
\$ 1,089.54	Emp/Partner
\$ 255.00	Meals/event attendance at LV Chamber and Diversity luncheons
\$ 898.32	Meals for Participant Training
\$ 27,643.62	Need to Review Source Documents