

*workforce*CONNECTIONS

**Board of Directors
AGENDA
January 24, 2012
10:00 a.m.**

**Culinary Academy of Las Vegas
710 W. Lake Mead Blvd.
Parlors C & D
North Las Vegas, NV 89030**

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 on the *workforce*CONNECTIONS' website at
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.

Board of Directors members: Hannah Brown, Chair; Valerie Murzl, Vice-Chair; Charles Perry; Commissioner Butch Borasky; Commissioner Dominic Pappalardo; Commissioner Lawrence Weekly; Commissioner George T. Rowe; Councilman Bob Coffin; Councilwoman Anita Wood; Councilwoman Peggy Leavitt; Councilwoman Gerri Schroder; Dan Gouker; Dan Rose; Dennis Perea; Dr. David Lee; F. Travis Buchanan; Kenneth J. LoBene; Mark Edgel; Michelle Bize; Mujahid Ramadan; Pat Maxwell; Sonja Holloway; William Bruninga

All items listed on this Agenda are for action by the Board of Directors 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 workforce CONNECTIONS.

AGENDA

1. Call to order, confirmation of posting and roll call.
2. **ACTION:** Approve 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. **Youth Council ~ Ken LoBene, Chair**
 - a. **INFORMATION:** Ready for Life Graduate Advocate Initiative ~ Rick Villalobos & Kimberly Colagioia 5
5. **Adult and Dislocated Worker Committee ~ Valerie Murzl, Chair**
 - a. **ACTION:** Accept staff's recommendation to allocate \$1.6 million dollars of WIA Formula funds as strategic initiatives to be used for additional funding awards to service providers/funded partners based on meeting or exceeding established performance goals. Direct staff to increase funded partner contracts using these funds and report contract amendments at the subsequent Adult and Dislocated Worker Committee meeting 14
 - b. **INFORMATION:** Nevada Hospitals Association – Healthcare 20/20 Update 17
 - c. **INFORMATION:** Funded Partner Update 19
6. **Emerging Markets/Partnerships/Resource Development ~ Pat Maxwell, Chair**
 - a. **DISCUSSION and POSSIBLE ACTION:** Realignment strategy for the Emerging Markets Committee 25
 - b. **INFORMATION:** Green Economy Update ~ Jaime Cruz..... 26
 - SESP Grant
 - What's it mean to be Green Program?

c.	INFORMATION: Workforce Connections 2011 Awards and Recognition ~ Cornelius Eason	31
d.	INFORMATION: Layoff Aversion~Kenadie Cobbin Richardson & Janice Greer	33
e.	INFORMATION: Communications Progress Report ~ Mike Hopper & Lauren Stewart	36
7.	<u>Operations Update ~ Ardell Galbreth</u>	
a.	ACTION: Approval of Legal Services Contract Award to Marquis Aurbach Coffing in an Amount not to Exceed \$100,000	37
b.	REVIEW: Amendment to the Board's By-Laws	40
	Article VII of the Board's current by-laws states: "These By-Laws shall be revised or amended at a regular meeting by a two-thirds vote of the members present, provided previous notice has been sent to board members and the proposed amendment has been announced in the business agenda of the scheduled meeting. Notice of the proposed amendment must be provided to members <i>at least thirty calendar days prior to the meeting date at which the amendment will come before the Board for vote.</i> " A copy of the proposed amended Board By-Laws has been distributed to the Board members and is attached to this Agenda. The Board will discuss the proposed amended By-Laws and will vote on them during the next Board meeting, which will be February 28, 2012. Board members may contact staff or legal counsel if they have any questions about the proposed By-Laws before the next meeting.	
c.	INFORMATION: Budget vs. Actual Finance Report	71
d.	ACTION: Accept Revised PY2011 Budget as Approved by Southern Nevada Workforce Investment Area Local Elected Officials	73
e.	INFORMATION: Revised PY2011 Budget Narrative.....	75
f.	INFORMATION: Revised Budget vs. Actual Finance Report	82
g.	INFORMATION: PY2011 Funding Awards and Expenditures.....	84
h.	INFORMATION: CFO and Financial Manager Recruitment Update	88
8.	INFORMATION: Executive Director Transition.....	92
9.	CONSENT AGENDA:	
	The Consent Agenda is enacted in one motion without discussion; however, any item may be pulled from the Consent Agenda for discussion by any Board member. Policies have been reviewed and revised to comply with the current Federal and State law. The following items are on the Consent Agenda	94

- a. Approve the meeting minutes from the *workforce*CONNECTIONS Board of Director’s Meeting on September 27, 2011 95
 - b. Approve the meeting minutes from the *workforce*CONNECTIONS Board of Director’s Meeting on October 25, 2011 100
 - c. Accept new Board member Homero A. Garza to the Workforce Connections Board of Directors for a 3-year term 108
- 10. 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.
- 11. Adjournment**

a. INFORMATION: Ready for Life Graduation Advocate Initiative

RFL Graduate Advocate Initiative
CCSD Identified High Schools

High School	Graduate Advocate Coordinator	E-Mail Address
Clark	Tish Carroll	tcarroll@snavwc.org
Desert Pines	Warren Evans	wevans@snavwc.org
Chaparral	Mike Flores	mflores@snavwc.org
Valley	Queena Hall	shall@snavwc.org
Sunrise Mountain	Nicole Jacobs	njacobs@snavwc.org
Mojave	Asha Jones	ajones@snavwc.org
Cimarron	Jerrell Roberts	jroberts@snavwc.org
Del Sol	Keith Stark	kstark@snavwc.org
Cheyenne	Lori Thomas	lthomas@snavwc.org
Western	Daniel Topete	dtopete@snavwc.org

Dear (person, group, etc.),

If you could make a difference **right now** for youth, the Clark County School District, and our community, would you? Just a fraction of your valuable time could make an enormous difference in the life of one high school senior. Please consider becoming a part of the Ready for Life Graduate Advocate Initiative* by registering to become a mentor!

Mentors provide critical real life skills and real life experiences which help in shaping the future of Southern Nevada's students. The classroom is where our students learn to think, solve problems, and cooperate with each other. Mentors play a critical role in the life of a student by providing vital support and guidance to an eager youth, someone who needs the concentrated jump start of a mentor's attention and focus. A mentor's caring commitment can help a youth achieve high school graduation and go on to become Ready for Life by being college or career ready, confident, and self-sufficient.

Please show your support for our youth and community. Join me and sign up to become a mentor today!

*The Ready for Life Graduate Advocate Initiative supports Clark County School District's Reclaim Your Future Campaign.

Sometimes one mentor can make all the difference:

- A mentor who tells a student...you can do it--and gets that student to understand like they've never understood before.
- A mentor who pushes a student to do things the student didn't think they could do
- A mentor who helps a student believe "I can" instead of "I can't."

Graduate Advocate initiative – Mentoring Expectations

- Commit to approximately one hour a week – during school hours and/or immediately after school on high school campus
- Take the lead in supporting the mentee through an on-going, one to one relationship
- Serve as a positive role model
- Share your unique employment journey and experiences as a career mentor
- Build mentee's self-esteem and motivation
- Help mentee set goals and work toward them

Graduate Advocate Initiative - Mentor Application Process:

- Submit Mentor Application to the School Community Partnership Program Office (SCPPO); fax or e-mail
- One on One interview (phone or in person)
- Mentor Training – 2 hours; Training includes topics such as:
 - Program overview and goals
 - Successful mentor qualities
 - Benefits of mentoring
 - Role of the mentor
 - Communication skills
 - Youth issues
 - CCSD policies and procedures
- Background check required
- School Selection and Mentor matched with mentee

Ready for Life Graduate Advocate Initiative

The *Ready for Life Graduate Advocate Initiative* is a new project created as a follow-up to the Reclaim Your Future campaign. The *Ready for Life Graduate Advocate Initiative* hopes to empower high school seniors in our community to make positive life choices that will enable them to maximize their potential. The project uses adult volunteers to support and guide youth for a minimum of one school year. By becoming part of the network of adults and community members who care about the youth, the mentor can help the mentee develop and reach academic, career and personal goals.

Mentor Role

- Take the lead in supporting the mentee through an on-going, one-to-one relationship.
- Serve as a positive role model.
- Build mentee's self-esteem and motivation.
- Help mentee set goals and work toward accomplishing them.
- Build the relationship by planning and participating in activities together.
- Strive for mutual respect.

Serving as a mentor is a serious commitment. You will be serving as a role model for youth. Each mentor brings collective talents and life experiences to share with youth on their own road of discovery. Every mentoring match will have different results. It is hoped that each mentoring match will make a positive impact in a youth's life.

Additionally, we hope you have fun during your mentor sessions and look forward to continuing!

Contact Information

If you have any questions or need more information, please contact:

Debbie Tomasetti, Project Manager
Ready for Life Graduate Advocate Initiative
Clark County School District
School-Community Partnership Program
c/o Western High School
4601 W. Bonanza Road
Las Vegas, NV 89107
(702)799-6560
dtomasetti@interact.ccsd.net

After completing this package, please return to:
Jamie M. Brown at jmbrown1@interact.ccsd.net via e-mail
or U.S. mail to the School-Community Partnership Program Office
c/o Western High School
4601 S. Bonanza Road
Las Vegas, NV 89107
or fax to 799-6570.

PERSONAL INFORMATION

Name: _____ Date: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

E-mail: _____

Date of Birth: ___/___/___ Gender: Male Female

Ethnicity: _____

Languages Spoken: _____

How did you hear about the *Ready for Life Graduate Advocate Initiative*?

Education History:

Place an X by the appropriate response(s).

High School: GED Diploma

Community College: AA AS Major: _____

College/University: BA/BS MA/MS PHD Major: _____

Regional Occupational Program: _____

Occupational Certificate: _____

Other: _____

Please identify any accommodations needed for interview or training:

EMPLOYMENT HISTORY

Applicant Name: _____

Please provide a current resume or complete this employment history section.

Please provide employment information for the past five (5) years with most recent position held first. If more space is needed, use an extra sheet of paper.

Employer: _____
Street Address: _____
City: _____ State: _____ Zip Code: _____
Phone: _____
Dates of Employment: _____ to _____ (month/year) (month/year)
Position Held: _____

Employer: _____
Street Address: _____
City: _____ State: _____ Zip Code: _____
Phone: _____
Dates of Employment: _____ to _____ (month/year) (month/year)
Position Held: _____

Employer: _____
Street Address: _____
City: _____ State: _____ Zip Code: _____
Phone: _____
Dates of Employment: _____ to _____ (month/year) (month/year)
Position Held: _____

PERSONAL REFERENCES

Applicant Name: _____

Please list the names, addresses and phone numbers of three (3) people not related to you that you would like to use as character references. List people whom you have known for at least one (1) year. Include at least one (1) relative. Any information the *Ready for Life Graduate Advocate Initiative* gathers from these references will be held as confidential and not released to you, the applicant.

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number (day): _____ E-mail: _____

Relationship: _____ How long known: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number (day): _____ E-mail: _____

Relationship: _____ How long known: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number (day): _____ E-mail: _____

Relationship: _____ How long known: _____

MENTOR APPLICATION QUESTIONS

Applicant Name: _____

Please answer all of the following questions as completely as possible.

1. Why do you want to become a mentor?

2. Do you have any experience volunteering, mentoring or working with youth/young adults?
__ No __ Yes, please specify:

3. What, if any, concerns do you have about working with high school students?

4. What qualities, skills or other attributes do you feel you have that would benefit a youth/young adult?
Please explain.

5. Can you commit to participating in the *Ready for Life Graduate Advocate Initiative* for a minimum of one (1) school year and be available to meet with a mentee 1 hour per week from the time you are matched with a youth/young adult? Yes No
Please explain any particular scheduling issues.

6. How would you describe yourself as a person?

7. How would your friends, family and co-workers describe you?

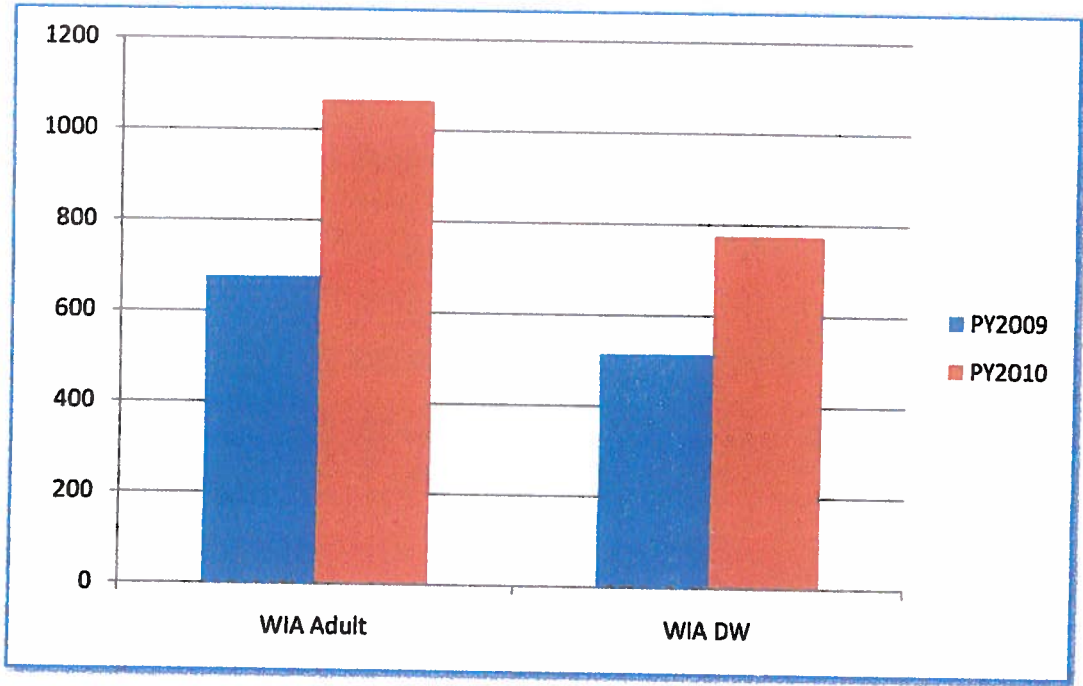
- a. **ACTION:** Accept staff's recommendation to allocate \$1.6 million dollars of WIA Formula funds as strategic initiatives to be used for additional funding awards to service providers/funded partners based on meeting or exceeding established performance goals. Direct staff to increase funded partner contracts using these funds and report contract amendments at the subsequent Adult and Dislocated Worker Committee meeting

WORKFORCE CONNECTIONS

WIA Funded Trainings:

TRAININGS:		
FUND	PY2009	PY2010
WIA Adult	676	1064
WIA DW	514	774
TOTAL:	1190	1838

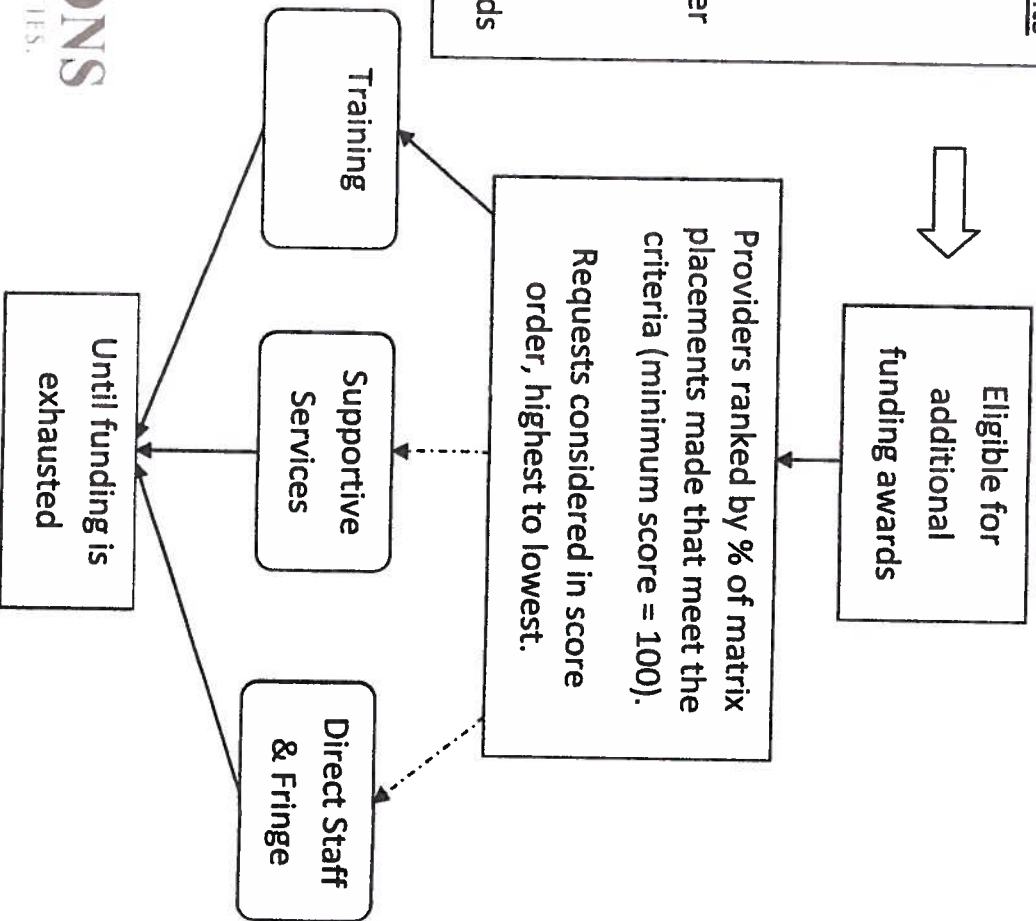
WIA Formula Trainings:



Program Year 2011 Additional Funding Flowchart

For each quarter:

- Provider meets or exceeds contracted placements per matrix with the following criteria:
- Participant earns at least \$11.00 per hour
 - Participant works at least 32 hours in any one week in the first month of the next quarter
 - Provider has paycheck stub or work number verification with this information
 - Placement is in permanent, unsubsidized employment not with a temporary service
 - For new enrollments only, not carryforwards



b. INFORMATION: Nevada Hospitals Association – Healthcare 20/20 Update



Status Report
ADW Committee - January 11, 2012

Transition

On November 1, 2011, workforceCONNECTIONS and the Nevada Hospital Association (NHA) entered into a contract providing for the immediate transition of the “Health Care 20/20 New Grad Transition into Practice Program” from Southern Nevada Medical Industry Coalition to NHA with the transition being completed December 31, 2011. Through workforceCONNECTIONS, NHA is responsible for closing out the existing clientele of 20 dislocated workers and 39 New Nurse Grads in addition to enrolling a minimum of an additional 45 New Nurse Grads.

NHA is the statewide trade association that represents the majority of Nevada hospitals, and thereby the largest employers of nurses. The contract with NHA also makes “Health Care 20/20 New Grad Nurse Transition into Practice” a true statewide workforce development program, as NHA has also contracted with Nevadworks, the workforce development funding agency for northern Nevada.

Office Location and Staffing

To conduct the day-to-day activities associated with administering the Health Care 20/20 program in southern Nevada, NHA has opened an office at 3960 Howard Hughes Parkway, Suite 500, Las Vegas, NV 89169. Two full-time staff members have been hired for the program. Both individuals have extensive backgrounds in WIA-funded workforce development services.

