

*Workforce***CONNECTIONS**

**BOARD
AGENDA**

**June 26, 2012
10:00 a.m.**

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

Voice Stream Link: <http://www.nvworkforceconnections.org/mis/listen.php>

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

This Agenda is also available at www.nvworkforceconnections.org

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.***

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

Board members: Hannah Brown, Chair; Valerie Murzl, Vice-Chair; Alex Garza; Bill Regenhardt; Charles Perry; Commissioner Butch Borasky; Commissioner Dominic Pappalardo; Commissioner Lawrence Weekly; Commissioner George T. Rowe; Councilman Bob Coffin; Councilwoman Anita Wood; Councilwoman Peggy Leavitt; Councilwoman Gerri Schroder; Dan Gouker; Dan Rose; Dennis Perea; Dr. David Lee; Maggie Arias-Petrel; Mark Edgel; Michelle Bize; Mujahid Ramadan; Pat Maxwell; Sonja Holloway; Vida Chan Lin; William Bruninga

All items listed on this Agenda are for action by the Board 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. **DISCUSSION and POSSIBLE ACTION:** Approve the agenda with inclusions of any emergency items and deletion of any items4
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10.	Adjournment	

2. DISCUSSION and POSSIBLE 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. DISCUSSION and POSSIBLE ACTION:

Approve the Board Meeting Minutes for the meeting on May 22, 2012

WorkforceCONNECTIONS

**BOARD MEETING
MINUTES**

**May 22, 2012
10:00 a.m.**

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

Members Present

Bill Regenhardt
Commissioner Tommy Rowe
Councilwoman Anita Wood
Dennis Perea
Ken LoBene
Michelle Bize
Valerie Murzl

Commissioner "Butch" Borasky
Councilman Bob Coffin
Councilwoman Gerri Schroder
Dr. David Lee
Maggie Arias-Petrel
Mujahid Ramadan
Vida Chan Lin

Commissioner Lawrence Weekly
Councilwoman Peggy Leavitt
Dan Rose
Hannah Brown
Mark Edgel
Sonja Holloway

Members Absent

Alex Garza
Dan Gouker

Charles Perry
Pat Maxwell

Commissioner William "Bill" Kirby
William Bruninga

Staff Present

Ardell Galbreth
Carol Turner
Sylvia Spencer
Madelin Arazoza
Jim Valade
Nicole Jacobs
Jeannie Kuennen
Faith Cannella
Jennifer Padilla

Suzanne Potter
Clentine January
Rick Villalobos
Chris Shaw
Heather DeSart
Jerrell Roberts
Rosie Boulware
Lori Thomas
Valerie Sims

Jim Kostecki
Kim Colagioia
Byron Goynes
Deb Collins
Melodye Stok
Janice R. Greer
Tish Carroll
Tom Dang

Others Present

Matt Cecil, Board Counsel
Janice M. Rael, Nevada Partners, Inc.
Elizabeth McDaniels, Goodwill
Marie Flores, BCA
Penny Hagen, FIT
Janet Blumen, FIT
Bishop James M. Rogers, Sr., GNJ Family Life Center
Helicia Thomas, GNJ Family Life Center
Monique Harris, So. NV Children First
Magann Jordan, Youth Advocate Programs, Inc.

Thresea Kaufman, NHA
Vince Miller, Goodwill
Steve Chartrand, Goodwill
Tracey Torrence, SNRHA
Jake McClelland, FIT
Nield Montgomery, The Learning Center
Doug Geinzer, SNMIC
Dr. Tiffany Tyler, Nevada Partners, Inc.
Rene Cantu, Jr., Latin Chamber
Gail Boyle, Tompkins & Peters CPAs, P.C.

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

1. Call to order, confirmation of posting, and roll call

The meeting was called to order by Chair Hannah Brown at 10:04 a.m. Staff confirmed the meeting had been properly posted in accordance with the Nevada Open Meeting Law. Roll call was taken and a quorum was present.

2. DISCUSSION and POSSIBLE ACTION: Approve the Agenda with the inclusion of any emergency items and deletion of any items

A motion was made to approve the Agenda and move Agenda Item 10 to follow Agenda Item 6 by Councilman Bob Coffin and seconded by Bill Regenhardt. Motion carried.

3. FIRST PUBLIC COMMENT SESSION:

Doug Geinzer, CEO, Southern Nevada Medical Industry Coalition (SNMIC) stated that a year ago he came before the Board to present SNMIC's outcomes, which he had been doing for eight months and stated that SNMIC's outcomes were "second to none" and delivered nearly 100% recruitment, 100% placement, and wages of about \$26.00 per hour. Mr. Geinzer stated that shortly thereafter, SNMIC was targeted by executive staff of Workforce Connections and that a contract was not renewed to continue SNMIC's services. Mr. Geinzer stated that Congressman Joe Heck had to intervene on behalf of SNMIC only to get a 30-day extension on a Letter of Intent that was attached to putting SNMIC on high risk status in connection with Policy 5.2. Mr. Geinzer stated that after five months of discussion about Policy 5.2, it was determined that SNMIC should not have been placed on high risk status.

Mr. Geinzer stated that this is the eighth time he has come before the Board asking for resolve, and stated that to place the best performing agency on high risk status and remove them from this organization requires explanation as a public agency. Mr. Geinzer stated that he will continue coming before the Board every month until this matter is resolved.

Mr. Geinzer stated that it is a shame that over the course of the last four meetings, several discussions were had on how to get items placed on the Board agenda and that several Board members requested to have items placed on the agenda, but nothing has been done.

Mr. Geinzer stated that today the issue remains open and that SNMIC still has a cloud that hangs over it because of the high risk status and one of the SNMIC Board members was recently denied a contract because she had to state that she was involved with an organization that was once placed on high risk status.

Mr. Geinzer stated that SNMIC is looking for resolve, is looking for a wrong to be made a right, and is asking the Board to do that. Mr. Geinzer stated that he will be here every month until it gets done right.

Commissioner Butch Borasky stated that he values the Board Members from the bottom of his heart and without them the organization would not exist. Commissioner Borasky stated that he appreciates the time and effort the Board members give to the organization and that if they feel their efforts are in vain; he welcomes the opportunity to sit down and talk with them to address these and any other concerns as it is important that the Board work in unity.

Paul Gerner, Chief of Facilities - Clark County School District, thanked the Board for the opportunity to work with Workforce Connections through the sustainability technician program. Mr. Gerner stated that the program has helped them put more sensitized eyes out on the street looking at CCSD's plants and equipment and identifying obstacles and opportunities for more responsible use of energy and other critical resources. Mr. Gerner stated that it is a force multiplier for them and wanted to express his gratitude for the program.

4. **DISCUSSION and POSSIBLE ACTION: Approve the Board Meeting Minutes for the meeting on April 24, 2012**

A motion was made to approve the Board Meeting Minutes from the meeting on April 24, 2012 by Commissioner Tommy Rowe and seconded by Councilwoman Peggy Leavitt. Motion carried.

5. **INFORMATION: Board Member Re-Appointment – Maggie Arias Petrel, Global**

6. **DISCUSSION and POSSIBLE ACTION: Call for Board Officer Nomination and Application Process**

Ardell Galbreth, Interim Executive Director, announced that officer elections for the Board will take place at the June 26th Board meeting and that anyone who is interested in serving should forward a resume to Suzanne Potter.

7. **Youth Council ~ Ken LoBene, Chair**

a. **INFORMATION: Youth Council Meeting Minutes of March 11, 2012 and April 24, 2012**

b. **DISCUSSION and POSSIBLE ACTION: Approve Youth Council's recommendation to allocate funds in an amount not to exceed \$300,000.00 in support of Jobs for America's Graduates (JAG) initiatives**

Ken LoBene provided background on the JAG initiative, which is about helping youth graduate. JAG is currently operating in 33 States. Full back up is provided in the agenda packet.

Dennis Perea stated that Governor Sandoval wanted to bring the JAG program to Nevada after seeing its success in other States. A nonprofit will be established for the sole purpose of administering the JAG program. The Board would be appointed by the Governor. Eight schools have been selected for the program and each school will serve 40 participants; the cost is \$60,000 per school. Discussion ensued.

A motion was made to deny Agenda Item 7.b by Commissioner Lawrence Weekly and seconded by Councilwoman Gerri Schroder; with opposition from: Vida Chan Lin, Councilwoman Anita Wood, Bill Regenhardt, and Dennis Perea (16-yes / 4-no). Motion carried.

c. **DISCUSSION and POSSIBLE ACTION: Approve Youth Council's recommendation for staff to negotiate and amend Lincoln County's PY2011 contract for an additional \$100,000.00, and extend the contract date from October 1, 2012 to June 30, 2013**

A motion was made to Approve Youth Council's recommendation for staff to negotiate and amend Lincoln County's PY2011 contract for an additional \$100,000.00, and extend the contract date from October 1, 2012 to June 30, 2013 by Hannah Brown and seconded by Commissioner Lawrence Weekly. Motion carried.

d. **DISCUSSION and POSSIBLE ACTION: Approve Youth Council's recommendation to allocate funds for the Summer Component/Year-Round Youth Program in an amount not to exceed \$1,000,000.00**

Today the Youth Council approved this motion with the caveat that 10% (\$100,000) of the funds will be earmarked for summer school activities.

A motion was made to Approve Youth Council's recommendation to allocate funds for the summer Component/Year-Round Youth Program in an amount not to exceed \$1,000,000.00, and set aside 10% for a summer school credit component by Councilwoman Peggy Leavitt and seconded by Councilwoman Anita Wood. Motion carried.

e. **DISCUSSION and POSSIBLE ACTION: Approve Youth Council's recommendation based on Evaluator's scoring order of merit to award up to three (3) PY2012 Summer Component/Year-Round Youth Program contracts in an amount not to exceed \$1,000,000.00**

Rick Villalobos provided a brief overview of the Youth RFP results.

Commissioner Weekly reminded staff of the short timeframe which providers have to enroll their youth for summer school.

Clentine January stated that the providers will be meeting with a CCSD representative at the next First Tuesday Meeting to enroll youth that are credit deficient.

Councilwoman Schroder asked why some proposals were evaluated by only one person while others were evaluated by two people.

Clentine January replied that originally there were eight evaluators but three had a conflict of interest because they were affiliated with some of the respondents. Of the five that were left, two were biased and showed inconsistencies in their scoring; therefore, staff decided to eliminate their scores because they were not fair.

Mr. Villalobos stated that justification will be provided in the Procurement packet, which can be provided to the Board if necessary.

Councilwoman Schroder suggested that in the future prospective evaluators should be thoroughly vetted beforehand.

The Youth Council is recommending the following contracts and contract amounts, based on the evaluator scoring order of merit:

1. Nevada Partners, Inc.	\$500,000.00
2. Southern Nevada Children First	\$250,000.00
3. Latin Chamber	<u>\$250,000.00</u>
	\$1,000,000.00

A motion was made to Approve Youth Council's recommendation based on Evaluator's scoring order of merit to award the three providers shown above, a PY2012 Summer Component/Year-Round Youth Program contract, not to exceed the amount shown above by Commissioner Lawrence Weekly and seconded by Councilwoman Anita Wood. Motion carried.

f. **DISCUSSION and POSSIBLE ACTION: Approve Youth Council's recommendation based on Evaluators scoring order of merit to award up to four (4) PY2012 Out-of-School Youth Program contracts in an amount not to exceed \$1,750,000.00**

Clentine January provided a brief overview of the recommendations.

Commissioner Weekly introduced two youth who are eligible for the out-of-school program, who were recently released from Spring Mountain youth correction facility for the purpose of putting a face to the type of youth who are in need of help. Commissioner Weekly stated that we must help these youth and ensure the youth know where the available resources are.

The Youth Council is recommending the following contracts and contract amounts, based on the evaluator scoring order of merit:

1. GNJ Family Life Center	\$600,000.00
2. Latin Chamber	\$400,000.00
3. Southern Nevada Children First	\$375,000.00
4. HELP of Southern Nevada	<u>\$375,000.00</u>
	\$1,750,000.00

A motion was made to Approve Youth Council's recommendation based on the Evaluator's scoring order of merit to award the four providers shown above, a PY2012 Out-of-School Youth Program contract not to exceed the amount shown above by Commissioner Lawrence Weekly and seconded by Councilwoman Gerri Schroder. Motion carried.

g. **DISCUSSION and POSSIBLE ACTION: Approve Youth Council's recommendation based on Evaluator's scoring order of merit to award up to four (4) PY2012 In-School Youth Program contracts in an amount not to exceed \$1,600,000.00**

Rick Villalobos provided a brief overview of the recommendations. The two contracts will serve a total of 800 youth at the ten schools identified for the Graduate Advocate Initiative as well as an additional two high schools, Rancho and Canyon Springs.

The Youth Council is recommending the following contracts and contract amounts, based on the evaluator scoring order of merit:

1. Nevada Partners, Inc. \$800,000.00
 2. HELP of Southern Nevada \$800,000.00
- \$1,600,000.00*

A motion was made to Approve Youth Council's recommendation based on the Evaluator's scoring order of merit to award the two providers shown above, a PY2012 In-School Youth Program contract not to exceed the amount shown above by Commissioner Lawrence Weekly and seconded by Councilwoman Anita Wood. Motion carried.

h. **DISCUSSION and POSSIBLE ACTION: Approve Youth Council's recommendation to negotiate and execute a \$300,000.00 contract with Youth Advocate Program to conduct a Youth Re-entry program to deliver employment and training services for the period July 1, 2012 through June 30, 2013 as a result of the competitive procurement process**

Sylvia Spencer stated that as a result of an RFP evaluation process from an independent source, the Youth Council is recommending a contract with Youth Advocate Program (YAP) in the amount of \$300,000.00 for a Re-Entry program to deliver employment and training services to at least 109 youth participants. The date of the contract is July 1, 2012 through June 30, 2013.

Ms. Spencer stated that YAP's sole purpose is to keep youth out of the prison system. YAP's proposal noted that they have a five year partnership already established with Clark County Juvenile Justice System and a partnership where they are receiving direct funds from the Department of Justice for the past three years. YAP is the only entity in the State of Nevada that received direct funding to address the human trafficking problem. YAP is currently operating in about 18 states across the country. Ms. Spencer stated that YAP's director is native to Las Vegas, and currently teaches at UNLV in the Criminal Justice program.

In response to Mr. Ramadan's question, Ardell Galbreth stated that staff will present monthly reports to the Youth Council and Board regarding the all programs and the status thereof.

Mr. Ramadan stated that he would like to be involved with the oversight of this program.

Mr. Galbreth stated that all Board members can inquire about any of the programs, and also that Mr. Ramadan is welcome to join the Youth Council.

Councilwoman Wood asked why the cost per is so high, wherein Mr. LoBene stated that it takes more engagement to serve the re-entry population.

A motion was made to Approve Youth Council's recommendation to negotiate and execute a \$300,000.00 contract with Youth Advocate Program (YAP) to conduct a youth re-entry program to deliver employment and training services for the period July 1, 2012 through June 30, 2013 as a result of the competitive procurement process by Hannah Brown and seconded by Bill Regenhardt. Motion carried.

8. **Adult and Dislocated Worker Committee ~ Valerie Murzl, Chair**

a. **INFORMATION: ADW Meeting Minutes of March 14, 2012 and April 11, 2012**

This item is for information only.

b. **INFORMATION: Adult and Dislocated Worker Funded Partner Report**

Heather DeSart, Deputy Directory-Workforce Development provided an overview of the report, which is provided on page 139 & 140 of the agenda packet. Ms. DeSart stated that the numbers are stellar and the funded partners are doing an excellent job.

c. **DISCUSSION and POSSIBLE ACTION: Approve the recommendation of the Adult and Dislocated Workers Committee for staff to negotiate and execute a \$700,000.00 contract with Foundation for an Independent Tomorrow to conduct a Prisoner Re-Entry program to deliver employment and training services as a result of the competitive procurement process. Upon approval by the Workforce Connections Board, the program dates will be from July 1, 2012 to June 30, 2013**

In the final procurement process, four proposals were considered, with a final recommendation for a contract for Foundation for an Independent Tomorrow (FIT) in the amount of \$700,000.00 to provide adult re-entry services to at least 150 participants. The contract dates will be July 1, 2012 through June 30, 2013.

Janet Blumen from FIT gave a brief overview of the organizations background as it relates to the delivery of re-entry services. Ms. Blumen stated that since 2008, FIT has had 1297 clients who had a criminal background or background of offenses. FIT has had more and more success with this population and have learned that it requires a great deal of additional care. For the re-entry population, FIT provided a successful seminar-type class regarding the challenges of re-entry called Standards of Excellence. Even though the class was successful, staff decided that more needed to be done and expanded the class into a six week curriculum. FIT has dedicated one staff member, plus Jake McClelland, to run the curriculum, wherein the six weeks is entirely focused on re-entry with various classes that speak to the particular problems that offenders face when they re-enter into the workforce.

Of the first cohort of ten participants, with the exception of two, who immediately dropped out because they were not ready, seven have been placed into employment before the class ended and the eighth one is now employed.

Ms. Blumen stated that the program will have 15-20 mentors that have gone through the program. Originally, outreach was done slowly, on a one-on-one basis. Now FIT has good referral sources, the best being from the participants who have completed the program. FIT has put together a coalition of 15 strategic partners, including the Bar Association, faith-based organizations, Legal Aid, Department of Corrections, Department of Parole and Probation, and others. Ms. Blumen stated that recruiting for this program will not be a problem.

Commissioner Weekly stated that he would like to see the FIT program be a bridge that meets them inside the prison and not wait until they are out of prison before helping them and providing them with the needed resources to succeed. Commissioner Weekly stated that two years ago he and Mr. Ramadan started visiting prison inmates to discuss re-entry and provide them with available resources, which they could access while they are incarcerated to prepare them when they are released.

In response to Commissioner Weekly's comments, Ms. Blumen stated that FIT staff is actively visiting the prisons. Also, that she was the first female Deputy Public Defender in the State of Nevada and is very familiar with the prison and legal system.

A motion was made to approve the recommendation of the Adult and Dislocated Worker's Committee for staff to negotiate and execute a \$700,000.00 contract with Foundation for an Independent Tomorrow to conduct a Prisoner Re-Entry program to deliver employment and training services as a result of the competitive procurement process. Upon approval by the Workforce Board, the program dates will be from July 1, 2012 to June 30, 2013 by Hannah Brown and seconded by Mujahid Ramadan. Motion carried.

d. DISCUSSION and POSSIBLE ACTION: Approve the Adult and Dislocated Worker Committee's recommendation to extend the following incumbent service providers' contracts for PY2012 in the following amounts:

Contractor (in alphabetical order)	Amount Recommended
Bridge Counseling Associates	\$700,000.00
Foundation for an Independent Tomorrow	\$1,200,000.00
GNJ Family Life Center	\$1,200,000.00
Goodwill of Southern Nevada	\$1,200,000.00
Latin Chamber of Commerce Community Foundation	\$1,200,000.00
Nevada Hospital Association	\$900,000.00
Nevada Partners, Inc.	\$1,200,000.00
Nye Communities Coalition	\$1,000,000.00
Southern Nevada Regional Housing Authority	\$500,000.00
Total	\$9,100,000.00

Valerie Murzl recalled that at the last Board and ADW meetings, an evaluation tool was presented and the Bio of the evaluators presented as well as, at the ADW meeting, the Committee decided to solicit the input of the potential contractors and get their opinion of the evaluation tool to see what they had to say about it. Ms. Murzl stated that Sylvia Spencer did a great job at organizing that rapidly. Ms. Murzl participated and wanted to make sure that the providers were listened to and their recommendations were taken into account.

Hannah Brown stated that she cannot vote; however, she is in favor of the distribution of funds.

A motion was made to approve the Adult and Dislocated Worker Committee's recommendation to extend the following incumbent service providers' contracts for PY2012 in the amounts presented by Mujahid Ramadan and seconded by Commissioner Butch Borasky. Motion carried.

e. DISCUSSION and POSSIBLE ACTION: Approve the Adult and Dislocated Worker Committee's recommendation to execute a no-cost contract extension to CCSD/Desert Rose High School's PY2011 contract through December 31, 2012

A motion was made to approve the Adult and Dislocated Worker Committee's recommendation to execute a no-cost contract extension to CCSD/Desert Rose High School's PY2011 contract through December 31, 2012 by Commissioner Lawrence Weekly and seconded by Councilwoman Gerri Schroder. Motion carried.

