

REVISED
Workforce CONNECTIONS
Local Elected Officials Consortium
AGENDA

March 8, 2012
12:00 pm

Workforce CONNECTIONS
Conference Room
7251 W. Lake Mead Blvd., Ste. 200
Las Vegas, NV 89128

Conference Line: 877-873-8017
Access Code: 1487967#

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, 495 S. Main Street, 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
WorkforceCONNECTIONS, 7251 W. Lake Mead Blvd., Las Vegas, NV
Nevada JobConnect, 3405 S. Maryland Pkwy., Las Vegas, NV
Lincoln County 181 Main Street Courthouse, Pioche, NV
Nye County School District, 484 S. West St., Pahrump, NV
Pahrump Chamber of Commerce, 1302 S. Highway 160, Pahrump, NV

This Agenda is also available at www.nvworkforceconnections.org

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.

Local Elected Officials Consortium members: Commissioner Lawrence Weekly, Chair; Councilwoman Peggy Leavitt, Vice-Chair; Councilwoman Gerri Schroder; Commissioner Dominic Pappalardo; Commissioner Andrew Borasky; Councilman Bob Coffin; Commissioner George T. Rowe; Councilwoman Anita Wood

All items listed on this Agenda are for action by the Local Elected Officials Consortium 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
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Appointment: 3-year Term
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National University
Category: Business
Appointment: 3-year Term
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14. **ACTION:** Approve Revised PY2011 Budget Revision – February 2012 61
15. **INFORMATION:** Revised PY2011 Budget Narrative 63
16. **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 your address for the record. Each comment will be limited to three (3) minutes. 70
17. **DISCUSSION and POSSIBLE ACTION: LEO Consortium Closed Session.** Pursuant to NRS 241.015(2)(b)(2), the LEO Consortium may have a closed session to receive information from the counsel for Workforce Connections Board regarding potential or existing litigation involving matters over which the LEO Consortium has supervision, control, jurisdiction or advisory power, and to deliberate toward a decision on the matter. 71
18. LEO Consortium Member Comments
19. Adjournment

3. FIRST PUBLIC COMMENT SESSION

Members of the public may now comment on any matter posted on this Agenda, which is before this Board for consideration and action today. Please clearly state and spell your name and state your address for the record. Each public comment will be limited to three (3) minutes.

4. ACTION: Approval of the Local Elected Consortium meeting minutes of January 10, 2012

MINUTES
Local Elected Officials Consortium
January 10, 2012
1PM

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

Members Present

Councilwoman Gerri Schroder	Commissioner Lawrence Weekly
Commissioner Dominic Pappalardo	Commissioner Andrew Borasky
Councilwoman Peggy Leavitt	Councilman Bob Coffin
Commissioner George "Tommy" Rowe	Councilwoman Anita Wood

Members Absent

None

Staff Present

John Ball	Suzanne Potter
Ardell Galbreth	Carol Turner
Heather DeSart	MaryAnn Avendano

Others Present

Matt Cecil, Legal Counsel	Michael Oh, City of Henderson
Doug Lyon, City of Las Vegas	Laverne Kelley, DETR-WISS
Debra Sizemore, City of Henderson	Rhonda Dunaway, City of Henderson
Tom Wilson, Clark County	Phil Stoeckinger, City of Las Vegas
Ann Lynch, SNMIC	Charles Perry, NVHCA

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

1. CALL TO ORDER, confirmation of posting, roll call

The meeting was called to order by Chair Councilwoman Gerri Schroder at 1:00PM. Staff confirmed the meeting had been properly noticed and posted in accordance with the Nevada Open Meeting Law. Roll call was taken and a quorum was present.

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

A motion was made to approve the agenda with as presented by Commissioner Lawrence Weekly and seconded by Commissioner Tommy Rowe. 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.

Douglas Lyon stated that legal counsel is present for legal comments.

Douglas Geinzer, CEO, Southern Nevada Medical Industry Coalition (SNMIC) commented on the success of the Healthcare 20/20 program and the issues related to the high risk status and requested the Board to take action in the matter.

Commissioner Butch Borasky made a request to have an SNMIC update on the next agenda.

4. ACTION: Approval of the Local Elected Consortium meeting minutes of November 8, 2011
A motion was made to approve the Local Elected Consortium meeting minutes of November 8, 2011 by Commissioner Butch Borasky and seconded by Commissioner Lawrence Weekly. Motion carried.
5. DISCUSSION and ACTION: Nomination for Appointment to the Workforce Connections' Board of Directors:
Homero A. Garza
Wells Fargo
Appointment (3-year term)
Category: Business
A motion was made to approve the nomination for appointment to the Workforce Connections' Board of Directors Homero A. Garza as presented by Councilwoman Gerri Schroder and seconded by Commissioner Lawrence Weekly. Motion carried.
6. ACTION: LEO Consortium Chair and Vice Chair Elections
Chair Councilwoman Schroder asked for nominations for LEO Consortium Chair and Vice Chair.
A motion was made to nominate Commissioner Lawrence Weekly for LEO Consortium Chair by Commissioner Weekly and seconded by Commissioner Borasky. Motion carried.
A motion was made to nominate Councilwoman Peggy Leavitt for LEO Consortium Vice Chair by Councilwoman Gerri Schroder and seconded by Commissioner Lawrence Weekly. Motion carried.
7. ACTION: Review and Discuss Local Elected Officials Interlocal Agreement
Ardell Galbreth, Deputy Director-Operations, provided background. Matt Cecil, Legal Counsel, commented that the LEO Interlocal Agreement is reviewed by the LEO Consortium every two years wherein the LEOs suggest changes; however, the LEOs are encouraged to consult their legal counsel prior to making changes. Doug Lyon, Clark County stated that at the January 24, 2012 SNRPC meeting the population figures will be approved then used to determine the fiscal liability for each of the LEOs jurisdictions. The LEOs will be asked to approve the adjustments at the next meeting. This item is on the agenda today for review only.
8. ACTION: Review and Discuss Local Elected Officials and Workforce Connections Board of Directors Agreement
This item is on the agenda today for review only.
9. ACTION: Review and Approve Workforce Connections' Bylaws
Michael Oh, City of Henderson, verified that the Joint Legal Advisory Committee (lawyers from Clark County, City of Las Vegas, and City of Henderson reviewed the Bylaws presented at today's meeting. Matt Cecil provided an overview of the revisions suggested by the Joint Legal Advisory Committee. The approved revisions will be written into the Bylaws and forwarded to the Board of Directors to begin their 60 day review and approval period. Discussion ensued.
A motion was made to approve the Workforce Connections' Bylaws with changes by Commissioner Tommy Rowe and seconded by Councilwoman Anita Wood. Motion carried.
10. INFORMATION: Audit Findings Status Report
Carol Turner provided an update on the audit findings and corrective action provided in detail on page 47-51. Staff is continuing to update progress and the policies/procedures to address the audit findings from the prior year. The CFO search is a key portion of addressing some of the audit gap

findings and the lack of expertise and skills. The address these issues the agency is searching for a CFO position to provide the agency with additional expertise. The implementation of the Financial Edge computer system is also a key piece in addressing some of the audit findings. The finance department and additional temporary staff are working diligently on entering data into the Financial Edge system beginning with transactions dated July 2011 and beyond. By February the new system should be reconciled and updated with all transactions. The finance department is continuing to collect DUNS numbers from funded partners with expired information. The federal awards schedule is continuously being reconciled and updated with accurate information. The audit was conducted by Piercy Bowler. Discussion ensued.

Doug Lyon stated that he and the jurisdiction's CFOs are comfortable with the progress of the corrective action the agency is making in response to the audit findings.

11. INFORMATION: Current PY10 Auditing Update

Mary Ann Avendano, Interim Finance Manager provided an update on the current audit for Program Year 2010. The final week of field work is in progress, remaining projects and reconciliations are being completed, and an exit meeting is scheduled for this upcoming Friday. The expected audit report date is by the end of January 2012. Ardell Galbreth thanked the Finance staff and jurisdictions CFOs for their hard work and efforts which will result in a timely audit this year for the first time in a long time. Discussion ensued.

12. INFORMATION: CFO and Financial Manager Recruitment Update

Carol Turner provided an update. The CFO search is postponed until the Spring of 2012. The agency will focus on hiring a new Finance Manager who will oversee the day to day operations and supervise the finance department staff. A qualified candidate was identified and offered the CFO position but declined. A second candidate was identified and offered the finance manager position in-lieu of the CFO but declined. Staff will coordinate with the jurisdictions CFOs in the process of hiring both positions.

Doug Lyon stated that the jurisdictions CFOs concur with the direction that the agency is going in the recruitment process for the CFO. Mr. Lyon stated that after the first candidate declined the offer for the CFO position the persons that were remaining were not necessarily qualified individuals to run the agency from a financial perspective. It was suggested that the agency go outside and conduct recruitment again for the CFO position. Mr. Lyon stated that at least one candidate was qualified for the Finance Manager position but declined the job offer and suggested the agency conduct a recruitment for Finance Manager.

Mr. Ball stated for the record that all job recruitments are open recruitments to find the best candidates possible.

In the interim, Carol Turner is acting as financial consultant. Ms. Turner has worked for the City of Henderson where she played a key role on the financial team. Mr. Lyon stated that Ms. Turner has a very good grip on the agency's internal financial operations and she is providing very strong reports.

In response to Councilman Coffin's inquiry regarding separation of duties, Mr. Ball stated that the agency is operating internally with adequate controls in place and meets regularly with the jurisdictions CFOs.