- Thresea Kaufman, Program Manager/Case Manager, has joined the Health Care 20/20 program after serving as Case Manager and Lead Job Developer with another WIA-funded program in southern Nevada. Thresea’s direct number is (702) 990-3658 and her e-mail address is thresea@nvha.net.
- Judy Foxworth, Case Manager, also served as the Health Care 20/20 Case Manager with the previous workforceCONNECTIONS contractor, Southern Nevada Medical Industry Coalition. Judy can be reached at (702) 990-3659 and her e-mail address is judy@nvha.net.
- In addition, Sue Ullrich, EdD, Principal, Health Care Training Academy, has been retained as a consultant to standardize and provide the New Nurse Grad training components statewide.

Program support will also be provided through NHA’s northern Nevada office by NHA’s Workforce and Clinical Services Director, Marissa Brown, and Laurie Krueger, NHA’s Director of Communications. Fiscal support is provided by NHA’s Vice President of Operations, Eva LaBarge, and bookkeeper, Sue James. All NHA northern Nevada staff are available by calling (775) 827-0184.

Program Outreach

All current DW, nurse and employer participants received individual communications regarding the transition and new contact information. In addition, all southern Nevada hospitals were surveyed regarding their new nurse graduate needs and have been resurveyed to determine timeframes for hiring new nurse graduates. Based on this survey, the following hospitals have indicated interest in participating in the “Health Care 20/20 Program” with the potential for 150 new participants: Desert View; Healthsouth; Kindred; Spring Valley; MountainView; Summerlin; University of Nevada Medical Center (UMC); and Sunrise.

c. INFORMATION: Funded Partner Update

WORKFORCE CONNECTIONS PERFORMANCE BREAKDOWN

LOCAL - Common Measures Performance

Green Indicates Exceeding Performance	Total Participants Served	Adults:	2638
		Dislocated Worker:	1926
		Older Youth:	84
		Younger Youth:	368
Yellow Indicates Meeting Performance (80 - 100%)	Total Exiters	Adults:	971
		Dislocated Worker:	397
		Older Youth:	29
		Younger Youth:	111
Bold Red indicates Failing Performance			

Adult and Dislocated Worker

Reported Information	Performance Levels ---->	Goal	Actual	Num/Den
Entered Employment Rates	Adults	70%	60.1%	454/756
	Dislocated Workers	73%	62.3%	137/220
Retention Rates	Adults	75%	70.4%	375/533
	Dislocated Workers	82%	80.7%	117/145
Average Earnings (6 months)	Adults	\$11,500	\$11,213	4193528/374
	Dislocated Workers	\$14,500	\$14,515	1698240/117

Youth

Placement in Employment or Education	Youth (14-21)	40%	47.3%	98/207
Attainment of Degree or Certificate	Youth (14-21)	32%	46.4%	58/125
Literacy and Numeracy Gains	Youth (14-21)	30%	34.5%	29/84

CHARTS ON NEXT PAGE

WORKFORCE CONNECTIONS PERFORMANCE BREAKDOWN

Statewide - Common Measures Performance

PY2009 Annual Report	Total Participants Served	Adults:	4196
		Dislocated Worker:	3598
		Older Youth:	153
		Younger Youth:	898
Yellow indicates Meeting Performance (80 - 100%)	Total Exiters	Adults:	1621
		Dislocated Worker:	1103
Red indicates Failing Performance		Older Youth:	56
		Younger Youth:	134

Adult and Dislocated Worker

Reported Information	Performance Levels ---->	Goal	Actual	Num/Den
Entered Employment Rates	Adults	63%	65.3%	674/1032
	Dislocated Workers	70%	70.5%	470/667
Retention Rates	Adults	70%	71.9%	542/754
	Dislocated Workers	80%	77.7%	328/422
Average Earnings (6 months)	Adults	\$11,500	\$10,939	5906880/540
	Dislocated Workers	\$14,750	\$15,073	4928779/269

Youth

Placement in Employment or Education	Youth (14-21)	40%	56.6%	171/302
Attainment of Degree or Certificate	Youth (14-21)	40%	57.0%	118/207
Literacy and Numeracy Gains	Youth (14-21)	29%	33.0%	40/122

CHARTS ON NEXT PAGE

WORKFORCE CONNECTIONS PERFORMANCE BREAKDOWN

LOCAL - Common Measures Performance

PY2010 Annual Report	Total Participants Served	Adults:	2946
		Dislocated Worker:	2222
		Older Youth:	132
		Younger Youth:	407
Green Indicates Exceeding Performance			
Yellow indicates Meeting Performance (80 - 100%)	Total Exiters	Adults:	2244
		Dislocated Worker:	1668
		Older Youth:	47
		Younger Youth:	135
Bold Red indicates Failing Performance			

Adult and Dislocated Worker

Reported Information	Performance Levels ---->	Goal	Actual	Num/Den
Entered Employment Rates	Adults	63%	71.7%	1156/1613
	Dislocated Workers	70%	75.5%	868/1150
Retention Rates	Adults	70%	81.9%	629/768
	Dislocated Workers	80%	86.3%	283/328
Average Earnings (6 months)	Adults	\$11,500	\$11,771	7368600/626
	Dislocated Workers	\$14,500	\$14,060	3950867/281

Youth

Placement in Employment or Education	Youth (14-21)	40%	78.0%	64/82
Attainment of Degree or Certificate	Youth (14-21)	40%	63.2%	36/57
Literacy and Numeracy Gains	Youth (14-21)	29%	23.4%	11/47

CHARTS ON NEXT PAGE

WORKFORCE CONNECTIONS PERFORMANCE BREAKDOWN

Statewide - Common Measures Performance

PY2010 Annual Report Green indicates Exceeding Performance	Total Participants Served	Adults:	4149
		Dislocated Worker:	3784
		Older Youth:	200
		Younger Youth:	1037
Yellow indicates Meeting Performance (80 - 100%) Red indicates Failing Performance	Total Exiters	Adults:	2986
		Dislocated Worker:	2596
		Older Youth:	85
		Younger Youth:	345

Adult and Dislocated Worker

Reported Information	Performance Levels ---->	Goal	Actual	Num/Den
Entered Employment Rates	Adults	63%	69.5%	1525/2194
	Dislocated Workers	70%	74.3%	1423/1915
Retention Rates	Adults	70%	79.6%	914/1148
	Dislocated Workers	80%	84.2%	692/822
Average Earnings (6 months)	Adults	\$11,500	\$12,227	11138656/911
	Dislocated Workers	\$14,500	\$15,545	10710625/689

Youth

Placement in Employment or Education	Youth (14-21)	40%	66.9%	174/260
Attainment of Degree or Certificate	Youth (14-21)	40%	65.8%	150/228
Literacy and Numeracy Gains	Youth (14-21)	29%	24.7%	23/93

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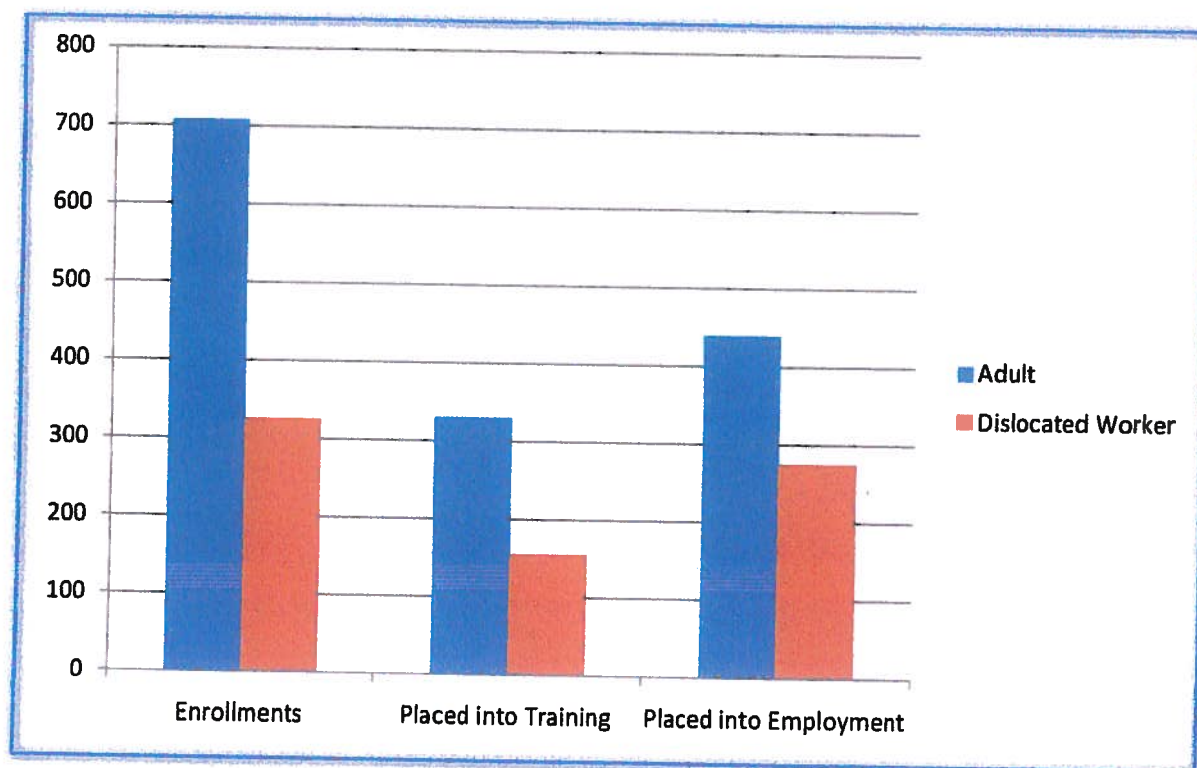
Workforce Connections

WIA NEW: From Program Year 2011 To Date (July 1, 2011 to Jan 3, 2012)				
Fund	Enrollments	Placed into Training	Placed into Employment	Average Wage/hr
Adult	708	330	439	\$ 13.73
Dislocated Worker	325	155	275	\$ 14.99
TOTAL or AVG:	1033	485	714	\$ 14.36

Note:

- Total participant enrollments contracted for PY 2011=1655
- Total served to date is 62% of total PY 2011 to be enrolled.

New Enrollments, Trainings and Employments:



6a. DISCUSSION and POSSIBLE ACTION: Realignment Strategy for the Emerging Markets

Committee

b. INFORMATION: Green Economy Update

- SESP Grant
- What's it Mean to be Green Program?
 - Curriculum Handout

Building a sustainable workforce for Nevada's emerging green industry

In support of statewide energy sector strategies, state energy policies and the Governor's overall workforce vision, Workforce Connections is actively developing Southern Nevada's energy efficiency and renewable resource workforce. The strategic alignment of Nevada's economic development agencies with the community service and training providers managed by Workforce Connections creates partnership possibilities for employers in search of workers equipped with green skill sets that lead to job opportunities for Nevada workers.

Our efforts in action

The Green Monster Truck

In a fine example of local program collaboration and strategic alignment, YouthBuild Las Vegas and the Nevada SESP team have piloted a unique green energy training program for youth known as the Green Monster Truck. The Green Monster Truck is a mobile classroom powered by the sun. Equipped with solar arrays and batteries that power on-board training systems, the truck is a hands-on experience that teaches renewable wind and solar energy generation, electrical wiring and residential energy auditing concepts using the very same tools and techniques used by professional energy auditors in the field.



Ganix Bio-Technologies: Blue Oasis Pure Shrimp Farm

Funded by Workforce Connections, the Latin Chamber of Commerce Community Foundation is currently running an On The Job Training program with the innovative aquaculture company, Ganix Bio-Technologies that has built a 30,000-square-foot shrimp farm just 30 miles north of the Las Vegas strip. "You can't advertise for an experienced shrimp farmer in Nevada," said Blue Oasis's Gloria Biel. Therefore, all of the training starts from scratch. As Farm Techs, participants are trained in chemistry concepts like the nitrogen cycle, and other processes that make their sustainable, pathogen-free cultivation process possible. Todd Smith a former construction worker said of his experience becoming a Blue Oasis employee, "I use more of my brain than my body. I used to beat myself up working with heavy equipment, now I do a lot more thinking than hard work." Participants in the program are being exposed to cutting-edge sustainable farming concepts in a unique example of how Workforce Connections' On the Job Training programs can supplant job losses by supplying the skilled workforce needed to fulfill capacity in the green economy sector.



Foliot Furniture

Starting in 2009 Easter Seals of Southern Nevada, a funded partner of Workforce Connections, placed approximately 70 On The Job Training program participants to help Foliot Furniture, a manufacturer of green-commercial furniture, expand their business into a facility in southeast Las Vegas. The successful program not only helped workers gain employment but also transitioned them into career pathways in the emerging green economy sector.



Nevada's State Energy Sector Partnership (SESP) Grant

2011 Achievements and Outcomes

The Nevada State Energy Sector Partnership provides programs and services to train Nevada's current and future workforce for jobs in the green economy. 'Green' jobs are those that either produce goods or provide services that benefit the environment or conserve natural resources, or those in which workers' duties involve making their establishment's production processes more environmentally friendly or use fewer natural resources (Department of Labor, Bureau of Labor Statistics).

Nevada's State Energy Sector Partnership serves Job Seekers, Incumbent Workers, and Youth. Below, we have summarized some of the accomplishments of the grant strategies and programs during 2011.

Job Seekers

This grant strategy was implemented to provide an integrated system of services to assist the unemployed, underemployed and dislocated workers in getting jobs in the green economy. The goal is to train and/or place into employment 610 program Job Seekers. As of the end of 2011, 250 participants have been trained and/or placed into employment, representing 42% of the total projected number of participants.

Partnering green employers in the Las Vegas area include:

- Xtreme Green—an electric vehicle assembler
- Evergreen Recycling/Republic Services
- K2 Energy—a green manufacturer producing state of the art batteries for electric vehicles
- Desert Boilers—a company that maintains, installs, and repairs energy efficient equipment
- Ganix Bio-Technologies.

Example: Ganix Bio-Technologies Blue Oasis Pure Shrimp Farm, in partnership with Latin Chamber of Commerce Community Foundation, a *workforceCONNECTIONS* WIA Adult & Dislocated Worker Funded Partner, placed 7 SESP program participants in OJT's during 2011. For more information on the unique aspects of sustainable shrimp farming in the North Las Vegas area, please see the attached flyer: 'Building a sustainable workforce for Nevada's emerging green industry'

Incumbent Workers

This grant strategy was implemented to deliver training courses for employers who wish to upgrade the green skills of their existing employees. The goal is to ensure that current employees can be more retainable, promotable and valuable to their employers. Our overall goal is to train 1,500 workers statewide (700 in northern NV and 800 in southern NV). As of the end of 2011, 300 workers in southern NV, and 250 workers in northern NV, representing 37% of the total projected number of participants were trained in energy assessment and efficiency improvements as well as green manufacturing, distribution, IT processes, and horticulture.

Partnering employers in the Las Vegas area include:

- Boyd Gaming
- Caesars Entertainment
- Cancun Resort
- Cashman Center
- City of Henderson
- City of Las Vegas
- City of North Las Vegas
- Clark County Real Property Management
- Clark County School District
- College of Southern Nevada
- Facility One Solutions
- G3 Energy Services
- Home Energy Connections
- KEMA Services
- Las Vegas Convention and Visitors Authority
- Las Vegas Sands
- Las Vegas Urban League
- Las Vegas Valley Water District
- Marriot Grand Chateau
- MGM Resorts International
- National Securities Technologies
- NV Energy
- Performance Energy Advisors
- Renaissance Las Vegas
- SolarEnvi
- Sotelo Air
- Southwest Gas Corporation
- Spring Valley Hospital
- Stations Casinos
- Switch Communications
- University of Nevada Las Vegas
- Veolia Energy

Example: MGM Resorts International sent 82 workers to trainings offered by SESP including Building Energy and Sustainability Technician and Horticulture Education and Environmental Sustainability courses. In the months since employees attended these trainings, David McKinnis, Vice President of Property Operations for MGM Grand Las Vegas reports that the property has documented a 4% decrease in electrical consumption, along with a 6% decrease in natural gas consumption.

Youth

This grant strategy was implemented to train the future workforce of Nevada by introducing young people ages 14-21 to the world of green and green career pathways. An educational program, entitled “What’s It Mean to Be Green?” has been developed that introduces youth to the basic principles of sustainability, energy efficiency, renewable energy, resource conservation, and green design/construction.

The goal is to train 1,390 youth statewide through the “What’s It Mean to Be Green?” program. As of the end of 2011, 6 Workforce Investment Act (WIA) Youth funded partners, 8 Clark County School District High Schools, and 5 community based organizations are in different stages of implementing the program and working to reach out to students and teachers. The currently identified participant pool is 700 youth, representing 50% of the total projected number of participants.

The following schools and organizations are currently implementing or developing mechanisms to implement “What’s It Mean to Be Green?” Program

- | CCSD HS Committed | CCSD HS Developing Relationships | CBO Relationships |
|--|--|--|
| <ul style="list-style-type: none">• Cimarron-Memorial• Chaparral• Desert Pines• Canyon Springs• Desert Rose• Foothill• Green Valley• West Career Tech Academy | <ul style="list-style-type: none">• Clark• Western Valley• DelSol• Sunrise Mountain• Mojave• Cheyenne• Rancho• Boulder City | <ul style="list-style-type: none">• DRI GreenPower Program• Green Community Schools Initiative• Boys & Girls Clubs of Las Vegas• Andre Agassi College Preparatory Academy• St. Jude’s Ranch for Children |

Example: Desert Rose High School, a *workforce*CONNECTIONS WIA Youth Funded Partner, is implementing the “What’s It Mean to Be Green?” curriculum and program with 159 WIA participants along with YouthBuild Las Vegas’ 74 participants. After initial stages of implementation with the students in their contracted scope of work, Desert Rose HS requested to expand the program to an additional 200 non-WIA students on their campus.

NV SESP Website: www.nvsesp.org

c. INFORMATION: Workforce Connections 2011 Awards and Recognition



Workforce Connections – Recognition During 2011

- North Las Vegas Chamber of Commerce: Non-profit of the year – recognized for Workforce Connections staff participation and support of multiple business initiatives, events and workshops.
- Women’s Chamber of Commerce: Non-profit of the Year – recognized for participation in numerous events as participant and facilitator.
- Urban Chamber of Commerce: Non-profit of the Year – recognized for developing and co-managing a series of Business Roundtables that brought together over 310 business leaders to discuss and develop action plans for the Urban Chamber. In addition, supported and participated in a number of other Urban Chamber events and activities.
- Las Vegas Chamber of Commerce: Business Expo 2011 – Best Green Booth. Recognized during this trade show and business exposition for having the booth that most represented “Green activities”.