9. Operations Update

- a. **INFORMATION: Budget & Finance Committee Meeting Minutes of April 18, 2012**
- b. **INFORMATION: Approve Revised PY2011 WIA Formula Budget July 1, 2011 through June 30, 2012 and PY2011 Budget Narrative**

Jim Kostecki noted that the Budget is through June 30, 2012 not July 30th. No changes have been made to the PY2011 Budget.

- c. **INFORMATION: Approve PY2012 WIA Formula Budget July 1, 2012 through July 30, 2013 and PY2012 Budget Narrative**

Mr. Kostecki noted that the Budget is through June 30, 2012 not July 30th. No changes have been made to PY2012 WIA Formula Budget.

- d. **REVIEW, DISCUSS, and ACCEPT:**
 - i. Budget vs. Actual Finance Report (Workforce Connections' Operations) for the Period July 1, 2011 through June 30, 2012 (Formula WIA)
 - ii. PY2011 Awards & Expenditures Report – Monthly Update
 - iii. PY2010 Audit Findings (Year Ended June 30, 2011) – Monthly Status Report
 - iv. Financial Edge System Implementation Status Report – Monthly Update

Mr. Kostecki noted that above reports have not changed from the last meeting and are being presented for information only.

Ardell Galbreth stated that staff will provide these reports at every meeting to keep the Board informed.

- e. **INFORMATION: Workforce Connections Standing Professional Services Contracts**

This is an information item only.

10. Interim Executive Director's Update ~ Ardell Galbreth

- a. **DISCUSSION and POSSIBLE ACTION: Accept the Budget and Finance Committee's recommendation of OMB A-133 Auditing Services to L.L. Bradford & Company in an Amount not to exceed \$65,000.00 for the current year with a follow-up letter to PBTK according to the terms that state, "until terminated by either party for any reason."**

Valerie Murzl stated that there is a violation of the Open Meeting Law resulting from the distribution of persuasive e-mail correspondence from Dan Gouker and Councilman Bob Coffin to the other Board members regarding the matter of the OMB A-133 auditing services contract award.

Ardell Galbreth, Interim Executive Director, cautioned the Board that when there is an RFP published, during the ex-parte process, there should not be any communication with the respondents regarding the proposal.

Matt Cecil, Legal counsel stated the open meeting matter is not a serious violation because opinions were stated but there was no polling for votes. Mr. Cecil stated that the way to correct this is to put the opinions on the record here today, which will alleviate the Board of any violations.

Councilman Coffin read his email for the record:

Dear Colleagues,

I have received the agendas for this week's meetings of the Workforce Board and the LEO Board. I want to reiterate my objection to the firing of the auditors for this organization, Piercy, Bowler, Taylor, and Kern. To terminate their services immediately upon receiving a deservedly critical opinion on their financial statements, that being Workforce Connections financial statements, sends a bad signal to the entire community of interest, government, and private. Workforce Connections is in deep trouble and the local governments wanted representatives who would watch out for tax payer interest and liability; you got what you asked for in the presence of all the elected officials on this Board. I'm going to vigorously oppose this item as I told you last month. I do not care if it is legally defensible in the workforce counsel's opinion, not my letter rather the action by the staff here, it is arguable that this action is proper and legal, and if the Board votes to terminate their services, I believe it jeopardizes our standing, which would be the standing within the community.

Mr. Cecil read Dan Gouker's email for the record:

Good Evening All,

I just returned from Northern Nevada and want to respond to Councilman Coffin's comments regarding the auditor before tomorrow's meeting. I asked this item to be sent back to the Budget Committee for further review and this is what we found. There were five financial people who reviewed the submitted proposals; three were representing the local governments, referred to by Councilman Coffin, and two representing Workforce Connections. These two people are relatively new to Workforce Connections and were not involved in the problematic audits of the past. Most of the companies who submitted proposals were at the Budget Committee meeting and were asked questions by the members. The recent RFP clearly asked for a quote the audit, that's what it says word for word, and not a range of costs as submitted by PBTk. The recent RFP, as well previous RFPs, also states that mileage costs will be part of the audit costs and not a reimbursable extra, and yet, PBTk continues to submit mileage claims to WC. Every time a financial report is requested from PBTk results in an extra fee being charged to WC with the explanation that the requested report is not part of the audit. If a representative of PBTk attends any WC meeting a bill is sent to WC for their time, even if they do not say a single word at the meeting. Again, this is with the explanation that meeting attendance is not part of the audit fee structure. In the previous two years, PBTk has been paid approximately \$400,000 for their audit services, which is substantially more than their proposal quote. I completely agree with Councilman Coffin's statement that Workforce Connections is in deep trouble; however, I do not believe that changing auditors jeopardizes our standing as he stated, and in fact, based solely on the amounts and types of fees charged, charges to Workforce Connections by PBTk, we have an obligation to the tax payers to put an end to this type of egregious spending. I believe that all existing and future contracts should be reviewed with the same critical view as this one with PBTk.

Respectfully,

Dan Gouker

Jim Kostecki provided an overview of the evaluation process. The evaluation committee consisted of Carol Turner, himself, Tom Wilson from Clark County, and Jan Fulmer from North Las Vegas. The committee evaluated proposals based on the scoring matrix provided in the RFP, which included the evaluation of the executive summary, qualifications and experience of the firm, and the fees of the firm, and so the determination was not strictly low-cost. Based on that, the evaluators took the four scores and totaled them up. Two companies came in very close, L.L. Bradford came in with a score of 151 and Houldsworth, Russo came in with a score of 154. The committee decided to go with L.L. Bradford even though they placed second, due to the fact there was a \$40,000 difference in their top fee. Based on that, that's where L.L. Bradford was selected.

Mr. Galbreth stated at the last Board meeting, staff was directed to take this matter back to the Budget Committee, which was done, and of course this particular recommendation is coming from the Budget Committee for consideration. Discussion ensued.

Dennis Perea stated that he believes PBTK exceeded their quote last year because they had to reconstruct the Balance Sheet for the Board as it was not reconciled. Mr. Perea stated that PBTK's audit provides a good window into what's going on at Workforce Connections.

Councilwoman Gerri Schroder expressed her thoughts about switching Auditors and stated that Workforce Connections should stay with PBTK because they know all about Workforce Connections and its history.

Responding to Councilwoman Schroder's request, Mr. Kostecki announced the names of the RFP evaluators, to include: Tom Wilson, Comptroller, Clark County; Jan Fulmer, Accounting Manager, City of North Las Vegas; Carol Turner and Jim Kostecki, Workforce Connections.

Councilwoman Schroder made a motion to continue with the prior contract (with PBTK).

Commissioner Lawrence Weekly stated that he does not think Workforce Connections is in trouble, as Mr. Gouker relayed in his email, rather the organization just needs to get on the same page, work closely with the service providers, be more transparent, be fair, and do what's right and in the best interest of the clients the agency serves.

Ken LoBene stated that one of the concerns is the additional costs in audit fess and recommended that the motion direct the staff to work with the PBTK to reduce those additional costs by not having them attend the meetings and other things that drive up costs.

Councilman Bob Coffin suggested that the motion be to reject the bids and accept a bid from PBTK or to ignore the bids and say that the existing contract with PBTK is still in effect and that the old rates apply.

Matt Cecil stated that if the motion is to reject the other bidders and to approve PBTK for the current RFP response, that is essentially saying that the Board is deciding to ignore the RFP Evaluators' recommendation and not following their professional opinions, and do what the agency think is best. It would also ignore the ex-parte communication that PBTK had with the Board regarding their response, which technically should disqualify them from that RFP Process. Mr. Cecil stated that this is probably not the best way to go. The best way to go if the agency is looking at PBTK would be to continue with the prior contract in place. The contract is a year contract; however, there are renewal provisions that would allow us to continue with the contract.

Councilwoman Schroder rescinded her prior motion.

A new motion was made to reject agenda item 10a and reject all the bids by Councilwoman Gerri Schroder and seconded by Valerie Murzl, with one abstention by Commissioner Lawrence Weekly. Motion carried.

b. DISCUSSION and POSSIBLE ACTION: Based on the Recommendations of the Youth Council and Adult & Dislocated Worker Committee, Approve Workforce Connections' Two Year Strategic Compliance Plan for the Period July 1, 2012 – June 30, 2014

Mr. Galbreth provided an overview of the compliance plan.

Mr. Galbreth stated Workforce Connections be responsible for the Workforce Investment Area service delivery, not just from the funded partners, but also the One-Stop locations to ensure the services delivered out of the One-Stops meet the community's needs. Workforce Connections will ensure that all resources are available through the One-Stops: core, intensive, and training services, and that community resources are available to the client through funded partners and collaboration with community service agencies, including Clark County Social Services, Welfare Division, local youth agencies, the college/ university education system for training services, and other mandated partners.

Mujahid Ramadan asked how much staff will be required for the one-stop after Workforce Connections assumes responsibility for it.

Mr. Galbreth replied that staff is currently reviewing the needs; however, \$1 million has been set aside in the budget to cover infrastructure costs.

Mr. Ramadan commented on the magnitude of the task and stated it will take much more involvement than there has been in the past, including from Board and Committee members.

Michelle Bize asked how many clients are expected to be served through the One-Stops.

Mr. Perea replied that the Maryland Parkway JobConnect location alone serves over 20,000 clients per month.

Mr. Perea commented that there is still the issue with the one State-wide Board and when this is resolved, both plans, the State and local Board, will need to be reconciled because they have to match. Mr. Perea said that the State received an extension to submit a draft of the State Plan to DOL by July 1, 2012. The deadline to submit the final draft is September 30th.

Commissioner Weekly stated that DETR will be making a presentation at the next LEO Consortium meeting on May 24th at 3:00 p.m., and encouraged the Board members to come if they are interested in hearing the State's proposal and discussion by the LEOs.

A motion was made Approve Workforce Connections' Two Year Strategic Compliance Plan for the Period July 1, 2012 – June 30, 2014 by Mujahid Ramadan and seconded by Valerie Murzl. Motion carried.

11. SECOND PUBLIC COMMENT SESSION:

Rene Cantu, Executive Director, Latin Chamber of Commerce Community Foundation expressed gratitude on behalf of Otto and the staff for the opportunity to serve youth. Mr. Cantu stated that Latin Chamber's outreach methods include partnerships with people like Fritz Reese and the Nevada Women's Medical Foundation, which serves pregnant and parenting youth, as well as through media campaigns on both Spanish and English channels.

Bishop James M. Rogers, Sr., CEO, GNJ Family Life Center thanked the Board for their vote of confidence in GNJ and stated that GNJ looks forward to the opportunity to impact the community in a great way.

Dr. Tiffany Tyler, Nevada Partners, Inc. thanked the Board on behalf of Nevada Partner's, for their consideration and the opportunity to support the system and address the number of the needs the Board has identified, and each month to provide reports on Nevada Partner's performance and its impact on the community. If there is anything Nevada Partners can do to assuage any concerns the Board has about the performance and commitment to the work, Dr. Tyler asked the Board to please request the information and Nevada Partners will address the concerns and provide any information requested. Dr. Tyler stated that Nevada Partners will schedule onsite tours for any of the Board members interested.

Hannah Brown announced that Commissioner Weekly graduated last week with his Master's degree. Michelle Bize was at the graduation ceremony for her son, and stated that Commissioner Weekly gave a rousing speech.

Valerie Murzl announced that her daughter graduated Friday with her Master's degree from Georgetown and will be attending medical school.

Debra Collins reminded the Board that the Operation Healthcare Bound event is tomorrow. Staff will be picking up 104 youth from the funded partners to participate in the event. Ms. Collins thanked Mujahid Ramadan for having staff on the radio, which drummed up a lot of support for the event. Ms. Collins stated that the total number of youth participating is 130, all of whom will receive a pair of scrubs to wear. Ms. Collins thanked the Board for their support.

Ardell Galbreth announced that this Friday there is a Teen Town Hall Meeting at Clark County and invited all the funded partners. Staff will be attending as well.

Pamela Poston, HELP of Southern Nevada thanked the Board and staff for all of the work and support provided to HELP of Southern Nevada that has changed so many lives; youth who would like to be here to thank the Board as well.

Hannah Brown thanked Ardell Galbreth and staff for the good work that they are doing that has the agency moving forward.

12. Adjournment

The meeting adjourned at 12:57 p.m.

5. DISCUSSION and POSSIBLE ACTION:

Board Officer Elections

2012 Board Officer Election

Workforce Investment Act of 1998 – Section 117: Local Workforce Investment Boards

- **Establishment:** There shall be established in each state a local area of a State, and certified by the Governor or the State, a local workforce investment board, to set policy for the portion of the statewide workforce investment system within the local area (referred to in this title as a “local workforce investment system”).
- **Membership:**
 - **State Criteria:** The Governor of the State, in partnership with the State Board, shall establish criteria for use by chief elected officials in the local areas for appointment of members of the local boards in such local areas in accordance with the requirements of paragraph (2).
 - **Composition:** Such criteria shall require, at a minimum, that the membership of each local board shall include:
 - **Representatives of business in the local area who**
 - Are owners of business, chief executives or operating officers of businesses, and other business executives or employers with optimum policy-making 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 organizations.
 - **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 individuals nominated by regional or local educational agencies, institutions, or organizations representing such local entities;**
 - **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;**
 - **Representatives of community-based organizations (including organizations representing individuals with disabilities and veterans, for a local area in which such organizations are present);**
 - **Representatives of each economic development agencies, including private sector economic development entities; and**
 - **Representatives of each of the one-stop partners; and**
 - **May include such other individuals or representatives of entities as the chief elected official in the local area may determine to be appropriate.**
- **Authority of Board Members:** Members of the board that represent organizations, agencies, or other entities shall be individuals with optimum policy making authority within the organizations, agencies, or entities

- Majority: A majority of the members of the board shall be representatives described in paragraph (2)(A)(i)
- Chairperson: The local board shall elect a chairperson for the local board from among the representatives described in paragraph (2)(A)(i)

Workforce Connections Board By-Laws

ARTICLE V

BOARD OFFICERS

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

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

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

1.2 Elections and Terms of Service

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

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

1.3 Election Procedures

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

(b) The Board will hold a meeting, before the officers' terms expire, to conduct the election of officers. During this meeting, the Board Chairperson will ask the Board members to provide nominations for potential officers. Any qualifying Board member, who is nominated and seconded, will be an officer candidate, unless that Board member does not accept the nomination.

Board members will then vote on those members who accept their nominations. The candidate for office who receives the most votes for that office prevails and will serve in that office. In the event qualifying nominated candidate(s) do not exist, then the LEOs Chairperson shall appoint a temporary Board Chairperson and Vice-Chairperson, as needed, who shall serve until a qualified nominated candidate(s) may be elected, which election shall be agendized in each subsequent Board meeting until the officer(s) are elected.

****If you are interested in serving as an officer, please submit your name, resume, and the office in which you desire to serve by **May 2, 2012** to:**

Attn: **Suzanne Potter**

E-Mail: spotter@solvwc.org

Fax: **702-636-4371**

Mail: **7251 W. Lake Mead Blvd., Ste. 250, Las Vegas, NV 89128**

6. Youth Council ~ Sonja Holloway, Chair

- a. **INFORMATION:** Youth Council Meeting Minutes of May 22, 2012
- b. **DISCUSSION and POSSIBLE ACTION:** Approve Youth Council's recommendation to increase the funding for the In-School Youth Programs in an amount not to exceed \$1,844,000.00 ~ Kim Colagioia
- c. **DISCUSSION and POSSIBLE ACTION:** Approve Youth Council's recommendation for staff to negotiate and amend Nye Community Coalition's PY2011 contract for an additional \$150,000.00 and extend the contract date from October 1, 2012 to June 30, 2013 ~ Ricardo Villalobos
- d. **INFORMATION:** Operation Healthcare Bound Update & Presentation ~ Debra Collins

MINUTES

Youth Council Meeting

May 22, 2012

8:30 a.m.

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

Members Present

Ken LoBene, Chair	Sonja Holloway	Mark Sharp
Chris Sullivan	Dan Rose	

Members Absent

Alex Garza

Staff Present

Ardell Galbreth	Suzanne Potter	Clentine January	Heather DeSart
Ricardo Villalobos	Jim Kostecki	Carol Turner	Faith Cannella
Jerrell Roberts	Tish Carroll	Nicole Jacobs	Byron Goynes
Jennifer Padilla	Valerie Sims	Madelin Arazoza	Debra Collins
Jeannie Kuennen	Melodye Stok	Chris Shaw	Tom Dang
Sylvia Spencer	Jim Valade	Kim Colagioia	Rosie Boulware

Others Present

Earl McDowell, DETR	Vincent Miller, Goodwill
Elizabeth McDaniels, Goodwill	Sherry Ramsey, Goodwill
Bishop James M. Rogers, Sr., GNJ Family Life Center	Ron Hilke, DETR
Helicia Thomas, GNJ Family Life Center	Rene Cantu, LCC-CF
LaTanya Runnells, Nevada Partners, Inc.	Steve Chartrand, Goodwill
Magann Jordan, Youth Advocate Programs, Inc.	Pamela R. Poston, HELP of Southern Nevada
Terri Clark, Communities In Schools of Nevada	Dr. Tiffany Tyler, Nevada Partners, Inc.
Macey Swinson, Macey Prince Consulting	Laverne Kelley, DETR
Jennifer Bevacqua, Olive Crest	Suzanne Burke, So. Nevada Children First

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

1. - CALL TO ORDER:

The meeting was called to order by Ken LoBene at 8:29 a.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 present.

2. – DISCUSSION and POSSIBLE ACTION: Approve the agenda with inclusion of any emergency items and deletion of any items

A motion was made to approve the agenda as presented by Chris Sullivan and seconded by Dan Rose. Motion carried.

3. - FIRST PUBLIC COMMENT SESSION

None

4. – DISCUSSION and POSSIBLE ACTION: Approve the Youth Council Meeting Minutes for the meeting on April 11, 2012

A motion was made to approve the Youth Council Meeting Minutes for the meeting on April 11, 2012 as presented by Sgt. Mark Sharp and seconded by Dan Rose. Motion carried.

5. – DISCUSSION and POSSIBLE ACTION: Approve the Youth Council Meeting Minutes for the meeting on April 24, 2012

A motion was made to approve the Youth Council Meeting Minutes for the meeting on April 24, 2012 as presented by Sgt. Mark Sharp and seconded by Chris Sullivan. Motion carried.

6. – DISCUSSION and POSSIBLE ACTION: Approve the recommendation to allocate funds in an amount not to exceed \$480,000.00 in support of Jobs for America's Graduates (JAG) initiatives

The requested amount for the Jobs for America's Graduates (JAG) initiatives is \$300,000.00.

Dennis Perea, Deputy Director, DETR provided an overview of the JAG initiatives. The JAG program is the Governor's initiative to impact Nevada's high school drop-out problem. JAG has been around about 30 years and is currently operating in 33 states across the country.

Mr. Perea read program statistics for the Class of 2012:

- The graduation rate was 93%
- The overall job placement rate was 54%
- The full-time jobs rate of those working was 67%
- The full-time placement rate was 88%
- The further education rate was 47%.