In response to Councilman Coffin's inquiry as to why the candidates declined both the CFO and Finance Managers position, staff replied that it was a personnel issue; however, the candidates did not appear to be considered about the salary. Mr. Lyon stated that the CFOs feel that the salary offered for the CFO position is reasonable for the position.

13. INFORMATION: Budget vs. Actual Finance Report (Workforce Connections Operations)

Ardell Galbreth provided a brief overview of the Budget vs. Actual Finance Report provided on page 58 of the agenda packet.

14. ACTION: Review and Approve Revised Budget (Workforce Connections Operations)

Ardell Galbreth provided an overview of the revisions to the PY2011 WIA Formula Budget for the period July 1, 2011 to June 30, 2012 provided on page 60 of the agenda packet. The revised budget is \$23,919,200; an increase of \$884,924. The budget narrative is provided on page 61-66 of the agenda packet.

Councilwoman Anita Wood inquired about the \$125,000 increase under line item 6130 Equipment/Furniture and asked staff to provide an itemized detail of purchases. Mr. Galbreth stated there was no increase in this line item from the revised budget approved in November; however, due to the current operations requirements staff is asking for a cost increase for additional furniture, computers, server, and administrative staff support in the programmatic area. The new ADW office and IT furniture is part of the justification for this line item.

Mr. Galbreth commented on new line item #6850 Strategic Initiative. This line item was created to utilize and track strategic projects in support of the workforce initiatives with detailed tactics and strategies in response to unanticipated high demand workforce needs. Carol Turner commented that the budget has no carry-forward; everything is budgeted to a line item. John Ball commented that carry-forward amounts are rolled over into a revised budget, which is being presented here today.

Commissioner Butch Borasky made a request for staff to provide the number of participants trained and employed in green economy (i.e., solar energy) jobs.

Tom Wilson, Clark County reviewed the original budget as presented and is in agreement.

A motion was made to approve revised budget (Workforce Connections Operations) by Commissioner Tommy Rowe and seconded by Commissioner Butch Borasky. Motion carried.

15. INFORMATION: Oversight Protocol – Monitoring and Technical Assistance Summary Report(s)

Ardell Galbreth provided an overview of the oversight protocol. The Non-Compliance Sanctioning Process Policy 5.2 is provided on page 69 of the agenda packet. Mr. Galbreth stated that this process (pink and red papers) is separate from high risk status. As requested at the last meeting, an appeal process has been added to the policy. A pictorial view of how the process works is provided on page 72 of the agenda packet. Discussion ensued regarding the appellate process, specifically the next level of the appeal process beyond the Executive Director's review. Michael Oh, Legal Counsel, City of Henderson, commented that for the purpose of today's discussion the policy presented on this agenda is a preliminary draft for discussion only. The joint legal advisory committee will review the process and present it at the next regularly scheduled LEO meeting for approval and discussion.

INFORMATION: Executive Director Transition

John Ball, Executive Director, commented that pursuant to his agreement to commit five years to Workforce Connections as CEO, this March 2012 the five year period will end. As per the letter provided on page 79 of the agenda packet, Mr. Ball is providing timely notice that his employment with Workforce Connections will end no later than March 30, 2012. Due to time constraints, Legal Counsel recommended that a qualified head hunter is hired to handle the search process for a new CEO. Councilwoman Gerri Schroder suggested an item be placed on the

next LEO meeting agenda to determine the CEO search process. Staff will work with the LEO Chair and Vice Chair in this matter. Discussion ensued.

Staff will provide the LEOs a copy of Mr. Ball's contract immediately following the meeting.

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 your address for the record. Each public comment will be limited to three (3) minutes.

Douglas Geinzer, CEO, Southern Nevada Medical Industry Coalition (SNMIC) commented as to why SNMIC is no longer a service provider. Mr. Geinzer stated that SNMIC did not quit the contract rather he stated that they were never given a contract. Mr. Geinzer stated that on July 1st monies were dispersed for healthcare; SNMIC was an incumbent training provider at the time and received a Letter of Intent on July 1st, which was for 90 days. On day 76, Mr. Geinzer came to the LEO meeting and distributed a budget that was in its third revision with the Workforce Connections staff. Mr. Geinzer stated that the only reason it was never signed was that SNMIC never received a contract. At that meeting, Mr. Geinzer requested that the LEOs direct staff to sign the contract or extend the Letter of Intent so SNMIC can continue operating. Mr. Geinzer stated that the extension did not happen until Congressman Heck's intervention. Mr. Geinzer stated that Congressman Heck did intervene on behalf of SNMIC in the 11th hour on the 29th of September and after that SNMIC did get a letter of extension but it was attached to high risk status. Mr. Geinzer stated that several of SNMICs board members were called into a meeting and handed a draft letter and told that when Mr. Ball met with Mr. Geinzer, if he behaved maybe the letter would not be sent out. Mr. Geinzer stated that he asked what it would take to avoid off high-risk status and stated that Mr. Ball would discuss it with Workforce Connections staff. Mr. Geinzer stated that the following day SNMIC received the letter of extension with a high-risk attached. Mr. Geinzer stated that the following was included with the high-risk status: SNMIC had to immediately cease enrolling clients; SNMIC could no longer enroll registered nurses; SNMIC could no longer provide training to existing participants; SNMIC had to hire two additional full-time employees, and SNMIC had to terminate Mr. Geinzer, CEO. Mr. Geinzer commented that quitting was not an option rather SNMIC had no choices. Mr. Geinzer commented that he wished he would have/ signed the budget because 45% of the funding was going toward training clients to deliver the same results SNMIC delivered the previous year, wherein 87 new nurse graduates were placed in employment. SNMIC had 100% recruitment, 100% placement at an average wage of \$26.00 per hour. Mr. Geinzer commented that SNMIC outcomes outpaced and out-delivered all other funded partners of Workforce Connections.

Mr. Ball responded that Congressman Heck had nothing to do with this process.

Charles Perry, member of the Workforce Connections Board, previous member of the SNMIC Board, and healthcare provider in the community for over 40 years commented on the matter of SNMIC. Last October-November Mr. Perry got involved in the discussions regarding SNMICs placement on high risk status and concurs with Mr. Geinzer's statement presented here today. Mr. Perry stated that Workforce Connections staff was to provide SNMIC with their shortcomings but did not hear anything new on the matter. Subsequently, Mr. Perry came to the ADW meeting and made comments including that in his opinion there is a bias within Workforce Connections among certain leaders, which he identified by name at the meeting. Mr. Perry stated that he does not detract any comments that he made on record at that ADW meeting and that he does believe that there is and has existed at Workforce Connections for quite some time a personal bias against the Executive Director and CEO of SNMIC.

Ann Lynch, President, SNMIC, commented that she was pleased that the Healthcare 20/20 program is receiving a lot of attention and accolades and is demonstrates what Nevada can do as a community to revitalize the nursing situation. Ms. Lynch is proud that the program is continuing by the Nevada Hospital Association now as a statewide program.

Ms. Lynch commented that she was distressed to find out that SNMIC was slammed heavily for protocol that had nothing to do with the program itself. Ms. Lynch commented that the program was extremely successful with 100% placement and retention. Ms. Lynch commented that the program help put back to work a lot of nurses who left the profession five to six years ago to raise children and now have to return to work but needed orientation and residency. SNMIC was able to successfully assist the nurses. Regarding SNMICs issues, Ms. Lynch stated that there was no protocol followed and no pink slip provided to them rather they were told to address certain issues or were through as a contractor. Ms. Lynch commented that it was distressing and did not speak to the heart of the matter. Ms. Lynch met with Workforce Connections staff and assured them that SNMIC would take care of the things that were wrong. Ms. Lynch stated that SNMIC did take care of these things only to be notified of more things they had done wrong. Ms. Lynch commented that SNMIC had no choice because they could not dissolve the program and they had no contractual agreement. Ms. Lynch commented that she was sorry protocol was not followed and that SNMIC did not have the opportunity to appeal. Ms. Lynch commented that the high-risk letter has damaged SNMIC and the members of the board, including members of the health district, several hospitals, business chambers, and community foundations because they now have to disclose when they apply for future federal grants that they have been involved with an organization that has been placed on high-risk.

16. Adjournment

The meeting adjourned at 2:55 p.m.

4. ACTION: Approval of the Local Elected Consortium meeting minutes of February 16, 2012

**Workforce Connections
Local Elected Officials Consortium**

MINUTES

February 16, 2012

1:00 pm

**Department of Employment, Training and Rehabilitation
Stanley P. Jones Building
Conference Room C
2800 East St. Louis Avenue
Las Vegas, NV 89104**

Members Present

Councilwoman Gerri Schroder	Commissioner Lawrence Weekly (Phone)
Commissioner Dominic Pappalardo (Phone)	Councilwoman Peggy Leavitt
Councilman Bob Coffin	Councilwoman Anita Wood

Members Absent

Commissioner Butch Borasky	Commissioner Tommy Rowe
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Staff Present

John Ball	Suzanne Potter
Ardell Galbreth	Chris Shaw
Heather DeSart	Tom Dang
Cornelius Eason	Janice R. Greer

Others Present

Michael Oh, City of Henderson	Sandra Morgan, City of North Las Vegas
Venus Fajota, DETR	Odalys Carmona, DETR
Dennis Perea, DETR	LeVerne Kelley, DETR
Donna Romo, DETR	Anthony Snowden, UFCS
Doug Geinzer, SNMIC	

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

1. CALL TO ORDER, confirmation of posting, roll call

The meeting was called to order by Chair Commissioner Lawrence Weekly at 1:07 p.m. Staff confirmed the meeting had been properly noticed and posted in accordance with the Nevada Open Meeting Law. Roll call was taken and a quorum was present.