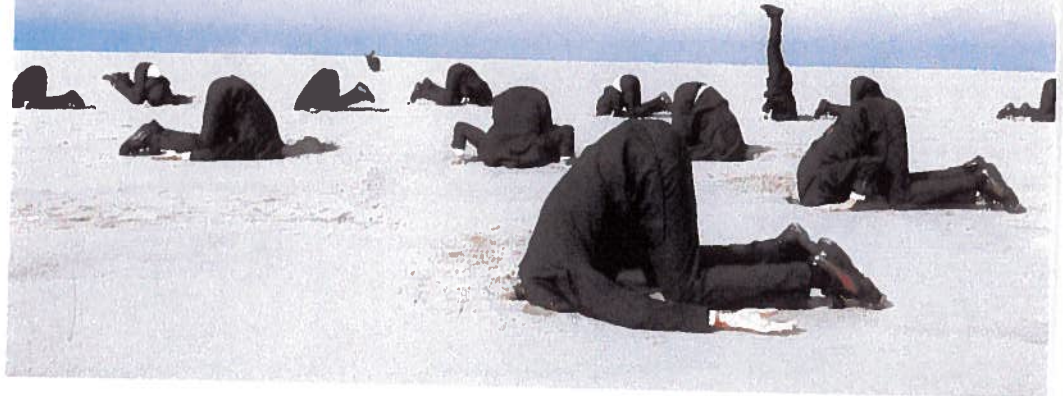
d. INFORMATION: Layoff Aversion

workforce CONNECTIONS



LAYOFF AVERSION

business services



DON'T BURY YOUR HEAD IN THE SAND.

Is your business experiencing difficulties such as:

- | | |
|------------------------|-------------------------------------|
| Declining sales | Inadequate research and development |
| Market concerns | Quality concerns |
| Equipment obsolescence | Supply chain concerns |
| Financial concerns | |

Workforce Connections' Layoff Aversion program provides business resources and professional consulting services on two levels:

REACTIVE: By responding to layoffs with strategies to avert further reductions and support services to transition displaced workers.

PROACTIVE: Drawing from professional expertise grounded in our unique business and economic landscape, our business consultants identify critical issues and match businesses to our network of professional and technical advisers who provide tools to avoid layoffs in the short term and strengthening solutions for job creation and sustainability for the long term.

BUSINESS SERVICES:

Layoff aversion is a strategy that identifies and assists businesses experiencing operational difficulties. It serves to avoid layoffs and closures by deploying a team of business consultants that connect employers with a variety of resources and professional services to strengthen operations and positioning in the market.

FEATURES		BENEFITS
Turnaround specialists	➔	Mitigate business interruption
Intervention with local stakeholders	➔	Avoid layoffs
Technical expertise	➔	Optimize operations
Incumbent worker training	➔	Maximize short-term viability
Workforce and economic development alignment	➔	Provide for job creation and long-term stability

Analysis and consultation services are provided at no-cost to business owners as part of Workforce Connections' toolbox of valuable resources designed to strengthen the Southern Nevada workforce and help to diversify the local business landscape.

PROFESSIONAL SERVICES:

- Accounting
- Business Consulting
- Financial Restructuring
- Legal
- Management Information Systems
- Marketing
- Operations Management
- Tax Credits
- Technical Assistance
- Trade Adjustment Assistance
- Turnaround Specialists
- Workforce Development

CONTACT US

Our consultation services are free and confidential. To find out how we can help your company please contact our business consultants directly:

Janice Greer
(702) 636-2345

jgreer@nvworkforceconnections.org

Kenadie Cobbin Richardson
(702) 636-2364

krichardson@nvworkforceconnections.org

or visit the Business section of our website www.nvworkforceconnections.org



e. INFORMATION: Communications Progress Report

After aligning several independent outreach efforts into a strategic communications team in July of 2011, we offer this Progress Report to illustrate the work done in creating and distributing content, promoting agency awareness, providing program support, and the application of new media communications tools to efficiently extend our reach and drive the workforce conversation for our region –furthering the mission and values of the agency.

Projects and initiatives:

Communications

- Website upgrades to nvworkforceconnections.org
- Email marketing launched
- Social media content distribution
- Annual report to DETR

Content creation

- Strictly Business Radio Show
- Promotional photo and video support
- Success stories

Advocacy

- Congressional Field Hearing Testimony
- Ready for Life/Leadership Las Vegas awareness campaign

Program Support

- NVTrac user interface
- Program branding
- YouthBuild online presence
- Graduate Advocate Initiative collateral
- SESP Incumbent Worker Workshop online registration
- Re-entry program collateral
- SESP youth curriculum book
- SESP website

Outreach

- Business Roundtable Series –Grassroots Economic Development
- Employment Edge Workshop for Veterans
- Nevada Chamber Roundtable calendar website
- Partner and community event participation
- Press

a. **ACTION:** Approval of Legal Services Contract Award to Marquis Aurbach Coffing in an
Amount not to Exceed \$100,000

PROPOSAL REVIEW AND EVALUATION

The following criterion will be utilized by the evaluation panel to evaluate each proposal received:

<u>REQUIREMENTS & QUALIFICATIONS REPOSE</u>	<u>MAXIMUM POINT VALUE</u>	<u>CRITERION DESCRIPTION</u>
1. Understanding of Workforce Connections' Scope of deliverables	25 points	Executive Summary and respondent UNDERSTANDING of the scope of work to be performed and capability to provide services.
2. Work history, experience and qualifications of staff	30 points	The EXPERIENCE proposer/respondent displays for the work required, based upon the work history and the resumes submitted of the staff proposed to perform the work; the PAST PERFORMANCE of the proposer on prior work of the same or similar nature.
3. Knowledge of applicable laws, statutes, regulations, policies and codes	15 points	LAWS, STATUTES, POLICIES, REGULATIONS and CODES that <i>workforce</i> CONNECTIONS functions and operation must be in compliance with.
4. Licenses and experience	15 points	License and number of years providing legal services.
5. Cost of Services	15 points	All inclusive cost rate per hour for all staff involved in the delivery of legal services for Workforce Connections

The total maximum points designated for each proposal were **100**. Southern Nevada Workforce Investment Area legal support staff evaluated and awarded points pertaining to evaluation criteria numbers one (1) through five (5). The evaluation panel evaluated the responsive proposals that were submitted, and awarded points pertaining to the evaluation criteria. Upon final completion of the proposal evaluation process, the evaluation panel forwarded their completed evaluations results with recommendation for award selection to the Workforce Connections board of director for final approval.



MEMORANDUM
City Attorney's Office

Legal Services Review Committee
Summary of Proposals Scoring

Requirement	Reviewer Score	Marquis Aurbach Coffing	Parker Nelson & Associates
Understanding of Workforce Connections' Scope of Deliverables	MO	25	15
	TP	25	15
	MW	25	15
Work History, experience, qualifications of staff	MO	30	20
	TP	30	20
	MW	30	20
Knowledge of applicable laws, statutes, regulations, policies and codes	MO	15	10
	TP	15	10
	MW	15	10
Licenses and experience	MO	15	10
	TP	15	10
	MW	15	10
Cost of services	MO	7	15
	TP	10	13
	MW	10	15
AVERAGE SCORING		94 ¹	69.33 ²

Based on the proposals reviewed and awarded points, the legal services review committee recommends Marquis Aurbach Coffing be awarded a legal services contract in support of Workforce Connections.

¹ 282/3=94

² 208/3=69.333333

b. REVIEW: Amendment to the Board's By-Laws

Article VII of the Board's current by-laws states: "These By-Laws shall be revised or amended at a regular meeting by a two-thirds vote of the members present, provided previous notice has been sent to board members and the proposed amendment has been announced in the business agenda of the scheduled meeting. Notice of the proposed amendment must be provided to members *at least thirty calendar days prior to the meeting date at which the amendment will come before the Board for vote.*" A copy of the proposed amended Board By-Laws has been distributed to the Board members and is attached to this Agenda. The Board will discuss the proposed amended By-Laws and will vote on them during the next Board meeting, which will be February 28, 2012. Board members may contact staff or legal counsel if they have any questions about the proposed By-Laws before the next meeting.

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 1998¹ (“WIA”).

1.2 It is the principal responsibility of the Board to perform the functions set forth in WIA² and to provide policy guidance for strategic planning activities, as well as to monitor, review, and direct activities toward achieving the Board’s goals and objectives. The Board will carry out its responsibilities 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 Officials³ (“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 In the event that the WIA or any amendment thereto conflicts with these By-Laws, then the WIA shall overrule the conflicting portion of these By-Laws. The WIA is located in 29 U.S.C. § 2801 *et seq.*

² As of the approval of these By-Laws, WC’s functions, as a local workforce investment board, are generally detailed in 29 U.S.C. § 2832(d).

³ Pursuant to 29 U.S.C. § 2832(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.

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;
- (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 29 U.S.C. § 2832(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 29 U.S.C. § 2832(b) *et seq.* Individuals may represent more than one category; provided they meet such criteria.⁴

2.3 Terms of Appointment

(a) Board members appointed from the "Business in the Local Area" category, pursuant to 29 U.S.C. § 2832(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;

⁴ As of the date of these By-Laws, WIA requires the Board membership to comply with criteria set by Nevada's Governor, which must include at a minimum 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 29 U.S.C. § 2832(b)(2)(A)(i). The Board membership will always be composed pursuant to the most current WIA requirements.

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

(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 29 U.S.C. § 2832(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 29 U.S.C. § 2832(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;

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; and/or

d) When the Board member has an ownership interest or other economic interest in an entity.

(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; and

(v) Comply with NRS 281A entitled Ethics in Government.

(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:⁵ 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.

⁵ The Youth Council is a Standing Committee and for the purpose of these By-Laws shall be included in the general term “Committees.”

(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.⁶

(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);

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;

c) The LEOs' attorney has confirmed the urgency of the action items, as explained in 3.2(d)(i)(b); and

d) Notice and a copy of the Executive Committee meeting agenda has been provided to the LEOs.

(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.

⁶ 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.

(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.

(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;

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

(d) The LEOs determine a non-Board member be removed from the committee.

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

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 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 29 U.S.C. § 2832(b)(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 1st of the election year and end on June 30th 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 30th 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, where the election of officers will occur. 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 agendized 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 management 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 annually. Whenever finances are expended pursuant to Article VI, Staff will provide the Board a summary and justification of the purchase during the next Board meeting.

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, subject to LEO direction and approval. 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 29 U.S.C. § 2832(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. If it is ever determined that WIA or another applicable law conflicts with these By-Laws, then the WIA or applicable law shall be followed.

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

RATIFICATION SIGNATURES ON THE NEXT PAGE

LEO RATIFICATION

These By-Laws having been reviewed and considered by the LEO Consortium during the January 10, 2012, 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 January, 2012

Commissioner Lawrence Weekly, LEO Consortium Chair

BOARD RATIFICATION

These By-Laws were considered and approved by the Board during the Board Meeting held on _____
_____ 2012.

Dated this _____ day of _____, 2012

Hannah Brown, *workforce*CONNECTIONS Chairperson

~~SOUTHERN NEVADA WORKFORCE INVESTMENT~~ THE workforce CONNECTIONS
BOARD
BY-LAWS

~~ARTICLE I~~ ARTICLE I
AUTHORITY AND RESPONSIBILITY

1.1 ~~1.~~ The workforce CONNECTIONS Board, formally known as the Southern Nevada Workforce Investment Board, (the “Board”) is organized as a ~~state~~local workforce investment board under the requirements of the Workforce Investment Act of ~~1998~~, 1998¹ (“WIA”).

1.2 ~~2.~~ It is the principal responsibility of the Board to ~~establish policy and perform the functions set forth in WIA² and to provide policy guidance for strategic planning activities, as well as to monitor the Southern Nevada Workforce Investment Board, review, and direct~~ activities toward achieving the Board’s goals and objectives. The Board will carry out its ~~responsibility~~responsibilities in partnership with agencies and organizations of general local government in the workforce area.

~~3. One of the responsibilities of the Board is hiring an executive director to be responsible for daily operations, policy implementation, techniques and methods to be employed in attaining the Southern Nevada Workforce Investment Board’s goals and objectives. The Executive Director’s responsibilities also include having signatory authority to sign contract agreements on behalf of the Board with the State of Nevada. In turn, the Executive Director shall hire, organize and supervise all other board staff members, consistent with the Board’s policies and approved budgets.~~

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 Officials³ (“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

¹ In the event that the WIA or any amendment thereto conflicts with these By-Laws, then the WIA shall overrule the conflicting portion of these By-Laws. The WIA is located in 29 U.S.C. § 2801 et seq.

² As of the approval of these By-Laws, WC’s functions, as a local workforce investment board, are generally detailed in 29 U.S.C. § 2832(d).

³ Pursuant to 29 U.S.C. § 2832(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.

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;

(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~~ **ARTICLE II** **MEMBERSHIP AND VOTING**

~~I. Composition By Membership Category shall be in accordance with WIA.~~

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 29 U.S.C. § 2832(b)(2) et seq., as well as applicable federal and state law, and the Organizational Agreements.

2.2 See: ~~117(2)(A)(i-vi)(B)~~ Composition By Membership Category shall be in accordance with 29 U.S.C. § 2832(b) et seq. Individuals may represent more than one category; provided they meet such criteria.

- ~~a. Business Community Category: At least 51 % of the membership shall be appointed from the business community.~~
- ~~b. Labor Organizations Category: At least two members shall be appointed to represent labor organizations.~~
- ~~c. Community Based Category: At least two members shall be appointed to represent community-based organizations.~~
- ~~d. Faith-Based Category: One member may be appointed to represent faith-based organizations.~~
- ~~e. Education Community Category: At least two members shall be appointed to represent the education community. Of the members appointed, at least one shall be appointed from the secondary education community and at least one from the post secondary education community.~~
- ~~f. Economic Development Category: At least two members shall be appointed to represent the economic development community.~~
- ~~g. One Stop Operating System Partners Category: Only mandatory One Stop partners, as outlined in the Workforce Investment Act, may be appointed.~~

~~+~~ **SOUTHERN NEVADA WORKFORCE INVESTMENT BOARD BY-LAWS**

~~h. Local Elected Officials Category: Only elected officials who represent the counties of Clark, Lincoln, Nye, and Esmeralda, and the cities of Boulder City, Henderson, Las Vegas and North Las Vegas shall be appointed.⁴~~

2.3 ~~2.~~ Terms of Appointment

~~(a)~~ ~~←~~ Board members appointed from the ~~business community~~ “Business in the Local Area” category, pursuant to 29 U.S.C. § 2832(b)(2)(A)(i) shall serve terms which are three-year terms years long.

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

~~(c)~~ ~~←~~ A Board ~~members'~~ member's term ~~cycle~~ shall begin the month of ~~their~~ 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.

~~3. Nominations and Appointments Sec. 117 (a)(27)(A)(i)(II)(ii)(iii)~~

~~a. Members appointed to represent the business community category shall be nominated by local business organizations and business trade associations.~~

~~b. Members appointed to represent the labor organizations category shall be nominated from local labor organizations.~~

~~c. Members appointed to represent the education community category shall be nominated from the education community.~~

~~d. Members appointed to represent community-based, faith-based, and economic development categories shall be nominated from interested organizations.~~

~~e. All board members shall be appointed by the local elected officials to serve the Southern Nevada Workforce Investment Area.~~

2.4 ~~4.~~ Removal of Board Members

~~a. Members shall be removed after three consecutive absences from regularly scheduled board meetings.~~

~~b. Any committee member shall be removed from said committee, after three consecutive absences from a regularly scheduled committee meeting.~~

~~5. Vacancies~~

~~(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;

⁴ As of the date of these By-Laws, WIA requires the Board membership to comply with criteria set by Nevada's Governor, which must include at a minimum 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. Additional 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 29 U.S.C. § 2832(b)(2)(A)(i). The Board membership will always be composed pursuant to the most current WIA requirements.

c) The Executive Director; or

d) The LEOs' Chairperson.

(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 29 U.S.C. § 2832(b)(2) et seq.,

2.5 Vacancies. Vacancies caused by unexpired terms shall be filled ~~in the same manner as prescribed in the nominations and appointments section~~ by the LEOs pursuant to § 2.3 of these By-Laws.

~~6. Voting~~

2.6 ~~To vote on board, committee or council meeting issues,~~ Voting. Only Board members may vote at Board meetings. Board members must be physically or electronically present ~~at such meetings or connected (e.g. via video conference or via telephone conference call.)~~ at the Board meeting. Proxy-voting ~~authority is not authorized.~~ and/or absentee voting is prohibited.

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SOUTHERN NEVADA WORKFORCE INVESTMENT BOARD BY-LAWS

ARTICLE III MEETINGS

~~1. Open Meeting~~

~~All board, committee and council meetings shall be openly conducted in accordance with Nevada's Open~~

Meeting Law:

2. ~~Schedule of Meetings~~

- a. ~~Regular meetings: The Board shall meet at least once every quarter throughout the year. If necessary, the Board shall meet more frequently, as is determined by the Board chair.~~
- b. ~~Special meetings: The Board shall hold special meetings from time to time as deemed necessary or appropriate by the Board chair. Members shall receive meeting agendas in a prescribed timeframe to comply with the State of Nevada's Open Meeting Law.~~

3. ~~Presiding Officer~~

- a. ~~Southern Nevada Workforce Investment Board: The Board chair shall preside over all board meetings. In the absence of the chair, the presiding officer of board meetings shall be the vice chair. When deemed appropriate, even during the presence of the chair and vice chair, the chair may choose a board member to serve as temporary chair.~~
- b. ~~Southern Nevada Workforce Investment Board, Youth Council: The Youth Council chair shall preside over all Youth Council meetings. In the absence of the chair, the presiding officer of the Youth Council meetings shall be the vice chair. In the absence of both chair and vice chair of the Youth Council, the chair of the Youth Council shall choose a Council member who is present during the meeting to serve as temporary chair. When deemed appropriate, even during the presence of the chair and vice chair, the chair may choose a Youth Council member to serve as temporary chair.~~
- c. ~~Southern Nevada Workforce Investment Board Standing Committees: Committee chairs shall preside over all meetings as appropriate to the respective committee. In the absence of the appropriate chair, the presiding officer of the committee meetings shall be the appropriate committee vice chair. In the absence of both chair and vice chair of appropriate committees, the chair of the appropriate committee shall choose a committee member who is present during the meeting to serve as temporary chair. When deemed appropriate, even during the presence of the committee chair and vice chair, the chair may choose a committee member to serve as temporary chair.~~

4. ~~Parliamentary Authority~~

~~Unless otherwise adopted by the Board, Nevada's Open Meeting Law and (Revised) Robert's Rules of Order shall be used to govern all board, council or committee meetings.~~

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SOUTHERN NEVADA WORKFORCE INVESTMENT BOARD BY-LAWS

5. ~~Quorum~~

~~A quorum shall consist of a simple majority of the Board, council or committee members appointed.~~

2.7 ~~6. Conflict~~ Conflicts of Interest

(a) a. ~~Prior to taking office as a Board member of, the Southern Nevada Workforce Investment potential~~ Board, ~~a member must declare in writing, on a form provided by Staff, all substantial business interests or representational interests the member has to a with known past, current, or potential recipient recipients~~ of WIA funds. The written declaration must be updated ~~periodically~~ annually to reflect any changes. The written declaration must include substantial business interests or representational interests of the Board member's immediate family members. ~~{Ref. Article III, Section 6 (f)}~~

(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 29 U.S.C. § 2832(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;

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; and/or

d) When the Board member has an ownership interest or other economic interest in an entity.

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

(i) ~~b. When a board member, a business partner, and/or an immediate family member has an interest as described in paragraph 6. (a.) in any proposal or request for funds which comes before the Southern Nevada Workforce Investment Board, the member must, prior to discussion, vote, or decision by the Board, publicly disclose the nature of the conflict of interest in the matter/action item under consideration. The member must also abstain from voting on the matter. [Ref. Article III, Section (6f)];~~

~~c. A board member with substantial business interests or representational interests in proposals or requests for funds may not vote or initiate discussion on any proposals or requests for funds, that compete with the proposals or requests in which the member has the interest. At the sole and exclusive discretion of the Board Chair, a board member with interest shall answer questions posed by board members or Board chair during discussion of an agenda item concerning the proposal or requests for funds in which the board member with interest has declared a conflict. The Board chair shall question the board member with interest in these limited instances: (a) when the facts cannot be obtained from the organization of the board member with interest or~~

~~(b) from the Board staff [Ref Article III, Section 6(f)].~~

(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; and

(v) Comply with NRS 281A entitled Ethics in Government.