Mr. Perea read the JAG program objectives:

- The program targets students who are believed to be at risk of not completing high school or successfully transitional into postsecondary schooling or the labor market because of academic, economic, family and personal barriers
- The program works with 35-45 students to enable them to achieve all requirements for graduation and then to transition after graduation to a positive destination in the form of a job, postsecondary education or the military; the program has 1/3 in-school training and 2/3 after school, and a year follow-up, where case management, job placement, and performance gathering takes place

- Program participants are selected based on their educational background and behaviors, their demographic characteristics and perceived barriers to completing high school or transitioning to a quality job and/or postsecondary education
- The JAG intervention in the program lasts for 21 months. Students are recruited in the 11th grade to attend JAG instructional classes during the 12 grade and they receive support services for a year following graduation
- A trained JAG career specialist provides counseling and classroom instruction. Participants are also equipped with employability skills in 37 employability competencies that will prepare them for the workplace. These competencies were validated by employers in the 1980s and the 1990s and organized in the following six competency categories: career development, job attainment, job survival, basic skills, leadership and self-development, and personal skills competencies
- In addition to instruction in the core competencies, the JAG program also uses the career association to prepare participants for the demands of the workplace, especially work teams. Specialists observe program participants operating in work teams and offer instruction to improve individual and group performance.
- Program services also include a 12-month follow-up period during which specialists are actively involved in intensive one-on-one employer marketing and job development activities to identify entry-level job opportunities for students after graduation or GED completion
- Specialists also assist graduates in the explorations of postsecondary educational opportunities and show them how to navigate the financial aid process to pursue these opportunities
- Non-graduates receive additional assistance in graduating from high school or completing requirements for a GED certificate before the close of the 12-month follow-up period
- Career specialists track the labor market and schooling/training activities of these JAG participants on a monthly basis
- One of the key components of the JAG program is the provision of follow-up services to graduates for up to a year following graduation from high school. The follow-up activities of specialist are critical to documenting the post-high school labor market and schooling/training experiences of graduates. Information on the participants is to be collected regularly by the specialist
- Numerous contacts are expected to be attempted every month to obtain information on the activities of each graduate. The information is obtained either directly from the participant, from the employer of the participant, or from some other source such as an adult family member
- Those JAG participants for who successful follow-up contacts are made are classified into one of the 12 possible categories, based upon what they were doing at the time of the contact
- Graduates are classified as working (full-time or part-time), serving in the military, enrolled in school (4-year, 2-year, or other), or mixing work and school, or not employed and not in school
- The last group of “at-risk” graduates consists of two subgroups: those who were looking for work (unemployed) and those who were not seeking employment (out of the labor force). Minimizing the size of this last group is a core objective of JAG programs.

Mr. Perea stated that DETR has been working with Workforce Connections and NevadaWorks to figure out a funding mechanism for the JAG program. DETR will be the third party to the funding component to cover non-WIA youth, so that all youth can be served under the JAG program selection formula. The program budget is not to exceed \$600,000, which would be allocated \$300,000 Workforce Connections; \$150,000 NevadaWorks; \$150,000 DETR (for non-WIA eligible youth).

Mr. Perea stated that if the Board approves this item, DETR will have to look at how to implement the program and complete the arduous contract and RFP process to have the program in the schools by the next school year. State Purchasing approved DETR to run an in-formal solicitation process. In the draft RFP, the criteria for solicitation will be that respondents should have WIA experience, a presence on both sides of the State, and some type of connection or relationship with the in-school youth population. Mr. Perea stated that he knows that at least three organizations in the State can meet the criteria, and there is probably more than that. The three that have come up in discussion are: Communities in Schools, Children's Cabinets, and Community Services Agency.

Mr. Perea stated that the first year will be a pilot program with the idea that it will be moved to a nonprofit established for the primary purpose of running the JAG program, if the pilot program is successful. The Board would be selected by the Governor to administer the program, to include Board members that have ties into different industries in the community and who actually do fundraising to support the program. In some of the other States, the Governor has pushed the collection of funds from the private sector to help support the program after its first year. Primarily, these programs were launched with WIA Governor's Reserve funds, but those have dried up. Mr. Perea stated that all three agencies (Workforce Connections, NevadaWorks, and DETR) have to be equally involved in and agree to the selection of the nonprofit.

Ardell Galbreth, Interim Deputy Director – Workforce Connections, stated that this type of program has never before been attempted in the State of Nevada that he is aware of. Also, with a very few exceptions, this program is identical to the program and services the Board is currently operating.

Ken LoBene stated that the cost per participant is very low and that is very attractive.

Mr. Perea agreed and stated that the cost per comes to about \$1,500 per student in the schools. The cost per was calculated from historical data based on other States, who have been able to run their program at about \$60,000 per school. The pilot program will launch at eight schools and serve approximately 40 students per school. Mr. Perea stated that the initial start-up costs, including curriculum and technical training, are not included in this amount, but the State will try and cover these costs.

Mr. LoBene stated that this program is almost identical to the Graduate Advocate Initiative.

Mr. Galbreth agreed and stated that these initiatives are already in place by Workforce Connections. If the Board decides to enter into this project, both programs should be married to make it bigger and better than it is or figure out how to do that with DETR on the Statewide Initiative.

Mr. Perea stated that with a successful pilot program, the integration of both programs could certainly take place. Mr. Perea stated that the duplication is primarily in the year of follow-up, but the benefit of the JAG program is that it has classrooms inside the schools, by and from the schools, with training curriculum and everything delivered in the school. Therefore, 1/3 component of the program is not duplicative.

Following discussion,

A motion was made to amend and approve the recommendation to allocate funds in an amount not to exceed \$300,000.00 in support of Jobs for America's Graduates (JAG) initiatives subject to the receipt of information, including the selection criteria, Budget, and a commitment and strategic plan to merge the Graduate Advocate Initiative with this program, by Chris Sullivan and seconded by Dan Rose. Motion carried.

7. – DISCUSSION and POSSIBLE ACTION: Approve Staff's recommendation to negotiate and amend Lincoln County's PY2011 contract for an additional \$100,000.00 and extend the contract date from October 1, 2012 to June 30, 2013

Ricardo Villalobos, RFL Systems Director, stated that the objective for amending Lincoln County's contract is to ensure that Workforce Development continues in the rural areas, particularly in Lincoln County.

A motion was made to approve Staff's recommendation to negotiate and amend Lincoln County's PY2011 contract for an additional \$100,000.00 and extend the contract date from October 1, 2012 to June 30, 2013 by Dan Rose and seconded by Sonja Holloway. Motion carried.

8. – DISCUSSION and POSSIBLE ACTION: Approve Staff's recommendation to allocate funds for the Summer Component/Year-Round Youth Program in an amount not to exceed \$1,000,000.00

A motion was made to approve Staff's recommendation to allocate funds for the Summer Component/Year-Round Youth Program in an amount not to exceed \$1,000,000.00 with 10% of the funds set aside for a summer school credit component, by Sonja Holloway and seconded by Chris Sullivan. Motion carried.

Mr. Villalobos provided an overview summary of Youth RFPs:

- 13 various agencies submitted proposals
- 22 total proposals were submitted (some agencies responded more than once), including:
 - 7 Summer Component/Year Round Youth Proposals;
 - 10 Out-of-School proposals, and
 - 5 In-School proposals
- 5 different agencies are recommended for funding for various RFPs
- \$4,350,000 is allotted for funding recommendations:
 - \$1,000,000 for Summer Component/Year Round Youth
 - \$1,750,000 for Out-of-School Youth
 - \$1,600,000 In-School Youth
- 1,900 clients are proposed to be served
 - 400 Summer Component/Year Round Youth Proposals;
 - 700 Out-of-School proposals, and
 - 800 In-School proposals
- Cost per client:
 - \$2,500 Summer Component/Year Round Youth Proposals;
 - \$2,500 Out-of-School proposals, and
 - 2,000 In-School proposals

9. – DISCUSSION and POSSIBLE ACTION: Approve Staff’s recommendation based on Evaluator’s scoring order of merit to award up to three (3) PY2012 Summer Component/Year-Round Youth Program contracts in an amount not to exceed \$1,000,000.00

Clentine January, Program Specialist provided an overview of the applicants, proposal scores, proposed number of youth to serve, amount recommended for funding, and cost per participant.

Ken LoBene asked representatives from the three agencies (NPI, Southern Nevada Children First, and Latin Chamber) if they have the capacity to serve the number of youth indicated with the recommend contract amounts.

Dr. Tiffany Tyler stated that Nevada Partner’s staff will have to review the proposed program design to determine what changes need to be made. NPI will leverage the resources that maximize support they can provide to youth, and with the Board’s commitment to providing summer school as well as focus on graduating youth and providing a work experience, NPI may be able to structure something. Dr. Tyler stated that what NPI initially proposed was a cost per that came in around \$2700 - \$2800, which is essentially a cut of \$200 - \$300 per participant. Dr. Tyler stated that it will take a shift in thinking, perhaps in the amount of incentives or work support that can be provided to individuals during the summer.

Renee Cantu stated that Latin Chamber will do its best with the funds and will seek other funding sources and leverage resources to add more stem elements to the program to serve the all the youth.

Suzanne from Southern Nevada Children First stated that they will have to reevaluate their process and think critically how to deliver the services as effectively, but she believes they can work it out and come to some sort of an agreement to effectively deliver the services they have been asked to do.

Mr. LoBene thanked all three of the organizations and commented that their willingness to serve is very admirable.

Heather DeSart commended Clentine January for doing such a wonderful job at facilitating the RFP process in such a short amount of time. Ms. DeSart stated that it took a team of staff to work through the weekend to get this done and wanted to recognize them for the effort.

Staff is recommending three (3) PY2012 Summer Component/Year Round Youth Program contracts for the following providers, based on the proposal evaluator’s scoring:

<i>Provider</i>	<i>Amount Recommended</i>	<i># of Youth to be Served</i>
<i>Nevada Partners, Inc.</i>	<i>\$500,000.00</i>	<i>200</i>
<i>Southern Nevada Children First</i>	<i>\$250,000.00</i>	<i>100</i>
<i>Latin Chamber</i>	<i>\$250,000.00</i>	<i>100</i>

A motion to approve Staff’s recommendation based on Evaluator’s scoring order of merit to award three (3) PY2012 Summer Component/Year Round Youth Program contracts in an amount not to exceed \$1,000,000.00 to the providers and recommended amounts shown above, was made by Dan Rose and seconded by Sgt. Mark Sharp. Motion carried.

10. – DISCUSSION and POSSIBLE ACTION: Approve Staff’s recommendation based on Evaluator’s scoring order of merit to award up to four (4) PY2012 Out-Of-School Youth Program contracts in an amount not to exceed \$2,000,000.00

Clentine January, Program Specialist provided an overview of the applicants, proposal scores, proposed number of youth to serve, amount recommended for funding, and cost per participant. The total amount requested for the PY2012 Out-of School contracts is \$1,750,000.00. Discussion ensued.

Ms. Clentine explained the inconsistencies in the evaluation process which led to only one evaluator evaluating the proposals because the other scores could not be used.

Chris Sullivan stated that the evaluation process sounds fair and accurate.

Staff is recommending four (4) PY2012 Out-of-School Youth Program contracts for the following providers, based on the proposal evaluator’s scoring:

<i><u>Provider</u></i>	<i><u>Amount Recommended</u></i>	<i><u># of Youth to be Served</u></i>
<i>GNJ Family Life Center</i>	<i>\$600,000.00</i>	<i>240</i>
<i>Latin Chamber</i>	<i>\$400,000.00</i>	<i>160</i>
<i>Southern Nevada Children First</i>	<i>\$375,000.00</i>	<i>150</i>
<i>HELP of Southern Nevada</i>	<i>\$375,000.00</i>	<i>150</i>

A motion to approve Staff’s recommendation based on Evaluator’s scoring order of merit to award four (4) PY2012 Out-of-School Youth Program contracts in an amount not to exceed \$1,750,000.00 to the providers and recommended amounts shown above, was made by Sgt. Mark Sharp and seconded by Dan Rose. Motion carried.

11. – DISCUSSION and POSSIBLE ACTION: Approve Staff’s recommendation based on Evaluator’s scoring order of merit to award up to four (4) PY2012 In-School Youth Program contracts in an amount not to exceed \$1,700,000.00

Clentine January, Program Specialist provided an overview of the applicants, proposal scores, proposed number of youth to serve, amount recommended for funding, and cost per participant. The total amount of funding recommended is \$1,600,000.00

Staff is recommending two (2) PY2012 Out-of-School Youth Program contracts for the following providers, based on the proposal evaluator’s scoring:

<i><u>Provider</u></i>	<i><u>Amount Recommended</u></i>	<i><u># of Youth to be Served</u></i>
<i>Nevada Partners, Inc.</i>	<i>\$800,000.00</i>	<i>400</i>
<i>Latin Chamber</i>	<i>\$800,000.00</i>	<i>400</i>

A motion to approve Staff’s recommendation based on Evaluator’s scoring order of merit to award two (2) PY2012 In-School Youth Program contracts in an amount not to exceed \$1,600,000.00 to the providers and amounts shown above, was made by Chris Sullivan and seconded by Sonja Holloway. Motion carried.

12. – DISCUSSION and POSSIBLE ACTION: Approve Staff’s recommendation to negotiate and execute a \$300,000.00 contract with Youth Advocate Program to conduct a youth re-entry program to deliver employment and training services for the period July 1, 2012 through June 30, 2013 as a result of the competitive procurement process

Sylvia Spencer provided background on the RFP process which leading to the recommendation to award Youth Advocate Program (YAP) a contract for a youth re-entry program.

Ms. Spencer noted that YAP’s sole purpose is to keep high risk individuals out of prison. YAP is a 37 year old organization, serving 18 states. YAP has been a partner with Clark County Department of Juvenile Probation for five years and has received funding from the Department of Justice for three years. Ms. Spencer stated that Clark County Juvenile Justice had noted that during the five year partnership with YAP, they had a strong impact on reducing recidivism. YAP is also the only agency in the State of Nevada that receives funds to help reduce human trafficking. The director is native to Las Vegas and teaches Criminology at UNLV.

In the final procurement process, two (2) youth proposals made the point for consideration. YAP received a total score of 178.5 and Nevada Partners received a total score of 164.00. Upon completion of independent evaluations, staff is recommending a contract award to Youth Advocate Program in the amount of \$300,000.00 to provide youth re-entry services to at least 109 youth participants.

A motion was made to approve Staff’s, recommendation to negotiate and execute a \$300,000.00 contract with Youth Advocate Program to conduct a youth re-entry program to deliver employment and training services for the period July 1, 2012 through June 30, 2013 as a result of the competitive procurement process by Sgt. Mark Sharp and seconded by Dan Rose. Motion carried.

13. – DISCUSSION and POSSIBLE ACTION: Approve Workforce Connections’ Two Year Strategic Compliance Plan for the Period July 1, 2012 – June 30, 2014.

Ardell Galbreth provided an overview of the Workforce Connections Two Year Strategic Compliance Plan. The Compliance plan focuses on the requirements of the Workforce Investment Act (WIA) and the Federal regulations and covers an array of different initiatives and requirements that each local board is required to adhere to. The Compliance Plan also includes an alignment of initiatives with the Governor’s Workforce Board in all areas, with the exception of one. The plan focuses on the local workforce investment board, particularly, Southern Nevada Workforce Investment Board area. It outlines the partnership that will be formed with different types of agencies, such as economic development, colleges and universities, and making sure that the education system is aligned with the business and employers with regard to the workforce needs. The plan also takes back the Southern Nevada Workforce Investment Board’s One-Stop system. The responsibility of the One Stop system was kind of handed over to the State some years ago; however, it is a requirement of the local workforce investment board. This responsibility requires partnerships with statutory partners such as the Nevada State Welfare Division, Vocation Rehabilitation, apprenticeship trades, Veteran’s Employment and Training Services, and DETR. The plan highlights and describes certain requirements that the local boards are required to achieve in accordance with WIA and gives the Board and Youth Council members a condensed, no-nonsense approach to what the requirements are.

Mr. Galbreth noted that the Youth Council's approval of the Compliance Plan will signal a mark that the Youth Council and Board are very serious about the Board's mission and committed to the alignment of the Southern Nevada Workforce Investment area.

A motion was made to approve Workforce Connections' Two Year Strategic Compliance Plan for the Period July 1, 2012 – June 30, 2014 by Chris Sullivan and seconded by Sonja Holloway. Motion carried.

14. – SECTION PUBLIC COMMENT SESSION

Dr. Tiffany Tyler, Nevada Partners, Inc. thanked that Board sincerely for its consideration and the opportunity to work together to move the system forward.

Steve Chartrand, Goodwill commented that having only one evaluator for the proposals is disconcerting, especially for this amount of money.

Helicia Thomas, GNJ Family Life Center thanked the Board for their consideration and the opportunity to participate in such a dynamic workforce system to improve the quality of life for the out-of-school youth and to help the economy improve here in Nevada.

Renee Cantu, Latin Chamber of Commerce Community Foundation, thanked the Board for their consideration and the opportunity to serve youth. Mr. Cantu commented that Latin Chamber received the keys to the Raphael Rivera building back in April, and is in the process of preparing the building for occupancy. Mr. Cantu noted that the building is going to make a terrific home for Latin's youth and adult participants. Mr. Cantu invited the Youth Council to attend the grand opening Fall 2012. Mr. Cantu noted that its 7,000 square feet that will be dedicated to empowering people to attain the skills they need for entering the workforce effectively.

Terry Clark, CEO of Communities in Schools, commented on behalf of herself. Ms. Clark stated that she has no qualms against the excellent organizations that were funded here today and she completely supports the organizations and the work they do. Ms. Clark stated that in her history, having worked several years for the state on the State's Grant Management Unit, she had a number of opportunities to evaluate proposals, and no matter how qualified an evaluator is, every person brings with them background, history, and experience, and they filter using this. Therefore, having multiple evaluators mitigates those kinds of things that come up when you're reviewing a proposal. Ms. Clark stated that she is not in any way trying to be negative about those who were awarded funds, but only to say that she thinks it is far more unbiased to have more than one opinion.

Suzanne, Southern Nevada Children First echoed the sentiments of Nevada Partner's and GNJ in thanking the Board for their kind support and consideration with these awards amounts. Ms. Suzanne commented that she believes in the programs and the services that the agencies deliver to the youth and wants Southern Nevada Children First to continue to strengthen and to be as effective as they can to support our youth in Nevada.

15. – Adjournment

The meeting adjourned at 9:46 a.m.