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

Michael Oh, Legal Counsel, City of Henderson commented that the Joint Legal Committee met and discussed that Agenda Item 4 Securing and appointing an executive director for Workforce Connections be deleted from the agenda as Agenda Item 5 will address the issue. Mr. Oh further stated that if the Agenda Item 4 is to appoint an interim executive director, the public was not given sufficient notice in the matter.

A motion was made to approve the agenda with the deletion of Agenda Item 4 by Councilwoman Gerri Schroder and seconded by Councilwoman Peggy Leavitt. Motion carried.

Chair Commissioner Lawrence Weekly appointed Vice-Chair Councilwoman Peggy Leavitt as acting Chair for the remainder of the meeting because he could not physically be present at the meeting making it difficult to steer the meeting remotely.

3. FIRST PUBLIC COMMENT SESSION

Dennis Perea, Deputy Director, DETR, recommended that Workforce Connections appoint an Interim executive director while DETR moves forward with the planning stages of one statewide board. Deputy Director Perea stated that the northern board has appointed an interim executive director during this process and recommends the LEOs do the same thing.

Councilwoman Wood requested Deputy Director Perea to make a presentation on the one statewide board plan at the next Local Elected Officials Consortium meeting.

5. DISCUSSION and POSSIBLE ACTION: Secure an executive search firm/company for the purpose of recruiting executive director candidates

Commissioner Weekly requested legal counsel to brief the LEO's regarding what is the correct process in the matter of executive search in accordance with the public meeting law.

After some discussion the Local Elected Officials agreed to continue the executive search process while DETR moves forward with their plans to implement one statewide board. The Local Elected Officials will continue to receive updates and information included a presentation from DETR regarding their plan for one state board.

A motion was made to secure an executive search firm/company for the purpose of recruiting executive director candidates by Councilwoman Anita Wood and seconded by Councilman Bob Coffin. Motion carried.

6. DISCUSSION and POSSIBLE ACTION: Direct staff to develop a Request for Proposal (RFP) to solicit an executive search firm/company not to exceed \$25,000

A motion was made to direct staff to develop a Request for Proposal (RFP) to solicit an executive search firm/company not to exceed \$25,000 by Councilwoman Anita Wood and seconded by Councilman Bob Coffin. Motion carried.

7. SECOND PUBLIC COMMENT SESSION

None

8. Adjournment

The meeting adjourned at 1:43 p.m.

6. DISCUSSION and ACTION: Nomination for Appointment to the Workforce Connections'

Board of Directors:

a. Vida C. Lin

Western Risk

Category: Business

Appointment: 3-year Term

b. Bill Regenhardt

National University

Category: Business

Appointment: 3-year Term

*workforce*CONNECTIONS

Board Member Application and Requirements Overview

MISSION: *workforce*CONNECTIONS develops a world-class workforce through innovative market driven strategies that are relevant to Southern Nevada's employers and job seekers.

VISION: All Southern Nevadans have the tools to succeed in the workplace.

To accomplish the mission and vision, and to remain in compliance with federal and state guidelines, the Chief Elected Official Consortium of *workforce*CONNECTIONS seeks the most qualified participants.

The following criteria are established by the federal government that *workforce*CONNECTIONS follows.

Membership of the local board will include:

1. Representatives of business in the local area, who:
 - Are owners of businesses, chief executives or operating officers of businesses, and other business executives or employers with optimum policymaking or hiring authority;
 - Represent businesses with employment opportunities that reflect the employment opportunities of the local area; and
 - Are appointed from among individuals nominated by local business organizations and business trade associations.
2. Representatives of local educational entities, including representatives of local educational agencies, local school boards, entities providing adult education and literacy activities and postsecondary educational institutions (including representatives of community colleges, where such entities exist), selected from among individuals nominated by regional or local educational agencies, institutions or organization representing such local educational entities.
3. Representatives of labor organizations (for a local area in which employees are represented by labor organizations), nominated by local labor federations, or (for a local area in which no employees are represented by such organizations), other representatives of employees.
4. Representatives of community-based organizations (including organizations representing individuals with disabilities and veterans, for a local area in which such organizations are present).
5. Representatives of economic development agencies, including private sector economic development entities.
6. Representatives of each of the one-stop partners.
7. Other individuals or representatives of entities as the chief elected official in the local area may determine to be appropriate.

PLEASE INCLUDE A CURRENT RESUME

Name (Last, First, Middle): <i>LIN, Vida C.</i>	Title: <i>Board</i>	Agency/Organization Represented: <i>Western Risk</i>
Address (Street, City, State, Zip Code): <i>1027 S. Rainbow Blvd. #253 LV NV</i>		
Phone Number: <i>(702) 338 8886</i>	Alternate Phone: <i>()</i>	Email Address: <i>vida.charlin@gmail.com</i>
Manager/Supervisor: <i>Susan Bauman</i>	Phone Number: <i>702 368-4217</i>	Manager/Supervisor Email Address: <i>Susan@westernrisk.com</i>
# of employees supervised: <i>5</i>	# of employees in your organization: <i>24</i>	

Please return forms to:

workforceCONNECTIONS
7251 W. Lake Mead, Ste. 250
Las Vegas, NV 89128

ATTN: SUZANNE POTTER
spotter@snvwc.org

DATE OF APPOINTMENT/REAPPOINTMENT OF RECORD: _____

CATEGORY REPRESENTED (CHECK ALL THAT APPLY):

- ☒ BUSINESS
- ☐ EDUCATION
- ☐ LABOR ORGANIZATION
- ☒ COMMUNITY BASED ORGANIZATION
- ☐ ECONOMIC DEVELOPMENT AGENCY
- ☐ REQUIRED ONE-STOP PARTNER

ATTENDANCE

AS A MEMBER OF *workforce*CONNECTIONS, MEMBERS SHALL BE REMOVED AFTER THREE CONSECUTIVE ABSENCES FROM REGULARLY SCHEDULED BOARD MEETINGS.

COMMITTEE ASSIGNMENT

ALL MEMBERS OF *workforce*CONNECTIONS ARE REQUIRED TO SERVE ON STANDING COMMITTEES. PLEASE INDICATE AT LEAST ONE COMMITTEE YOU ARE WILLING TO SERVE:

COMMITTEE ASSIGNMENT PREFERENCE

(Please check at least one)

- ☒ YOUTH COUNCIL 1st
- ☐ BRAND & VALUE COMMITTEE
- ☒ ADULT & DISLOCATED WORKERS COMMITTEE 3rd
- ☒ BUDGET COMMITTEE 2nd
- ☐ EMERGING MARKETS/PARTNERSHIPS/RESOURCE DEVELOPMENT COMMITTEE

SIGNATURE: _____

Please return forms to:

*workforce*CONNECTIONS
7251 W. Lake Mead, Ste. 250
Las Vegas, NV 89128

ATTN: SUZANNE POTTER

workforceCONNECTIONS

Board Member Conflict of Interest Guidance and Acknowledgement Certification

- ☐ Your current relationship with *workforceCONNECTIONS* (Check all that apply)
- ☐ Have Relatives Working for *workforceCONNECTIONS*
- ☐ Any Partnership(s) with *workforceCONNECTIONS* Staff or Board Members (Current/active contracts or vendor business)
- ☐ Any Partnership(s) with *workforceCONNECTIONS* Local Elected Officials
- ☒ I currently have no partnership with any Board or Staff member of *workforceCONNECTIONS*
- ☐ Other (Please Explain: _____)

Conflict of Interest:

A member of a local board may not:

- a) Vote on a matter under consideration by the local board:
- i. Regarding the provision of services by such member (or by entity that such member represents); or
 - ii. That would provide direct financial benefit to such member or the immediate family of such a member; or
- b) Engage in any other activity determined by the Governor to constitute a conflict of interest as specified in the State plan.
1. Will your appointment/reappointment to *workforce CONNECTIONS* potentially violate any of the criteria listed above?
- ☐ Yes ☒ No
- If yes, please provide an attached letter explaining your potential conflict of interest.
2. Please provide a letter from a supervisor/manager or from an elected official verifying provided information.

I certify that the statements provided are, to the best of my knowledge, true, complete and correct. If appointed/reappointed, I understand that any misrepresentation or material omission of fact on this or any other document required by *workforceCONNECTIONS* may be considered as constituting grounds for disqualification and/or dismissal.