~~(e) d.~~ A ~~board~~Board member who violates the conflict of interest requirements of this section set forth herein may be removed from the Board, ~~upon two-thirds vote of the Board members present. They may also be removed by a simple majority vote of the Local Elected Officials~~LEOs.

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

~~f.~~ A "substantial business interest" is defined as: (1) any ownership of the business; or (2) receiving any gross income during the previous or current year from the business; or (3) ownership in real property of the business valued at \$2,500 or more.

An "immediate family member" is defined as: (1) father, mother, brother, sister, daughter or son of the member, and/or (2) the spouse of the member; and/or (3) father, mother, brother, sister, daughter or son of the member's spouse.

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SOUTHERN NEVADA WORKFORCE INVESTMENT BOARD BY-LAWS

~~A "representational interest" is defined as: (1) employed by the organization, and/or (2) a member of the board of directors, commission, council, or other direct governing body of the organization.~~

ARTICLE IV OFFICERS

~~1.~~ Elected Officers

~~a.~~ Elected officers of the Southern Nevada Workforce Investment Board shall be the Chair and a Vice Chair.

~~b.~~ The Board Chair shall be elected from appointed members of the private business community category. The vice chair shall be elected from among any of the appointed board members.

~~2.~~ Elections and Terms of Service

~~a.~~ The chair and vice chair shall be elected by a majority vote of board members. Each officer shall serve two-year terms.

~~b.~~ There is no limit to the number of terms the chair and vice chair shall serve.

~~Election of the chair and vice chair shall be made no later than July 1 to start each official's term of office.~~

~~3.~~ Election Procedures

~~a.~~ In May of the final term of office, the Board will solicit nominations for officers from among its members.

Members desiring to serve as officers will submit their names, resumes, and the offices which they wish to hold, to all members.

b. At the meeting designated for the election of officers in June of each two years, the membership will vote on those names previously submitted and any nominations from the floor.

4. — Chair

In addition to presiding over board meetings, the chair shall establish committees, certify meeting quorums and perform other duties as required by the Workforce Investment Act.

5. — Vice Chair

The vice chair shall serve as board chair in the absence of the chair.

6. — Vacancies

The Board shall elect successors to fill the unexpired term of any officer.

7. — Removal

Officers shall be removed from office by a majority vote of board members.

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SOUTHERN NEVADA WORKFORCE INVESTMENT BOARD BY-LAWS

ARTICLE IV-A

Board Members' Responsibility

(ii)

a.

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

ARTICLE III BOARD COMMITTEES

ARTICLE V COMMITTEES

1. — Executive Committee

a. The Board shall adopt an Executive Committee by a majority vote of its membership

b. The designation of an Executive Committee and the delegation of authority thereto, shall not operate or function to relieve the Board of its responsibility unless for emergency action.

(i) Executive Committee Composition

A. The Executive Committee shall be comprised of the Board Chair, Board Vice Chair and elected chairs of the standing committees:

Youth Council, Southern Nevada JobConnect One-Stop Consortium, Marketing, Membership, Personnel, Budget, Programs/Performance Standards, and By-Laws Committee.

b. Board chair shall serve as chairman of the Executive Committee.

Executive Committee Authority

The Executive Committee shall have and exercise all authority authorized by the Workforce Investment Act on behalf of the Southern

Nevada Workforce Investment Board, only when the following has been met:

(1) When it can be demonstrated that it is impractical for a board meeting to take place; and impractical in this instance means, when attempts have been made to achieve the necessary quorum for a subsequent full board meeting have failed; and

(2) Such business, as determined by staff, to come before the Executive Committee, shall only be, of such urgency, that failure by the Board to take timely action will greatly impede the

~~continued workings, and/or operations of the Board and/or its service providers, vendors, customers, and contractors.~~

~~b. The Executive Committee shall not have the authority to act on behalf of the Southern Nevada Workforce Investment Board with respect to the following issues:~~

- ~~(1) Filling any vacancies on the Board;~~
- ~~(2) Amending or repealing any resolution of the Board;~~
- ~~(3) Amending or repealing the Charter or the By-Laws;~~
- ~~(4) Adopting a plan of merger or consolidation;~~

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SOUTHERN NEVADA WORKFORCE INVESTMENT BOARD BY LAWS

- ~~(5) Selling, leasing, or otherwise disposing of all or any property and assets (excluding program monies) of the Board;~~
- ~~(6) Voluntarily dissolving the Board or revoking a voluntary dissolution;~~
- ~~(7) 5 year plan modification;~~
- ~~(8) Change a board-approved budget;~~
- ~~(9) Adopt or eliminate major programs; and~~
- ~~(10) Personnel issues.~~

~~(iii) Executive Committee Quorum:~~

~~A simple majority of the voting members of the Executive Committee shall constitute a quorum.~~

~~(iv) Executive Committee Procedure:~~

~~The Executive Committee shall establish its own procedure, provided they are consistent with the Board's By-Laws and the Workforce Investment Act.~~

~~(v) Vacancies, Resignation and Removal:~~

~~Vacancies shall be filled by a resolution adopted by the Board. Any member of the Executive Committee shall resign by presenting a written notice to the chair of the Board. The acceptance of such resignation shall not be necessary to make it effective.~~

~~(vi) Executive Committee Term:~~

~~Executive Committee members shall serve one-year terms.~~

~~2. Standing Committees~~

3.1 ~~The chair recommends~~ Standing Committees. ~~The Board Chairperson may appoint Board members to serve on standing committees. By virtue of their elected status, local elected officials shall~~ members of the LEOs may serve on any board committee without board approval. Board committee the elected official desires without the need for the Board Chairperson's appointment. ~~The following committees and council have been~~ shall be established as ~~standing Southern Nevada Workforce Investment Board committees:~~ Standing Committees:

(a) ~~a. The Executive Committee: Please refer to Article V (a)(b)(i)(a)(b)(ii)(a)(b)(1-10)(iii)(1-12)(iv)(v)(vi)(vii)(viii).~~ (See 3.2 below).

(b) ~~b. The Youth Council:~~⁵ In accordance with the Workforce Investment Act WIA, the Youth Council is an established subgroup of the ~~Workforce Investment Board.~~ The Youth Council's function is to work

⁵ The Youth Council is a Standing Committee and for the purpose of these By-Laws shall be included in the general term "Committees."

with the Board and ~~local elected officials~~ LEOs to establish youth employment linkages and oversee service providers' delivery of youth employment and training services.

~~e. — Southern Nevada JobConnect One-Stop Consortium: In accordance with the Workforce Investment Act, the Southern Nevada Workforce Investment Board, by and through Nevada JobConnect One-Stop Consortium, is designated and certified by the Southern Nevada Local Elected Officials Consortium as the "One-Stop Consortium Operator" for the Southern Nevada JobConnect One-Stop Centers located throughout the Southern Nevada Workforce Investment Area.~~

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SOUTHERN NEVADA WORKFORCE INVESTMENT BOARD BY-LAWS

~~(i) — Nevada JobConnect One-Stop Consortium Membership: Nevada JobConnect One-Stop Consortium shall be comprised of at least the following agencies or entities, with the exception of the LEOs as in Article V (2) "Standing Committees":~~

~~(a) — At least one member in any category to represent the SNWIB as appointed by the SNWIB chair.~~

~~(b) — At least one member from the business sector as appointed by the SNWIB chair.~~

~~(c) — At least one member from the State of Nevada Department of Employment, Training and Rehabilitation (DETR) shall be appointed as a mandatory partner (appointment recommendation shall be made by the Director, Nevada Department of Employment, Training and Rehabilitation to the SNWIB chair).~~

~~(d) — At least one member from the SNWIB contracted Workforce Investment Act (WIA), Title I, service providers shall be appointed as a mandatory partner (appointment recommendation shall be from a majority vote among SNWIB, WIA Title I service providers to the SNWIB chair).~~

~~d. — Marketing Committee: The Marketing Committee shall monitor and develop business strategies to enhance, employers and job seekers services.~~

~~e. — Program/Performance Standards Committee: The Program/Performance Standards Committee was established to review the performance of service providers and recommend action on their program's performances.~~

~~f. — Local Elected Officials: The Local Elected Officials work with the Board to carry out their fiduciary responsibility under the Workforce Investment Act.~~

~~g. — Membership Committee: The Membership Committee shall recruit individuals to serve as board members. Potential board members shall be nominated by the membership committee for appointment by the Local Elected Officials as outlined in WIA Section 117.~~

~~(c)~~ h. The Budget Committee: The Budget Committee shall provide guidance to the staff Staff in developing and submitting a comprehensive annual budget to the ~~Southern Nevada Workforce Investment Board~~. The ~~committee~~ 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 ~~committee~~ Budget Committee shall review budget modifications and fiscal financial policy. Additionally, the ~~committee~~ Budget Committee shall have the responsibility to help ~~board~~ Board members understand the full financial implications of ~~board~~ Board actions and measure the effectiveness of projects and programs in terms of relative value.

~~i. — By Laws Committee: The By Laws Committee shall from time to time, review the Board's By Laws and recommend necessary changes for updates and revisions to ensure the Board's business is conducted in~~

SOUTHERN NEVADA WORKFORCE INVESTMENT BOARD BY-LAWS

federal, state and local laws, statutes, regulations and policies. The By-Laws committee shall also consult with the Board and other committees regarding questions of procedure that are consistent with provisions outlined in these By-Laws and/or with Robert's Rules of Order as the parliamentary authority recognized in these By-Laws.

- J. ~~Personnel Committee: The personnel committee shall from time to time review the staffing of the SNWIB and make recommendations to the full board for staffing increases or decreases when warranted. At least annually, the Personnel committee shall conduct a performance appraisal of the Executive Director and report the results to the full board. The personnel committee shall be responsible for working with staff in developing employee job descriptions and human resource policies, to include staff grievance procedures and processes; ensuring periodic performance appraisals are conducted for all staff members; review and recommend staff compensation (salary and benefits) based on executive and deputy directors' recommendation along with comparable data obtained from local municipalities. The personnel committee shall also serve as the grievance/complaint appellate entity, with final authority for resolving staff grievances and complaints.~~

3. ~~_____~~

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.⁶

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

(d) Executive Committee Authority

⁶ 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.

(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);

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;

c) The LEOs' attorney has confirmed the urgency of the action items, as explained in 3.2(d)(i)(b); and

d) Notice and a copy of the Executive Committee meeting agenda has been provided to the LEOs.

(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:

~~Other committees shall be established as necessary and appointment of members shall be at the discretion of the chair.~~ 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 4-Committee Size, Term, and Responsibilities

~~a. Size: Committees shall be established with at least three members.~~

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

(b) ~~b~~-Term: ~~With the exception of Standing Committees,~~ Committees will be active as long as necessary to serve the purpose ~~of the Board~~ ~~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) ~~e~~-Responsibilities: Committees shall record and maintain meeting minutes and report their progress and ~~provide information and recommended action~~ ~~recommendations~~ to the Board.

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

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

~~f. — A board member shall not chair more than one committee.~~

ARTICLE VI

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;

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

(d) The LEOs determine a non-Board member be removed from the committee.

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 agendaize 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 agendaize any untimely, late or incomplete request to agendaize 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 agendaize 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 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 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 29 U.S.C. § 2832(b)(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 1st of the election year and end on June 30th 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 30th 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, where the election of officers will occur. 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 agendized 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~~ NOT TO EXCEED \$25,000)**

When necessary, ~~as outlined in the Board's policy, debt may be incurred by the Executive Director or Deputy Director to ensure the continued operations and functions of the Board, the ED, or a Staff management member to whom the ED has designated specific authority in writing, may incur debt in the name of Southern Nevada Workforce Investment~~ the Board for allowable expenditures in accordance with federal, state and local laws, statutes, regulations, and policies ~~to ensure continued operations and functions of the Board,~~ not to exceed \$25,000.00 annually. Whenever finances are expended pursuant to Article VI, Staff will provide the Board a summary and justification of the purchase during the next Board meeting.

9

SOUTHERN NEVADA WORKFORCE INVESTMENT BOARD BY-LAWS

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, subject to LEO direction and approval. 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 ~~ARTICLE VII~~ **REVISIONS AND AMENDMENTS**

~~These By-Laws shall be revised or amended at a regular meeting by a two-thirds vote of the members present, provided previous notice has been sent to board members and the proposed amendment has been announced in the business agenda of the scheduled meeting. Notice of the proposed amendment must be provided to members at least thirty calendar days prior to the meeting date at which the amendment will come before the Board for vote.~~

VIII
RATIFICATION

The Board understands and agrees that although the Board has duties and responsibilities to comply with applicable federal and state laws, that pursuant to 29 U.S.C. § 2832(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. If it is ever determined that WIA or another applicable law conflicts with these By-Laws, then the WIA or applicable law shall be followed.

8.1 These By-Laws ~~shall be effective immediately upon approval~~may only be amended by a majority vote of the ~~Southern Nevada Workforce Investment Board present voting thereon, after due notice to the membership.~~ LEOs during a LEOs Consortium meeting.

May 24, 2006

~~Date of~~ RATIFICATION SIGNATURES ON THE NEXT PAGE

+0
LEO RATIFICATION

These By-Laws having been reviewed and considered by the LEO Consortium during the January 10, 2012, 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 January, 2012

Commissioner Lawrence Weekly, LEO Consortium Chair

BOARD RATIFICATION

These By-Laws were considered and approved by the Board during the Board Meeting held on _____ 2012.

Dated this _____ day of _____, 2012

Hannah Brown, workforceCONNECTIONS Chairperson

Document comparison by Workshare Professional on Tuesday, January 17, 2012 11:07:30 AM

Input:	
Document 1 ID	interwovenSite://192.168.1.4/iManage/1531819/1
Description	#1531819v1<iManage> - 2006-05-24 SNWIB By-laws - no revisions
Document 2 ID	interwovenSite://192.168.1.4/iManage/1531820/1
Description	#1531820v1<iManage> - Draft of WC Board BYLAWS approved by LEOs on Jan 10, 2012 (2)
Rendering set	standard

Legend:	
<u>Insertion</u>	
Deletion	
Moved from	
<u>Moved to</u>	
Style change	
Format change	
Moved deletion	
Inserted cell	
Deleted cell	
Moved cell	
Split/Merged cell	
Padding cell	

Statistics:	
	Count
Insertions	345
Deletions	248
Moved from	36
Moved to	36
Style change	0
Format changed	0
Total changes	665

c. INFORMATION: Budget vs. Actual Finance Report

NOVEMBER YTD 2011

Workforce CONNECTIONS

For the Period : July 1 ' 2011 through June 30' 2012(Formula)

PY11 WIA Formula Expenses
CONSOLIDATED BUDGET

Line Item Number	Operating Expenses	BUDGET			ACTUAL EXPENSES			BUDGET AUTHORITY REMAINING			% Of Program Year concluded		% Expended from Budget	
		Admin	Program	Total	Admin	Program	Total	Admin	Program	Total	Admin	Program	Total	
6260	Salaries - Operations	1,048,218	1,784,803	2,833,021	398,763	864,548	1,263,311	649,455	920,265	1,569,710	38.04%	48.44%	44.59%	
6265	Employee Fringe Benefits - Ops	366,876	624,881	991,657	99,940	216,443	316,383	286,838	408,238	675,174	27.24%	34.65%	31.91%	
6550	Employer Payroll Taxes - Ops	31,447	53,544	84,991	2,192	8,455	10,647	29,295	45,089	74,344	6.97%	15.79%	12.53%	
6100	Audit/Accounting Services	140,000	0	140,000	105,247	0	105,247	34,753	0	34,753	75.18%	0.00%	75.18%	
6120&6129	Bank Payroll Services	12,000	0	12,000	1,691	0	1,691	10,309	0	10,309	14.09%	0.00%	14.09%	
6130-6139	Equipment/Capitalized Prof Fees	24,000	51,000	75,000	49,622	108,150	157,773	-25,622	-57,150	-82,773	206.76%	212.06%	210.36%	
6130-011	NV Trac Data Tracking Systems	0	250,000	260,000	12,898	30,330	43,228	-12,898	219,670	206,772	0.00%	12.13%	17.29%	
6140	Equipment Repairs	1,800	3,400	5,000	0	0	0	1,600	3,400	5,000	0.00%	0.00%	0.00%	
6150	Legal Publication/Advertising	14,000	21,000	35,000	4,258	9,721	13,980	9,742	11,279	21,020	30.42%	46.29%	39.94%	
6160	Dues & Subscriptions	4,800	10,200	15,000	1,459	3,183	4,642	3,341	7,017	10,368	30.40%	31.21%	30.95%	
6170	Equipment Rental	6,400	13,600	20,000	2,605	5,436	8,041	3,795	8,184	11,959	40.71%	39.97%	40.21%	
6190	Insurance	14,400	30,600	45,000	1,502	3,319	4,821	12,888	27,281	40,179	10.43%	10.85%	10.71%	
6200	Janitorial & Maintenance	4,800	10,200	15,000	636	1,441	2,077	4,184	8,759	12,823	13.25%	14.13%	13.85%	
6210	Legal Fees	19,200	40,800	60,000	11,852	0	11,852	7,348	40,800	48,148	61.73%	0.00%	19.75%	
6230	License & Permits	1,800	3,400	5,000	40	107	147	1,580	3,293	4,863	2.50%	3.14%	2.94%	
6250	Office Supplies	8,000	17,000	25,000	2,469	5,654	8,123	5,531	11,346	16,877	30.87%	33.26%	32.49%	
6270	Postage & Delivery	1,800	3,400	5,000	504	1,160	1,664	1,086	2,240	3,336	31.50%	34.12%	33.28%	
6280	Printing & Reproduction	4,800	10,200	15,000	1,877	4,056	5,933	2,923	6,144	9,067	39.11%	39.77%	39.56%	
6285	Board Support & Travel	0	25,000	25,000	0	2,392	2,392	0	22,608	22,608	0.00%	9.57%	9.57%	
6290	Rent	106,856	227,088	333,924	35,810	77,066	112,876	71,046	150,002	221,048	33.51%	33.94%	33.80%	
6300	Telephone	16,000	34,000	50,000	5,051	10,773	15,824	10,946	23,227	34,176	31.57%	31.65%	31.65%	
6305	Program Support Contracts	0	50,000	50,000	0	33,415	33,415	0	16,585	16,585	0.00%	66.83%	66.83%	
6306	Admin Support Contracts	55,000	0	55,000	11,513	0	11,513	43,486	0	43,486	20.93%	0.00%	20.93%	
6310	Staff Travel	24,500	45,500	70,000	4,113	8,635	12,948	20,387	38,665	57,052	16.79%	19.42%	18.50%	
6320	Training & Seminars - Staff	16,650	28,350	45,000	5,153	12,174	17,327	11,497	16,176	27,679	30.95%	42.94%	38.50%	
6440	System Communication Support	24,000	51,000	75,000	9,619	20,867	30,486	14,381	30,133	44,514	40.08%	40.92%	40.65%	
6500	Workforce Development Outreach	8,000	17,000	25,000	7,663	15,897	23,559	337	1,109	1,441	95.78%	93.51%	94.24%	
6700	Year Program Activities	0	15,000	15,000	0	9,322	9,322	0	5,678	5,678	0.00%	62.14%	62.14%	
6720	Adult/DW Program Activities	0	15,000	15,000	0	866	866	0	14,394	14,394	0.00%	4.44%	4.44%	
	Total	1,954,747	3,435,746	5,390,493	776,476	1,453,409	2,229,885	1,178,271	1,982,337	3,160,608	39.72%	42.30%	41.37%	

CORRECT NOW
OK
Watch

d. ACTION: Accept Revised PY2011 Budget as Approved by Southern Nevada Workforce

Investment Area Local Elected Officials

workforceCONNECTIONS
PY2011 WIA Formula Budget
July 1, 2011 - June 30, 2012
(Revised January 3, 2012)

Revenue by Funding Stream	Approved	Revised	\$ Change	Available for LWIB Operations		Service Providers	TOTAL
	Budget PY2011	Budget PY2011		10% Admin	16% Program		
Adult	5,182,567	5,660,975	478,408	566,098	905,756	4,189,121	5,660,975
Dislocated Worker	5,943,200	6,637,823	694,623	663,782	1,062,052	4,911,989	6,637,823
Youth	5,760,743	5,760,743	-	576,074	921,719	4,262,950	5,760,743
PY2010 Adult Budget Carry Forward	1,000,000	2,433,862	1,433,862	243,386	389,418	1,801,058	2,433,862
PY2010 Dislocated Worker Budget Carry Forward	-	443,620	443,620	44,362	70,979	328,279	443,620
PY2010 Youth Budget Carry Forward	-	2,905,927	2,905,927	290,593	464,948	2,150,386	2,905,927
Other Revenues (Interest)	-	1,250	1,250	-	1,250	-	1,250
Governor's Reserve - Strategic Initiative	-	75,000	75,000	-	75,000	-	75,000
Total Revenue by Funding Stream	\$ 17,886,510	\$ 23,919,200	\$ 6,032,690	\$ 2,384,296	\$ 3,891,122	\$ 17,643,783	\$ 23,919,200
						\$ 6,275,417	

Notes.