- b. **DISCUSSION and POSSIBLE ACTION:** Approve Youth Council's recommendation to increase the funding for the In-School Youth Programs in an amount not to exceed \$1,844,000.00



Program Year:	PY 2012
Program/Agency Name:	HELP of Southern Nevada
Location:	1640 E. Flamingo Rd. #100 Las Vegas, NV 89119
Program Type: <i>(Please note the funding stream)</i>	WIA In-School Youth
Program Dates:	July 1, 2012 – June 30, 2013
Amount Awarded:	Total: \$922,000 <i>Formerly: \$800,000 Increase of: \$122,000</i>
# to Serve:	Total: 460 <i>Formerly: 400 Increase of: 60</i>
Cost Per:	\$2000
Target Population:	In-School High School Seniors that are not on track to graduate
Program Description:	<p>The strategic targeted outreach program will identify at-risk seniors at 7 designated CCSD high schools who are WIA eligible and need support to complete their high school education and transition to post-secondary education and/or employment. The high schools are:</p> <ol style="list-style-type: none"> 1. Basic HS 2. Bonanza HS 3. Chaparral HS 4. Cimarron HS 5. Clark HS 6. Del Sol HS 7. Sunrise Mt. HS <p>The WIA In-School Youth Program will help high school seniors attain:</p> <ul style="list-style-type: none"> • High School Diploma through tutoring, credit retrieval, and proficiency testing • Work Readiness skills • Youth Work Experiences • Placement in Post-Secondary Education and/or Employment
Contact Person & Info.:	Kimberly A. Colagioia / kcolagioia@nvworkforceconnections.org



Program Year:	PY 2012
Program/Agency Name:	Nevada Partners Inc.
Location:	710 West lake Mead Blvd., North Las Vegas, NV 89030
Program Type: <i>(Please note the funding stream)</i>	WIA In-School Youth
Program Dates:	July 1, 2012 – June 30, 2013
Amount Awarded:	Total: \$922,000 <i>Formerly: \$800,000 Increase of: \$122,000</i>
# to Serve:	Total: 460 <i>Formerly: 400 Increase of: 60</i>
Cost Per:	\$2000
Target Population:	In-School High School Seniors that are not on track to graduate
Program Description:	<p>The strategic targeted outreach program will identify at-risk seniors at 7 designated CCSD high schools who are WIA eligible and need support to complete their high school education and transition to post-secondary education and/or employment. The high schools are:</p> <ol style="list-style-type: none"> 1. Canyon Springs HS 2. Cheyenne HS 3. Desert Pines HS 4. Mojave HS 5. Rancho HS 6. Valley HS 7. Western HS <p>The WIA In-School Youth Program will help high school seniors attain:</p> <ul style="list-style-type: none"> • High School Diploma through tutoring, credit retrieval, and proficiency testing • Work Readiness skills • Youth Work Experiences • Placement in Post-Secondary Education and/or Employment
Contact Person & Info.:	Kimberly A. Colagioia / kcolagioia@nvworkforceconnections.org

- c. **DISCUSSION and POSSIBLE ACTION:** Approve Youth Council's recommendation for staff to negotiate and amend Nye Community Coalition's PY2011 contract for an additional \$150,000.00 and extend the contract date from October 1, 2012 to June 30, 2013

NyE Communities Coalition (NyECC)

Program Year:	PY2011
Program/Agency Name:	NyE Communities Coalition
Location:	Primary - Pahrump NV; Office share - Tonopah NV
Program Type: <i>(Please note the funding stream)</i>	WIA Youth Formula
Program Dates:	October 1, 2012 – June 30, 2013
Amount Awarded:	\$150,000
Cost Per:	\$3,000
# to Serve:	50
Target Population:	WIA Youth in Nye & Esmeralda Counties
Program Description:	Review Scope of Work
Contact Person & Info.:	Stacy Smith, 775-7279970 stacy@nyecc.org

**NyE Communities Coalition (NyECC)
Youth Year-Round
Scope of Work**

Program Name:	NyE Communities Coalition, NyECC
Location:	Primary - Pahrump NV; Office share - Tonopah NV
Program Type:	WIA Youth Formula
Number to be Served:	50 new
Briefly describe as a success story:	For the programmatic years 2010-2012, out of 103 youth, 22 have attained employment, 16 attained their GED or diploma and 5 enrolled into Post - secondary education. 50 of those youth are currently enrolled and are working on completing their outcome measures. Out of this number NyECC expect 16 youth to graduate this year. NyECC expects an additional 9 youth to graduate the following year.
Target Population:	Youth 16-21 residing in Nye and Esmeralda Counties
Program Description: (in addition to program specific information, please include the following program components: Program Structure, Timeline, Key Participant needs being met; and types of training services to be provided)	<p>a. <i>Recruitment:</i> The recruitment plan that has shown to be most successful includes utilizing current youth to promote the program to peers. NyECC has an onsite staff member who devotes portions of his time going out to the community to promote the program. NyECC also utilize the two local newspapers, as well as radio and TV promotions.</p> <p>b. <i>Orientation and Enrollment:</i> Throughout the total enrollment and orientation process staff members discuss all facets of the program with the youth participants and their parents/ caregivers or significant others. As part of this process staff members utilize information packets that detail the requirements and obligations of the program. Youth will demonstrate a commitment to their education and skill development.</p> <p>c. <i>Retention:</i> NyECC utilizes one on one interaction with youth that allows for personal attention to the youth's needs. NyECC provide linkage to community events and resources that engage youth beyond immediate services. NyECC also provide extracurricular activities such as cook outs, adventure opportunities, and trainings that provide youth with useful information to gain employment. NyECC utilizes a step based incentive program that encourages youth to remain involved and active. NyECC also provides access to basic needs and resources for youth and partners with a local community organization to allow for participants to attend local alcohol, tobacco and other drug free teen nights. All of this creates a relationship where the youth is valued as an individual and wants to stay engaged.</p> <p>d. <i>Program Plan:</i> NyECC currently works with youth on an individual basis, accessing needs, providing case management, ensuring success; with the youth as a group, engaged in training, leadership opportunities and in small groups working on specific activities and objectives. All youth meet</p>



with staff at least once a week and the majority are on campus engaged in training, service learning, tutoring, or case management on a daily basis. Youth are tested using the CASAS testing tools and receive tutoring on those areas in need. Youth may have the opportunity to work on the entrepreneurial project. This project allows youth in the Pahrump site the opportunity to engage in operating a café. Youth receive culinary training, business operations training, customer service, purchasing and receiving and hospitality trainings. Youth then get the opportunity to provide these services in real life settings. All youth will participate in the “What’s It Mean to Be Green” curriculum. Staff work with youth to determine if placement in training, military service, apprenticeship or paid volunteer opportunities through programs like AmeriCorps and Peace Corps are the right choice for the youth.

e. Case Management Strategies: As NyECC expanded services to include northern Nye and Esmeralda, specific staff members have been assigned to the various areas and will work directly with local community resources to attain desired outcomes. Case Managers will complete intake and assessments; developing individualized service plans and formulating action plans to facilitate and monitor the progress of youth towards accessing needed services and reaching employment goals. Case Managers will identify community resources and create linkages to resources to ensure that any barriers to program participation, job achievement, retention or achievement of program goals are addressed and minimized.

f. Job Placement, Attainment, Post – exit services: NyECC staff will utilize the ISS as a guidance document to address job placement, attainment of certificate/GED and post exit follow up services while meeting with each youth. This document will be an evolving tool used to provide ongoing guidance for the youth’s activities. The case manager will have individual meetings with each follow up youth to help the youth attain their desired goals and objectives. Case managers will help with building resumes, filling out applications and set up tutoring to attain GED or pass proficiencies as needed. NyECC staff will continue to provide linkages to community organizations and prospective employers. Youth will have access to the job board and to basic needs support that NyECC secures including weekly food and basic needs boxes.

g. Substance Abuse Training: NyECC Youth WERKS Project Manager is a Certified Prevention Specialist and Executive Director is a Licensed Alcohol and Drug Abuse Counselor. All staff are trained in recognizing the signs and symptoms of use, drug paraphernalia and current trends of use. NyECC offers ongoing training for staff and community partners on substances of abuse. Through the health and wellness division of NyECC youth participants have the opportunity to attend tobacco cessation, alcohol awareness, driving under the influence awareness and chronic disease



	<p>trainings. Additionally, through their service learning the youth have the opportunity to serve in those areas, learning how to present and educate the community. NyECC has strong working relationships with mental health and substance abuse providers and is able to access services should youth need an assessment.</p>
Unique & Exemplary Attributes:	<p>Because NyECC is a coalition of member agencies the collaboration that occurs through the coalition processes allows for unique opportunities that benefit the youth and the organization.</p>
Contact Person & Information:	<p>Stacy Smith, 775-7279970 stacy@nyeccc.org 1020 East Wilson Road Pahrump NV 89048</p>

workforceCONNECTIONS Budget Template

Agency Name: NyE Communities Coalition

Contract Name/Funding Type: In School WIA 50

Budget Period (Dates): October 1, 2012 - June 30, 2013

NOTE: THIS PAGE IS LOCKED AND POPULATES BASED ON INFORMATION ENTERED ON THE SECTION TABS TO THE RIGHT OF THIS SHEET.

Cost Type	Budget Summary	WIA Request	Percent of Budget	Matched Resources	
Participant Services Costs	A. Participant/Training	\$ 21,325	14.2%	20.9%	\$ 14,000
	B. Supportive Services	\$ 10,000	6.7%		\$ 2,300
Direct Staff Costs	C. Direct Personnel	\$ 61,600	41.1%	50.6%	\$ 12,000
	D. Fringe Benefits for Direct Personnel	\$ 14,328	9.6%		\$ -
Direct Overhead Costs	E. Travel	\$ 2,160	1.4%	17.1%	\$ -
	F. Equipment	\$ -	0.0%		\$ -
	G. Consultants/Contracts	\$ -	0.0%		\$ -
	H. Other Direct	\$ 23,430	15.6%		\$ -
	Total Direct Costs	\$ 132,843	88.6%		\$ 28,300
Indirect Overhead Costs	I. Allocated Indirect Personnel	\$ 17,157	11.4%	11.4%	\$ -
	J. Other Allocated Indirect Costs	\$ -	0.0%		\$ -
	Total Indirect Costs	\$ 17,157	11.4%		\$ -
Budget Summary	Total WIA Request	\$ 150,000	100.0%	100.0%	
	Total Matched Resources				\$ 28,300
	Percent	84.1%			16%
	TOTAL PROJECT COSTS	\$178,300			

Prepared By (Provider):

Print Name Sign Name Date

Email Address Phone Number

Approved By (Provider):

Print Name Sign Name Date

Approved By (WC Program):

Print Name Sign Name Date

Approved By (WC Fiscal):

Print Name Sign Name Date

d. **INFORMATION:** Operation Healthcare Bound Update & Presentation ~ Debra Collins

Discover what it's like to work in health care

Wednesday, May 23, 2012
9 a.m. to 3 p.m.



Operation Health Care Bound is a **FREE** one-day job shadow opportunity for students interested in exploring health care careers. Participants will shadow a medical unit at one of our participating hospitals and interact with medical professionals. They will:

- Explore the diversity of health care careers in a hospital setting
- Experience and gain comfort in a medical environment
- Shadow a professional in the health care field
- Learn about the skills needed to pursue jobs in health care

Participating Hospitals:



How to participate in Operation Health Care Bound:

Return this form completed and signed by your parent/guardian.

Write a 100 word essay telling us why you are interested in health care or what you hope to learn during your shadowing experience.

Parent/guardians: Because this event takes place during school, you will need to excuse your student from attending class for this day.

Yes, I would like to participate in Operation Health Care Bound

My name: _____

Parent/guardian name: _____

Parent/guardian signature: _____

Emergency contact information:

Name: _____ Phone #: _____

Please return this form by April 1.

to _____ at _____

If you or your parent/guardian have any questions about participating in this event please call: _____

You will receive information confirming your participation in the event prior to May 23 that will include meet up/drop off times and location, what to wear/what not to wear to the hospitals and other important details. Transportation (to/from meet up location) and lunch will be provided.

operation Health Care bound

Hosted by the Nevada Hospital Association, the Nevada Institute of Nursing and Workforce Connections

Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request for individuals with disabilities. TTY (800) 326-6868 or Nevada Relay 711.

7. Operations Update

- a. INFORMATION:** Budget & Finance Committee Meeting Minutes of May 2, 2012
- b. INFORMATION:** PY2011 WIA Formula Budget July 1, 2011 through June 30, 2012 and PY2011 Budget Narrative (no change since last Board Meeting)
- c. INFORMATION:** PY2012 WIA Formula Budget July 1, 2012 through June 30, 2013 and PY2012 Budget Narrative (no change since last Board Meeting)
- d. REVIEW, DISCUSS, and ACCEPT:**
 - i. Budget vs. Actual Finance Report (Workforce Connections' Operations) for the Period July 1, 2011 through June 30, 2012 (Formula WIA)
 - ii. PY2011 Awards & Expenditures Report – Monthly Update
 - iii. Adult/Dislocated Worker & Youth Funding Plans
 - iv. Audit Findings for Program Year 2010 (Year Ended June 30, 2011) Report

*workforce*CONNECTIONS
BUDGET & FINANCE COMMITTEE
MINUTES

Wednesday, May 2, 2012
7251 W. Lake Mead Blvd., Suite 200 Conference Room
Las Vegas, NV 89128

Members Present

Councilwoman Gerri Schroder, Chair
Hannah Brown, Vice-Chair
Bill Bruninga (via telephone)
Alex Garza
Dan Gouker
Vida Chan Lin

Members Absent

Staff Present

Madelin Arazoza
Heather DeSart
Ardell Galbreth
James Kostecki
Melodye Stok
Dianne Tracy
Carol Turner

Others Present

Rhonda Dunaway, City of Henderson
Martha Ford, PBTk
Jan Fullmer, City of North Las Vegas
Dustin Lewis, L.L. Bradford & Company
Linda Montgomery, The Learning Center
Nield Montgomery, The Learning Center
Bill Pallen, BDO USA, LLP
Katina Peters, Tompkins & Peters CPA
Ralph Piercy, PBTk
Phil Stoeckinger, City of Las Vegas
Tracey Torrence, SNRHA
Tom Wilson, Clark County (via telecom)

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

Agenda Item 1 - Call to order, confirmation of posting, and roll call.

The meeting was called to order at 10:05 a.m. Staff confirmed the meeting had been properly noted and posted in accordance with the Nevada Open Meeting Law.

Agenda Item 2 - Approval of Agenda with the inclusion of any Emergency Item and deletion of any Items.

A motion to approve the agenda as presented was made by Hannah Brown and seconded by Alex Garza. Motion carried.

Agenda Item 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.

None

Agenda Item 4 - Approval of the Budget & Finance Committee meeting minutes of April 18, 2012.

A motion to approve the meeting minutes of April 18, 2012 as presented was made by Hannah Brown and seconded by Bill Bruninga. Motion carried.

Agenda Item 5 - REVIEW and DISCUSS: Published Auditing Requests for Proposals (RFPs) and PBTK Letter of Engagement.

Ardell presented the published Request for Proposals (RFPs) OMB A-133 Auditing Services dated February 21, 2012, the A-133 Auditing Services dated June 22, 2011; and, PBTK Letter of Engagement (page 33 of the agenda packet) with the expectation and scope of work that is currently in effect. Discussion ensued regarding the differences in the two RFPs.

Dan Gouker queried the Letter of Engagement as to a 2-year commitment versus a 1-year commitment and further read into the record Attachment A, Details of Scope and Limitations of Services under Other Terms:

“Term of agreement: Subject to a new letter of engagement, it is agreed that this agreement may be considered for renewal annually for subsequent years, under substantially the same terms unless and until terminated by either party for any reason or amended in writing, for example, the changes in fee arrangements or other clarification or modification of terms. Nevertheless, our engagement will be considered complete each year following the rendering of all reports and communications agreed to on an annual basis...”

Discussion ensued regarding:

- Letter of Engagement is a 1-year commitment unless it requires an extension and an RFP is 2-years and not a contractual obligation.
- PBTK Letter of Engagement dated September 15, 2011 for the year ended June 30, 2011 and now into 2012. Audit year for this letter ended June 30, 2011. WC staff has not officially notified PBTK of the intent to disengage. WC is required to have an audit every year with an auditing firm on-board to conduct the audit under OMB A-133 guidelines; the purpose for the issuance of an RFP.
- If the Audit was complete in January and this is May, has there been a need for PBTK since that time? WC had DETR auditors in-house with a question regarding a payroll issue that PBTK addressed through services rendered and WC billed on an hourly basis. Since the conclusion of the audit, an additional \$1,100.00 billed for time in large.
- How much WC paid PBTK last year. The current years audit through June 30, 2011 – \$146,863; for interim services between the 2-year auditing \$120,700; and the prior years’ audit \$129,000 (June 30, 2010) for a total of \$396,532.
- Two Functions: Audit and Consultant.
- Flat rate fee and extra services rendered i.e., communications and travel.

Agenda Item 6 - DISCUSSION and POSSIBLE ACTION: Approval recommendation of OMB A-133 Auditing Services to L.L. Bradford & Company in an Amount not to Exceed \$65,000.

Ardell presented a list of the firms that submitted proposals to the Request for Proposal for the Office of Management and Budget (OMB) A-133 Auditing Services. Ardell further stated that the evaluation team was comprised of two WC staff members, one team member from City of North Las Vegas, and one team member from Clark County. The A-133 Audit Services RFP

Review and Evaluation attached on page two of the Summary of Proposals Scoring with the recommendation based on merit of the six respondents to the RFP. Based on the proposals reviewed and awarded points, the audit services review committee recommends L.L. Bradford & Company awarded an audit services contract in support of Workforce Connections in an amount not to exceed \$65,000. Ardell further stated that any one of the six respondents is capable of delivering the audit services as requested in the RFP. Notwithstanding the ranking by the reviewers and the recommendation presented, the Budget & Finance Committee can review the representatives present to make a final determination and recommendation to the Board.

Discussion ensued regarding the process by which the evaluation committee handled the six respondents beginning on April 2, 2012 and the review under the criteria presented on page 2 of the Audit Services Review Committee Summary of Proposal Scoring packet. Dan Gouker regarding two WC staff members serving on the evaluation committee noted a concern by the Board and an email that he had received (not included in these minutes). Ardell addressed this concern stating that it is routine, typical, and no improprieties by staff members on the evaluation committee. Further discussion ensued regarding Section V - Proposed Fees & Compensation Process on page 9 of the Notice: Request for Proposals Office of Management and Budget (OMB) A-133 Auditing Services.

Jan Fullmer, Accounting Manager, City of North Las Vegas an evaluator for the RFP review, addressed his approach for the selection process based on the three criteria: 1) Proposer's Executive Summary; 2) Qualifications and Experience of Firm and Applicable staff; and, 3) Proposer's Fee the scoring based on a 0 to 5 basis and a computation for the weighted score.

Councilwoman Schroder then asked that each representative from the responding firms approach and state their names then welcomed them for attending the meeting.

Question: *You currently have 40 professional staff employed; you perform audits of several governmental and non-profit organizations; and, what organizations have you conducted audits?* Dustin Lewis, L.L. Bradford & Company. Mr. Lewis states, "In the non-profit industry, several single audits and other non-profits not subject to single audit. Currently audit Nevada Partners, Inc., the Culinary Academy of Las Vegas, Las Vegas Urban League, and Las Vegas Rescue Mission."

Councilwoman Schroder queried if there was any legal representation available as WC currently funds Nevada Partners, Inc. and the Culinary Academy would that be a conflict of interest. Ardell stated that in accordance with OMB A-133 any agency we contract that expends over \$500,000 are required to be audited, that is part of Nevada Partners, Inc.' contract they are expected to be audited, and we reimburse Nevada Partners, Inc. for the cost of the audit. To clarify further, Mr. Lewis stated that as Auditors they are required to maintain an independence from the entities they report audits on and do not get involved in management decisions or transactions.

Question: *With the audit process there is a difference between profit and non-profit, do you handle Federal reporting requirements under WIA?* Mr. Lewis states, "Governmental agencies have been Charter Schools, Nevada Partners, Inc., Las Vegas Urban League, and Foundation for an Independent Tomorrow under governmental auditing standards."

Question: You will charge a Flat Fee with no extra charges. Mr. Lewis states, "Yes, and that's the way we do business we give you a fee, in this case, not to exceed \$65,000 unless we encounter an extraordinary issue or is asked to go beyond that, I will not charge those fees prior to getting approval from the company or the entity. So before any fees are incurred you will know about them before they ever happen, which is fair."

Councilwoman Schroder abstained from questions posed to Tompkins & Peters CPAs, P.C. based on a Conflict of Interest. The Vice-Chair conducted the questioning for this respondent.

Question: With the audit process there is a difference between profit and non-profit, do you handle Federal reporting requirements under WIA? Katina Peters, Tompkins & Peters CPA. Katina Peters states, "Yes we have experience with WIA monies and very specifically with Workforce as we have been auditors in the past going back to 2005/2006 so we are familiar specifically with your entity, the funding, and the requirements. We also do other audits in the Federal arena with WIA monies, but specifically to this entity and your requirements."

Councilwoman Gerri Schroder, Chair resumed her duties at this time to continue the agenda.

Question: With the audit process there is a difference between profit and non-profit, do you handle Federal reporting requirements under WIA? Bill Pallen, Managing Partner, BDO USA, LLP, Las Vegas. Mr. Pallen states, "We do audit other government entities here in Las Vegas from our Las Vegas office also nationwide we audit other governmental agencies, including cities and quasi-governmental tribal entities. We have a national quality center and it is one of the top industries that we focus nationally for our firm."

Question: Specifically Workforce Investment Act has some real stringent guidelines are you familiar with work in that venue? Mr. Pallen states, "Myself, not specifically, not specifically with other entities here in Las Vegas, but nationally we do have people that have worked with those types of funding arrangements. We are the fifth largest accounting firm in the world. We have over 40 offices across the nation, our firm headquartered in Chicago, our national office is in Chicago, but we have governmental practices throughout the country. Our governmental quality center is in Washington, D.C. area and can certainly bring in any resources necessary to the organization. I can't imagine that there would be something we have not dealt with through another client within the firm. There are twenty-eight personnel in the local office. The audit team would be a local team also supplemented from national experts."

No representative(s) present from Houldsworth Russo & Co., P.C.

No representative(s) represent from Haynie & Company.