VIDA CHAN Lin

Applicant (Print)

[Signature]
Signature of Applicant

2/8/2012
Date

Elected Official (Print)

Signature of Elected Official

Date

Vida Chan Lin

1027 S. Rainbow Blvd #253, Las Vegas, NV 89145

(702) 338.8886

vidachanlin@gmail.com

Profile	Self motivated business owner with a proven ability to achieve and exceed all business-development and revenue-generation goals for a successful insurance agency focused on the minority communities. Developed and maintained an extensive client base consisting of numerous commercial and individual policies. Multilingual in Mandarin, Cantonese, and English languages.	
Education and Credentials	Phoenix Insurance & Securities School, Inc. – Scottsdale, AZ	1994
	Education Insurance School – Las Vegas, NV	1993
	Key Realty School – Las Vegas, NV	1993
	Learning Place Real Estate School – San Jose, CA	1985
	<i>Professional Licenses:</i>	
	Life, Health, Property, and Casualty License	
	Real Estate License	
Experience	Western Risk / V & J Insurance, Las Vegas, NV Vice President <i>Created an insurance agency committed to serving and educating the Asian and minority communities. Developed and executed strategic sales techniques resulting in a diverse customer account base and increased company growth. Collaborate with clients to assess individual financial situations and develop strategic financial planning solutions.</i> Liberty Mutual, Las Vegas, NV Life Planner <i>Consulted with clients to delineate and analyze their financial situations and develop strategic solutions to further their financial-planning goals. Developed knowledge of and experience in aggressively building a solid client base and drive revenue growth.</i> Creditable contracts signed for Liberty Mutual: <ul style="list-style-type: none">▪ City of Las Vegas Employees▪ Clark County Bar Association Prudential Insurance, Las Vegas, NV Prudential Representative <i>Developed customer relationships and consulted with clients over their financial situations and provided strategic solutions to further their financial-planning goals.</i> Exceeded revenue goals and became the leading sales representative targeted for the local Asian community.	
		1999 – Present
		1996 – 1999
		1994 – 1995

Affiliations

Board Member in these organizations:

▪ Member – Department of Social Service Citizen's Advisory Committee	2011 - Present
▪ Advisory Council – UNLV Raising Our Asian Rights	2009 – Present
▪ Chancellor's Roundtable Board – Nevada System of Higher Education	2005 – Present
▪ Vice-President of Finance – OCA	1999 – Present
▪ Board Member/Mentor – Clark County Summer Business Institute Program Mentorship	1997 – Present
▪ Advisory Board – Clark County Business Development Advisory Council	1997 – 2009
▪ Fund Raising Committee – Japanese American Citizen League	1995 – 2009
▪ State Advisory Council – Safeco Insurance	2004 – 2006
▪ Past President – Asian Chamber of Commerce	1994 – 2011

Active Member in these organizations:

▪ National Association of Life Underwriters	1995 – Present
▪ Las Vegas Chamber of Commerce	1996 – Present
▪ American Business Women Association	1997 – Present
▪ Chinese Chamber of Commerce	1997 – Present
▪ Better Business Bureau	1997 – Present
▪ Health Underwriter of Nevada	1997 – Present
▪ Latin Chamber of Commerce	1998 – Present
▪ Urban Chamber of Commerce	2003 – Present

Awards

City of Las Vegas Recognition	2011
Women Who Mean Business 2010 – Las Vegas Business Press	2010
Hall of Fame Award – Women of Color	2010
Congressional Record – Senator John Ensign	2010
Congressional Record – Senator Harry Reid	2009
Congressional Record – Senator John Porter	2008
Unsung Hero Award – OCA/GM	2007
Business Development Advisory Council Appointment – Clark County Commissioners	2005
Women in Business Award – National Coalition of 100 Black Women	2005
Board of Director Appointment – Japanese American Society of Nevada	1999
JACL Community Service Award – Japanese American Citizen League	1999
Board of Commissioners Appointment – Clark County Commissioners	1998
Board of Director Appointment – Asian Chamber of Commerce	1997

*workforce*CONNECTIONS

Board Member Application and Requirements Overview

MISSION: *workforce*CONNECTIONS develops a world-class workforce through innovative market driven strategies that are relevant to Southern Nevada's employers and job seekers.

VISION: All Southern Nevadans have the tools to succeed in the workplace.

To accomplish the mission and vision, and to remain in compliance with federal and state guidelines, the Chief Elected Official Consortium of *workforce*CONNECTIONS seeks the most qualified participants.

The following criteria are established by the federal government that *workforce*CONNECTIONS follows.

Membership of the local board will include:

1. Representatives of business in the local area, who:
 - Are owners of businesses, chief executives or operating officers of businesses, and other business executives or employers with optimum policymaking or hiring authority;
 - Represent businesses with employment opportunities that reflect the employment opportunities of the local area; and
 - Are appointed from among individuals nominated by local business organizations and business trade associations.
2. Representatives of local educational entities, including representatives of local educational agencies, local school boards, entities providing adult education and literacy activities and postsecondary educational institutions (including representatives of community colleges, where such entities exist), selected from among individuals nominated by regional or local educational agencies, institutions or organization representing such local educational entities.
3. Representatives of labor organizations (for a local area in which employees are represented by labor organizations), nominated by local labor federations, or (for a local area in which no employees are represented by such organizations), other representatives of employees.
4. Representatives of community-based organizations (including organizations representing individuals with disabilities and veterans, for a local area in which such organizations are present).
5. Representatives of economic development agencies, including private sector economic development entities.
6. Representatives of each of the one-stop partners.
7. Other individuals or representatives of entities as the chief elected official in the local area may determine to be appropriate.

PLEASE INCLUDE A CURRENT RESUME

Name (Last, First, Middle): REGENHARDT William J	Title: DIRECTOR OF REGIONAL OPS	Agency/Organization Represented: NATIONAL UNIVERSITY
Address (Street, City, State, Zip Code): 10870 W. CHARLESTON BLVD., Suite 180 LAS VEGAS, NV 89136-5007		
Phone Number: (702) 531-7851	Alternate Phone: (702) 343-1510	Email Address: bregenhardt@nu.edu
Manager/Supervisor: Dr. Jack Paduntin	Phone Number: 858 642-8000	Manager/Supervisor Email Address: jpaduntin@nu.edu
# of employees supervised: 14	# of employees in your organization: 1500+	

Please return forms to:

workforceCONNECTIONS
7251 W. Lake Mead, Ste. 250
Las Vegas, NV 89128

ATTN: SUZANNE POTTER

DATE OF APPOINTMENT/REAPPOINTMENT OF RECORD: _____

CATEGORY REPRESENTED (CHECK ALL THAT APPLY):

☒ BUSINESS

☒ EDUCATION

☐ LABOR ORGANIZATION

☐ COMMUNITY BASED ORGANIZATION

☐ ECONOMIC DEVELOPMENT AGENCY

☐ REQUIRED ONE-STOP PARTNER

ATTENDANCE

AS A MEMBER OF *workforce*CONNECTIONS, MEMBERS SHALL BE REMOVED AFTER THREE CONSECUTIVE ABSENCES FROM REGULARLY SCHEDULED BOARD MEETINGS.

COMMITTEE ASSIGNMENT

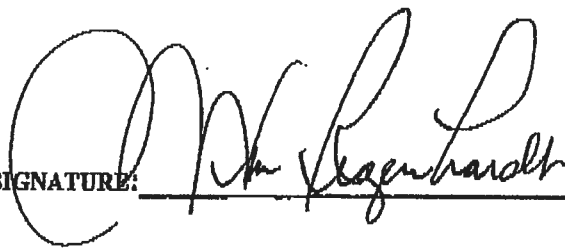
ALL MEMBERS OF *workforce*CONNECTIONS ARE REQUIRED TO SERVE ON STANDING COMMITTEES. PLEASE INDICATE AT LEAST ONE COMMITTEE YOU ARE WILLING TO SERVE:

COMMITTEE ASSIGNMENT PREFERENCE

(Please check at least one)

- ☐ YOUTH COUNCIL
- ☒ BRAND & VALUE COMMITTEE
- ☒ ADULT & DISLOCATED WORKERS COMMITTEE
- ☐ BUDGET COMMITTEE
- ☒ EMERGING MARKETS/PARTNERSHIPS/RESOURCE DEVELOPMENT COMMITTEE

SIGNATURE: _____



Please return forms to:

*workforce*CONNECTIONS
7251 W. Lake Mead, Ste. 250
Las Vegas, NV 89128

ATTN: SUZANNE POTTER

workforceCONNECTIONS

Board Member Conflict of Interest Guidance and Acknowledgement Certification

- ☐ Your current relationship with *workforceCONNECTIONS* (Check all that apply)
- ☐ Have Relatives Working for *workforceCONNECTIONS*
- ☐ Any Partnership(s) with *workforceCONNECTIONS* Staff or Board Members (Current/active contracts or vendor business)
- ☐ Any Partnership(s) with *workforceCONNECTIONS* Local Elected Officials
- ☒ I currently have no partnership with any Board or Staff member of *workforceCONNECTIONS*
- ☐ Other (Please Explain: _____)

Conflict of Interest:

A member of a local board may not:

- a) Vote on a matter under consideration by the local board:
- i. Regarding the provision of services by such member (or by entity that such member represents); or
 - ii. That would provide direct financial benefit to such member or the immediate family of such a member; or
- b) Engage in any other activity determined by the Governor to constitute a conflict of interest as specified in the State plan.
1. Will your appointment/reappointment to *workforce CONNECTIONS* potentially violate any of the criteria listed above?
- ☐ Yes ☒ No
- If yes, please provide an attached letter explaining your potential conflict of interest.
2. Please provide a letter from a supervisor/manager or from an elected official verifying provided information.

I certify that the statements provided are, to the best of my knowledge, true, complete and correct. If appointed/reappointed, I understand that any misrepresentation or material omission of fact on this or any other document required by *workforceCONNECTIONS* may be considered as constituting grounds for disqualification and/or dismissal.

WILLIAM J. REGENHARDT

Signature of Applicant

Date

Elected Official (Print)

Signature of Elected Official

Date

William J. Regenhardt

1502 Deerford Cir.
Las Vegas, NV 89110-1984
(702) 438-5369 lun
(702) 574-9873 el
bregenhardt@cox.net

Summary of Qualifications

Customer-focused senior business leader with 20 years of management experience in both small and large business enterprises, including positions as President, Director of Operations, Director of Sales and Marketing, and Regional Manager with expertise in Operations, Managerial Accounting, strong P & L experience, Human Resources, Training and Development, Sales and Marketing, Employee Training and Development, Community Relations and Business Development. Well-developed, outstanding interpersonal communication skills with the ability to communicate and negotiate professionally on a C- level and with government representatives. Commitment to a high standard of ethics and values. Dedicated to maximizing others' potential through evaluation of their personal skills in pursuit of achievement of organization goals and objectives.