- 1 PY2011 Revenues include additional DETR funding Adult \$478,408 and Dislocated Worker \$694,623
- 2 Carry forward funds have been estimated for PY2010 in the amount of \$5,783,409. These fund estimates will be revised later this year when the A-133 audit is complete.
- 3 The Department of Labor allows local boards to expend up to 10% of their total allocation for administrative costs. WC also allocates 16% of the total allocation for program management and oversight.
- 4 WIA funds have a two year life at the local level and an additional year at the state level.

Service Providers/Contractors	Approved	Revised	\$ Change	Service Providers	TOTAL
	Budget PY2011	Budget PY2011			
Adult Services	3,835,100	5,990,179	2,155,079	5,136,759	5,136,759
Dislocated Worker Services	4,397,968	5,240,268	842,300	4,493,688	4,493,688
Youth Services	4,262,949	6,413,336	2,150,387	5,413,336	5,413,336
Strategic Initiative - Adult/Dislocated Worker	-	-	-	1,600,000	1,600,000
Strategic Initiative - Youth	-	-	-	1,000,000	1,000,000
Subtotal Service Provider/Contractors	\$ 12,496,017	\$ 17,643,783	\$ 5,147,766	\$ 17,643,783	\$ 17,643,783

Administrative and Program Operating Expenditures - Board Staff

Expense Category	Approved	Revised	\$ Change	Admin		Program	Total
	Budget PY2011	Budget PY2011					
6260 Salaries	2,833,021	2,833,021	-	1,048,218	1,784,803		2,833,021
6265 Employee Fringe Benefits	991,557	991,557	-	366,876	624,681		991,557
6550 Employer Payroll Taxes	84,991	84,991	-	31,447	53,544		84,991
6100 Audit/Accounting Services	140,000	190,000	50,000	190,000	-		190,000
6120 Bank/Payroll Services	12,000	13,250	1,250	13,250	-		13,250
6130 Equipment/Furniture	75,000	200,000	125,000	64,000	138,000		200,000
6140 Equipment Repairs	5,000	5,000	-	1,600	3,400		5,000
6150 Legal Publication/Advertising	35,000	50,000	15,000	20,000	30,000		50,000
6160 Dues & Subscriptions	15,000	15,000	-	4,800	10,200		15,000
6170 Equipment Rental	20,000	20,000	-	6,400	13,600		20,000
6190 Insurance	45,000	45,000	-	14,400	30,600		45,000
6200 Janitorial & Maintenance	15,000	15,000	-	4,800	10,200		15,000
6210 Legal Fees	60,000	60,000	-	60,000	-		60,000
6230 License & Permits	5,000	5,000	-	1,600	3,400		5,000
6250 Office Supplies	25,000	25,000	-	8,000	17,000		25,000
6270 Postage & Delivery	5,000	5,000	-	1,600	3,400		5,000
6280 Printing & Reproduction	15,000	15,000	-	4,800	10,200		15,000
6285 Board Support & Travel	25,000	25,000	-	-	25,000		25,000
6290 Facility Rent/Lease	333,924	333,924	-	106,856	227,068		333,924
6300 Telephone	50,000	50,000	-	16,000	34,000		50,000
6305 Program Support Contracts	50,000	80,000	30,000	-	80,000		80,000
6306 Admin Support Contracts	55,000	55,000	-	55,000	-		55,000
6310 Travel - Staff	70,000	70,000	-	24,500	45,500		70,000
6320 Training & Seminars - Staff	45,000	65,000	20,000	24,050	40,950		65,000
6390 Utilities (Included in Rent)	-	-	-	-	-		-
6440 Systems Communications Support	75,000	75,000	-	24,000	51,000		75,000
6500 Workforce Development Outreach	25,000	80,000	55,000	25,600	54,400		80,000
6700 Youth Program Activities	15,000	15,000	-	-	15,000		15,000
6720 Adult/DW Program Activities	15,000	15,000	-	-	15,000		15,000
6130-11 NVTrac - Data Tracking System	250,000	250,000	-	-	250,000		250,000
6850 Strategic Initiative	-	588,674	588,674	-	588,674		588,674
Subtotal Operating Expenditures	6,390,493	8,275,417	884,924	2,117,796	4,157,621		6,275,417
Total Expenditures	17,886,510	23,919,200		2,117,796	4,157,621	17,643,783	23,919,200
Fund Balance	\$ -	\$ -		\$ 266,499	\$ (266,499)	\$ -	\$ -

e. INFORMATION: Revised PY2011 Budget Narrative

**Workforce Connections
Program Year 2011
WIA Formula Budget Narrative**

Workforce Connections is responsible for providing management and oversight of the Workforce Investment Area's employment and training programs and services. The Board's staff provides direct support to the Workforce Investment Area by carrying out the Board's operations plans. Staff responsibilities include implementing Board policies and establishing techniques and methods to achieve the Board's mission. Staff administers and oversees all internal administrative service provisions, including program administration, management analysis and administration support for the Workforce Investment Board.

Revenues:

Workforce Investment Act (WIA) Program Year PY 2011 revised allotted funds were awarded in the amount of \$18,059,541. Allocated (revised) among the three funding streams: Adult - \$5,660,975; Dislocated Worker-\$6,637,823; and Youth - \$5,760,743.

Due to Congressional change in states WIA formula allocations, an additional 10% of adult and dislocated worker funds were reallocated for distribution to Local Workforce Investment Areas. As such, Workforce Connections received an additional \$478,408 in the adult category and \$694,623 in the dislocated worker category.

Because of Workforce Connections' exceptional program services delivery, all established performance measures were met or exceeded during PY2010. As such, an incentive award of \$75,000 was allocated to Workforce Connections in recognition of outstanding workforce development services oversight and delivery.

The overall funding for the PY 2011 was increased by \$1,385,123 (0.92%), compared to the Program Year 2010 WIA allocation which was \$16,749,418.

Other anticipated funding includes operating carry forward funds from Program Year 2010 WIA allocation of approximate \$5,783,409.

Total budgeted revenues for PY 2011 are \$23,919,200.

Upon closing out service providers' contracts, unexpended funds will be recaptured and carried forward to be included in a revised budget that will be presented for approval later this year.

Expenditures – Service Providers/Contractors/Vendors:

On June 28th, 2011, the board of directors approved the Adult and Dislocated Worker PY2011 contracts. The approved board funding awards were: \$2,475,000 for Green Economy Sector contracts; \$2,475,000 for Healthcare Sector contracts; and \$2,450,000 for incumbent service providers' contracts. The Board of Directors also approved the Youth PY2011 contracts in the amount of \$2,000,000 for Year-Round services and \$250,000 for Youth Tri-County Coalition contracts.

Administrative and Program Operating Expenditures – Board Staff:

The Department of Labor allows local workforce investment boards to expend up to 10% of their total formula funding allocation for administrative services. For programmatic operations and oversight, over the last four years, the board of directors have allocated 16% of the total budget allocation. Such operational and management oversight include but not limited to:

- Providing technical assistance to contracted service providers
- Tracking and monitoring of participating clients and performance outcome
- Program oversight and monitoring of service provider contracts

Note: A number of these expense categories were initially decreased in comparison to the PY2010 budget allocation. Although such budget line decreases were appropriate at the time of recommendation, the economic and job training markets have driven staff to make some adjustments in a few (seven) budget line items. This overall budget line item reductions in the initial approved budget were due to the exhaustion of the American Reinvestment and Recovery Act (ARRA) funding that was received in PY 2009 with a carry forward allocation to the PY 2010.

6260 - Salaries: \$2,833,021. Even though capacity has been added in the area Workforce Connections' staffing over the last couple of program years, management anticipates adding a few more positions during this program year in various areas to include but not limited to fiscal, adult and dislocated program staff, and contract administration. The decrease in this budget line item is due to funds remaining from last year's budget caused by a number of unfilled positions throughout the entire program year. Because of the exponential growth within the agency, management elected to progressively fill positions as programs and services capacity increased—thus, recruitment and hiring lagged as expected, resulting in an overall cost reduction in salary savings.

6265 - Employee Fringe Benefits: \$991,557. Employee benefits include medical, dental and life insurance, as well as other benefits like employer paid Public Employees Retirement System (PERS) contributions. A rate of 35% of the total salaries has typically been used to calculate the fringe benefits. This decrease is a

result of planned, anticipated lag in staff hiring to coincide with programmatic development plans and services delivery.

- 6550 - Employer Payroll Taxes: \$84,991.** The employer payroll tax average rate is .03% of the total salaries. As indicated in budget line items 6260 and 6265, this decrease due to a reduction in staff salaries and associated benefits.
- 6100 - Audit/Accounting Services: \$190,000 – an increase of \$50,000.** This line item includes the cost of the A-133 audit as well as extended accounting and financial consulting and technical support which were not budgeted in the prior program year. Because of the agency's significant fiscal challenges, this additional increase is due to the anticipation of accounting consultants to assist staff throughout the program year.
- 6120 Bank/Payroll Services: \$13,250 – an increase of \$1,250.** This was a prior year (PY2010) decrease of \$4,000; however with a noted U.S. Department of Labor (DOL) finding, an interest bearing account must be established which will be an additional cost of banking operations. This line item is for various banking services which include wire transfers and ACH payments and payroll services provided. We believe actual expenditures for PY2011 will result in more additional costs than those reflected in the previous program year.
- 6130 Equipment/Furniture: \$200,000 – an increase of \$125,000.** With a classification change in this line item during the previous program year, this line item held steady with no increase in the initial budget allocation. Due to the increased operations requirement, this line item includes the costs for additional equipment/furniture, e.g., computers, servers, furniture, etc., for administrative and programmatic support staff.
- 6140 Equipment Repairs: \$5,000.** This line item is for normal wear and tear or unanticipated equipment repair or breakdowns. There is a decrease on this line due to the actual expenditures for PY2010 being lower than the budgeted amount. We do not anticipate expenditures increasing this program year and have reduced the budget line to reflect a more accurate expectation of expenses based on prior years' history.
- 6150 Legal Publication/Advertising: \$50,000 – an increase of \$15,000.** This line represented a decrease of \$15,000 in the initial budget allocation; however, with the continued requirement for legal publication, i.e., job postings, Request for Proposals and controlled advertisements, the relented \$15,000 is needed back to sure-up such support activities.
- 6160 Dues and Subscriptions: \$15,000.** This line item serves to establish memberships in trade and technical associations that benefit Workforce

Connections' outreach and oversight initiatives, and offers valued key contacts for workforce/economic development and technical information support. The decrease is due to the actual expenditures for PY2010 being lower than the budgeted amount. We do not anticipate expenditures increasing this program year, and have reduced this budget line to reflect a more accurate expectation of expenses.

- 6170 Equipment Rental: \$20,000.** This line item is allocated for continuing existing leases on copiers and postage meter equipment, and any rental equipment needed in daily operations. The reduction is due to the actual expenditures during PY 2010 being lower than the budgeted amount. We do not anticipate expenditures increasing this program.
- 6190 Insurance: \$45,000.** Allocated costs for Board liability insurance such as workers' compensation, general business liability and Board directors and officers' omission and errors liability. This line also provides insurance for our green training vehicle. This budget line has been reduced to reflect a more accurate expectation of expenses.
- 6200 Janitorial and Maintenance: \$15,000.** This line item is allocated for any janitorial services or repairs needed to Workforce Connections' administration offices. This budget line element also provides funds for repairs to our green training vehicle. We do anticipate an increase in expenditures compared to PY2010.
- 6210 Legal Counsel Fees: \$60,000.** This budget allocation is for legal services in areas such as board and official open meetings preparation, i.e., review of agendas and contract agreements, and review of RFPs and policies. The need for legal services was greatly reduced in PY 2010 compared to PY 2009 due to reduced official meeting notices.
- 6230 License and Permits: \$5,000.** This line item is allocated for software licenses and permits associated with new computers or purchased upgrades for current software.
- 6250 Office Supplies: \$25,000.** This line item is allocated for various office supplies needed for every day operations.
- 6270 Postage and Delivery: \$5,000.** Postage and mail delivery costs include such activities as routine postage, courier delivery service, and Federal Express delivery. Staff's progressive use of electronic mail has led to a reduction in postage and delivery expenditures.

- 6280 Printing and Reproduction: \$15,000.** This item includes local office copier costs on leased copy equipment and other ancillary copying and printing costs associated with Board administration and daily operations. This reduction is a result of reduced RFPs and associated correspondence related to ARRA funding and resources.
- 6285 Board Support and Travel: \$25,000.** This budget allocation is primarily used for Board members' travel to grant, and support business activities tied to WIA requirements. This allocation also includes costs associated with facility costs tied to board and committee meetings. Board member travel was greatly reduced in PY2010 compared to PY2009 and this budget line has been reduced to reflect a more accurate expectation of expenses.
- 6290 Facility Rent/Lease: \$333,924.** The allocation has increased due to Workforce Connections' anticipation of acquiring additional office space for operational staff in support of the Board's capacity building in critical administrative and programmatic functions.
- 6300 Telephone: \$50,000.** This budget item is designated for all activities related to telephone services, i.e., local and long distance phone charges and wireless communication. Due to the increase in staff from the prior years, funds have been added to this budget line in the area of communication support to include wireless connectivity.
- 6305 Program Support Contracts: \$80,000 – an increase of \$30,000.** This line item was decreased by \$145,000 in the initial budget; however, the cut proved a bit too close and could impede the agency's programmatic progress in supporting awarded contracts and workforce development initiatives in the form of professional agreements and temporary staffing with focus on WIA grant performance and system data support activities.
- 6306 Admin Support Contracts: \$55,000.** This item is for administrative support contracts, including professional agreements and temporary staffing with focus on WIA grant fiscal management and personnel management.
- 6310 Travel (Staff): \$70,000.** Local and out-of-town staff travel for grant related matters such as WIA State and USDOL sponsored training and conferences. This line item also covers travel for staff training on an array of programmatic and fiscal activities, as well as local and rural areas site reviews and monitoring visits to ensure compliance with WIA initiatives and work plans. There is a slight decrease to this line due to a projected reduction in the number of active service providers' contracts.

- 6320 Training and Seminars (Staff): \$65,000 – an increase of \$20,000.** This item is designated for staff training/seminars for both local and out-of-town locations. For example, financial management, program and systems management and oversight training and seminars/conferences which focus on grant support activities. This increase is primarily due to the implementation of newly installed financial software, newly assigned staff and much needed technical support in the way of training and staff development.
- 6390 Utilities: \$0.** This budget line has been reduced to zero because the cost of utilities is included in the monthly lease agreement.
- 6440 Systems Communications Support: \$75,000.** This allocation is to support systems such as data backup, T-1 lines and web hosting for internal e-mail support. This budget line has been reduced due to wireless communication being moved to the telephone budget line, as well as a reduction in overall revenues.
- 6500 Workforce Development Outreach Initiatives: \$80,000 -- an increase of \$55,000.** The initial budget allocation reduced this line item by \$75,000 which proved to be much to lean for continued job development through business/employer outreach initiative to attract businesses and establish partnerships for workforce development and employer services initiatives.
- 6700 Youth Program Activities: \$15,000 –** This budget line is for youth program activities outside of daily operations such as service provider trainings and various youth conferences and summits.
- 6720 Adult/DW Program Activities: \$15,000 -** This budget line is for adult and dislocated worker program activities outside of daily operations such as service provider trainings and various employability conferences.
- 6130-11 NVTrac - : \$250,000 –** This budget line is for contractual expenditures related to the completion of the NVTrac data tracking system. This system will replace NJCOS which is the current system used to track participant data and serve as a reporting tool.
- 6850 Strategic Initiatives: \$588,674 – New line item –** This item was created to utilize and tract strategic projects in support of workforce initiatives with detailed tactics and strategies in response to unanticipated high demand workforce needs.

f. INFORMATION: Revised Budget vs. Actual Finance Report

NOVEMBER YTD 2011

Workforce CONNECTIONS

PROPOSED REVISION

For the Period : July 1 ' 2011 through June 30' 2012(Commis)