Ralph Piercy, Piercy, Bowler, Taylor & Kern. Ralph Piercy stated, "I can tell that there's still a lot of confusion as to what's gone on with our services and what the proposals are and maybe I can simplify a couple of points. First of all, as you know we have experience with all the things that effect this organization and so we are qualified to be your auditors, but I would just like to make two points. There was a competitive bidding process for the years ending June 30, 2011 and June 30, 2010. Through that competitive bidding, and proposal, and in that RFP there was the opportunity for two additional award years beyond 2012. Our point to #1 is that we, through a competitive bidding process were awarded a 2-year award. Our engagement letter, which is common practice, like any other firm for one of the periods within the award period, is

specific to one of those years within the award period and so it effectively ends. And then another engagement letter is issued for the second award period. So that is one of the points that we want to make is that, we were awarded 2 years and without being dismissed for some reason, you all went out to bid again. Point #2, we have not billed the organization \$1 dollar more than what our engagement letter or RFP said that we would charge the organization. Going back to 2007, our first two years involved with the organization, we had a flat bid. The organization lost its entire accounting staff and since that time, has only hired a credentialed accountant in February of this year. Since 2007 to 2012, the organization has not had a lot of resources in the accounting department. An audit, partnership is not the right word, but there are things that we do and things that the client does and over that period of time, the client has not really been able to hold up its end of what a normal agreement would be. So after the first two years of our engagement, where we quoted a flat fee and then because of all the issues that arose, went back to the organization and got increases to the fee. In the third year of our association, we decided it wasn't practical to continue to give those charged with governance an estimate or a low fee, if you will, of what we think it would cost because historically the association hasn't been able to uphold its side of the equation. Beginning three years ago, we began quoting a fee range and we have never billed you outside of that fee range. Our fees, the actual time that we have devoted to the engagement at standard rates is substantially more than we billed you. But, again, we support the competitive bidding process we think we have a contract that is in place, to rule otherwise and without being dismissed for some reason would break tradition with what any other governmental entity that I am familiar has done because they all have multi-year contracts or most have multi-year contracts. We appreciate the opportunity to be here, we encourage your participation in the audit process because you can help us make it better."

Dan queried the first year. Mr. Piercy responded he believed it was a 3-year (2007, 2008 and 2009) then turned discussion over to Martha Ford, the Engagement PBTK Principal.

"Ms. Ford stated the original RFP was for 2007 with 2 years extension which we were granted. In 2010, the organization received significant ARRA funding which greatly complicated the operation and management decided it, I believe, with a conversation with the Committee to extend the contract to 2010. In 2011, we bid for 2011 and 2012, the multi-year bid and performed services for 2011."

Dan queried that this is a 6-year contract: 2007, 2008, 2009, 2010, 2011 and 2012.

"Ms. Ford stated 5 years as 2012 has not yet occurred."

Dan further stated that some of the concerns are not only Mr. Piercy's comments, but the multi-page email letter (not included in these minutes) that we received. The track record of Workforce Connections is such that you (PBTK) feel that the range is necessary because of lack of being able to produce proper documentation, proper software, etc., is that the gist of the range without getting into all of the details? So my questions would be as we are about to proceed with the audit for 2012, are we to believe that the previous five audits those corrections have not been made, they are not straightened up, we are still having skeletons come up out of the drawers? I guess my concern would be, you have had the bookkeeping for five years and you are still expecting problems. It goes a little bit beyond just who happens to be on the staff on board here, I understand that that is a huge part of it and I certainly understand the requirement for ARRA funds needing a heavier commitment from your firm for

the auditing, the dialog is not matching the years here. If you could not get it fixed in five years what makes you think it can be done in six, seven or eight? I do not agree with this multi-year contract. It clearly states in here that the agreement can be terminated by either party for any reason, so resting on your laurels that we did an RFP so you automatically get it I'm not buying that."

"Ms. Ford stated that first of all an audit firm is not management. We do not do the bookkeeping. We have reported, from the first year that we have audited several findings related to lack of effective policies and procedures over transactional data and the lack of qualified accounting staff from day one. We have reported that to the Board every year as a material weakness. In the beginning, it is my understanding that it was managements' decision to deliberately keep the accounting staff small and to keep it as a non-qualified accountant. The person that was doing the accounting though, I believe 2010, was not an accountant. When he was promoted, they hired another person to take that position who was again, not an accountant. The first qualified accountant, the first accountant they have had on staff with government experience was hired in February 2012 this year. It is difficult to fix findings of the nature that we have reported to the Board and to this Committee every year without qualified accounting staff. If the accounting has been corrected, if it is reconciled correctly, the audit fee should be in the bottom end of the audit range. But to come in and assume that everything is corrected and everything is going to be finished when the first accountant was only hired a couple months ago, for us to quote you a flat low fee of \$50,000 - \$60,000 would be very misleading because it takes time to fix findings of the nature that has been reported every year."

Hannah stated that it was the understanding of the Committee that the findings over the years have been corrected, are we receiving incorrect information? The reports that we are getting indicate that most of the findings that have been recurring over the years are now pretty much corrected.

"Ms. Ford stated I cannot speak to these being corrected at this point. When we completed the audit in February 2012 prior to the hiring of the qualified accountant, they had not been fully corrected. There had been significant progress made towards the correction, but they were not corrected as of that date for the financials type findings. Some of the compliance findings had been completed and corrected, but the main financial statement related findings as of the completion of the audit had not been finished and no information past that date says that they have or have not other than I know that they have hired a qualified accountant."

Ardell stated for the record that we have worked with Piercy, Bowler, Taylor & Kern for a number of years; they have been responsive to our requests. Staff has no issues with PBTK. My objective as the Interim Executive Director is to look out for what is best for this agency, and of course, cost is one of my primary concerns.

Discussion was open to the floor regarding the recommendation.

Hannah stated she was leaning towards L.L. Bradford & Company.

Alex Garza stated if price only, and if Tompkins & Peters CPAs, P.C. has performed services in the past do we know the quality of work in 2005. From Mr. Piercy's statement, from a legality standpoint, can we even vote on replacing them if we have not issued them written notice that WC is going to choose another company?

Ardell responded to the first question regarding Tompkins & Peters CPAs, P.C. they did perform audit services at the Board and they did excellent work. The second question regarding the RFP and the Letter of Engagement, based on counsel from our legal consultant the Letter of Engagement should serve as a contract because the RFP in itself does not establish any contractual commitments.

Councilwoman Schroder stated that we are not going to approve a respondent; we are going to recommend a firm to the Board based on our review.

Jim Kostecki responded that the review was based on the same criteria for all six respondents and the basis for the ranking.

Dan stated that many of the issues that have cropped up over the financial issues he sympathized with PBTK. One of the concerns by the Board was in staff reviewing RFPs. Clarity reveals that the Reviewers: Jim Kostecki, who was not involved with the audits during the last five years; Jan Fullmer and Tom Wilson representing the jurisdictions; and, Carol Turner who has been a consultant since August 2011. The Audit Services Review was not based on the cost of the audit and was not the determining factor that deems the ranking appropriate.

A recommendation was made to offer the Auditing Services to L.L. Bradford & Company for the current year with a follow up letter to PBTK according to the terms that states, "...until terminated by either party for any reason..." by Dan Gouker and seconded by Bill Bruninga. A vote taken: Four votes For; One vote Against; and, One Abstention. Motion carried.

Councilwoman Schroder thanked all the respondents for attending the Budget & Finance Committee meeting, their answers, stating they all work with best practices and thanked PBTK for their hard work and diligence through the past audits. Councilwoman Schroder stated that this is a recommendation to the Board and asked that all respondents attend the next regularly scheduled Board meeting.

Agenda Item 7 - DISCUSSION and POSSIBLE ACTION: PY2012 WIA Formula Budget July 1, 2012 through June 30, 2013 and PY2012 WIA Formula Budget Narrative.

Carol Turner presented the PY2012 WIA Formula Budget July 1, 2012 through June 30, 2013 and PY2012 WIA Formula Budget Narrative on page 6 - 12 of the agenda packet, brought back to the Committee when tentatively approved in mid-April without the Narrative. Carol stated this is a tentative budget with estimates until actual funding is received from the State level. The narrative has been brought back to provide additional information on the calculations for budget cuts based on historical data what costs can be and should be on a reduced workforce. Contracts are revisited i.e., Xerox machines 2 out of 4 coming off contract in September, reduced staffing levels.

Ardell stated that there is a reduction to 10% programmatic, equipment and supplies reduced, a hiring freeze, a reduction in force with only essential staff continuing for effective operations, a reduction in media coverage [radio station], and office space is being revisited with the lease agreement that expires in September of 2013.

Discussion ensued regarding the narrative beginning with page 8 through 12 of the agenda packet noting the following:

Item 6100 - Audit/Accounting Services

Requesting Audit, Accounting Services, and Professional Services be separated.

Item 6200 - Janitorial and Maintenance

Requesting janitorial and the SESP Green Training Vehicle grant funds are separated.

Item 6285 - Board Support and Travel

Requested that communication is available for any potential valued conference or session Board members could benefit.

Item 6290 - Facility Rent/Lease

Discussion ensued regarding workforce investment Board and staff will not have in-house functions unless there are three criteria: Waiver from the Local Elected Officials Board in concert with the Governor; Verification that there are no other service providers in the geographic area; and ensure a need. Noted that 4 months remain (with closing costs on office space) on the Lease for the Desert Inn Re-Entry Office through a Department of Justice grant that runs through September 30, 2012.

Ardell stated there is a lease agreement for one year ending October 2012, there is a waiver received by the Governor that has expired, and a published RFP to contract the Re-Entry Program that will end June 30, 2012 for delivery of services through a Service Provider. Ardell further stated that the Service Provider selected would be responsible for paying the lease; however, if WC has paid for the remaining 4 months of the lease WC will not reimburse the Service Provider for the occupancy cost of the facility.

Dan stated that the waiver is currently expired and it is unknown if the Service Provider serving participants even wants the building which would be a potential increase for a program we [WC] do not have a waiver to operate in-house. Dan stated for the record that at the last Board meeting, there was 6.38 FTEs reported at \$293,000 in wages and that is an issue. Heather responded there are employees through the direct grant with Department of Justice. Heather further stated for the record that the Re-Entry Program is still running. The program is not shutdown, nor is there a vacant office, and business is being conducted. They [the Re-Entry Program] have ceased enrollments of participants, which is common practice when a program is going to sunset. Job search activities, on the job training, support of services are provided.

Item 6305 - Program Support Contracts

Is staff compensating for the program contracts that will be lost? Ardell responded as contracts expire they will not be renewed or may be reduced.

Item 6306 - Admin Support Contracts

Carol stated that WC bid out for a temporary staffing agency contract with the one having the least amount of overhead chosen, some of the employees for NV Trac probably through year-end, and some of the direct grants we do have temporary employees whereby we do not need to put them on our payroll system and incur the costs. Dan requested copies of the actual contracts for review, and a specific breakdown for those contracts such as the Temporary Staffing Agency and its specific components that make up the incurred costs.

Councilwoman Schroder noted that in the body of the narrative description it should reflect increase not decrease.

Item 6310 - Travel (Staff)

Noted this line item could be reviewed and potentially decreased nearing the end of the fiscal year. Carol responded that most of this is local mileage for the program staff to monitor the Service Providers.

Item 6700 & Item 6720 - Youth Program Activities & Adult/DW Program Activities

Are these outreach-associated activities? Carol responded that these are specifically departmental charges for Youth only or Adult/DW only expenses.

A motion was made to approve the PY2012 WIA Formula Budget July 1, 2012 - June 30, 2013 and Narrative with changes by Dan Gouker and seconded by Hannah Brown. Motion carried.

Hannah Brown, Vice-Chair in the absence of Councilwoman Gerri Schroder, Chair, conducted the remainder of the meeting.

Agenda Item 8 - REVIEW, DISCUSS and ACCEPT REPORTS:

- a. Budget vs. Actual Finance Report (Workforce Connections' Operations) for the period July 1, 2011 through June 30, 2012 (Formula WIA).

Jim Kostecki reported the Audit/Accounting Services in yellow at 80.06% due to the final payment on the Audit with 3 months budget left with no anticipated problems.

- b. PY2011 Awards & Expenditures for Adult/Dislocated Worker Program as of April 25, 2012 Monthly Update.

Jim presented and summarized the PY2011 Awards and Expenditures for Adult & Dislocated Workers and Youth as of April 25, 2012 on page 14 - 16 of the agenda packet.

	Adult Expenditures	DW Expenditures	% Spent
WIA PY11 Adult & Dislocated Worker Green Sector	56%	44%	51.34%
WIA PY11 Adult & Dislocated Worker Health Sector	66%	34%	39.48%
WIA PY11 Adult & Dislocated Worker Rural Services	57%	43%	53.68%
WIA PY11 Internal Programs	100%	0%	47.57%
WIA PY11 Internal Programs and To Be Allocated	0%	0%	0%
Total PY11 Adult & Dislocated Worker	63%	37%	32.38%
	Youth In-School	Youth Out-Of-School	% Spent
WIA PY11 Youth General	49%	51%	17.97%
WIA PY11 Youth Tri County	43%	57%	24.15%
WIA PY11 Internal Programs	100%	0%	59.67%
WIA PY11 Internal Programs and To Be Allocated	0%	0%	0%
Total PY11 Youth	62%	38%	17.54%
Direct Grants			% Spent
WIA PY10/PY11 Governor's Reserve Youth			95.92%
WIA PY10 Internal Programs Ongoing			86.27%
Direct Adult & Dislocated Worker Grants			52.82%

Jim provided an update on percentage spent through March invoicing for the following calculated beyond the date of the printing of this Agenda:

WIAPY11 Adult and Dislocated Worker Green Sector	% Spent
Bridge Counseling Associates	59.47%
Latin Chamber Foundation	64.62%
WIA PY11 Adult and Dislocated Worker Health Sector	
CCSD - Desert Rose	34.59%
Heather DeSart noted CCSD-Desert Rose is not taking in new clients. WC staff is working very closely and expenditure rate has increased. CCSD-Desert Rose is almost at their contracted enrollment number -- not a big deficit about 11 short of contracted number.	
Latin Chamber Foundation	54.48%
Nevada Hospital Association	17.47%
So. NV Regional Housing Authority	52.37%
WIA PY11 Youth General	
CCSD - Desert Rose	33.08%
So. NV Children First	43.07%
WIA PY11 Youth Tri-County	
Lincoln County School District (Tri-County)	
Update not available as they submitted March invoicing on May 1, 2012	
WIA PY11 To be Allocated Amount	
Alex Garza queried for clarification the Latin Chamber - Green Consortium was moved to WIA PY11 Youth General noting the Contract Award of \$500,000 is \$248,160 have they spent half their Award as indicated on the report. Carol Turner noted a correction would be made.	

- c. Audit Findings for Program Year 2010 (Year Ended June 30, 2011) Monthly Status Report May 2012.

Ardell reported the Audit Findings updates on the page 17-18 of the agenda packet.

- d. Financial Edge (FE) System Implementation Monthly Status Report May 2012.

Carol reported on the FE System that reconciliations from July through December 2011 have been implemented on transactions from QuickBooks to the FE system. Staff did experience an issue this last week where the financial reporting was not occurring; communication with Blackbaud for resolution was initiated; able to cut checks and enter transactions; and, working towards an ending date of June 30, 2012 to end the fiscal year.

Agenda Item 9 - DISCUSSION: Rescheduling of the Budget & Finance Committee meeting of July 11, 2012.

Due to a conflict in scheduling, the meeting scheduled for July 11, 2012 required a change in date. Discussion ensued and it was the pleasure of the Committee to move the meeting for the Budget & Finance Committee to Tuesday, July 10, 2012 at 10:00a.m.

Agenda Item 10 - SECOND PUBLIC COMMENT SESSION: Members of the public may now comment on any matter or topic, which is relevant to or within the authority or jurisdiction of the Board. You may comment now even if you commented earlier; however, please do not simply repeat the same comment you previously made. Please clearly state and spell your name and state address for the record. Each comment will be limited to three (3) minutes.

None

Agenda Item 11 - Adjournment: The meeting adjourned at 12:15p.m.

- b. INFORMATION: PY2011 WIA Formula Budget July 1, 2011 through June 30, 2012 and PY2011 Budget Narrative (no change since last Board Meeting)**

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

Revenue by Funding Stream	Approved	Revised	\$ Change	Available for LWB Operations		Service Providers	TOTAL
	Budget PY2011	Budget PY2011		10% Admin	16% Program		
PY2011 Adult	5,730,641	7,230,641	1,500,000	723,064	1,156,903	5,350,674	7,230,641
PY2011 Dislocated Worker	6,709,227	5,209,227	(1,500,000)	520,923	833,476	3,854,828	5,209,227
PY2011 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	\$ 24,060,270	\$ 24,060,270	\$ -	\$ 2,398,402	\$ 3,836,693	\$ 17,823,175	\$ 24,060,270

Notes:

1. PY2011 Revenues include intertitle transfers in the amount of \$1,500,000 from Dislocated Worker to Adult.
2. PY2011 Revenues include additional DETR funding Adult \$478,408 plus \$69,666 and Dislocated Worker \$694,623 plus \$71,404.
3. 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.
4. 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	6,041,733	7,151,732	1,109,999	7,151,732	7,151,732
Dislocated Worker Services	5,293,106	4,183,107	(1,109,999)	4,183,107	4,183,107
Youth Services	6,413,336	6,413,336	-	6,413,336	6,413,336
Governor's Reserve Initiative	-	75,000	75,000	75,000	75,000
Subtotal Service Provider/Contractors	\$ 17,748,175	\$ 17,823,175	\$ 75,000	\$ 17,823,175	\$ 17,823,175

Administrative and Program Operating Expenditures - Board Staff

Expense Category	Approved	Revised	\$ Change	Admin	Program	Total	
	Budget PY2011	Budget PY2011					
6100 Audit/Accounting Services	430,000	430,000	-	430,000	-	430,000	
6120 Bank/Payroll Services	6,000	6,000	-	6,000	-	6,000	
6130 Equipment/Furniture	150,000	150,000	-	42,000	108,000	150,000	
6130-11 NVTrac - Data Tracking System	160,000	180,000	20,000	-	180,000	180,000	
6140 Equipment Repairs	2,500	2,500	-	700	1,800	2,500	
6150 Legal Publication/Advertising	30,000	30,000	-	8,400	21,600	30,000	
6160 Dues & Subscriptions	12,500	12,500	-	3,500	9,000	12,500	
6170 Equipment Rental	24,250	24,250	-	6,790	17,460	24,250	
6190 Insurance	30,000	30,000	-	8,400	21,600	30,000	
6200 Facilities Maintenance	10,000	10,000	-	2,800	7,200	10,000	
6210 Legal Fees	50,000	50,000	-	50,000	-	50,000	
6230 License & Permits	4,000	4,000	-	1,120	2,880	4,000	
6250 Office Supplies	25,000	25,000	-	7,000	18,000	25,000	
6260 Salaries	2,876,500	2,876,500	-	949,245	1,927,255	2,876,500	
6265 Employee Fringe Benefits	1,006,775	1,006,775	-	332,236	674,539	1,006,775	
6270 Postage & Delivery	4,000	4,000	-	1,120	2,880	4,000	
6280 Printing & Reproduction	15,000	15,000	-	4,200	10,800	15,000	
6285 Board Support & Travel	10,000	10,000	-	-	10,000	10,000	
6290 Facility Rent/Lease	333,924	333,924	-	93,499	240,425	333,924	
6300 Telephone	40,000	40,000	-	11,200	28,800	40,000	
6305 Program Support Contracts	80,000	100,000	20,000	-	100,000	100,000	
6306 Admin Support Contracts	80,000	80,000	-	80,000	-	80,000	
6310 Travel - Staff	45,000	45,000	-	12,600	32,400	45,000	
6320 Training & Seminars - Staff	65,000	65,000	-	18,200	46,800	65,000	
6390 Utilities (included in Rent)	-	-	-	-	-	-	
6440 Systems Communications Support	70,000	70,000	-	19,600	50,400	70,000	
6500 Workforce Development Outreach	65,000	65,000	-	18,200	46,800	65,000	
6550 Employer Payroll Taxes	86,294	86,294	-	28,477	57,817	86,294	
6700 Youth Program Activities	25,000	25,000	-	-	25,000	25,000	
6720 Adult/DW Program Activities	25,000	25,000	-	-	25,000	25,000	
6850 Strategic Initiative - Governor's Reserve	75,000	-	(75,000)	-	-	-	
6850 Strategic Initiative - WIA	275,352	235,352	(40,000)	-	235,352	235,352	
6850 Strategic Initiative - WIA Budget Reductions	200,000	200,000	-	-	200,000	200,000	
Subtotal Operating Expenditures	6,312,095	6,237,095	(75,000)	2,135,287	4,101,808	6,237,095	
Total Expenditures	24,060,270	24,060,270		2,135,287	4,101,808	17,823,175	24,060,270
Fund Balance	\$ -	\$ -		\$ 263,115	\$ (263,115)	\$ -	\$ -

NOTE: PY2011 funding period is available July 1, 2011 through June 30, 2013 (after two years, funds revert to the State for one additional year)
 PY2010 funding period is available July 1, 2010 through June 30, 2012 (after two years, funds revert to the State for one additional year)

**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 PY2011 revised allotted funds were awarded in the amount of \$18,200,611. Intertitle transfers in the amount of \$1,500,000 were processed from the Dislocated Worker to Adult funding stream based on demand. Allocated (revised) among the three funding streams: Adult - \$7,230,641; Dislocated Worker - \$5,209,227; 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 \$548,074 in the adult category and \$766,027 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 PY2011 was increased by \$1,451,193 (8.7%), 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 PY2011 are \$24,060,270.