EDUCATION

Master of Business Administration, International Business Specialization
National University San Diego, CA

Studies Include (but not limited to):

Global Context of Business	Managerial Finance	Managerial Accounting	Ethics/Theories of Leadership
Global Business Environment	Marketing Management	Statistics for Business	Knowledge Management Systems
Comparative International Management		Global Business Strategy	Global Economics
Global Strategic Decision Making			

Bachelor of Arts
Bethany University Scotts Valley, CA

CAREER OBJECTIVE

To use my personal educational and life experiences to assist others in making outstanding career choices and finding the perfect fit for their gifts and talents. I desire to work for an organization that can effectively utilize my exceptional interpersonal skills, knowledge of the global marketplace, leadership abilities, high ethical standards, and strong desire for performance-based advancement.

WORK EXPERIENCE

Director of Regional Online Information Center Operations
National University Las Vegas, NV

Manage all operational aspects of the Online Information Centers in the United States, outside of California. Current centers are located in Houston, Dallas, Las Vegas, Orlando and Atlanta. Provide leadership and coordination of Marketing Team, Admissions Advisors and Outreach activities. Guide team through daily operations, special projects, training and development. Responsible for operations, budgeting, P&L administration and evaluation, marketing strategy and analysis, business development, and team human resources duties.

- Collaborate on strategic marketing plans that have increased recruitment by 125% year over year.
- Maintained marketing and PR presence in local market through networking, PSA's and print and on-air appearances.
- Train and coach staff for recruitment, admissions and advisement of prospective students.
- Act as liaison in the establishment of the Nevada Center from build out to completed project.

- Negotiate subcontracts, supplier and vendor agreements.
- Maintain expense management at an average of 30% under budget
- Maintained a sales conversion rate averaging 28%
- National University Wellness Committee – Representative
- National University Safety Committee – Representative

President

Hardavis International Consulting Group

Las Vegas, NV

Owner of a marketing and business consulting firm specializing in small and medium sized businesses. Focused on initial business analysis, creation and revisions of business plans, strategic plans, profit and loss analysis, strategic marketing plan design and implementation, media buying, public relations, and sales training and development.

- Developed strategic business plans for clients to seek VC or Angel investment.
- Developed media campaigns to increase brand recognition for clients
- Acted as the Marketing Department for clients
- Negotiated media contracts and worked with vendor representatives
- Established online media components including SEO and SEM campaigns
- Established all aspects of new business adhering to government regulations and licensing

Account Manager/Marketing Consultant

R.H. Donnelley / DEX Media

Las Vegas, NV

Provided solution focused recommendations to existing and new customers for both print and online products provided by DEX Media which includes Print Media, DEX Local Search and Search Engine Marketing (SEM) and Search Engine Optimization (SEO). Business development, client needs analysis, directive and creative marketing plan consultation and design, advertising campaign management, layout and design.

- MVP Award - Voted by peers for going above and beyond to assist other team members with work related challenges
- Rookie Of The Year Award - Awarded for outstanding overall sales performance company-wide
- Top Gun Award - Awarded for outstanding sales performance for achieving beyond objective
- Top New Business Sales Award - awarded for new business development and account growth
- Hero Of The Month Award - Peer nomination and selection
- Awarded Google Ad-Word Reseller of The Year

Special Projects Marketing CSR

IMPACT Companies

Las Vegas, NV

Customer relations management for existing and new customers. Business development, client needs analysis, problem solving and resolution, customer satisfaction reviews and program implementation, customer relations specialist.

- Assisted in developing policies and procedures for new construction materials division resulting in 25% increase in new business.
- Worked with high profile customers to retain and improve business relationships resulting in over \$280,000 in yearly retained business.

Territory Manager/Field Lobbyist

National Federation of Independent Business (NFIB) Las Vegas, NV

Educated and informed NFIB members on political and economic issues, educated and influenced lawmakers and other political officials on the interests, problems, and needs of small and independent business; advised the news media, and private sector employees on the interests, problems and needs of independent business, and the values of the free enterprise system, determined positions on economic and legislative issues based on a majority opinion of the NFIB membership surveyed,

motivated NFIB members to actively participate in the political and legislative process and the election of responsive public officials.

- NFIB Service Excellence Award

Director of Sales and Marketing

Leisure Sports, Inc.

Las Vegas, NV

Directed all aspects sales, marketing and member relations management, sales tracking and forecasting, public relations, advertising and promotional coordination, competitive analysis, marketing strategy and business development.

- Developed policies and procedures for the sales division, which exceeded sales goals at 110% to objective
- Developed and maintained marketing and Public Relations program which included building relationships with various media outlets and community organizations
- Manager of the Month (2 times) - Awarded by staff and management through peer selection

Professional and Community Associations (Past and Present)

Las Vegas Chamber of Commerce – Leadership Las Vegas – Class of 2012, Education Committee, Navigator's Committee, Women's Council Board

North Las Vegas Chamber of Commerce – Government Affairs Committee, Ambassador's Committee

Henderson Chamber of Commerce - Member

Nevada Development Authority – Marketing Committee Member

World Affairs Council of Las Vegas - Member

Southern Nevada Human Resources Association - Member

Southern Nevada Workforce Development Board – Board Member, Marketing Committee

American Marketing Association - Member

American Management Association - Member

American Association Fitness in Business – Regional Director (Nevada)

Southern Nevada Wellness Association – Board member

References upon Request



January 4, 2012

Suzanne Potter
Workforce Connections
7251 W. Lake Mead Blvd., Suite 200
Las Vegas, NV 89128

Dear Ms. Potter:

Please accept my acknowledgement of the following statements for consideration of William Regenhardt to the Board of *workforce*CONNECTIONS. Mr. Regenhardt would not:

- Vote on a matter under consideration by the local board:
 - Regarding provision of services by such member (or by entity that such member represents); or
 - That would provide direct financial benefit to such member or the immediate family of such a member; or
- Engage in any other activity determined by the Governor to constitute a conflict of interest as specified in the State plan.

Mr. Regenhardt's appointment would not violate any of the criteria listed in the Application and Requirements overview.

I certify that the statements provided are, to the best of my knowledge, true, complete and correct. If the applicant is appointed, I understand that any misrepresentation or material omission of fact on this or any other document required by *workforce*CONNECTIONS may be considered as constituting grounds for disqualification and/or dismissal.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jack Paduntin', written over a horizontal line.

Dr. Jack Paduntin
President

National University International
An Affiliate of National University System

7. INFORMATION: Presentation from the State of Nevada Department of Training & Rehabilitation regarding plans for a unified state-wide Workforce Investment Board

8. DISCUSSION and POSSIBLE ACTION: LEO Consortium Oppose the Statewide Single Unified Workforce Investment Board by a Collaborative Appeal to the U.S. Department of Labor

Moving Nevada Forward

A Plan for Excellence in Workforce Development



The Nevada Department of Employment, Training and Rehabilitation is a proactive workforce & rehabilitation agency

Governor Sandoval's Vision and Mission for Nevada

Vision:

To provide "A Vibrant, innovative and sustainable economy."

Mission:

"High-quality jobs for Nevadans."



The Nevada Department of Employment, Training and Rehabilitation is a proactive workforce & rehabilitation agency

Complete Restructuring of Nevada's Economic Development System

- ☐ Establishing a cohesive economic development operating system
- ☐ Advancing targeted business sectors and opportunities in the various regions of the state
- ☐ Expanding global engagement
- ☐ Catalyzing innovation in core and emerging industries
- ☐ Increasing opportunity through education and workforce development



Governor's Workforce Investment Board

The Governor's office is currently embarking on a restructuring of the Governor's Workforce Investment Board, which will incorporate many of the great public and private sector minds that are currently involved, or should be involved, in the oversight of workforce development in Nevada. We will also utilize the Industry Sector Councils being formed under DETR to invite other public and private sector intellectuals to participate.



The Nevada Department of Employment, Training and Rehabilitation is a proactive workforce & rehabilitation agency



Statewide Perspective

The geography of our state, as well as the emerging industry sectors we target, demand a statewide perspective where regional strategies for workforce development may be employed; and consistent foundational and/or remedial workforce training as well as industry specific training will be provided, whether in our urban or rural environments.



Proposed Restructure of the Nevada Workforce Investment System

Due to the recent cuts to Governor's Discretionary Workforce Investment Act funding, it is becoming increasingly difficult to sustain Nevada's current workforce investment infrastructure.



Proposed Restructure of Nevada's Workforce Investment System

Under the direction of Governor Brian Sandoval, Nevada will transition from the current Workforce Investment System to a structure that utilizes one statewide board of governance while retaining the two local workforce investment areas that are already in existence.





Proposed Restructure of Nevada's Workforce Investment System

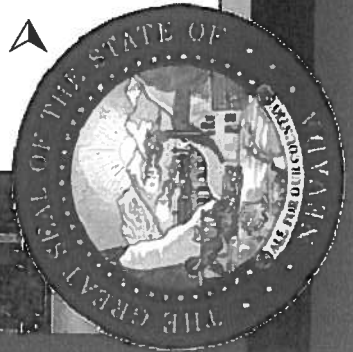
The Department of Internal Audit is currently studying the models used in six or seven other states of similar population. DETR will incorporate the best components identified from other states, or adopt a single plan should we find one to be ideal.