PY11 WIA Formula Expenses
CONSOLIDATED BUDGET

Line Item Number	Operating Expenses	BUDGET			Total	ACTUAL EXPENSES			Total	BUDGET AUTHORITY REMAINING			% Of Program Year concluded		
		Admin	Program	Total		Admin	Program	Total		Admin	Program	Total	Admin	Program	Total
6250	Salaries - Operations	1,048,218	1,784,803	2,833,021	398,763	864,548	1,263,311	649,455	929,256	1,569,710	38.04%	48.44%	44.59%		
6255	Employee Fringe Benefits - Ops	366,876	624,681	991,557	99,940	216,443	316,383	266,936	408,238	676,174	27.24%	34.65%	31.91%		
6550	Employer Payroll Taxes - Ops	31,447	53,544	84,991	2,192	8,455	10,647	29,265	45,089	74,344	6.97%	15.79%	12.53%		
6100	Audit/Accounting Services	190,096	0	190,000	105,247	0	105,247	84,763	0	84,763	84.75%	0.00%	65.39%		
6120&6129	Bank/Payroll Services	13,250	0	13,250	1,691	0	1,691	11,559	0	11,559	12.76%	0.00%	12.76%		
6130-6139	Equipment/Capitalized Prof Fees	64,000	136,000	200,000	49,622	108,150	157,773	14,378	27,960	42,227	77.63%	79.62%	78.89%		
6130-011	NV Trac Data Tracking Systems	0	250,000	250,000	12,898	30,330	43,228	-12,898	219,670	206,772	0.00%	0.00%	17.29%		
6140	Equipment Repairs	1,600	3,400	5,000	0	0	0	1,600	3,400	5,000	0.00%	0.00%	0.00%		
6150	Legal Publication/Advertising	20,000	30,000	50,000	4,258	9,721	13,980	15,742	20,279	36,020	21.29%	32.40%	27.96%		
6160	Dues & Subscriptions	4,800	10,200	15,000	1,459	3,183	4,642	3,341	7,017	10,368	30.40%	31.21%	30.95%		
6170	Equipment Rental	6,400	13,600	20,000	2,605	5,436	8,041	3,795	8,184	11,969	40.71%	39.97%	40.21%		
6190	Insurance	14,400	30,600	45,000	1,502	3,319	4,821	12,998	27,281	40,179	10.43%	10.85%	10.71%		
6200	Janitorial & Maintenance	4,800	10,200	15,000	636	1,441	2,077	4,164	8,759	12,923	13.25%	14.13%	13.85%		
6210	Legal Fees	60,000	0	60,000	11,852	0	11,852	48,148	0	48,148	19.75%	0.00%	19.75%		
6230	License & Permits	1,600	3,400	5,000	40	107	147	1,660	3,293	4,853	2.50%	3.14%	2.94%		
6250	Office Supplies	8,000	17,000	25,000	2,489	5,654	8,123	5,531	11,346	16,877	30.87%	33.26%	32.49%		
6270	Postage & Delivery	1,600	3,400	5,000	504	1,160	1,664	1,986	2,240	3,336	31.50%	34.12%	33.28%		
6290	Printing & Reproduction	4,800	10,200	15,000	1,877	4,056	5,933	2,923	6,144	8,067	39.11%	39.77%	39.56%		
6285	Board Support & Travel	0	25,000	25,000	0	2,392	2,392	0	22,608	22,608	0.00%	9.57%	9.57%		
6295	Rent	106,856	227,068	333,924	35,810	77,066	112,876	71,046	150,002	221,048	33.51%	33.94%	33.80%		
6300	Telephone	16,000	34,000	50,000	5,051	10,773	15,824	10,949	23,227	34,176	31.57%	31.69%	31.65%		
6305	Program Support Contracts	0	80,000	80,000	0	33,415	33,415	0	46,585	46,585	0.00%	41.77%	41.77%		
6306	Admin Support Contracts	55,000	0	55,000	11,513	0	11,513	43,488	0	43,488	20.93%	0.00%	20.93%		
6310	Staff Travel	24,500	45,500	70,000	4,113	8,835	12,948	20,397	36,866	57,062	16.79%	19.42%	18.50%		
6320	Training & Seminars - Staff	24,050	40,950	65,000	5,153	12,174	17,327	18,897	28,776	47,673	21.43%	29.73%	26.66%		
6440	System Communication Support	24,000	51,000	75,000	9,619	20,867	30,486	14,381	30,133	44,514	40.08%	40.92%	40.65%		
6500	Workforce Development Outreach	25,600	54,400	80,000	7,663	15,897	23,559	17,937	38,503	56,441	29.93%	29.22%	29.45%		
6700	Youth Program Activities	0	15,000	15,000	0	9,322	9,322	0	5,678	5,678	0.00%	62.14%	62.14%		
6720	Adult/DW Program Activities	0	15,000	15,000	0	666	666	0	14,334	14,334	0.00%	4.44%	4.44%		
6850	Strategic Initiative	0	588,674	588,674	0	0	0	0	588,674	588,674	0.00%	0.00%	0.00%		
	Total	2,117,797	4,157,620	6,275,417	776,476	1,453,409	2,229,885	1,341,321	2,704,211	4,046,532	36.66%	34.96%	35.53%		

CORRECT NOW
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g. INFORMATION: PY2011 Funding Awards and Expenditures

workforce CONNECTIONS
Awards and Expenditures
Program Year 2011 Adult/DW Programs
As of December 28, 2011

WIA PY11 Adult and Dislocated Worker Green Sector

Provider	Contract Award	Adult Expenditures	DW Expenditures	Total Invoiced	% Spent	Remaining Balance
Bridge Counseling Associates	\$ 500,000.00	\$ 86,262.29	\$ 71,597.41	\$ 157,859.70	31.57%	\$ 342,140.30
GNU Family Life Center	\$ 600,000.00	\$ 118,651.71	\$ 73,180.88	\$ 191,832.59	31.97%	\$ 408,167.41
Goodwill of Southern Nevada	\$ 600,000.00	\$ 102,604.14	\$ 48,815.29	\$ 151,419.43	25.24%	\$ 448,580.57
So. NV Regional Housing Authority	\$ 175,000.00	\$ 5,924.95	\$ 5,863.30	\$ 11,788.25	6.74%	\$ 163,211.75
Latin Chamber Foundation	\$ 600,000.00	\$ 105,078.18	\$ 80,476.26	\$ 185,554.44	30.93%	\$ 414,445.56
Nevada Partners, Inc	\$ 600,000.00	\$ 128,278.29	\$ 128,173.01	\$ 256,451.30	42.74%	\$ 343,548.70
Total	\$ 3,075,000.00	\$ 546,799.56	\$ 408,106.15	\$ 954,905.71	31.05%	\$ 2,120,094.29

WIA PY11 Adult and Dislocated Worker Health Sector

Provider	Contract Award	Adult Expenditures	DW Expenditures	Total Invoiced	% Spent	Remaining Balance
CCSD - Desert Rose	\$ 500,000.00	\$ 1,650.00	\$ 159,078.30	\$ 1,650.00	0.33%	\$ 498,350.00
FIT	\$ 600,000.00	\$ 148,999.03	\$ 18,891.22	\$ 308,077.33	51.35%	\$ 291,922.67
So. NV Regional Housing Authority	\$ 175,000.00	\$ 8,496.28	\$ 49,759.94	\$ 27,387.50	15.65%	\$ 147,612.50
Latin Chamber Foundation	\$ 600,000.00	\$ 85,501.87	\$ 6,778.34	\$ 135,261.81	22.54%	\$ 464,738.19
Nevada Hospital Association	\$ 600,000.00	\$ 6,778.34	\$ -	\$ 6,778.34	1.13%	\$ 593,221.66
Nevada Partners, Inc	\$ 600,000.00	\$ 79,650.73	\$ 43,020.63	\$ 122,671.36	20.45%	\$ 477,328.64
So. NV Medical Industry Coalition	\$ 600,000.00	\$ 214,707.80	\$ 47,073.11	\$ 261,780.91	43.63%	\$ 338,219.09
Total	\$ 3,675,000.00	\$ 545,784.05	\$ 317,823.20	\$ 863,607.25	23.50%	\$ 2,811,392.75

WIA PY11 Adult and Dislocated Worker Rural Services

Provider	Contract Award	Adult Expenditures	DW Expenditures	Total Invoiced	% Spent	Remaining Balance
Nye Communities Coalition	\$ 750,000.00	\$ 145,864.33	\$ 112,684.25	\$ 258,548.58	34.47%	\$ 491,451.42
Total	\$ 750,000.00	\$ 145,864.33	\$ 112,684.25	\$ 258,548.58	34.47%	\$ 491,451.42

WIA PY11 Internal Programs and To Be Allocated Amounts

Contract	Contract Award	Adult Expenditures	DW Expenditures	Total Invoiced	% Spent	Remaining Balance
Pride	\$ 500,000.00	\$ 232,480.98	\$ -	\$ 232,480.98	46.50%	\$ 267,519.02
To be allocated	\$ 233,068.00	\$ -	\$ -	\$ -	0.00%	\$ 233,068.00
Total	\$ 733,068.00	\$ 232,480.98	\$ -	\$ 232,480.98	31.71%	\$ 500,587.02
Total PY11 Adult/DW	8,233,068.00	1,470,928.92	838,613.60	2,309,542.52	28.05%	\$ 5,923,525.48

workforce CONNECTIONS
Awards and Expenditures
Program Year 2011 WIA Formula
As of December 28, 2011

WIA PY11 Youth General

Provider	Contract Award	Youth In-School Expenditures		Youth Out-Of-School Expenditures		Total Invoiced	% Spent	Remaining Balance
HELP of Southern Nevada	\$ 713,000.00	\$ 69,173.33	\$ 118,456.68	\$ 187,630.01	26.32%	\$ 525,369.99		
CCSD - Desert Rose	\$ 362,000.00	\$ 2,250.00	\$ -	\$ 2,250.00	0.62%	\$ 359,750.00		
Nevada Partners	\$ 500,000.00	\$ 62,860.47	\$ 53,329.85	\$ 116,190.32	23.24%	\$ 383,809.68		
Nye Communities Coalition (Year Round)	\$ 300,000.00	\$ 25,639.35	\$ 13,880.90	\$ 39,520.25	13.17%	\$ 260,479.75		
Nye Communities Coalition (Summer)	\$ 48,514.00	\$ 34,427.16	\$ 14,019.15	\$ 48,446.31	99.86%	\$ 67.69		
So. NV Children First	\$ 125,000.00	\$ 3,962.35	\$ 4,287.04	\$ 8,249.39	6.60%	\$ 116,750.61		
Total	\$ 2,048,514.00	\$ 198,312.66	\$ 203,973.62	\$ 402,286.28	19.64%	\$ 1,646,227.72		

WIA PY11 Youth Tri County

Provider	Contract Award	Youth In-School Expenditures		Youth Out-Of-School Expenditures		Total Invoiced	% Spent	Remaining Balance
Nye Communities Coalition (Tri-County)	\$ 150,000.00	\$ 12,466.73	\$ 5,659.90	\$ 18,126.63	12.08%	\$ 131,873.37		
Lincoln County School District (Tri-County)	\$ 100,000.00	\$ -	\$ -	\$ -	0.00%	\$ 100,000.00		
Total	\$ 250,000.00	\$ 12,466.73	\$ 5,659.90	\$ 18,126.63	7.25%	\$ 231,873.37		

WIA PY11 Internal Programs and To Be Allocated Amounts

Provider	Contract Award	Youth In-School Expenditures		Youth Out-Of-School Expenditures		Total Invoiced	% Spent	Remaining Balance
Ready4Life Graduate Advocate Initiative	\$ 900,000.00	\$ 70,206.25	\$ -	\$ 70,206.25	7.80%	\$ 829,793.75		
Youth Green - TBD	\$ 500,000.00	\$ -	\$ -	\$ -	0.00%	\$ 500,000.00		
Youth HealthCare - TBD	\$ 500,000.00	\$ -	\$ -	\$ -	0.00%	\$ 500,000.00		
To be allocated	\$ 64,436.00	\$ -	\$ -	\$ -	0.00%	\$ 64,436.00		
Total	\$ 1,964,436.00	\$ 70,206.25	\$ -	\$ 70,206.25	3.57%	\$ 1,894,229.75		
Total Youth	\$ 4,262,950.00	\$ 280,985.64	\$ 209,633.52	\$ 490,619.16	11.51%	\$ 3,772,330.84		

WIA PY10/PY11 Governor's Reserve Youth

Provider	Contract Award	Total Invoiced	% Spent	Remaining Balance
Nevada Public Education Foundation	\$ 645,000.00	\$ 621,679.08	96.38%	\$ 23,320.92
Clark County - Summer Business Institute	\$ 299,028.00	\$ 237,434.34	79.40%	\$ 61,593.66
Total	\$ 299,028.00	\$ 237,434.34	79.40%	\$ 61,593.66

workforce CONNECTIONS
Awards and Expenditures
As of December 28, 2011

WIA PY10 Internal Programs Ongoing

	Contract Award	Total Invoiced	% Spent	Remaining Balance
Caliente	\$ 246,206.00	\$ 65,064.53	26.43%	181,141.47
Total	\$ 246,206.00	\$ 65,064.53	26.43%	181,141.47

Direct A/DW Grants

Provider	Contract Award	Total Invoiced	% Spent	Remaining Balance
Youth Build PY09 - CCSD - Desert Rose	\$ 161,559.99	\$ 161,559.11	100.00%	0.88
Youth Build PY09 - GNI Family Life Center	\$ 711,000.00	\$ 552,338.93	77.68%	158,661.07
Youth Build PY09 - WC	\$ 227,440.01	\$ 202,157.58	88.88%	25,282.43
Youth Build PY11 - CCSD Desert Rose	\$ 158,584.00	\$ -	0.00%	158,584.00
Youth Build PY11 - WC	\$ 941,416.00	\$ 141,309.11	15.01%	800,106.89
SESP	\$ 4,050,000.00	\$ 1,131,595.55	27.94%	2,918,404.45
HRSA	\$ 140,509.00	\$ 95,643.95	68.07%	44,865.05
Department of Justice - Get Out	\$ 692,096.00	\$ 410,551.43	59.32%	281,544.57
Layoff Aversion (new)	\$ 210,000.00	\$ 12,919.99	6.15%	197,080.01
Total	\$ 7,292,605.00	\$ 2,708,075.65	37.13%	\$ 4,584,529.35

h. INFORMATION: CFO and Financial Manager Recruitment Update

*workforce***CONNECTIONS**

FINANCE MANAGER

Salary Range: \$60,000 - \$105,000

Date Approved:

FLSA Status: Exempt

REPORTS TO: Deputy Director - Operations

POSITION STATEMENT: Manages and supervises Workforce Connections' financial activities including federal, state and other allocated grant funding and resources. Oversees subrecipients' financial activities and records funded by Workforce Connections. Supervises the preparation of financial reports and budget plans. Interprets federal, state and local financial directives and ensure regulatory compliance with applicable U.S. Office of Management and Budget (OMB) Circulars, including A-133, A-122, A-110 and A-87, as well as state and local policies.

SUPERVISION EXERCISED: Provides direct supervision over subordinate financial staff, including financial analysts and accounting staff members.

SUPERVISION RECEIVED: Receives general direction from the Deputy Director - Operations and appropriate executive level management staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Supervises the maintenance of financial records and preparation of financial and budget reports; supervises or performs bookkeeping and related transactions; oversees service providers/subrecipients' financial activities and records funded by Workforce Connections.
2. Interprets federal, state and local financial directives and ensures regulatory compliance with applicable U.S. Office of Management and Budget (OMB) Circulars including A-133, A-122, A-110 and A-87, as well as state and local policies.
3. Ensures service providers/subrecipients or funding partners establish and maintain financial control systems that meet or exceed the requirements of applicable federal, state and local laws, statutes, regulations, directives and policies and the requirements of executed contracts between the parties, and generally accepted accounting and financial principles and standards.
4. Conducts technical, operational and analytical studies and reviews related to Workforce Connections' financial activities.
5. Conducts formal and informal training programs for staff and service providers/subrecipients related to accrual accounting procedures, expenditure and revenue projection, cost controls,

budget planning and administration, cost benefit analysis, contract administration and compliance with Workforce Investment Act guidelines.

6. Oversees and participates in the review of invoices from service providers/subrecipients, analyzes and interprets data and information, and reconciles contract expenditures; approves service providers/subrecipient' invoices for payment after verification of allowability.
7. Oversees and participates in desk and on-site monitoring reviews of service providers/subrecipients' financial activities, reported findings and documented corrective actions.
8. Uses current computer applications and financial software to maintain and prepare budgets and report financial activities.
9. Prepares and maintains financial policies and procedures, and communicates them to staff and service providers/subrecipients.
10. Participates in selecting staff and ensures effective morale, productivity and discipline are maintained
11. Plans, organizes, administers, reviews and evaluates the activities and performance of staff.
12. Works with staff to establish work priorities and schedules, and encourages and provides for staff training and professional development.
13. Interprets policies and procedures for staff, and prepares and conducts formal performance evaluations; monitors accomplishments, establishes performance requirements and personal development targets, as well as provides coaching for staff performance improvement and development.

Marginal Functions:

1. Performs other duties as assigned.

QUALIFICATIONS:

- Comprehensive knowledge of principles and practices of budget development and administration.
- Knowledge of federal financial accounting standards, and record keeping and bookkeeping practices and techniques.
- Advanced knowledge of principles and practices of contract oversight and administration.
- Knowledge of financial planning.
- Ability to interpret, explain, apply and enforce principles of public agency budgeting, cost and revenue projection, revenue control and contract administration.
- Knowledge of policies and regulations pertaining to workforce investment boards and the Workforce Investment Act.
- Ability to analyze problems and create opportunities, identify and evaluate alternative solutions, and develop sound, effective approaches.

- Ability to establish sound leadership standards, and maintain effective working relationships with a diverse group of citizens, local business leaders, and representatives of public agencies.
- Knowledge of principles and techniques of supervision, training and performance evaluation.
- Ability to conduct training in both formal and informal settings.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to establish and maintain effective cooperative working relationships with those contacted in the course of work.
- Ability to maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
 - Walking, standing, or sitting for extended periods of time; and
 - Operating assigned equipment.
- Ability to maintain effective audio-visual discrimination and perception needed for:
 - Making observations;
 - Communicating with others;
 - Reading and writing; and
 - Operating assigned equipment
- Ability to maintain mental capacity which allows the capability of:
 - Making sound decisions;
 - Effective interaction and communication with others; and
 - Demonstrating intellectual capabilities.

EDUCATION AND EXPERIENCE:

Bachelor's degree in accounting, finance, or a closely related field and at least six years experience in financial management, preferably with four years experience in a public agency administering Workforce Investment Act or other government grants. A Master's degree in finance or accounting or a CPA is preferred.

A valid Nevada driver's license and the ability to maintain insurability.

WORKING CONDITIONS

Environmental Conditions:

Work in an office environment; travel from site to site; exposure to computer screens.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time.

EEO/AA Employer

Signature _____ Date _____

8. INFORMATION: Executive Director Transition

1/3/12

TO: Councilwoman Gerri Schroder, LEO Consortium Chair, and Consortium

FROM: John Ball, Executive Director, Workforce Connections

RE: Executive Director Transition

Dear Councilwoman Schroder,

In March of 2007, I was hired by what was then the Southern Nevada Workforce Investment Board as Interim Executive Director. Later that year, I was appointed permanent Executive Director by the Local Elected Officials Consortium. At that time, in negotiations with the LEO leadership and their executive staff, it was agreed that my maximum time commitment to the project would not exceed five years. That five year period will end in March of 2012. With this memo, and in accordance with my contract of employment, I am providing timely notice that I will leave employment with Workforce Connections as early as March 2, 2012 and no later than March 30, 2012. I will work with the Consortium's representatives to establish a precise departure date and work toward a smooth executive transition.

Given the critical need for a field of Executive Director candidates who can "hit the ground running" in their knowledge and understanding of the constantly changing array of laws, policies, administrative rules and practices that define the Workforce Investment Act environment, the CEO's of the larger jurisdictions concur that it is critical to engage a highly qualified national recruitment firm to manage the search for a new Executive Director. As you may recall, the potential fiscal liability of the Consortium jurisdictions for disallowed costs and other claims was a serious issue during the last Executive Director recruitment. Since then, the agency budget has grown from \$7 million in 2007 to \$34 million in 2009 and 2010, and is projected at over \$24 million this year, accentuating the importance of the search process. Sufficient funds are available in the Workforce Connections budget to cover the projected costs of a search without turning to the jurisdictions for additional funds.