Expenditures – Service Providers/Contractors/Vendors:

On June 28th, 2011, the Board of Directors approved the Adult and Dislocated Worker PY2011 contracts. The approved 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. On March 27, 2012, an additional \$1,966,662 was approved for Youth contracts for work experiences and in-school support services. On April 24, 2012, \$500,000 was approved for the Youth Healthcare consortium and on May 22, 2012, an additional \$1,000,000 was approved for Youth Summer Component contracts with year-round services.

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

6100 - Audit/Accounting Services: \$430,000 – This line item includes the cost of the A-133 audit as well as accounting and financial consulting and technical support.

6120 Bank/Payroll Services: \$6,000 – This line item is for various banking services which include wire transfers, ACH payments and payroll service charges.

6130 Equipment/Furniture: \$150,000 – This line item includes the costs for equipment/furniture, e.g., computers, servers, furniture, for administrative and programmatic support staff.

6130-11 NVTrac: \$180,000 – an increase of \$20,000 – This budget line is for contractual and maintenance expenditures related to the completion of the NVTrac data tracking system. This increase will fund additional NVTrac development services for the client portal.

6140 Equipment Repairs: \$2,500 – This line item is for equipment repair or breakdowns.

- 6150 Legal Publication/Advertising: \$30,000** – This line item represents legal publication, i.e., job postings, Request for Proposals, and controlled advertisements.
- 6160 Dues and Subscriptions: \$12,500** – 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: \$24,250** – 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: \$30,000** – Allocated costs for Board liability insurance such as workers’ compensation, general business liability and directors’ and officers’ omission and errors liability. This line also provides insurance for our green training vehicle.
- 6200 Facilities Maintenance: \$10,000** – 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: \$50,000** – 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: \$4,000** – 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.
- 6260 - Salaries: \$2,876,500** – Workforce Connections’ staffing of fiscal, adult and dislocated and youth program staff, and contract administration.
- 6265 - Employee Fringe Benefits: \$1,006,775** – 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.

- 6440 Systems Communications Support: \$70,000** – 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: \$65,000** – This line item represents business/employer outreach initiative to attract businesses and establish partnerships for workforce development and employer services initiatives.
- 6550 - Employer Payroll Taxes: \$86,294** – The employer payroll tax average rate is 3% of the total salaries.
- 6700 Youth Program Activities: \$25,000** – 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: \$25,000** – This budget line is for adult and dislocated worker program activities outside of daily operations such as service provider trainings and various employability conferences.
- 6850 Strategic Initiatives – Governor’s Reserve: \$0.00 – a decrease of \$75,000** – This item was created to utilize and track strategic projects in support of workforce initiatives with detailed tactics and strategies in response to unanticipated high demand workforce needs. As such, an incentive award of \$75,000 was allocated to Workforce Connections in recognition of outstanding workforce development services oversight and delivery. This line item decrease represents a transfer of funds to service provider programs approved by the Board for the Clark County Summer Business Institute in support of their summer youth program.
- 6850 Strategic Initiatives: \$435,352 – a decrease of \$40,000** -- This item was created to utilize and track strategic projects in support of workforce initiatives with detailed tactics and strategies in response to unanticipated high demand workforce needs. The line item also includes the savings from the reduction in force. This line item decrease is based on additional funds allocated to NVTrac, web development, and grant writing services.

- 6270 Postage and Delivery: \$4,000** – Postage and mail delivery costs include such activities as routine postage, courier delivery service, and Federal Express delivery.
- 6280 Printing and Reproduction: \$15,000** – Allocated costs for monthly copier per copy charges and other ancillary copying and printing costs associated with Board administration and daily operations.
- 6285 Board Support and Travel: \$15,000** – This allocation includes costs associated with facility costs tied to board and committee meetings and travel to grant activities.
- 6290 Facility Rent/Lease: \$333,924** – Workforce Connections’ office space for operational staff in support of the Board’s administrative and programmatic functions.
- 6300 Telephone: \$40,000** – 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: \$100,000 – an increase of \$20,000** – This line item includes professional agreements and temporary staffing to support program and data support activities. This line item increase will fund additional web development services as well as a grant writer for the Veterans grant proposal.
- 6306 Admin Support Contracts: \$80,000** – This item is for administrative support contracts, including professional agreements and temporary staffing with focus on fiscal and personnel management.
- 6310 Travel (Staff): \$45,000** – 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 fiscal, program and systems management.
- 6390 Utilities: \$0** – This budget line has been reduced to zero because the cost of utilities is included in the monthly lease agreement.

- c. INFORMATION: PY2012 WIA Formula Budget July 1, 2012 through June 30, 2013 and PY2012 Budget Narrative (no change since last Board Meeting)**

workforceCONNECTIONS
PY2012 WIA Formula Budget
July 1, 2012 - June 30, 2013
(Revised Budget - June 2012)

Revenue by Funding Stream	Approved Budget PY2012		Proposed Budget PY2012		\$ Change	Available for LWIB Operations		Community Resource Allocations		TOTAL		
	Budget	2012	Budget	2012		10% Admin	10% Program	Allocations	Allocations			
PY2012 Adult			6,316,715	6,316,715	30,774		631,672	5,053,371	6,316,715			
PY2012 Dislocated Worker			6,847,926	6,847,926	104,483		684,793	5,478,340	6,847,926			
PY2012 Youth			6,337,899	6,337,899	21,244		633,790	5,070,319	6,337,899			
PY2011 Adult Carry Forward			1,000,000	1,000,000	-		100,000	800,000	1,000,000			
PY2011 Dislocated Worker Carry Forward			1,000,000	1,000,000	-		100,000	800,000	1,000,000			
PY2011 Youth Carry Forward			3,000,000	3,000,000	-		300,000	2,400,000	3,000,000			
Other Revenues (Interest)			25	25	-		-	-	25			
Governor's Reserve - Strategic Initiative			75,000	(75,000)	-		-	-	25			
Total Revenue by Funding Stream	\$	24,421,064	\$	24,502,565	\$	81,501	\$	2,450,255	\$	19,602,030	\$	24,502,565
								Subtotal Board Operations	\$	4,900,535		

Notes:

1. PY2012 Revenues include WIA funding in the total amount of \$19,502,540.
2. Carry forward funds have been estimated for PY2011 in the amount of \$5,000,000. 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 10% of the total allocation for program management and oversight.
4. WIA funds have a two year life at the local board level and an additional year at the state level.

Community Resource Allocations	Approved Budget PY2012		Proposed Budget PY2012		\$ Change	Community Resource Allocations		TOTAL		
	Budget	2012	Budget	2012		Admin	Program			
Adult Services			5,828,753	5,853,371	24,618		5,853,371	5,853,371		
Dislocated Worker Services			6,194,755	6,278,340	83,585		6,278,340	6,278,340		
Youth Services			7,453,323	7,470,319	16,996		7,470,319	7,470,319		
Subtotal Community Resource Allocations	\$	19,476,831	\$	19,602,030	\$	125,199	\$	19,602,030	\$	19,602,030

Board Operations		Proposed Budget PY2012		\$ Change	Admin		Program	Total				
Budget	2012	Budget	2012		Admin	Program						
Subtotal Operating Expenditures			4,944,233	4,900,535	(43,698)	1,847,034	3,053,501	4,900,535				
Total Expenditures	\$	24,421,064	\$	24,502,565	\$	1,847,034	\$	3,053,501	\$	19,602,030	\$	24,502,565
Fund Balance	\$	-	\$	-	\$	603,221	\$	(603,221)	\$	-	\$	-

NOTE: PY2012 funding period is available July 1, 2012 through June 30, 2014 (after two years, funds revert to the State for one additional year)
 PY2011 funding period is available July 1, 2011 through June 30, 2013 (after two years, funds revert to the State for one additional year)

workforceCONNECTIONS
PY2012 WIA Formula Budget
July 1, 2012 - June 30, 2013
(Revised Budget - June 2012)

	Board Operations		Proposed		\$ Change	Admin		Program	Total
	Approved Budget PY2012	Budget PY2012	Budget PY2012	Budget PY2012		Admin	Program		
6100 Audit/Accounting Services	350,000	350,000							350,000
6120 Bank/Payroll Services	6,000	6,000							6,000
6130 Equipment/Furniture	75,000	75,000							75,000
6130-11 NVTrac - Data Tracking System	100,000	100,000							100,000
6140 Equipment Repairs	1,500	1,500							1,500
6150 Legal Publication/Advertising	18,000	18,000							18,000
6160 Dues & Subscriptions	12,000	12,000							12,000
6170 Equipment Rental	15,000	15,000							15,000
6190 Insurance	40,000	40,000							40,000
6200 Facilities Maintenance	5,000	5,000							5,000
6210 Legal Fees	50,000	50,000							50,000
6230 License & Permits	3,000	3,000							3,000
6250 Office Supplies	15,000	15,000							15,000
6260 Salaries	2,413,763	2,413,763							2,413,763
6265 Employee Fringe Benefits	809,818	809,818							809,818
6270 Postage & Delivery	3,000	3,000							3,000
6280 Printing & Reproduction	12,000	12,000							12,000
6285 Board Support & Travel	8,000	8,000							8,000
6290 Facility Rent/Lease	365,348	365,348							365,348
6300 Telephone	30,000	30,000							30,000
6305 Program Support Contracts	30,000	30,000							30,000
6306 Admin Support Contracts	145,000	145,000							145,000
6310 Travel - Staff	40,000	40,000							40,000
6320 Training & Seminars - Staff	40,000	40,000							40,000
6390 Utilities (included in Rent)	-	-							-
6440 Systems Communications Support	50,000	50,000							50,000
6500 Workforce Development Outreach	30,000	30,000							30,000
6550 Employer Payroll Taxes	71,804	71,804							71,804
6700 Youth Program Activities	15,000	15,000							15,000
6720 Adult/DW Program Activities	15,000	15,000							15,000
6850 Strategic Initiative - Governor's Reserve	75,000	75,000							75,000
6850 Strategic Initiative - WIA	100,000	141,302	(75,000)	41,302					141,302
Subtotal Board Operations	4,944,233	4,900,535	(43,698)	41,302		1,847,034		3,053,501	4,900,535

**Workforce Connections
Program Year 2012
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 2012 allotted funds are in the amount of \$19,502,540 which is allocated among the three funding streams: Adult - \$6,316,715, Dislocated Worker - \$6,847,926, and Youth - \$6,337,899.

Overall funding for PY 2012 was increased by \$1,301,929 (7.15%), compared to the Program Year 2011 WIA allocation which was \$18,200,611.

Other anticipated funding includes operating carry forward funds from Program Year 2011 WIA allocation estimated at \$5,000,000 and interest at \$25.

Total budgeted revenues for PY 2012 are \$24,502,565.

Expenditures – Service Providers/Contractors/Vendors:

On May 22, 2012, the Board approved extension of the Adult and Dislocated Worker PY2011 contracts in the amount of \$9,100,000 and a new PY2012 contract for adult re-entry services in the amount of \$700,000. In May and June 2012, the Board approved Youth PY2012 contracts in the amount of \$2,000,000 for out-of-school, \$1,944,000 for in-school youth programs, and \$300,000 for the youth re-entry program. The Board also approved an extension for Lincoln County's youth program in the amount of \$100,000.

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 had allocated 16% of the total budget allocation. Effective July 1, 2012, the Board of Directors elected to reduce the programmatic amount to 10%. Such operational and management oversight includes but is 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

6100 - Audit/Accounting Services: \$350,000 – Allocated costs for the A-133 audit as well as extended accounting, financial consulting, and technical support.

A-133 Audit	\$175,000
Accounting Services	\$175,000

6120 Bank/Payroll Services: \$6,000 – Allocated costs for various banking services which include wire transfers, ACH payments, and payroll services.

6130 Equipment/Furniture: \$75,000 – Allocated costs for equipment and furniture including computers, servers, and furniture for administrative and programmatic support staff.

6130-11 NVTrac: \$100,000 – Allocated costs for contractual expenditures related to the completion and maintenance of the NVTrac data tracking system.

6140 Equipment Repairs: \$1,500 – Allocated costs for equipment repair or breakdowns. This account line also provides funds for repairs to our green training vehicle.

6150 Legal Publication/Advertising: \$18,000 – Allocated costs for legal publications including job postings, Request for Proposals notices, and controlled advertisements.

6160 Dues and Subscriptions: \$12,000 – Allocated costs for memberships in trade and technical associations that benefit Workforce Connections' outreach and oversight initiatives. They offer valuable key contacts for workforce/economic development and technical information support.

- 6170 Equipment Rental: \$15,000** – Allocated costs for existing leases on copiers and postage meter equipment as well as any rental equipment needed in daily operations.
- 6190 Insurance: \$40,000** – Allocated costs for Board anticipated liability insurance costs for workers’ compensation, general business liability, and Board of Directors’ and officers’ omission and errors liability. This line also provides auto insurance for our green training vehicle.
- 6200 Facilities Maintenance: \$5,000** – Allocated costs for facility repairs or maintenance not included in the monthly rent payments for Workforce Connections’ administration offices.
- 6210 Legal Counsel Fees: \$50,000** – Allocated costs for legal services in areas such as board and official open meetings preparation including review of agendas, contract agreements, RFPs, and policies.
- 6230 License and Permits: \$3,000** – Allocated costs for software licenses and permits associated with new computers or purchased upgrades for current software.
- 6250 Office Supplies: \$15,000** – Allocated costs for various office supplies needed for every day operations.
- 6260 - Salaries: \$2,413,763** – Allocated costs for administrative and program staff salaries.
- 6265 - Employee Fringe Benefits: \$809,818** – Allocated costs for employee benefits including medical, dental, life insurance, and Public Employees Retirement System (PERS) contributions. A rate of 35% of the total salaries is used to calculate the fringe benefits.
- 6270 Postage and Delivery: \$3,000** – Allocated costs for postage and mail delivery including such activities as routine postage, courier delivery service, and Federal Express delivery.
- 6280 Printing and Reproduction: \$12,000** – Allocated costs for monthly copier per copy charges and other ancillary copying and printing costs associated with Board administration and daily operations.
- 6285 Board Support and Travel: \$8,000** – Allocated costs for facility and event related charges tied to board and committee meetings and Board travel to grant activities.

- 6290 Facility Rent and Lease: \$365,348** – Allocated costs for Workforce Connections’ office space for staff in support of the Board’s administrative and programmatic functions.
- 6300 Telephone: \$30,000** – Allocated costs for all activities related to telephone services including local and long distance phone charges and wireless communication.
- 6305 Program Support Contracts: \$30,000** – Allocated costs for program support agreements and temporary staffing to support program and data support activities.
- 6306 Admin Support Contracts: \$145,000** – Allocated costs for administrative support agreements and temporary staffing with focus on administrative, fiscal, and personnel management.
- 6310 Travel (Staff): \$30,000 – a decrease of \$10,000** – Allocated costs for local mileage and out-of-town staff travel for grant related matters such as State and USDOL sponsored training and conferences. This account line 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. This line item decrease is the result of the reduction in force which will result in a decrease in local mileage charges.
- 6320 Training and Seminars (Staff): \$40,000** – Allocated costs for staff training and seminars for both local and out-of-town locations for fiscal, program, and systems management.
- 6390 Utilities: \$0** – Allocated costs for utilities which are currently included in the monthly lease agreement.
- 6440 Systems Communications Support: \$50,000** – Allocated costs for support systems such as data backup, T-1 lines, and web hosting for internal e-mail support.
- 6500 Workforce Development Outreach Initiatives: \$30,000** – Allocated costs for business and employer outreach initiatives to attract businesses and establish partnerships for workforce development and employer services.
- 6550 - Employer Payroll Taxes: \$71,804** – Allocated costs for employer payroll taxes which are calculated at 3% of total salaries.
- 6700 Youth Program Activities: \$15,000** – Allocated costs 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** – Allocated costs for adult and dislocated worker program activities outside of daily operations such as service provider trainings and various employability conferences.
- 6850 Strategic Initiatives – Governor’s Reserve: \$0 – a decrease of \$75,000**– This account line was created to utilize and track strategic projects in support of workforce initiatives with detailed tactics and strategies in response to unanticipated high demand workforce needs. As such, an incentive award of \$75,000 was allocated to Workforce Connections in recognition of outstanding workforce development services oversight and delivery. This line item decrease is a result of the awarding of the Governor’s Reserve funding to the Clark County Summer Business Institute in May 2012 for their summer youth program.
- 6850 Strategic Initiatives: \$141,302 – a budget increase of \$41,302** – This account line was created to utilize and track strategic projects in support of workforce initiatives with detailed tactics and strategies in response to unanticipated high demand workforce needs. These funds are available to be allocated for future workforce initiatives approved by the Board. This line item increase is based on the actual WIA allocation from the State of Nevada in the amount of \$31,302 and the savings of \$10,000 in staff travel.

d. REVIEW, DISCUSS, and ACCEPT:

- i. Budget vs. Actual Finance Report (Workforce Connections' Operations) for the Period July 1, 2011 through June 30, 2012 (Formula WIA)
- ii. PY2011 Awards & Expenditures Report – Monthly Update
- iii. Adult/Dislocated Worker & Youth Funding Plans
- iv. Audit Findings for Program Year 2010 (Year Ended June 30, 2011) Report