Proposed Restructure of Nevada's Workforce Investment System

Goals

- Decreased administrative costs, resulting in a much larger investment in the training needed to meet the demands of our expanding and emerging industries.
- A singular vision with regards to the implementation of the state plans for workforce and economic development as well as higher education.
- Dramatically increased collaboration between the Governor, Legislature, DETR, the Governor's Office of Economic Development, and the Nevada System of Higher Education.
- Increased collaboration and participation with WIA partners statewide.



Proposed Restructure of Nevada's Workforce Investment System

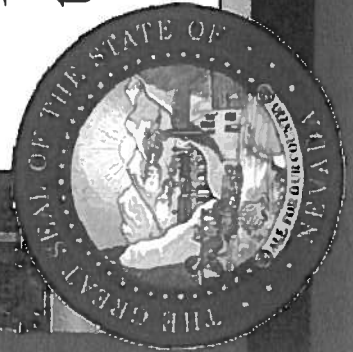
Goals

- Increased and consistent utilization of the state's community college assets, working in conjunction with the private and public sector to deliver market-driven training linked to employment opportunities in existing and emerging industries.
- A sustainable workforce delivery system that transcends any change in administration at the state or local level.
- The smooth implementation of innovative pilot training programs.



Proposed Restructure of Nevada's Workforce Investment System

- The State's Request for Proposal process will be used to establish future contracts with providers
- Procurement of WIA service providers will continue with the current formula for distribution of funds to the local areas
- Procurement will focus on providing integrated services within the JobConnect system
- Maintain existing provider contracts with LWIBs through the current contract period



Proposed Restructure of Nevada's Workforce Investment System

Timeline

- Development of a new State Plan – April 9, 2012
- SWIB approval of State Plan – April 19, 2012
- Public Comment Period – April 19-26, 2012
- Waiver/State Plan submission to DOL – April 30, 2012
- Proposed Transition Completion Date – December 31, 2012



**9. DISCUSSION and POSSIBLE ACTION: Potential Interim Executive Director and/or
consideration of extension of the current Executive Director's resignation date**

Interim Director Selection Process – Workforce Connections

Purpose

The following memo outlines a proposed process for the selection of an interim Director for Workforce Connections – Southern Nevada. The selection is necessitated by the retirement of the current Director slated for March, 2012.

Proposed Selection Process

- The selection process will commence on a date TBD by the LEO's.
- Prior to the commencement of the selection process, a review of the existing job description and compensation level will be conducted by Human Resources with updates provided as necessary to be approved by the LEO's.
- Minimum applicant qualifications are recommended by Human Resources and approved by the LEO's. Minimum qualifications may include educational requirements, years of work experience, work experience specific to Workforce Connections, other similar work experience, a proven track record of accomplishments and leadership ability, acceptable performance reviews and a requirement that the applicant not be under any type of probationary period or disciplinary process.
- Once the job description and minimum applicant qualifications are finalized, a posting will be created and monitored by Human Resources. It is recommended that the selection process remain internal to the organization, and be open for a seven day period.
- Applicants who meet the minimum qualifications may apply, but are not guaranteed, an interview or further consideration. Those who wish to apply will submit a copy of their resume and a one page summary of their current job responsibilities and accomplishments and why they believe they are best qualified to serve in this role.
- Human Resources will provide a packet to the LEO's with all resumes and summaries immediately following the close of the posting for review and selection.
- Human Resources will coordinate interviews and schedules as requested by the LEO's.
- Upon selection, the LEO's will inform Human Resources of the decision, and Human Resources will take responsibility for notifying the candidate and preparing all necessary paperwork as it relates to title change and pay increase if applicable.
- Human Resources will forward information to Payroll for processing and distribute an organization-wide announcement of the final selection.

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.

10. DISCUSSION and POSSIBLE ACTION: Allow the City of Las Vegas, on behalf of the LEO Consortium, to retain a search firm to recruit an Executive Director for Workforce Connections Board in an amount not to exceed Twenty Five Thousand Dollars (\$25,000.00)

Workforce Connections Executive Recruitment

Not To Exceed \$25,000

- Workforce Connections shall allocate up to \$25,000 to the City of Las Vegas to retain an executive search firm for the purpose of recruiting executive director candidates to be interviewed and selected to serve as Workforce Connection executive director

11. DISCUSSION ONLY: Information to be provided to the Workforce Connections Board

Chair from the LEO Consortium regarding the Executive Director position

Workforce Connections Board Chair

Collaborative Partnership Activities With Local Elected Officials

- Discuss and consider Workforce Connections bylaws change to include Board Chair in certain, selected activities in partnership with Local Elected Officials

12. DISCUSSION and POSSIBLE ACTION: Workforce Connections Policy 5.2, the Non-Compliance Sanctioning Process

Workforce Connections General Policy & Procedure NON-COMPLIANCE SANCTIONING PROCESS	
EFFECTIVE DATE: July 11, 2003	NUMBER: 5.2
	AUTHORIZATION: SNWIB Manager

BACKGROUND:

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

I. GENERAL PROVISIONS FOR SANCTIONING

- A. Any time Workforce Connections' service providers/founded partners or subrecipients fail to comply with established federal, state or local laws, statutes, regulations and/or policies, sanctions shall be levied against such agencies *if required corrective action has not been completed after ten working days of the deadline/corrective action due notification. Sanctions notification will be communicated to service providers/funded partners and subrecipients using Workforce Connections' PINK PAPERS/RED PAPERS method highlighting specific correction action instructions and any necessary sanctions that apply. All PINK/RED PAPER notices highlighting deficiencies or non-compliance efforts as to the 10th day of each month shall be distributed/transmitted to appropriate service providers/funded partners.*
- B. *PINK PAPERS/RED PAPER notices* shall be in written form and approved by *Workforce Connections' deputy director(s)*. Prior to levying sanctions against service providers/*funded partners* or subrecipients, *Workforce Connections'* staff shall provide technical assistance and corrective action guidance to help service providers/*funded partners* and subrecipients' overcome *noted* shortfalls and/or deficiencies. *All technical assistance provided by Workforce Connections' staff must be thoroughly documented, indicating specific instructions and directives provided to alleviate the noted finding(s).*

II. TYPES OF SANCTIONS

- A. Sanctions shall be in the form of withholding service providers/*funded partners* or subrecipients' reimbursement payments, denial of advanced reimbursement requests, frequent on-site *monitoring* reviews by *Workforce Connections'* staff; required approval by *Workforce Connections' executive management staff* prior to any expenditures; reduction in awarded funds; *placement on high risk status*; and/or cancellation of awarded contract. Although not all inclusive, the following are general reasons for levying sanctions:

1. Failure to achieve performance measurements
 2. Non-compliance with established regulations, laws, statutes, and policies
 3. Failure to comply with contractual obligations.
 4. Failure to respond to *Workforce Connections* after written notification
- B. Service providers' will be notified of ***funding reduction*** sanctions via RED—PAPERS when appropriate corrective action has not been completed within the required time period. When funding reduction is instituted as a result of sanctioning, *Workforce Connections*' staff shall process a contract amendment for execution with the amount of funds reduced for appropriate service provider/***funded partner and/or subrecipient***.

III. SANCTIONING FUNDING INCREMENTS

When sanctions are instituted, the deputy ***director(s)*** shall ***sign/approve*** levy sanctions ***notices*** in \$5,000 increments, not to exceed \$25,000 in a single program year per service provider/subrecipient. Monetary sanctions above \$25,000 shall be presented ***to the appropriate Workforce Connections' Committee/Council for recommendation to the full Workforce Connections Board of Directors.***

IV. APPELLATE PROCESS

Any individual or agency that has grievances or complaints against Workforce Connections or any of its staff members or processes, may file such grievance/complaint as outlined in Policy 5.3

WORKFORCE CONNECTIONS GENERAL POLICY AND PROCEDURE GRIEVANCES / COMPLAINTS

EFFECTIVE DATE: February 27, 2008

NUMBER: 5.3

SUPERSEDES: SNWIB General Policies and Procedures Number 5.3 dated September 1, 2003

AUTHORIZATION: WC Manager

BACKGROUND:

The Southern Nevada Workforce Investment Board (SNWIB) is responsible for implementing a policy and applicable procedures that address and assure the resolution of any grievances alleging from SNWIB's violation for their internal operations, administration of grants, procurement procedures and/or any other SNWIB actions and agreements implemented under the guidelines of the Workforce Investment Act (WIA) and the American Recovery and Reinvestment Act. (ARRA)

I. GENERAL GRIEVANCE/COMPLAINT

This policy addresses and shall provide guidance regarding the SNWIB's process for resolving grievances arising from programs operated under the WIA and ARRA. Actions by the SNWIB and its subrecipients regarding grievances and complaints they receive shall be based on, but not limited to, the following: internal staff investigations, compliance assurance reviews, audit reviews, the imposition of alleged program sanctions; alleged violations of regulations based on investigations or SNWIB, State and/or Federal monitoring reports; alleged audit disallowances or the imposition of sanctions based on violations of the terms and conditions of employment investigations; alleged violations regarding the implementation of SNWIB WIA/ARRA contracts; alleged violations of all other applicable SNWIB program operational policies that are related, but not limited to, its procurement procedures.

The SNWIB encourages informal resolution at all levels of all grievances.