I will place this item on the agenda for the LEO Consortium's January 2012 meeting.

9. CONSENT AGENDA

The Consent Agenda is enacted in one motion without discussion; however, any item may be pulled from the Consent Agenda for discussion by any Board member. Policies have been reviewed and revised to comply with the current Federal and State law. The following items are on the Consent Agenda:

- a. Approve the meeting minutes from the *workforce***CONNECTIONS** Board of Director's Meeting on September 27, 2011
- b. Approve the meeting minutes from the *workforce***CONNECTIONS** Board of Director's Meeting on October 25, 2011
- c. Accept new Board member Homero A. Garza to the Workforce Connections Board of Directors for a 3-year term

*workforce*CONNECTIONS

**Board of Directors Meeting
MINUTES
Tuesday, September 27, 2011
10:00 a.m.**

**Culinary Academy of Las Vegas
710 W. Lake Mead Blvd.
Parlors C&D
North Las Vegas, NV 89030**

Members Present

Charles Perry	Commissioner Tommy Rowe	Councilman Bob Coffin
Councilwoman Peggy Leavitt	Councilwoman Anita Wood	Councilwoman Gerri Schroder
Dennis Perea	Dr. David Lee	Hannah Brown
Kenneth LoBene	Mark Edgel	Michelle Bize
Mujahid Ramadan	Pat Maxwell	Sonja Holloway
Valerie Murzl	William Bruninga (Phone)	

Members Absent

Commissioner Andrew Borasky	Commissioner Lawrence Weekly	Commissioner Dominic Pappalardo
Dan Gouker	Dan Rose	F. Travis Buchanan
Mark Keays		

Staff Present

John Ball	Suzanne Potter	Kim Colagioia	Bridget Shaney
Tom Dang	Heather DeSart	Clentine January	Debra Collins
Jaime Cruz	Rick Villalobos	Cornelius Eason	Ardell Galbreth
Jeannie Kuennen	Lori Thomas	Melodye Stok	Nancy White
Chris Shaw	Byron Goynes	MaryAnn Avendano	Kelly Ford
Gina Campbell	Linda Yi	Jennifer Padilla	Jeff Marsh
Kelly Woods	Beth Rubins	Lynn Kerr	Robin Hensley
Carol Turner			

Others Present

Jack DeGree, Board Counsel	Jon Ponder, Operation H.O.P.E. for Prisoners
Angela Brooking, Operation H.O.P.E. for Prisoners	Penny Hagen, FIT
Odalys Carmona, DETR	Vincent Miller, Goodwill of Southern Nevada
Elizabeth McDaniel, Goodwill of Southern Nevada	Helicia Thomas, GNJ Family Life Center
Douglas Geinzer, SNMIC	Thresea Kaufman, LCCCF
Sharon Morales, LCCCF	Tiffany Tyler, Nevada Partners
Venus Fajota, DETR	Donna Bensing, New Horizons Learning Center
Matt Cecil, Board Counsel	

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

Call to order, confirmation of posting, and roll call

The meeting was called to order by Chair Hannah Brown at 10:03 a.m. 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.

Approve the Agenda with the inclusion of any emergency items and deletion of any items

A motion was made to approve the Agenda as presented by Valerie Murzl and seconded by Pat Maxwell. Motion carried.

First Public Comment Session

Frank Woodbeck was introduced to the Board as DETR's new Director. Mr. Woodbeck will assume the director role on Monday, October 3, 2011.

Welcome New Board Members

Hannah Brown introduced and welcomed new Board Member Councilwoman Anita Wood, City of North

Youth Council: ACTION: Approve the Youth Council's recommendation to direct staff to enter into partnership negotiations with the Clark County School District in support of their Graduations/Mentoring Initiative, to include the expenses for the start-up period of the project in an amount not to exceed \$900,000

Ken LoBene provided background: CCSD tracked 20,000 senior high school students and found that 10,000 were not on schedule to graduate. As a result the superintendent and deputy superintendent developed a plan to help the youth graduate. WorkforceCONNECTIONS is partnering with CCSD & United Way to implement a mentoring program that will target the seniors who are at risk of not graduating. Mr. LoBene stressed the fact that the youth who do not graduate will have a negative economic impact on the community.

Rick Villalobos commented that it's critical to begin the mentoring initiative by at least the second school semester to have an immediate impact on 1,000 students and to eventually reach 2,000 in the next eight month period. Ten schools with WIA eligible youth have been identified to serve. A Graduate Advocate Coordinator will be assigned to each school who will facilitate mentoring activities for each student including necessary tutoring, supportive services, such as summer school fees, incentives, and ancillary assistance required to ensure the youth graduate. The ten high schools identified by CCSD are: Canyon Springs, Chaparral, Cimarron Memorial, Desert Pines, Las Vegas, Legacy, Liberty, Western, and Mojave. Mr. Villalobos stated that the initial ask of \$900,000 is for start-up expenses including operational and equipment and personnel costs for the following staffed positions: Graduate Advocate Director, ten Graduate Advocate Coordinators and a Business Community Liaison. A brief job description for these positions is provided in the agenda full packet.

Mr. Ramadan expressed concern that the youth in the correctional facilities are underserved. John Ball responded that this program is not a corrections program rather a program designed to target only senior high school students in the school district who without help will not graduate this school year because they are either credit deficient or have not passed their proficiency exams. Discussion ensued.

Councilman Bob Coffin commented that he will support this initiative as long as the Board and staff continue their commitment to move forward and help the youth in corrections who Mr. Ramadan is most concerned for. Mr. LoBene concurred.

A motion was made to approve the Youth Council's recommendation to direct staff to enter into partnership negotiations with the Clark County School District in support of their Graduations/Mentoring Initiative, to include the expenses for the start-up period of the project in an amount not to exceed \$900,000 by Valerie Murzl and seconded by Councilwoman Gerri Schroder. Motion carried.

Green & Healthcare Sector Update

Kelly Woods and Kim Colagioia provided an overview on the Green and Healthcare RFI process. The full update is provided on page 10-11 of the agenda full packet. The sector approach into the Youth programming side is unique, has a lot of promise, and is making a great step toward progress.

Adult & Dislocated Worker Committee: PRIDE (Prisoner Re-entry) Update

Valerie Murzl stated that both committee items are information as a result of the conversation at the last Board meeting regarding the re-entry process. Staff created a timeline of the development of the re-entry initiative which is provided on page 6-7 of the agenda full packet.

Heather DeSart stated that the PRIDE Re-Entry program will be moved from the Casa Grande property to allow its services to extend to the population at large with some services still being provided to the Casa Grande inmates. Prior to this decision only a small number of ex-felons were served and those services were terminated upon the inmates release from Casa Grande due to restrictions imposed by DOL. The new space is located in the area of E. Desert Inn and Pecos Road and is scheduled to open at the beginning of October.

Mr. Ramadan asked where the largest concentration of the felon population is residing in Southern Nevada. Ms. DeSart did not have that information available; however, Jeannie Kuennen will gather and provide the information to the Board.

Robin Hensley, PRIDE Re-Entry Case Manager, provided an overview of the Second Chance Curriculum Training and commented on her experience. The training prepares the re-entry case managers to deliver the training curriculum to other entities in Southern Nevada.

Budget & Finance Committee: ACTION: Accept Audit Report for period ending June 30, 2010 and Receive Staff's Audit Overview Report with Noted Corrective Action

Councilwoman Gerri Schroder read the item. Ardell directed the Boards attention to the Schedule of Findings and Questioned Costs on page 25 of the audit report and the related corrective actions in the agenda full packet. MaryAnn Avendano and Carol Turner provided an overview of these items. MaryAnn directed the Boards attention to the detailed report of audit findings and corrective actions on page 32 of the agenda packet. Ms. Avendano and Ms. Turner worked together in the development of this report and meet monthly with the CFO's from the various jurisdictions to provide status updates. Ms. Turner briefly went over the eleven total findings on the report with the Board and noted that many of the findings will be effective on the upcoming audit due to the lack of time allowed for corrective action since the report was made; however, staff is taking aggressive action to prevent the audit findings from showing up on the next report effective June 2012. Following the overview,

A motion was made to accept audit report for period ending June 30, 2010 and receive staff's audit overview report with noted corrective action by Councilwoman Anita Wood and Pat Maxwell. Motion carried.

In response to the Chief Financial Officer job posting, Mr. Galbreth stated that approximately six qualified applicants have been identified. The interview panel will include CFO's from the jurisdictions as well as staff.

ACTION: Approve PY2011 Operating Budget

Mr. Galbreth directed the Boards attention to the budget on page 41 of the agenda full packet. Some line items have changed significantly, including line item 6100 Audit/Accounting Services, which increased \$20,000 for the A-133 audit and line item 6130/6139 Equipment/Capitalized Prof Fees, which decreased \$250,000 due to a reclassification of these funds to 6130-11 NVTrac Data Tracking System. Also line item 6150 Legal Publication/Advertising decreased \$15,000 and line item 6305 Program Support Contracts decreased \$145,000 and 6306 Administrative Support Contracts is a new budget line item to support the programs staff oversees, including temporary staff involved in the launching of these programs.

A motion was made to approve PY2011 Operating Budget by Commissioner Tommy Rowe and seconded by Charles Perry. Motion carried.

Ms. Avendano provided an overview of the Financial Edge accounting software implementation schedule provided on page 43-44 of the agenda full packet.

Ms. Avendano provided a recap of the PY2010 Awards and Expenditures report of page 50 of the agenda full packet. Ms. Avendano noted that ADW providers who either opted out of funding or were not funded received contract extensions to close out their programs, including Catholic Charities, Easter Seals, and Native American Community Services. The projected amount of PY2010 ADW funds to be recaptured is \$1,504,952.05, of which \$495,924.61 was recaptured from the CSN-Lincoln County contract which the provider opted to terminate. CHR was not awarded funds and did not receive a contract extension. The PY2010 Youth providers were about 95% spent with a balance of \$108,635 to be recaptured.

Ms. Avendano provided an overview of the PY2011 Awards and Expenditures report provided on page 47 of the agenda full packet. Ms. Avendano stated that these were only preliminary number and were a result of the invoices received to date. CCSD has not started expending their funds due to internal restrictions that prevents them from spending down funds prior to executing a formal contract. Staff is close to completing all contracts. Other providers have begun drawing down funds and staff is working closely and providing technical assistance for the new providers who have not submitted invoices to ensure they have everything they need including invoice training and such.

Emerging Markets/Partnerships/Resource Development

Cornelius Eason provided an update on the continued series of Roundtables with the various Chamber of Commerce entities. Last week, 75 attended the Roundtable at the Urban Chamber which kicked off our new theme called Grass Roots Economic Development. The message is to encourage business to get out and buy something from another business, sell something and hire somebody. Next Tuesday, October 4th a new series of roundtables themed "Deep Roots have Strong Growth" will be begin at the Henderson Chamber and will continue through December. The speakers include a representative from Zappos, the Mayor, and new President and CEO of the Henderson Chamber who will address their strategic planning. The Las Vegas Chamber will begin their series in late October and continue in rapid succession through December. On November 10th, an all-day Employment Edge workshop will be held that focuses around Veterans in conjunction with the Review Journal and other partners and will be the final Employment Edge workshop for 2011.

Debra Collins provided a Healthcare Sector update. The HRSA Implementation Planning Grant final report on last year's survey is available on the website and hard copies will be available as well. The committee has a new chair, Dr. Marcia Turner. A lot of work and talent has been put forth and new data is available that will help in the development of this grant.

Linda Yi reported on the Future of Nursing campaign for action. A national study was conducted by the Robert Wood Johnson Foundation and AARP on how to increase healthcare within the U.S. to address issues and increase the availability of nursing. A blueprint was developed of what needs to be done by every state in the union in order to achieve the goals.

Jaime Cruz provided a Green Economy update. Staff and colleagues at DETR attended the State Energy Sector Partnership (SESP) Grantee meeting in Washington D.C. and were told that the agencies sector strategies were excellent.

Staff met with the Center for Energy Workforce Development (CEWD) to discuss the alignment of strategies. Subsequent updates will be provided to the Board.

In the interest of time, the Operations Update and Workforce Connections Executive Director update will be held until next meeting.

Consent Agenda:

- a. Approve the meeting minutes from the *workforce*CONNECTIONS Board of Director's Meeting on August 23, 2011
- b. Approve revision of *workforce*CONNECTIONS Compliance Assurance Reviews Policy Number 5.5

A motion was made to approve items a&b of the Consent Agenda by Councilwoman Gerri Schroder and seconded by Pat Maxwell. Councilwoman Anita Woods abstained. Motion Carried.

Second Public Comment Session

Janice Rael, Program Manager, Nevada Partners, Inc. distributed an overview NPI's youth and adult services, expenditures and success stories beginning PY2010 through 1st quarter of PY2011. Ms. Rael thanked the Board for allowing NPI to deliver services in Nevada.

Adjournment

The meeting was adjourned at 12:07 p.m.

*workforce*CONNECTIONS

**Board of Directors Meeting
MINUTES**

October 25, 2011

10:00 a.m.

**Culinary Academy of Las Vegas
710 W. Lake Mead Blvd.
Parlors C&D
North Las Vegas, NV 89030**

Members Present

Charles Perry	Commissioner Dominic Pappalardo	Commissioner Lawrence Weekly
Councilman Bob Coffin	Councilwoman Peggy Leavitt	Councilwoman Anita Wood
Dan Gouker	Councilwoman Gerri Schroder	Dr. David Lee
F. Travis Buchanan (phone)	Hannah Brown	Kenneth LoBene
Mark Edgel	Michelle Bize	Mujahid Ramadan
Pat Maxwell	Sonja Holloway	Valerie Murzl
William Bruninga (phone)		

Members Absent

Commissioner Butch Borasky	Commissioner Tommy Rowe	Dan Rose
Dennis Perea		

Staff Present

John Ball	Suzanne Potter	Clentine January	Kelly Ford
Ardell Galbreth	Heather DeSart	Kelly Woods	Carol Turner
Lucy Ivins	Kim Colagioia	Tom Dang	Debra Collins
Lauren Stewart	Jaime Cruz	Rick Villalobos	Cornelius Eason
Monica Bolden	Jeannie Kuennen	Melodye Stok	Chris Shaw
Byron Goynes	Sylvia Spencer	Linda Yi	Jeff Marsh
Faith Cannella			

Others Present

Earl McDowell, DETR	Tiffany Tyler, Nevada Partners, Inc.
LeVerne Kelly, DETR	Doug Geinzer, SNMIC
Tony Romo, SNMIC	Derrick Berry, DETR
Nick Mazzo, CCSD Desert Rose	Venus Fajota, DETR
Elizabeth McDaniels, Goodwill of Southern NV	Penny Hagen, FIT
Belinda Thompson, S. Nevada Gang Task Force	Jake McClelland, FIT
Steve Chartrand, Goodwill of S. Nevada	Helicia Thomas, GNJ Family Life Center
David Wallace, S. Nevada Gang Task Force	Daniel Chase, UNLV
Matt Cecil, Board Counsel	

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

1. Call to order, confirmation of posting, and roll call
The meeting was called to order by Chair Hannah Brown at 10:00 a.m. 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.
2. **ACTION:** Approve the Agenda with the inclusion of any emergency items and deletion of any items
A motion was made to approve the Agenda as presented by Charles Perry and seconded by Pat Maxwell. Motion carried.
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. **Emerging Markets/Partnerships/Resource Development ~ Pat Maxwell, Chair**
Cornelius Eason provided an Emerging Markets update. On November 10 Workforce Connections in partnership with the Review Journal, United Way, and the Urban League will be holding an Employment Edge Workshop, which will be focused on Veterans. The workshop will be a full day and cover such topics as how Veterans can convert experience in armed forces into the civilian world.

On November 8th, the second Business Roundtable will be held with the Henderson Chamber of Commerce, wherein an estimated 100 businesses will attend. The first Roundtable had approximately 70 businesses attend and was very well received. The businesses and the Chamber provided positive feedback.

The Strictly Business radio show airs the 2nd and 4th Monday on KCEP at 9AM. On Thursdays at 2PM on KNUU the radio show airs in partnership with Heather DeSart.

The Layoff Aversion program is underway, which is a Workforce Connections' program that provides business resources and professional consulting services by responding to layoffs with strategies to avert further reductions and support services to transition displaced workers. Janice Greer was hired as a Business Analyst for the Layoff Aversion Program.

Mr. Eason was in Washington DC last week with the Las Vegas Chamber of Commerce and visited Nevada's five representatives: Senator Reid, Senator Heller, Congresswoman Berkley, Congressmen Heck, and Congressman Amodei. The group discussed many topics including WIA reauthorization, I-11 Corridor, healthcare, and tourism.

Green Economy Update:

Jeannie Kuennen, Program Coordinator-ADW reported that during the last month ADW staff has been visiting the Green funded partners, providing ongoing training, technical assistance, talking about green employment with employers. Youth staff has been attending to support the alignment of ADW and Youth services due to the overlapping of services with the 18-20 year olds. The goal is to build a cohesive team with the youth and adult staff and funded partners.

Jaime Cruz, Director – Green Economy Workforce Development, reported that last week Workforce Connections held the first quarterly State Energy Sector Partnership meeting (Green Sector Council). During the meeting employers shared the results of the incumbent worker training program their employees completed to upgrade their skills. The employers made suggestions for other training topics that will help them streamline processes and reduce costs, such as landscaping

for energy conservation and horticultural practices for natural resource conservation. Stacy Crowley, Nevada State Office of Energy is the Council's Chairwoman.

Mr. Cruz reported that an article was written in the Review Journal regarding the SESP grant specifically that it was to serve over 7,000 people of whom 5,500 were to be employed in Green jobs. In April 2011 staff provided a report at the Board meeting regarding the approval of the SESP grant modification. The SESP grant modification outlined new strategies to target 1,500 incumbent workers, 790 youth participants, and 610 job seekers, for a total of 3,500 participants served by January 2013. To date the grant has enrolled about 670 participants statewide, approximately 300 of whom are job seekers. Approximately 50% of the job seekers are now employed in green jobs (solar energy, energy efficiency, recycling, green manufacturing, etc.).

Workforce Connections is working with the economic department in the city of Henderson on the Global Solar Summit in Henderson on Monday, October 31st and Tuesday, November 1st. The Summit will bring solar manufacturers from around the world that are interested in doing business in Southern Nevada. The group will network with regional utility companies, solar developers, material suppliers, and congressional and State of Nevada leadership.

On November 7th through November 9th the Center for Energy Workforce Development Summit will be held in Washington D.C. The Center for Energy Workforce Development is an organization that partners with education and workforce to address the upcoming shortage of workers in the utility and energy industries. It is anticipated that in 7-10 years the utility and energy industries will lose approximately 50% of their workforce due to the Baby Boomer population retiring. Workforce Connections staff will attend the summit.

Healthcare Update

Debra Collins, Project Specialist – ADW provided the State Healthcare Workforce Development Planning Grant report; the full report will be available on the website. The report is a compilation of new data that focuses on the need for the increasing the healthcare workforce by 25% in the next ten years. The five targeted areas of need are 1) Primary Care (physicians, physician assistants); 2) Nursing (RNs, CNAs, personal care assistants); 3) Mental Health; 4) Dental (dental hygienists); and 5) HIT (Health Information Technology).