MAY 2012 REPORT

workforce CONNECTIONS

PY2011 WIA Formula Expenses

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

Administrative and Program Operating Budget

Line Item Number	Budget			ACTUAL EXPENSES			% of Program Year Remaining			% of Program Year Concluded			91.67%	
	Operating Expenses		Total	Program		Total	Admin		Program	Admin		Program		Total
	Admin	Program		Admin	Program		Admin	Program		Admin	Program			
6100	Audit/Accounting Services	430,000	0	397,040	0	397,040	32,960	0	32,960	92.33%	0.00%	0.00%	92.33%	
6120/6129	Bank/Payroll Services	6,000	0	8,623	0	8,623	-2,623	0	-2,623	143.71%	0.00%	0.00%	143.71%	
6130	Equipment/Furniture	42,000	108,000	150,000	85,427	100,839	26,588	22,573	49,161	36.70%	79.10%	71.67%	67.23%	
6130-11	NV Trac Data Tracking Systems	0	180,000	180,000	0	129,000	0	51,000	51,000	0.00%	71.67%	71.67%	71.67%	
6140	Equipment Repairs	700	1,800	2,500	0	0	700	1,800	2,500	0.00%	0.00%	0.00%	0.00%	
6150	Legal Publication/Advertising	8,400	21,600	30,000	4,105	14,430	4,295	11,275	15,570	48.87%	47.80%	47.80%	48.10%	
6160	Dues & Subscriptions	3,500	9,000	12,500	3,383	6,856	10,240	117	2,261	96.66%	76.18%	76.18%	81.92%	
6170	Equipment Rental	6,790	17,460	24,250	6,066	12,421	18,487	724	5,039	89.34%	71.14%	71.14%	76.24%	
6190	Insurance	8,400	21,600	30,000	3,195	8,309	11,504	5,205	18,496	38.04%	38.47%	38.47%	38.35%	
6200	Facilities Maintenance	2,800	7,200	10,000	1,808	3,901	5,709	992	4,291	64.57%	54.18%	54.18%	57.09%	
6210	Legal Fees	50,000	0	50,000	36,512	0	36,512	13,488	0	73.02%	0.00%	0.00%	73.02%	
6230	License & Permits	1,120	2,880	4,000	817	1,221	2,038	303	1,659	72.99%	42.38%	42.38%	50.95%	
6250	Office Supplies	7,000	18,000	25,000	5,478	11,749	17,227	1,522	6,251	78.26%	65.27%	65.27%	68.91%	
6260	Salaries	949,245	1,927,255	2,876,500	821,815	1,694,135	2,515,949	127,430	233,120	86.58%	87.90%	87.90%	87.47%	
6265	Employee Fringe Benefits	332,236	674,539	1,006,775	227,644	475,543	703,188	104,592	198,996	68.52%	70.50%	70.50%	69.65%	
6270	Postage & Delivery	1,120	2,880	4,000	1,013	2,111	3,124	107	769	90.46%	73.29%	73.29%	78.10%	
6280	Printing & Reproduction	4,200	10,800	15,000	3,413	6,980	10,394	787	3,820	81.27%	64.53%	64.53%	69.29%	
6285	Board Travel & Training	0	10,000	10,000	0	5,430	5,430	0	4,570	0.00%	54.30%	54.30%	54.30%	
6290	Rent	93,499	240,425	333,924	84,009	169,204	253,214	9,490	71,221	89.85%	70.38%	70.38%	75.83%	
6300	Telephone	11,200	28,800	40,000	9,374	19,329	28,703	1,826	9,471	83.70%	67.12%	67.12%	71.76%	
6305/6306	Contract Services	80,000	100,000	180,000	67,541	74,134	141,675	12,459	25,866	84.43%	74.13%	74.13%	78.71%	
6310	Staff Travel	12,600	32,400	45,000	8,517	18,945	27,462	4,093	13,455	67.59%	58.47%	58.47%	61.03%	
6320	Training & Seminars - staff	18,200	46,800	65,000	7,892	18,925	26,817	10,308	27,875	43.36%	40.44%	40.44%	41.26%	
6440	System Communication Support	19,600	50,400	70,000	17,389	37,100	54,489	2,211	13,300	88.72%	73.61%	73.61%	77.84%	
6500	Outreach	18,200	46,800	65,000	15,578	33,115	48,693	2,622	13,665	85.60%	70.76%	70.76%	74.91%	
6550	Employer Payroll Taxes	28,477	57,817	86,294	19,513	45,778	65,291	8,964	12,039	68.52%	79.18%	79.18%	75.66%	
6700	Youth Program Activities	0	25,000	25,000	0	16,486	16,486	0	8,514	0.00%	65.94%	65.94%	65.94%	
6720	Adult/DW Program Activities	0	25,000	25,000	0	2,459	2,459	0	22,541	0.00%	9.84%	9.84%	9.84%	
6850	Strategic Initiative (Operations)	0	435,352	435,352	0	0	0	0	435,352	0.00%	0.00%	0.00%	0.00%	
	Total	2,135,287	4,101,808	6,237,095	1,766,138	2,888,985	4,655,023	369,149	1,212,923	82.71%	70.43%	70.43%	74.63%	



6120 / 6129 Bank/Payroll Services -- Semi-annual bank charges are higher than projected, the budget will be adjusted in July.

workforce CONNECTIONS
Awards and Expenditures
Program Year 2011 Adult/Dislocated Worker Programs
AS of June 4, 2012

Amounts for Providers reflect invoiced allowable expenditures through April 2012. Providers with a star (*) after their name only reflect expenditures through March 2012.
 Amounts for Internal Programs reflect expenditures through May 25, 2012.
WIA PY11 Adult and Dislocated Worker Green Sector

Provider	Contract Award	Adult Expenditures	DW Expenditures	Total Invoiced	% Spent	Remaining Balance	PY11 SESP Expenses
Bridge Counseling Associates	\$ 500,000.00	\$ 232,906.77	\$ 165,986.92	\$ 398,893.69	79.78%	101,106.31	48,300.00
GNJ Family Life Center	\$ 600,000.00	\$ 247,502.90	\$ 228,703.18	\$ 476,206.08	79.37%	123,793.92	33,000.00
Goodwill of Southern Nevada	\$ 600,000.00	\$ 292,556.85	\$ 119,713.31	\$ 412,270.16	68.71%	187,729.84	30,605.50
Latin Chamber Foundation	\$ 600,000.00	\$ 222,173.80	\$ 169,834.18	\$ 392,007.98	65.33%	207,992.02	55,392.00
Nevada Partners, Inc	\$ 600,000.00	\$ 224,369.41	\$ 210,068.97	\$ 434,438.38	72.41%	165,561.62	32,206.91
So. NV Regional Housing Authority	\$ 175,000.00	\$ 46,128.19	\$ 44,525.52	\$ 90,653.71	51.80%	84,346.29	8,847.50
Total	\$ 3,075,000.00	\$ 1,265,637.92	\$ 938,832.08	\$ 2,204,470.00	71.69%	870,530.00	208,351.91

WIA PY11 Adult and Dislocated Worker Health Sector

Provider	Contract Award	Adult Expenditures	DW Expenditures	Total Invoiced	% Spent	Remaining Balance	PY11 SESP Expenses
CCSD - Desert Rose	\$ 500,000.00	\$ 92,906.53	\$ 4,181.79	\$ 97,088.32	19.42%	402,911.68	-
Foundation for an Independent Tomorrow	\$ 600,000.00	\$ 267,713.06	\$ 239,414.62	\$ 507,127.68	84.52%	92,872.32	1,000.00
Latin Chamber Foundation	\$ 600,000.00	\$ 226,689.78	\$ 140,273.04	\$ 366,962.82	61.16%	233,037.18	See Green Above
Nevada Hospital Association	\$ 600,000.00	\$ 145,528.58	\$ 5,455.52	\$ 150,984.10	25.16%	449,015.90	See Green Above
Nevada Partners, Inc	\$ 600,000.00	\$ 249,195.58	\$ 136,592.11	\$ 385,787.69	64.30%	214,212.31	See Green Above
So. NV Medical Industry Coalition - ended 1/31/12	\$ 384,397.83	\$ 305,192.41	\$ 79,205.42	\$ 384,397.83	100.00%	-	See Green Above
So. NV Regional Housing Authority	\$ 175,000.00	\$ 56,484.82	\$ 51,386.17	\$ 107,870.99	61.64%	67,129.01	See Green Above
Total	\$ 3,459,397.83	\$ 1,343,710.76	\$ 656,508.67	\$ 2,000,219.43	57.82%	1,392,049.39	1,000.00

WIA PY11 Adult and Dislocated Worker Rural Services

Provider	Contract Award	Adult Expenditures	DW Expenditures	Total Invoiced	% Spent	Remaining Balance	PY11 SESP Expenses
Nye Communities Coalition	\$ 750,000.00	\$ 289,641.72	\$ 224,935.96	\$ 514,577.68	68.61%	235,422.32	15,127.05
Total	\$ 750,000.00	\$ 289,641.72	\$ 224,935.96	\$ 514,577.68	68.61%	235,422.32	15,127.05

WIA PY11 Internal Programs

Provider	Contract Award	Adult Expenditures	DW Expenditures	Total Invoiced	% Spent	Remaining Balance
Pride Re-Entry	\$ 500,000.00	\$ 322,904.46	\$ -	\$ 322,904.46	64.58%	177,095.54
Total	\$ 500,000.00	\$ 322,904.46	\$ -	\$ 322,904.46	64.58%	177,095.54

WIA PY11 To Be Allocated Amounts

Contract	Contract Award	Adult Expenditures	DW Expenditures	Total Invoiced	% Spent	Remaining Balance
To be allocated	\$ 3,550,441.17	\$ -	\$ -	\$ -	0.00%	3,550,441.17
Total	\$ 3,550,441.17	\$ -	\$ -	\$ -	0.00%	\$ 3,550,441.17
Total PY11 Adult/DW	11,334,839.00	3,221,894.86	1,820,276.71	5,042,171.57	44.48%	6,225,538.42

workforce CONNECTIONS
Awards and Expenditures
Program Year 2011 WIA Formula
As of June 4, 2012

Amounts for Providers reflect invoiced allowable expenditures through April 2012. Providers with a star (*) after their name only reflect expenditures through March 2012.
Amounts for Internal Programs reflect expenditures through May 25, 2012.
WIA PY11 Youth General

Provider	Contract Award	Youth In-School Expenditures	Youth Out-Of-School Expenditures	Total Invoiced	% Spent	Remaining Balance
CCSD - Desert Rose	\$ 362,000.00	\$ 109,218.21	\$ 40,500.21	\$ 149,718.42	41.36%	212,281.58
HELP of Southern Nevada	\$ 1,913,000.00	\$ 134,556.69	\$ 249,684.43	\$ 384,241.12	20.09%	1,528,758.88
Latin Chamber - Green Consortium	\$ 500,000.00	\$ -	\$ -	\$ -	0.00%	500,000.00
Nevada Partners, Inc	\$ 1,177,909.00	\$ 141,585.60	\$ 166,152.40	\$ 307,738.00	26.13%	870,171.00
Nye Communities Coalition (Year Round)	\$ 388,753.00	\$ 82,571.54	\$ 48,613.00	\$ 131,184.54	33.74%	257,568.46
Nye Communities Coalition (Summer) - ended 9/30/11	\$ 48,514.00	\$ 34,427.16	\$ 14,019.15	\$ 48,446.31	99.86%	67.69
So. NV Children First	\$ 125,000.00	\$ 31,511.89	\$ 46,407.44	\$ 77,919.33	62.34%	47,080.67
Total	\$ 4,515,176.00	\$ 533,871.09	\$ 565,376.63	\$ 1,099,247.72	24.35%	\$ 3,415,928.28
		49%	51%			

WIA PY11 Youth Tri County

Provider	Contract Award	Youth In-School Expenditures	Youth Out-Of-School Expenditures	Total Invoiced	% Spent	Remaining Balance
Lincoln County School District (Tri-County)	\$ 100,000.00	\$ 16,871.77	\$ 26,656.71	\$ 43,528.48	43.53%	56,471.52
Nye Communities Coalition (Tri-County)	\$ 150,000.00	\$ 25,697.21	\$ 25,889.14	\$ 51,586.35	34.39%	98,413.65
Total	\$ 250,000.00	\$ 42,568.98	\$ 52,545.85	\$ 95,114.83	38.05%	\$ 154,885.17
		45%	55%			

WIA PY11 Internal Program Amounts

Provider	Contract Award	Youth In-School Expenditures	Youth Out-Of-School Expenditures	Total Invoiced	% Spent	Remaining Balance
RFL Graduate Advocate Initiative	\$ 900,000.00	\$ 461,140.88	\$ -	\$ 461,140.88	51.24%	438,859.12
Total	\$ 900,000.00	\$ 461,140.88	\$ -	\$ 461,140.88	51.24%	438,859.12
		100%	0%			

WIA PY11 To Be Allocated Amounts

Provider	Contract Award	Youth In-School Expenditures	Youth Out-Of-School Expenditures	Total Invoiced	% Spent	Remaining Balance
Youth Summer Component - TBD	\$ 500,000.00	\$ -	\$ -	\$ -	0.00%	500,000.00
To be allocated	\$ 248,160.00	\$ -	\$ -	\$ -	0.00%	248,160.00
Total	\$ 748,160.00	\$ -	\$ -	\$ -	0.00%	748,160.00
		0%	0%			
Total Youth	6,413,336.00	1,037,580.95	617,922.48	1,655,503.43	25.81%	4,757,832.57
		63%	37%			

workforce CONNECTIONS
Awards and Expenditures
As of June 4, 2012

Amounts for Providers reflect invoiced allowable expenditures through April 2012. Providers with a star (*) after their name only reflect expenditures through March 2012.
 Amounts for Internal Programs reflect expenditures through May 25, 2012.
WIA PY10/PY11 Governor's Reserve Youth

Provider	Contract Award	Total Invoiced	% Spent	Remaining Balance
Clark County - Summer Business Institute - ended 9/2011	\$ 299,028.00	\$ 260,471.92	87.11%	38,556.08
Clark County - Summer Business Institute - for summer 2012	\$ 75,000.00	\$ -	0.00%	75,000.00
Nevada Public Education Foundation - ended 1/2012	\$ 645,000.00	\$ 644,999.30	100.00%	0.70
Total	\$ 1,019,028.00	\$ 905,471.22	88.86%	\$ 113,556.78

WIA PY10 Internal Programs Ongoing

Program	Contract Award	Total Invoiced	% Spent	Remaining Balance
Pride Re-Entry - carryforward amount remaining from PY10	\$ 239,964.76	\$ 239,964.76	100.00%	-
Caliente - ends 6/2012	\$ 246,206.00	\$ 170,803.49	69.37%	75,402.51
Total	\$ 486,170.76	\$ 410,768.25	84.49%	\$ 75,402.51

Direct Grants

Program	Contract Award	Total Invoiced	% Spent	Remaining Balance
Department of Justice - Get Out - ends 9/2012	\$ 692,096.00	\$ 519,410.65	75.05%	172,685.35
Health Resources and Services Admin. (HRSA) - ends 9/2012	\$ 140,509.00	\$ 123,964.60	88.23%	16,544.40
Layoff Aversion - Rapid Response - ends 6/2012	\$ 210,000.00	\$ 137,646.22	65.55%	72,353.78
State Energy Sector Partnership (SESP) - ends 1/2013	\$ 3,503,000.00	\$ 2,146,615.97	61.28%	1,356,384.03
Youth Build PY09 - CCSD - Desert Rose - ended 6/2011	\$ 161,559.11	\$ 161,559.11	100.00%	-
Youth Build PY09 - GNJ Family Life Center - ended 6/2011	\$ 552,338.93	\$ 552,338.93	100.00%	-
Youth Build PY09 - WC - ends 6/2012	\$ 386,101.96	\$ 321,227.89	83.20%	64,874.07
Youth Build PY11 - CCSD Desert Rose - ends 5/2013	\$ 158,584.00	\$ 16,810.29	10.60%	141,773.71
Youth Build PY11 - WC - ends 5/2013	\$ 941,416.00	\$ 294,611.39	31.29%	646,804.61
Total	\$ 6,745,605.00	\$ 4,274,185.05	63.36%	\$ 2,471,419.95

**Workforce Connections
Adult and Dislocated Worker Funding Plan
June 5, 2012**

	Available Funds	Projections Based on Monthly Invoices						One Year + 3 Months TOTAL	Remaining
		Apr-Jun 2012 3 Months	Jul-Sep 2012 3 Months	Oct-Dec 2012 3 Months	Jan-Mar 2013 3 Months	Apr-Jun 2013 3 Months			
REVENUES (Available as of June 5, 2012)									
PY2011 Adult and DW Funding	5,641,915	2,054,602	3,587,313	3,795,733	3,770,733	3,770,733	5,641,915		
PY2012 Adult and DW Funding	13,164,641	2,054,602	458,420	3,770,733	3,770,733	3,770,733	11,795,619	1,369,022	
TOTAL REVENUES	18,806,556	4,045,733	4,045,733	3,795,733	3,770,733	3,770,733	17,437,534	1,369,022	
EXPENDITURES									
Service Provider Contracts									
PY2011 Current Contracts		1,007,506	1,500,000				2,507,506		
Internal Programs									
Pride Reentry Program		177,096					177,096		
Operations									
Administration and Programs		870,000	758,233	758,233	758,233	758,233	3,902,932		
Pending Contracts									
PY2011 Adult and DW Contract Extensions (\$9.1 million)			1,300,000	2,600,000	2,600,000	2,600,000	9,100,000		
PY2012 Reentry Program (\$700,000)			175,000	175,000	175,000	175,000	700,000		
PY2012 Lincoln County Rural Services (\$50,000)			12,500	12,500	12,500	12,500	50,000		
PY2012 One-Stop Operation (\$1.0 million)			300,000	250,000	225,000	225,000	1,000,000		
TOTAL		2,054,602	4,045,733	3,795,733	3,770,733	3,770,733	17,437,534	1,000,000	

PY2011 funding period is available July 1, 2011 through June 30, 2013 (after two years, funds revert to the State for one additional year)
 PY2012 funding period is available July 1, 2012 through June 30, 2014 (after two years, funds revert to the State for one additional year)

**Workforce Connections
Youth Funding Plan
June 5, 2012**

	Available Funds	Projections Based on Monthly Invoices					One Year + 3 Months TOTAL	Remaining
		Apr-Jun 2012 3 Months	Jul-Sep 2012 3 Months	Oct-Dec 2012 3 Months	Jan-Mar 2013 3 Months	Apr-Jun 2013 3 Months		
REVENUES (Available as of June 5, 2012)								
Governor's Reserve Incentive PY2010 Youth Funding	75,000	25,000	50,000				75,000	-
PY2011 Youth Funding	-		2,960,291				5,424,291	-
PY2012 Youth Funding	6,337,899	2,464,000	613,709	1,752,000	1,752,000	1,752,000	5,869,709	-
TOTAL REVENUES	11,837,190	2,489,000	3,624,000	1,752,000	1,752,000	1,752,000	11,369,000	468,190
EXPENDITURES								
Service Provider Contracts								
Current Contracts (ending date 9/30/2012)		587,000	822,000				1,409,000	
New Amendments (Board approved 3/27/12)								
Nye Communities (ending 6/30/2012)		89,000					89,000	
Nevada Partners (ending 6/30/2012)		678,000					678,000	
HELP (ending 9/30/2012)		300,000	900,000				1,200,000	
Internal Programs								
Graduate Advocate Initiative		360,000					360,000	
Caliente Reentry		25,000					25,000	
Operations								
Administration and Programs		325,000	466,000	466,000	466,000	466,000	2,189,000	
Pending Contracts								
Governor's Reserve - CC Summer Business Institute		25,000	50,000				75,000	
PY2011 Lincoln County Contract Extension \$100,000		100,000	25,000	25,000	25,000	25,000	100,000	
PY2012 Youth Summer Component/Year Round \$1,000,000			300,000	200,000	200,000	200,000	1,000,000	
PY2012 Youth Re-entry \$300,000			75,000	75,000	75,000	75,000	300,000	
PY2012 Youth Out-of-School Contracts \$2,000,000			500,000	500,000	500,000	500,000	2,000,000	
PY2012 Youth In-School Contracts \$1,700,000			425,000	425,000	425,000	425,000	1,700,000	
PY2012 Youth In-School \$244,000 (Two Additional Schools)			61,000	61,000	61,000	61,000	244,000	
TOTAL		2,489,000	3,624,000	1,752,000	1,752,000	1,752,000	11,369,000	0.63 Months

PY2010 funding period is available July 1, 2010 through June 30, 2012 (after two years, funds revert to the State for one additional year)
 PY2011 funding period is available July 1, 2011 through June 30, 2013 (after two years, funds revert to the State for one additional year)
 PY2012 funding period is available July 1, 2012 through June 30, 2014 (after two years, funds revert to the State for one additional year)

workforce CONNECTIONS

Audit Findings for PY2010
(Year Ended June 30, 2011)