The Board has also elected to follow, when appropriate, applicable (*not otherwise stated in other SNWIB policies and procedures that may be directly related to specific services, i.e. SNWIB Request for Proposals*), the State Workforce Investment Support Services Non-Criminal Grievance Complaint and Hearing Procedures. Reference: CFR 29 Part 97—Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments; State Policy 4.4.

No person filing a complaint and/or grievance shall be the victim of harassment, reprisal, coercion or any form of discrimination or retaliation for having filed a complaint or having furnished information to or assisted or participated in an investigation, review or hearing. It is a person's right to file a complaint and express their opinion in a legal allegation.

II. GENERAL PROVISIONS FOR FILING GRIEVANCE/COMPLAINT

- A. All registered participants in a WIA Title I program must be provided at the time of registration a signature Notice which identifies the right to file a grievance and the time frames. Upon entering WIA/ programs, all participants shall be provided with a copy of this policy.

- B. All interested parties who may be planning to file a grievance shall be provided, upon written request, a copy of this policy.
- C. Written documentation of a grievance by participants and all others relating to matters concerning the SNWIB should be immediately forwarded to the SNWIB Executive Director.
- D. The SNWIB Executive Director and/or designee shall oversee for the SNWIB the grievance procedures and review the grievance for purposes of determining if the grievance falls under one or more of the following classifications:
 - 1. Noncriminal
 - 2. Sexual Harassment
 - 3. General SNWIB Procurement Standards and Labor Standards
 - 4. Fraud and Abuse
 - 5. Incident
 - 6. SNWIB Employee/Board and Council Member WIA/ARRA Program Related Actions
 - 7. All other grievances that relate to the operations of the SNWIB in which a written complaint has been filed with and/or against the SNWIB's operational policies and procedures and/or its service providers/contractors, *down to the lowest tier.*

III PROVISIONS FOR PROCESSING GRIEVANCE(S)

- A. **Initial Hearings:** For those written general public, participant or programmatic related grievances, a copy should be forwarded to the appropriate service provider and/or SNWIB Executive Director. The service provider and/or the SNWIB Executive Director and/or designee shall take action to resolve the grievance in an informal manner. The service provider and/or SNWIB shall have five (5) working days from the time in which the complaint was filed to attempt to resolve the grievance.
- B. **Informal Hearings:** If the grievance cannot be resolved during the initial hearing process, the SNWIB will make every effort to conduct an Informal Hearing within thirty (30) calendar days of receipt of the grievance.

Note: This thirty (30) day period is inclusive of the five (5) days set aside for the "Initial" hearing as described in the paragraph "A" above.

- C. **Hearing Decisions/Resolutions:** A decision will be rendered within fourteen (14) calendar days following the Informal Hearing. In the event that the parties are still unable to resolve the matter, the SNWIB will adhere to the next level of the grievance process in accordance with the appropriate State Policies for which the grievance has been classified

- D. **Appeal of Decisions:** Notwithstanding the foregoing, nothing in this process shall prevent the

grievant from appealing any and all decisions and resolutions by the SNWIB and/or the State to the United States Department of Labor.

- E. The SNWIB shall follow the applicable State Grievance/Complaint Policies and Procedures for non-criminal and/or non-EEO compliant filed with the SNWB.

Attachment A
WISS GRIEVANCE POLICIES

Workforce Investment Act
State Compliance Policies
Non-Criminal
Grievance/Complaint and Hearing Procedure
Section 4.4

I. INTRODUCTION:

- A. The Governor is responsible for implementing procedures for the State and the grant recipients to assure and resolve any grievances alleging a violation of the Act, regulations, grant or other agreements under the Act.
- B. The procedures shall resolve grievances arising from: WIA programs operated by each grant recipient and sub recipient under the Act; actions taken by the Governor with respect to investigations or monitoring reports, audit disallowances or the imposition of sanctions; violations of the terms and conditions of employment and actions relating to noncompliance with applicable procurement procedures.
- C. The procedures that follow shall establish the State's policy for administering grievances and complaints. Even though the procedures list the formal process of resolution, the State encourages informal resolution at all levels.
- D. There is nothing in the formal process that denies any individual their rights to seek resolution through civil action authorized by federal, state and local laws.
- E. State, grantee or contractor employees may use the state grievance procedures after they have exhausted their local grievance procedures.
- F. Any registrant, participants, applicants, eligible applicants, sub recipients, subcontractors, employees and other interested persons may file a grievance with an administrative entity, contractor or grantee.

II. PRINCIPLES GOVERNING GRIEVANCES/COMPLAINTS:

- A. All grievances/complaints to the state must be received within 180 days of the alleged occurrence. Grievant / complainants should be encouraged to submit complaints in writing; or grievances and complaints may be investigated at the sole discretion of the center director. [37.72]
- B. No person filing a grievance/complaint shall be the victim of harassment, reprisal, coercion or any form of discrimination or retaliation for having filed a complaint. It is a person's right to file a grievance/ complaint and express their opinion in a legal allegation. [37.11] A complainant has the right to withdraw their grievance / complaint in writing at any time prior to the formal hearing.
- C. Grievances/complaints may be amended to clarify issues, but not to add new allegations.

D. A complainant has the right to be represented by a properly delegated person of their own choosing at all levels of the complaint process, but at their own expense. ['37.70 and '37.75]

E. All employees, interested parties, and participants either in employment or training shall be provided with a written description of these procedures, notification of their right to file a grievance/complaint and the process of how to do so; the participant, employee and/or interested party shall be notified if local laws, agreements or personnel rules allow for additional procedures to file a grievance/complaint. ['37.9 and '37.29]

F. Complainants must exhaust the procedures at the grant recipient and/or local board level before the grievance/complaint may be filed with the State. The only exceptions will be when the Governor has determined that:

1. The grant recipient did not act within the specified time frame.
2. The grant recipient was not in compliance with either their own procedures or the State's.

III. GRIEVANCE/COMPLAINT RESOLUTION PROCEDURE AT GRANTEE LEVEL:

A. Filing the Grievance/Complaint: Written grievances/complaints must be in signed and dated. Oral grievances / complaints may be accepted at the sole discretion of the grantee. The date of the grievance/complaint is received becomes the official filing of the grievance/complaint. ['37.73]

1. The complainant must provide the following information in original filing:
 - A. Full name, telephone number and mailing address of the complainant;
 - B. Full name, telephone number and mailing address of the respondent (agency or person involved);
 - C. A statement of the allegations to include the clear and concise statement of the facts, dates and supporting documentation;
 - D. The believed violations of the Act, regulations, labor standards, grant or agreements, to the best of the complainant's knowledge; and
 - E. Resolution sought by the complainant.
2. Any absence of the required information shall not constitute grounds for dismissal of the grievance / complaint.
3. Upon receipt of the grievance/complaint the grantee shall, within seven (7) days, forward to the *State* and the respondent a copy of the written grievance. The *State* will issue investigative instructions upon receipt of the formal complaint.
4. The grantee shall encourage informal resolution between the respondent and the complainant. If informal resolution is not possible, the grantee must notify the complainant in writing of the next formal procedural step in the grievance process.

B. Notice of Hearings:

1. Prior to scheduling a hearing, the Grantee shall conduct an investigation and issue findings with sixty (60) days to State. If there is evidence to substantiate the complaint, the Grantee then needs to attempt resolution informally with the complainant. In the event an informal resolution cannot be met, the Grantee must:

- A. Conduct a hearing by an impartial independent hearing officer within 60 days of filing of a grievance/complaint;
- B. Grantee shall notify the complainant and the respondent of the A Notice of Hearing@ not less than 10 days prior to the date of the hearing by certified mail (return receipt requested). The time of the hearing may be earlier if mutually agreed to by both parties.
- C. The Notice of Hearing@ shall be in writing and include the following information:
 - (1) Grievance/complaint case number, name of complainant, name of respondent, date of grievance / complaint;
 - (2) Date, time and location of the hearing before an impartial hearing officer and an opportunity to present evidence;
 - (3) A statement of the alleged violation(s).

2. While in preparation for the hearing, both the respondent and complainant are encouraged to attempt informal resolution. A grantee grievance officer will conduct an informal conference in an attempt to resolve the problem(s).
3. A request for a five-day postponement may be made by either party upon a showing of good cause to the hearing officer, provided the hearing is still conducted within thirty (30) days of the filing of the grievance.
4. Prior to actual beginning of the hearing the complainant has the right to withdraw the grievance/complaint.
5. An impartial and independent hearing officer shall be designated by the grantee.

C. Rules of the Hearing:

1. The strict rules of evidence will be waived since the hearing shall be conducted in an informal manner by both parties in order to obtain full disclosure of all the facts;
2. The presentation of both written and oral testimony will be allowed;
3. Both parties may present witnesses and the right to cross-examine the witnesses;
4. Both parties have the right to examine all relevant records and documents submitted;
5. If either the complainant or the respondent fails to appear at the hearing, the impartial hearing officer shall render a decision based on the review of all available information;
6. All hearing records, depositions, exhibits and other supporting documentation will be forwarded by the Hearing Officer to the State for record retention immediately following the hearing determination.

D. Role and Responsibilities of the Hearing Officer:

1. Maintain the dignity of the hearing and protect the rights of both parties;
2. Insure the hearing is recorded and a record of the hearing is made available to all parties, if requested;
3. Begin the hearing by informing both parties of the issues involved;
4. Explain that all testimony is under oath;
5. Explain the hearing procedures and that the complainant bears the burden of proving the allegation(s) in the grievance;
6. Determine the order of evidence and its relative significance;
7. Submit a written decision to the grantee.