Linda Yi, Project Director Nevada Health Care Sector Council, provided an overview of healthcare sector strategies for 2012 including establishing a governance system (Bylaws, membership, etc.); looking at healthcare outcomes, healthcare sustainability; education and training for youth to help them succeed in the healthcare industry, and identifying a project list to demonstrate success with the HRSA grant. Ms. Yi stated that the primary focus of the healthcare sector is to improve the quality of healthcare overall in Southern Nevada. Discussion ensued.

Following the Emerging Markets update representatives (Ms. Caren Street and Mr. Trey Reffett) from Senator Reid's office in Washington D.C. provided an update on the legislative agenda regarding workforce and small business issues. On the radar is new tax credits for small businesses to grow and expand; proposals to cut the payroll tax by 50% for employers and employees; investment in infrastructure (highways) and colleges and education systems; work on the health and human services appropriations bill (\$1.7 Billion in job training); WIA reauthorization (the committee is supporting refunding the FY11 funds without any cuts); and SBA funding (raised budget request to \$955 Million).

Employment and Training Administration and Health Resources and Services Administration have been tasked with Healthcare Workforce Development. The President requested \$7 Billion for

health resources and services administrations and \$3.6 Billion for the employment and training administration. The Senate appropriations committees have chosen to continue funding from FY11 into FY12 with slight reductions mostly on the administrative side and programmatic resulting in \$3.3 Billion recommendation for employment and training administrations and \$6.2 Billion for health resources and services administration.

In terms of the broader budget environment in Washington D.C, President Obama has tasked the Debt Super Committee to come up with significant savings. The committee has until November 25th to submit recommendations which will be voted on by December 25th. The recommendations will shape how workforce development program budgets will look going forward. Discussion ensued.

5. **Operations Update ~ Ardell Galbreth**

ACTION: workforce CONNECTIONS Policies, Procedures and Directives Approval

After some discussion, *a motion was made to approve Workforce Connections Policies, Procedures, and Directives as presented by Councilwoman Gerri Schroder and seconded by Valerie Murzl. Motion carried.*

Performance Update & Incentive Grant

Ardell Galbreth provided background. Workforce Connections was awarded \$75,000 in Incentive funds which will be used to build employment and training service capacity throughout the Southern Nevada Workforce Investment Area.

Chief Financial Officer Update

Ardell Galbreth provided background. Staff is working with the jurisdiction's CFOs to build a panel of qualified individuals to review the job applications and interview candidates for the Chief Financial Officer position. A list of applications received is provided on page 17-18 of the agenda packet. Discussion ensued.

Audit Findings Monthly Status Report

Carol Turner provided an overview of the audit findings provided on page 20-24 of the agenda packet which lists in detail the audit finding, type, description, status, corrective action, target date for completion. Discussion ensued.

Ken LoBene noted that the audit deadline was not met. Charles Perry stated that Workforce Connections should be held to the same standards that funded partners are. Mr. Galbreth stated that Workforce Connections is held to the same Federal and State requirements as the sub-recipients regarding auditing procedures and such. Mr. Perry stated that the actions that are taken with funded partners by the agency have resulted in some of the funded partners having to close down. Mr. Perry further stated that this does not factor into what the agency does and that the agency is given enough time to make corrective actions. Mr. Perry stated that it is an imbalance that should be considered.

Ms. Turner stated that the agency is continuing to improve the cash management structure. The agency is improving the timeline between when the funds are drawn down to when the funds given to the funded partners.

Mr. Galbreth stated that the agency is on time with the current audit. A draft report will be presented at the February Board meeting. The audit will be completed with final audit report by March 31, 2012. Mr. Galbreth stated that some of the current audit findings will reappear on the next audit but the following year should be a clean audit.

Mr. Galbreth made the commitment that staff will provide an audit findings status report at the monthly Board meetings.

Financial Edge System Implementation Schedule – Monthly Update

Carol Turner provided an update. Finance Department staff is in the process of implementing the Financial Edge system. Staff is performing dual entries in the QuickBooks and new Financial Edge system for transactions beginning July 1, 2011. Staff intends to complete this process by end of November. Once staff reconciles input and ensure the system is working accurately, the dual entries into QuickBooks will stop. The Financial Edge software was written specifically for Workforce Investment Boards and has all the components to ensure efficient tracking and reporting of all financial data. Discussion ensued.

Program Year 2010 Awards and Expenditures – Monthly Update

Carol Turner provided an overview of the PY10 Awards and Expenditures report provide on page 29-32 of the agenda packet. The funded partners have until August 31st to provide their final invoices. The agency has until October 31st to complete the processing therefore not all invoices (approx. 1%) are reflected on this report. Ms. Turner stated that most of the contracts are at 100% spent. CSN is unspent because their contract was rescinded. Caliente is underspent because it is still working on the allocation of expenditures.

Program Year 2011 Awards and Expenditures – Monthly Update

Carol Turner provided an overview of the PY11 Awards and Expenditures provided on page 34 of the agenda. Ms. Turner stated that the funded partner invoices are due the 15th of the following month.

NVTrac Update

Jeff Marsh, Records & Systems Analyst, provided a brief overview on the NVTrac data tracking system. NVTrac has been in place since July 18, 2011. The funded partners are being trained and are entering all of their data in NVTrac. The error rate is less than 10%, 95% of which come from synching issues or bad data being transferred from the old system. One of the advantages of the system is that it is owned and managed by Workforce Connections which gives us the ability to access real-time data and the ability to create custom reports (i.e., zip codes, wages, employment, performance, etc.) among other things.

Ardell Galbreth stated that another benefit of the new system is that it allows staff and funded partners to effectively manage the clients through the system and determine whether or not they will have successful performance outcomes.

Southern Nevada Medical Industry Coalition (SNMIC) High-Risk Update

Ardell Galbreth provided a brief update; detail is provided on page 36-42 of the agenda packet including the Letter of Intent, SNMIC's High Risk designation, and SNMIC's letter notifying the agency of their intention not to renew their contract with Workforce Connections. Mr. Galbreth stated that staff is working with SNMIC on certain issues and will keep the Board updated accordingly.

Councilman Coffin inquired as to why the Board was not properly notified of the issues with SNMIC. Mr. Galbreth explained the particulars of the high risk process. John Ball stated that the high risk process is an administrative issue on the fiscal side and that staff has worked closely with SNMIC and the relevant committees during the process. Some members of the Board are unclear as to why a high-performing provider such as SNMIC is suddenly placed on high-risk. Mr. Ball stated SNMIC while operating under a Letter of Intent decided during the 30-day window since the last meeting not to renew its contract with Workforce Connections. Mr. Ball stated that the Executive Board and Local Elected Officials were aware of the issue and the relevant committee

(ADW) processed the issue. As in prior meetings it was restated that the backup in the agenda packet is inadequate. Mr. Ball stated that staff is happy to bring the issues to the Board. Chair Hannah Brown asked that we continue this discussion. Mr. Ball stated that at the next Board meeting there will be an update on the Nevada Hospital Association, the organization that has agreed to take over the Healthcare 20/20 Program. John Ball stated that if it is the Board's intent to continue to run this program, while staff works through the fiscal issues, Nevada Hospital Association will continue the program under a Letter of Intent. Discussion ensued.

To continue this discussion and avoid a conflict of interest, Charles Perry resigned as a member of SNMIC's Board of Directors. Following, Mr. Perry commented that he was appalled how Ann Lynch, President, SNMIC was treated at the recent ADW meeting. Mr. Perry further stated that SNMIC decided to disengage its association with Workforce Connections based on their analysis of the result of the meeting wherein it became obvious and apparent to SNMIC that Workforce Connections did not intend to resolve its issues with SNMIC. Further, Mr. Perry stated that SNMIC had difficulty operating without payment on invoices that were submitted to Workforce Connections. Mr. Perry stated that as a result SNMIC's Board of Directors and Executive Committee made the decision not to renew its contract with Workforce Connections.

Ardell Galbreth stated that it was the intent of Workforce Connections to work with SNMIC to resolve all issues.

Councilwoman Anita Wood suggested that the Board review the High Risk policy. Discussion ensued.

Adult and Dislocated Worker Committee ~ Valerie Murzl, Chair

Funded Partner Contracts Update

Valerie Murzl read: on June 28, 2011 the Board approved the ADW Committee's recommendations to fund partners to provide training and employment services to Adult and Dislocated Workers in the Green Economy and Healthcare Sectors, and the Youth Council's recommendations for partners to provide Youth Services.

Funded partners were operating under a Letter of Intent (LOI) from 7/1/11 to 9/30/11. The LOI was extended to 10/31/11 for two agencies that needed extra time to execute their contracts; all the other partners are currently operating under executed contracts.

Heather DeSart stated that all funded partner contracts have been executed with the exception of the Clark County School District. CCSD's Letter of Intent has been extended to 10/31/11 to allow additional time for review by its staff. Staff will work closely with CCSD until the contract is signed.

John Ball provided a brief overview of the Youth Re-Entry program. The agency started this program over a year ago through the Youth Council. The program has staff at the Caliente Youth Center who work with the educators and trainers at Caliente to prepare the youth for their release back into the community. Most of the youth are from and will return back to Clark County. Upon release, the youth work with program staff housed at Parole and Probation to assist them in finding employment.

ACTION: To approve the ADW Committee's recommendation to, under 29 CFR 97.36 (a) (5), enter into a contract with the Nevada Hospital Association (NHA) as a "tag on" to NevadaWorks' formal procurement action

Valerie Murzl read: a tag on procurement will allow the NHA to implement their Healthcare 20/20 Program in Southern Nevada, in order to maintain the continuity of services for clients currently being served by SNMIC's Healthcare 20/20 Program. This contract would be for the term

November 1, 2011 through June 30, 2012. NHA will initially operate under a Letter of Intent with an amount not to exceed \$600,000, using recaptured funds from SNMIC's Healthcare 20/20 program. The negotiated funding allocation will be brought to the *workforce*CONNECTIONS Board for final approval. Heather DeSart provided background. Following some discussion, *A motion was made to approve the ADW Committee's recommendation to, under 29 CFR 97.36(a)(5), enter into a contract with the Nevada Hospital Association (NHA) as a "tag on" to NevadaWorks' formal procurement action as presented by Pat Maxwell and seconded by Peggy Leavitt. Motion carried.*

Adult & Youth Re-Entry Update

Jeannie Kuennen provided an update on the Second Chance grant awarded by the Department of Justice in the amount of \$692,096. There have been some delays due to security issues accessing the prisons. Staff is working diligently with prison personnel to overcome these issues. Workforce Connections was granted a no-cost extension until August 2012 to meeting the parameters of the program.

Ms. Kuennen provided an update on the re-entry project. The re-entry program is moving to a new facility to provide access to the community at large while serving inmates housed at Casa Grande. The move was postponed until next Tuesday as the new building was damaged after it was struck by lightning three weeks ago.

Sylvia Spencer, Research & Development Director, provided demographics on the offender population in Nevada derived from case file information. Ms. Spencer will provide documented information upon request. Discussion ensued.

John Ball provided a brief overview of the Youth Re-Entry program. The agency started this program over a year ago through the Youth Council. The program has staff at the Caliente Youth Center who work with the educators and trainers at Caliente to prepare the youth for their release back into the community. Most of the youth are from and will return back to Clark County. Upon release, the youth work with program staff housed at Parole and Probation to assist them in finding employment.

6. Youth Council ~ Ken LoBene, Chair

Lucy Ivins, Project Specialist provided a brief rural update. Ms. Ivins represents the Nye, Esmeralda, and Lincoln counties serving as the liaison between business, education, and cross agencies in a collaborative effort to improve Nevada's success at engaging and graduating Ready for Life students. Workforce Connections strategy is to develop a needs agenda for each county via Local Elected Officials bringing Ready for Life systems to the rurals, including job shadowing, mentoring, and work experience internships; developing relationships with the business community for employment sourcing, preparing youth for job readiness, and supporting our local partners. Current activities include participation in Pahrump's community assessment coordinated by the Nevada Rural Development Council to reveal issues most critical to improving its economic and workforce development. A report of the top priorities is scheduled to be released in January 2012. A county assessment is also being coordinated by the Nevada Health and Human Services. The State led effort will address the issues most critical to community welfare. The top three priorities in Pahrump are transportation, youth services, and medical services.

Ms. Ivins is a member of a committee that is developing a career day at Pahrump Valley High School which will be open to 9th and 10th grade students as well as youth up to age 25 years. The career day will identify career pathways the youth can explore and support the need to graduate high school and reengage youth who have left high school early.

Ms. Ivins is a mentor to Youth Advisory Board comprised of one middle school student and six high school students to improve education in Nye County. The youth are in a process of preparing a presentation to the Nye County School Board of Trustees describing challenges and presenting solutions. The Youth Advisory Board is learning leadership and putting it to practice.

Kelly Woods provided a Green Economy Sector update as provided on page 51 of the agenda packet. Kim Colagioia provided a healthcare update as provided on page 52 of the agenda packet.

The meeting adjourned at 12:59 p.m. after the quorum was lost.

7. **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.

LaTanya Runnells, Nevada Partners, Inc. thanked the Board for allowing them to provide services.

Douglas Geinzer, CEO, SNMIC, thanked the Board for the opportunity to allow SNMIC to design, develop, and implement the most successful program that the agency and likely Nevada has ever seen. Mr. Geinzer stated that SNMIC placed 77 people in jobs, creating jobs for \$7,750 dollars per job paying an average wage of \$26/hour with two-year employment contracts. Mr. Geinzer stated that during this last quarter SNMIC enrolled and placed 67 clients into jobs, achieving 50% of their contracted enrollments of 133 people. Mr. Geinzer stated that if SNMIC had not been placed on high risk status they would have continued to serve Workforce Connections in the future.

Homero A. Garza

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Qualifications:

Charismatic bilingual professional and renowned community leader with successful career expertise in Banking, Real Estate, Marketing, Public Relations and Education. Solid alliances at both the state and national levels in business and government. Innovative, results-driven, diversity-oriented seasoned businessman.

Positions Held:

Assistant Vice President | Wells Fargo Home Mortgage | Las Vegas, NV | 2009-Present

Regional Diverse Segments & Charitable Contributions Mgmt. | Oregon & Nevada | Banking

- Manage community relations and professional organizations for sale and promotions of WFHL loan products.
- Manage Housing Foundation budget for Non-Profits targeting new buyers and affordable housing development.
- Manage internal corporate relations.
- Provide leadership and support to Regional team consisting of 27 Managers and Branches.
- Execute and implement field mkt. initiatives for sale and promotion of mortgage products via the Affordable Home Tours, Center Stage, Homebuyer Workshops and Joint Sales Calls.
- Provide market-specific training to Home Mortgage Consultants (HMC's).
- Create and execute Pilot Programs designed to develop the HMC's business pipeline.
- Responsible for recruiting DS-focused and diverse Home Mortgage Consultants.
- Responsible for development and coordination of a Regional Marketing Strategy and Adv. Policy for consistent branding of WFHM with Wells Fargo Bank.
- Create advertising campaigns for Realtors, Alliance organizations and first-time homebuyers.

Vice Chairman | Las Vegas Latin Chamber of Commerce | Las Vegas, NV | 2009-Present

Business | Education | Non-Profit | Politics | Cultural | Community Affairs

- Develop, advance and promote Hispanics and small businesses, and to enhance the economic, political, social, educational and cultural interests of Hispanics in Nevada.
- To serve as the Advocate for Hispanics and Small Businesses.
- To operate as an information source on Hispanic businesses and the Hispanic market.
- To promote the economic growth and development of the Hispanic community.
- To help elect and provide support for individuals supporting issues that affect Hispanics and Small Businesses throughout the state.

NV Director of Strategic Markets | First American Title | Las Vegas, NV | 2007-2009

Sales | Marketing | Public Relations | Revenue Growth | Real Estate

- Developed and implemented Business Plan positioning firm as leading company serving minority markets in Nevada.
- Establishment of strategic alliances w/community development corporations, housing counselors, local government, housing finance agencies and key industry trade associations leading to new business opportunities and enhanced Outreach to minority communities.
- Increased revenue from \$400K/year to \$1.2M annually.
- Created and implemented new Revenue-generating opportunities by expanding to international markets.

President & CEO | NV Association of Hispanic Real Estate Professionals | Las Vegas, NV | Jan –Dec 2008

National Non-Profit | Elected Position | Real Estate

- **Mission: to increase and sustain the Hispanic Homeownership rate in the state of Nevada by empowering the Real Estate professionals that serve the community.**
- **Assisted more Hispanic families achieve the American dream by delivering knowledgeable, culturally-sensitive bilingual services to the community.**
- **Analyzed and reviewed employees, Board of Director and Committee Chair performances.**
- **Formulated Budget Oversight Controls to ensure profitability and sustainability.**
- **Created Political Action Committee to lobby legislative concerns of members and consumers.**
- **Collaborated with Elected Officials and other non-profits to assist 2000+ families with Foreclosure Prevention Assistance.**

Account Executive | First American Title | Las Vegas, NV | October 2006-2007

Sales | Marketing | Education | Public Speaking | Real Estate

- **Responsible for setting Market Sales strategy .**
- **Collaborated with Management, Real Estate professionals and consumers to ensure high level of Customer Service and ensure seamless delivery of First American products and services.**
- **Developed and taught Continuing Education classes for Real Estate professionals. Trained 2000+ agents.**
- **Increased market share by 5 percent.**
- **Conducted presentations at state and national venues on how to effectively market to the Latino market.**

Real Estate Broker | Advanced Real Estate Teams | Las Vegas, NV | 2003-2006

Sales | Marketing | Management | Real Estate

- **Assisted Real Estate professionals establish a Sales Team to provide unique and positive transaction experiences.**
- **Managed operations related to Real Estate Brokerage Company with up to 45 agents.**
- **Developed and implemented training classes for Agents and employees.**
- **Identified new markets and opportunities and created marketing plans to generate revenue.**

Real Estate Agent | C21 Advantage Gold | Las Vegas, NV | 1999-2003

Sales | Marketing | Top Producer | Real Estate

- **Multiple winner of the Top Producer award.**

Teacher | Clark County School District | Las Vegas, NV | 1993-2003

Education Management Industry |

- **Instructed grades 6-8.**
- **Implemented Parent Leadership Training Program for Hispanic parents.**

Education:

**University of Nevada Las Vegas | Las Vegas, NV | College of Education | 1999
Bachelor of Science in Education | Dean's Honor Roll**

Groups and Associations | Las Vegas, NV | Community Participation

- **President, National Association of Hispanic Real Estate Professionals | Nevada Chapter | Present**
- **Vice Chairman, Latin Chamber of Commerce | 2010-Present**
- **Assistant Secretary/Treasurer | Latin Chamber of Commerce | 2009**
- **Vice President | Hispanics In Politics | 2006-2009**
- **Board of Directors | Latin Chamber of Commerce | 2008**
- **Member | Greater Las Vegas Association of Realtors |**
- **Member | Nevada Association of Realtors**
- **Member | National Association of Realtors**
- **Member | Republican National Hispanic Association | Nevada Chapter**

Alex Garza is an esteemed and active member of the Las Vegas community who appreciates living the "American Dream". Born and raised in Nevada, he saw his family build their business from the ground-up and worked filling-up gas tanks and collaborating after school in the family business. Hard-working and energetic, intelligent and friendly, he is a married family man and father of 3 children.