E. Decision:

The grantee is required to issue a written decision not later than sixty (60) days of the filing of the grievance. The decision must be delivered by certified mail, return receipt requested, to both complainant and respondent and include the following:

1. Case grievance/complain number, names of complainant and respondent;
2. Statement of alleged violations;
3. Decision and reason(s) for decision;
4. Statement of corrective action, if any, to be taken;
5. Notice of the right to request a review by the Governor (refer to Section VII below); the request must be made within ten (10) days of receipt of the adverse decision.

***SPECIAL RULE:** If the decision is not given with the sixty (60) day period or if an unsatisfactory decision was made; the complainant has the right to request a review by the Governor. The request must be made within fifteen (15) days from the date on which the complainant should have received a decision. (refer to Section VII. below for further information)

IV. GRIEVANCE/COMPLAINT RESOLUTION PROCEDURE AT EMPLOYER LEVEL:

A. State grantees, and other subrecipients shall ensure that other employers, including private for-profit employers of participants under the Act; also have a grievance procedure relating to the terms and conditions of employment available to their participants;

- B. Employers may operate their own grievance system or may utilize the system established by the State or grant recipient. Employers must inform participants when they begin employment which procedure they are to follow;
- C. An employer system shall provide for, upon request by the complainant, a review of an employers decision by the grant recipient and the Governor, if necessary;
- D. If the employer is required to use a certain grievance procedure under a covered collective bargaining agreement, then those procedures should be followed for the handling of WIA complaints under this section.

VI. GRIEVANCE/COMPLAINT RESOLUTION PROCEDURE AT THE STATE LEVEL:

- A. A complaint is filed directly with the State when it is inappropriate to file the complaint with the grantee or if the complainant is an State employee;
- B. State level procedure is the same as the Grantee level procedure.

VII. FILING A REQUEST FOR REVIEW BY THE GOVERNOR:

- A. **Complainants shall request** a review by the Governor by forwarding the written complaint, documentation and hearing record to: [Need decision from State Board]
- B. **The request for review** must be in writing, signed and dated. The date of the request is received by the *State* becomes the official filing of the request for review; the request must contain the following complete and accurate information:
 - 1 Full name, telephone number and mailing address of the complainant;
 2. Full name, telephone number and mailing address of the respondent (agency or person involved);
 3. A statement of the allegations to include a clear and concise statement of facts, dates and supporting documentation.
 4. The basis upon which review is sought.
- C. **Review:**
 1. The Governor shall provide for an independent review by a reviewer who is independent of the WIA program.
 2. The reviewer must make a decision within twenty-five (25) days after receiving a written request for review. The review is limited to review of the investigative or hearing record.
- D. **Decision:**
 1. The Governor will issue a written decision not later than thirty (30) days from the filing of the request for review. The decision will be sent to both complainant and respondent by certified mail, return receipt requested. It will include the following:
 - a. Case grievance/complaint number, name of complainant and respondent;
 - b. Statement of alleged violations;
 - c. Statement of facts;
 - d. Decision of the review and reason(s) for decision;
 - e. Statement of corrective action, if any, to be taken.

VIII. REVIEW BY THE SECRETARY OF LABOR:

Should the Governor fail to provide a decision, the complainant may then request from the Secretary a determination whether reasonable cause exists to believe that the act or its regulations have been violated; or a

complaint alleging WIA labor standards violations may be submitted to the Secretary by either party to the complaint when the complainant has exhausted the grievance procedure at the grantee or state level or no decision was made within the 60-day time period.

Note: The Secretary of Labor may exercise the authority for Federal-level review. The request shall be filed within 120 days from the date on which the complainant should have received a decision or within 60 days if a decision has been reached but the party to which such a decision is adverse. The grievance/complaint should contain the following

1. The full name, telephone number, if any, and address of the person making the grievance/complaint.
2. The full name and address of the respondent against whom the grievance/complaint is made;
3. A clear and concise statement of the facts, including pertinent dates, constituting the alleged violation;
4. The provisions of the Act, regulations, grant or other agreements under the Act believed to have been violated;
5. A statement disclosing whether proceedings involving the subject of the request have been commenced or concluded, before any Federal, State or local authority, and, if so, the date of such commencement or conclusion, the name and address of the authority and the style of the case;
6. A statement of the date the grievance/complaint was filed with the Governor, the date on which the Governor should have issued a decision, and an attestation that no decision was issued;
7. A request will be considered to have been filed when the Secretary receives from the complainant a written statement sufficiently precise to evaluate the complaint and the grievance procedure used by the State and grant recipient;
8. **Send the request to:** *(Copies should also be submitted to the USDOL Region IX ETA Regional Administrator and the opposing party).*

**Secretary of Labor
U.S. Department of Labor
Attn: ASET
Frances Perkins Building
Room N5309
200 Constitution Avenue NW
Washington, D.C. 20210**

9. The Secretary shall act within 120 days of receipt of the request and where there is reasonable cause to believe the Act or regulations have been violated shall direct the Governor to issue a decision adjudicating the dispute pursuant to state and local procedures. The Secretary's action does constitute final agency action and is not appealable under the Act. If the Governor does not comply with the Secretary's order within 60 days, the Secretary may impose a sanction upon the Governor for failing to issue a decision.

13. DISCUSSION and POSSIBLE ACTION: Cooling Off Period for Workforce Connections

Board Members and Staff

14. ACTION: Approve Revised PY2011 Budget Revision – February 2012

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

Revenue by Funding Stream	Approved	Revised	\$ Change	Available for LWIB Operations		Service Providers	TOTAL
	Budget PY2011	Budget PY2011		10% Admin	16% Program		
Adult	5,000,975	5,000,975	-	500,098	905,756	4,189,121	5,000,975
Dislocated Worker	6,637,823	6,637,823	-	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	2,433,862	2,433,862	-	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	\$ 23,919,200	\$ 23,919,200	\$ -	\$ 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	5,990,179	5,990,179	-	5,136,759	5,136,759
Dislocated Worker Services	5,240,268	5,240,268	-	4,493,688	4,493,688
Youth Services	6,413,336	6,413,336	-	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	\$ 17,643,783	\$ 17,643,783	\$ -	\$ 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	2,912,731	79,710	1,077,710	1,835,021	2,912,731
6265 Employee Fringe Benefits	991,557	1,019,456	27,899	377,199	642,257	1,019,456
6550 Employer Payroll Taxes	84,991	87,382	2,391	32,331	55,051	87,382
6100 Audit/Accounting Services	190,000	440,000	250,000	440,000	-	440,000
6120 Bank/Payroll Services	13,250	13,250	-	13,250	-	13,250
6130 Equipment/Furniture	200,000	200,000	-	64,000	136,000	200,000
6140 Equipment Repairs	5,000	5,000	-	1,600	3,400	5,000
6150 Legal Publication/Advertising	50,000	50,000	-	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	-	106,858	227,068	333,924
6300 Telephone	50,000	50,000	-	16,000	34,000	50,000
6305 Program Support Contracts	80,000	80,000	-	-	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	65,000	65,000	-	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	80,000	80,000	-	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	140,000	(110,000)	-	140,000	140,000
6850 Strategic Initiative	588,674	338,674	(250,000)	-	338,674	338,674
Subtotal Operating Expenditures	6,275,417	6,275,417	-	2,408,496	3,866,921	6,275,417
Total Expenditures	23,919,200	23,919,200		2,408,496	3,866,921	17,643,783
Fund Balance	\$ -	\$ -		\$ (24,201)	\$ 24,201	\$ (0)

15. 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.

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 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: \$2,912,731 – an increase of \$79,710. This is a reclassification of funds from Line Item # 6130-11 (NV Trac). 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. A decision was made to hire a full-time employee to develop NVTrac instead of a consultant.

6265 - Employee Fringe Benefits: \$1,019,456 – an increase of \$27,899. 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 increase is due to an addition in staff salaries.

- 6550 - Employer Payroll Taxes: \$87,382 – an increase of 2,391.** The employer payroll tax average rate is 3% of the total salaries. As indicated in budget line items 6260 and 6265, this increase is due to an addition in staff salaries and associated benefits.
- 6100 - Audit/Accounting Services: \$440,000 – an increase of \$250,000.** 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 and auditing consultants to assist staff throughout the program year.
- 6120 Bank/Payroll Services: \$13,250.** 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.** 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. However, 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 prior year 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.** This line item represents legal publication, i.e., job postings, Request for Proposals and controlled advertisements.
- 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.

- 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.
- 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.
- 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.
- 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.
- 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.
- 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
- 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
- 6305 Program Support Contracts: \$80,000.** This line item represents 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.
- 6320 Training and Seminars (Staff): \$65,000.** 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.
- 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.
- 6500 Workforce Development Outreach Initiatives: \$80,000.** This line item represents 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 - : \$140,000 – a decrease of \$110,000 – 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. A decision was made to hire a full-time employee to develop NVTrac instead of a consultant.

6850 Strategic Initiatives: \$338,674 – a decrease of \$250,000 – 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. This decrease 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 increase is due to the anticipation of accounting and auditing consultants to assist staff throughout the program year.

16. 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 your address for the record. Each comment will be limited to three (3) minutes.

17. DISCUSSION and POSSIBLE ACTION: LEO Consortium Closed Session

Pursuant to NRS 241.015(2)(b)(2), the LEO Consortium may have a closed session to receive information from the counsel for Workforce Connections Board regarding potential or existing litigation involving matters over which the LEO Consortium has supervision, control, jurisdiction or advisory power, and to deliberate toward a decision on the matter.