Monthly Status Report
June 2012

Finding	Type	Description	Target Date	Audit					
				PY2010 ended 6/30/2011 (2/24/2011)	PY2009 ended 6/30/2010 (4/29/2011)	PY2008 ended 6/30/2009 (06/08/2010)	PY2007 ended 6/30/2008 (09/22/2009)	PY2006 ended 6/30/2007 (07/22/2008)	
11-1	Financial Reporting	Lack of Policies and Procedures and GAAP adherence - improved from last year but still lacks effective policy and procedures	May/June 2012	X	X	X	X	X	
		Status: A new financial system was implemented in January 2012. The system will improve the entry and reporting of financial data as well as assist in the implementation of more control and accountability.							
		Action: Sept 2011 - Completed configuration of the new financial system, began staff training, and determined original staff assignments.							
		Action: May 2012 - Document the final reconciliation of Financial Edge to QuickBooks for July through December.							
		Action: May/June 2012 - Update written policies and procedures for Financial Edge.							
		Finding Status: Jun 2012 - QuickBooks policies were in place Jul 2011 and new policies for Financial Edge will be in place by Jun 2012. This portion of the finding should reflect substantial progress for the June 30, 2012 audit.							
11-2	Financial Reporting	Lack of insufficient skills and knowledge to perform governmental accounting utilizing GAAP - improved from last year but still needs improvement	June 2012						
		Status: The new Finance Manager will provide the expertise necessary to provide the skills and knowledge that have been needed.							
		Action: Mar 2012 - New Finance Manager hired February 27, 2012.							
		Action: May 2012 - Extensive training on DOL fiscal regulations was provided to all administrative and program staff including Finance.							
		Finding Status: Jun 2012 - In addition to interim audit services from Jul through Sep 2011, a new Finance Manager (Feb 2012), Financial Analyst (Jul 2011), and Financial Consultant (Aug 2011) were hired to expand the expertise of the finance staff. This finding should reflect substantial progress for the June 30, 2012 audit.							

workforce CONNECTIONS

Audit Findings for PY2010
(Year Ended June 30, 2011)

Monthly Status Report
June 2012

Finding	Type	Description	Target Date	Audit					
				PY2010 ended 6/30/2011	PY2009 ended 6/30/2010	PY2008 ended 6/30/2009	PY2007 ended 6/30/2008	PY2006 ended 6/30/2007	
11-3	Federal Grants	<p>SEFA schedules did not agree with supporting records or documentation</p> <p>Status: The SEFA continues to be reconciled to the supporting draw and invoice records.</p> <p>Action: May 2012 - Continue to reconcile PY11 SEFA to transactions in the new FE Financial System. Document monthly procedure, review and approval.</p> <p>Finding Status: Jun 2012 - Monthly reconciliation and close processes will be implemented and documented for Jul 2011 through Jun 2012 in Financial Edge by Jul 2012. This finding should reflect substantial progress for the June 30, 2012 audit.</p> <p>Action: Ongoing - Update and reconcile the PY11 SEFA each month through year end.</p>	June 2012	X	X	X	X	X	
		<p>Grant funds expended for purposes other than the purpose specified in drawdown.</p> <p>Status: The SEFA has been kept up-to-date since April 2011. This resulted in improved drawdown calculations and reduces discrepancies.</p> <p>Action: May 2012 - Continue to update the PY11 SEFA worksheet ensuring that discrepancies between the drawdown requests and the actual expenditures are identified in a timely manner.</p> <p>Finding Status: Jun 2012 - Progress had been made including implementation of a working capital balance and weekly reimbursement draw process in Jan 2012 for WC Operations as well as the monthly SEFA reconciliation process to be completed in Jul 2012. This finding should reflect substantial progress for the June 30, 2012 audit.</p> <p>Action: Ongoing - the SEFA must be kept up-to-date monthly to ensure accuracy.</p>	May 2012	X	X	X			
		<p>Requests for funds need to be complete, accurate, and agree to supporting documentation.</p> <p>Status: It currently takes DETR one to three weeks to process a drawdown request. Because Workforce Connections does not have cash available to pay expenditures and then request reimbursements, cash management can be very difficult.</p> <p>Action: Dec 2011 - Review the split between programs for the operations drawdowns. allows weekly reimbursement of expenses. Implement program draw percentages based on prior month's cost allocation.</p> <p>Action: Mar 2012 - Review revenue postings and service provider payments to ensure timely and accurate funding draws with prompt disbursement of funds.</p> <p>Finding Status: Jun 2012 - Request for funds are reconciled to the SEFA in the new monthly reconciliation process to be completed in Jul 2012. This finding should reflect substantial progress for the June 30, 2012 audit.</p> <p>Action: Ongoing - The Finance Manager and Interim Executive Director will continue to work with DETR to review and improve the drawdown payment process.</p>	March 2012	X	X				
11-4	Federal Grants								
11-5	Federal Grants								

workforce CONNECTIONS

Audit Findings for PY2010
(Year Ended June 30, 2011)

Monthly Status Report
June 2012

Finding	Type	Description	Target Date	Audit					
				PY2010 ended (2/24/2011)	PY2009 ended (4/29/2011)	PY2008 ended (6/30/2009)	PY2007 ended (09/22/2008)	PY2006 ended (6/30/2007)	
11-5 cont.		Funding federal grants in advance - excessive time elapsed between receipt of funds and disbursement of funds	August 2011						
		Status: The updated monthly SEFA process has corrected the delayed payment processing for subrecipients. After a preliminary review, the drawdowns are requested from DETR. While waiting for payment, the documents are reviewed by program staff for allowable costs and then by finance staff for accuracy of the calculations and account coding.							
		Action: Apr 2012 - Continue to update the PY11 SEFA worksheet as drawdowns occur. Finding Status: Jun 2012 - Disbursements continue to be made in a timely manner. This finding should not repeat for the June 30, 2012 audit.							
		Action: Ongoing - continue to review the process to ensure that documents are processed and paid in a timely manner.							
11-5	Federal Grants	ARRA - timely reporting of quarterly reports	July 2011	X	X				
		Status: All of the ARRA funds have been expended and there are no more reports due. The June 30, 2011 report was submitted within the 10 day deadline.							
		Action: Aug 2011 - Two ARRA reports were due for June 30, 2011. Both were submitted on time. Action: Oct 2011 - One final ARRA report was submitted on time for Youthbuild. Finding Status: Jun 2012 - All ARRA quarterly reports were filed timely. This finding should not repeat for the June 30, 2012 audit.							
11-7	Federal Grants	Documentation supporting program participant eligibility shall be complete, accurate, and retained	May/June 2012	X					
		Status: Policies and procedures have been developed and annual monitoring by program staff will ensure complete and accurate records.							
		Action: Apr/May 2012 - Program staff continue to provide technical assistance, oversight, and review of files for completion and accuracy. Action: May 2012 - Fiscal and program staff will review to ensure specific issues have been resolved.							
		Action: May/June 2012 - Review and test eligibility for new participants. Finding Status: Jun 2012 - We received this new audit finding on Feb 24, 2012. Technical assistance and monitoring has taken place with WC program staff. Many of the client files for the internal WIA programs will be transitioned to new service providers in Jul 2012. This finding should not repeat for the June 30, 2012 audit. Action: Ongoing - Program staff will continue to monitor records for the internal and direct programs that have participant files.							

workforce CONNECTIONS

Audit Findings for PY2010
(Year Ended June 30, 2011)

Monthly Status Report
June 2012

Finding	Type	Description	Target Date	Audit					
				PY2010 ended 6/30/2011 (2/24/2011)	PY2009 ended 6/30/2010 (4/29/2011)	PY2008 ended 6/30/2009 (06/08/2010)	PY2007 ended 6/30/2008 (09/22/2009)	PY2006 ended 6/30/2007 (07/22/2008)	
11-8	Federal Grants	Sub-recipients awards did not contain the required information	July 2011	X	X	X	X	X	
		Status: A contract template was developed for July 2011 contracts that ensures all data elements will be collected from each service provider. Regarding the failure to identify ARRA funding, there will be no more ARRA contracts issued since all funds have been expended.							
		Action: Sept 2011 - A contract checklist was developed for PY11 contracts to ensure all data elements are collected.							
		Action: May 2012 - Training will be provided on contracts and procurement to WC staff and service providers.							
11-9	Federal Grants	Financial reporting of Form ETA 9130 - timely submissions	July 2011	X	X	X	X	X	
		Status: A spreadsheet was developed for monitoring all report due dates and two fiscal staff are required to monitor the spreadsheet to ensure every report is submitted in advance of its deadline.							
		Action: Nov 2011 - Quarterly direct grant reports are submitted in a timely manner.							
		Action: Jan/Feb 2012 - Quarterly direct grant reports were completed within deadlines.							
11-10	Federal Grants	Monitoring of sub-recipients - Annual Monitoring and Tracking of Findings	August 2011	X	X	X	X	X	
		Status: Dept of Labor requires annual financial reviews of subrecipients. Our policy was updated. A monitoring spreadsheet has been developed to track all findings.							
		Action: Aug 2011 - the Board approved the policy change from semi-annual reviews to annual reviews effective June 2011.							
		Action: May 2012 - Continue the annual fiscal monitoring of all service provider contracts. Reports must be issued within 30 days.							

e. INFORMATION: Workforce Connections Standing Professional Services Contracts

*workforce*CONNECTIONS
PROFESSIONAL SERVICES CONTRACTS
As of 6/15/2012

Contractor/Consultant Scope of Work Summary	Amount of Contract	Procurement Method & WISS/State Approval**	Funding Sources	Term of Contract
BLACKBAUD Fiscal Software Amendment #1 Amendment #2	\$65,041.00 \$8,413.90 \$3,758.78	Competitive	A/DW/Y Formula	6/15/2011 to 9/30//2012
CST PROJECT CONSULTING Development of Responses to clear PY'09-10 A-133 Audit findings; Amendment #1 development and establishment of an effective cash management system	\$74,990.00 \$163,184.00	Sole Source	Governor's Reserve & A/DW/Y Formula	9-15-2011 to 4-22-2012 1-23-2012
JOHN CHAMBERLAIN Attorney-at-Law ARRA/WIA Board/Program/Fiscal Consultant Amendment #1 Program Staff Technical Amendment #2 Assistance/ LEO & Board Technical Assistance	\$20,000.00 \$25,000.00	Sole Source	A/DW/Y Formula	4/1/2008 to 6-30-2012

<p>JANTEC</p> <p>Temporary Employment Services</p> <p>Amendment# 1 Youth WEX Special discount</p> <p>Amendment# 2 Contract Renewal</p>	<p>\$414,537.06* *(Amount includes temporary employees' salaries)</p> <p>\$134,102.73 * actual contractor costs</p>	<p>Competitive</p>	<p>A/DW/Y Formula</p>	<p>2/12/2011 To 2/12/2012</p> <p>2/12/2011 to 2/12/2013</p>
<p>MACEY PRINCE CONSULTANTS</p> <p>Procurement/Polices/Procedures Consultant</p> <p>Amendment #1 Fiscal Staff and Service Providers training; contracts regulatory compliance technical assistance</p>	<p>\$5,000.00</p> <p>\$25,000.00</p>	<p>Competitive</p>	<p>A/DW/Y Formula</p>	<p>9/11/2011 to 6-30-2012</p>
<p>JHART COMMUNICATIONS</p> <p>Co-Host wC's "Strictly Business" Radio shows KCEP & KNUU</p> <p>Amendments #1 thru #3</p> <p>Strictly Business Co-Host; Public Awareness of RFP Workshops; wC's publications of Re-Entry and Youth Request for Proposals; latest Employment Opportunities</p>	<p>\$12,100.00</p> <p>\$1,200.00</p>	<p>Competitive</p>	<p>A/DW/Y Formula</p>	<p>9/23/2011 to 6/30/2012</p>

MARQUIS AURBACH COFFIN Board Legal Counsel Second Contract Board/Staff Legal Counsel	\$100 to \$425 per hour \$100 to \$250 per hour	Sole Source Competitive	A/DW/Y Formula A/DW/Y Formula	5-18-2009 to 2-24-2012 2-24-2012 to 2-24-2013
PCG HUMAN RESOURCES RFP Workshop for the General Public	\$5,000.00	Competitive	A/DW/Y Formula	2-23-2012 To 6-30-2012
PIERCY BOWLER TAYLOR & KERN PY 2010 A-133 Audit Services	\$155,000.00	Competitive	A/DW/Y Formula	10-1-2012 to 3-31-2012
PRISM GLOBAL MANAGMENT In-House HR consultant services Amendment #1 Amendment #2	\$40,000.00 \$27,000.00 \$10,000.00	Competitive	A/DW/Y Formula	10-1-2011 To 9-30-2012
SECOND CHANCE OF SAN DIEGO Implementation and training of wC staff on their "Best Practice" Re- Entry Model Program	\$167,664.00	Competitive	Adult Formula	7-8-2011 To 6-30-2012
WESTCARE OF NEVADA First Contract Re-Entry Substance Abuse Training and Mental Health Training Second Contract	\$182,480.00 \$84,200.00	Competitive <i>(Partner in original N.H.A proposal)</i>	DOJ/Wagner Peysen/ Adult WIA Formula	6-30-2011 to 6-30-2012 7-4-2011 To 6-30-2012

WORKFORCE INSTITUTE Development with staff for IT Innovations Grant <i>[additional travel, per diem and</i> <i>lodging expenditures]</i>	\$15,000.00 \$3,500.00	Competitive	A/DW Formula	2-7-2012 to 4-31-2012
STRATEGIC PROGRESS Grant Writer for Veterans SGA	\$8,000.00	Competitive	A/DW Formula	5/12/2012 To 6/30/2012
UNIVERSITY OF RENO CENTER FOR RESEARCH, DESIGN, & ANALYSIS Evaluation and Analysis Report of the current status of the State of Nevada's Health Care workforce	\$4,500.00	Sole Source	HRSA	3/1/2012 to 6/30/2012

**** All noted professional services contracts were previously approved by DETR and are in compliance with the State's Policy 3.1 Note: State Policy 3.1 states as follows: Professional services with state prior authorization costs of outside professional services rendered by individuals or organizations are allowable.**

8. Interim Executive Director's Update ~ Ardell Galbreth

- a. INFORMATION:** Public Comment Response to State Proposal to Establish Statewide Unified Workforce Investment Board – June 2012
- b. DISCUSSION and POSSIBLE ACTION:** One-Stop System (Center) Lease Agreement and Associated Partners' MOUs
- c. DISCUSSION and POSSIBLE ACTION:** Workforce Connections Board By-Laws
- d. INFORMATION:** BOARD DEVELOPMENT TRAINING - (Scheduled for July 24, 2012)

- a. INFORMATION:** Public Comment Response to State Proposal to Establish
Statewide Unified Workforce Investment Board – June 2012

***Southern Nevada Workforce Investment Area
Chief Local Elected Official Consortium
Public Comment Response
To
State of Nevada
Integrated Workforce Plan for Title I of the Workforce Investment Act of 1998
Wagner-Peyser Act and Agricultural Outreach***

During its meeting on June 6, 2012, the Southern Nevada Workforce Investment Area Chief Elected Officials Consortium voted to oppose the State of Nevada Integrated Workforce Plan for Title I of the Workforce Investment Act of 1998, Wagner-Peyser Act and Agricultural Outreach initiative. The rationale for the opposition is for the following reasons:

- 1 In accordance with the Workforce Investment Act (WIA) Section 116(a)(2) and 20 CFR 661.250(d), since Nevada was not a single local workforce investment area state prior to July 1, 1998, under the Job Training Partnership Act, the Governor or the state has no authority to (is prohibited from) re-designate the State of Nevada as a single service delivery area.
 - a. Even though the proposed state plan indicates Nevada's two local workforce investment areas will remain unchanged, i.e., retain their current formula funds distribution and continue to deliver services in their current jurisdictional areas, according to WIA Section 117(a) a workforce investment board shall be established in each local area. Thus, if the state intends to retain two local workforce investment areas, WIA under Public Law 105-220, requires there to be a local workforce investment board to serve each established local area. Thus, the proposed two Local Workforce Investment Areas, governed under a single board is contrary to WIA.
 - b. Although there have been audit findings associated with Workforce Connections (Southern Nevada Workforce Investment Board), all independent audit reports of financial statements have been designated as "unqualified" which means no significant or substantial violations, and no questioned costs identified. It should also be noted that corrective action associated with the identifying findings has been taken with positive results.
 - c. The overall performance of Workforce Connections has been exceptional—as Governor's Discretionary funds have been awarded to the Southern Nevada Workforce Investment Board three consecutive years for meeting or exceeding established performance measures.

2. In reference to the state's plan focusing on administrative staff and office overhead costs, it should be noted that no more than the statutory limitation of 10% administrative cost has ever been utilized and all expenditures have been in accordance with WIA and associated OMB costs principles. It should also be noted that Workforce Connections Board of Directors have established a programmatic operating cost rate not to exceed 10% during each program year beginning July 1, 2012. This initiative has resulted in increased community resources while ensuring quality employment and training oversight services. Thus, administrative and operating costs expenditures are well within the range of standard Workforce Investment Board functions.
3. Under the state's plan section "Status of the WIA System in Nevada", the state infers that there are only two WIA service providers that have presence in a Nevada JobConnect office, yet in fact for several years in the Southern Nevada Workforce Investment Area there have been WIA service providers in each of the Southern Nevada JobConnect offices. This appears to be a clear indication that staff officials are not close enough to detect and understand the full impact of local workforce investment boards' initiatives—particularly Workforce Connections in Southern Nevada.
4. Under the state's proposed structure, the plan references aligning workforce development delivery in support of the Governor's vision to provide "A vibrant, innovative and sustainable economy" with the mission being "High-quality jobs for Nevadans". However, Workforce Connections' Two-Year Strategic Compliance Plan is clearly aligned with the Governor's vision along with certified assurances from Southern Nevada Workforce Investment Area Chief Elected Officials; Workforce Connections' Board of Directors, and its Interim Executive Director.
 - a. Workforce Connections' Two-Year Compliance Plan outlines specific processes as to how the Southern Nevada area Workforce Investment Board will align its resources and support the Governor's vision by clearly defined employment and training programs and services that meet the needs of Southern Nevada's demand-driven workforce development system, i.e., Nevada JobConnect. With such vetted assurances officially approved and recorded in open public meetings, the Southern Nevada Chief Local Elected Official Consortium sees no need for the state to intervene or take control of any Local Workforce Investment Board initiatives.
 - b. Workforce Connections has revised several of its policies based on direct inputs from both businesses and job seekers to meet or exceed their workforce needs. Workforce Connections' Two-Year Compliance Plan outlines the intense efforts launched to align its workforce development resources with essential partners—in particular, the state's Office on Economic Development and Nevada's System of Higher Education, with community

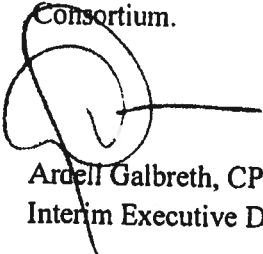
colleges serving as primary training components. The local plan re-establishes its board's governance goal that develops an effective workforce development system that meets the needs of all Southern Nevada stakeholders. With these noted and proved initiatives in place, most importantly, with Workforce Connections' staff serving as project lead in two of Nevada's targeted industry sectors, such a proposed restructuring is unwarranted.

- d. Though the State's plan refers to studies indicating soft utilization of Nevada's community colleges and higher education institutions, such studies fail to point out Workforce Connections' extensive use of On-The-Job Training (OJT) contracts placing a significant number of job seekers in gainful employment. The State's plan cites the lack of collaborative efforts between Local Workforce Investment Boards and industry sectors employers and regional development authorities; however, with Workforce Connections' staff serving lead roles in the state's two most successful industry sector councils, in this instance, one can only conclude there's a disconnect at the state's level.
5. The state expresses a desire to establish comprehensive One-Stop Centers in all Nevada JobConnect locations, i.e., a total of ten throughout the state. Workforce Connections' Board of Directors and Southern Nevada Chief Local Elected Officials Consortium share that same desire; however, to undertake such a task, Local Workforce Investment Boards will require the full support and the collaboration of most all state agencies and officials. This will help establish an environment for co-locating staffs to deliver seamless, comprehensive workforce development services to all who enter the One-Stop Centers. Workforce Connections' staff has taken the lead, and is in the process of bringing all workforce development partners and their resources together to help ensure a seamless, collaborative partnership
6. In several areas of the State's plan, it highlights eliminating duplication of effort by establishing one statewide Workforce Investment Board as apposed to two Local Workforce Investment Boards. The plan also cites reduced overhead costs by establishing a single, statewide Workforce Investment Board. Fundamentally, such an approach is sound; however, in a practical sense, WIA was created to allow local areas to design a system to meet the needs of local area businesses and jobseekers. Such an approach from a statewide perspective is grossly contradictory and ignores the intent of the WIA.
7. With regard to efficient and effective meeting of performance measures, resulting in an improved workforce, employable citizens, reduced unemployment, and a more sustainable economy, as the State's premier workforce development agency, Workforce Connections oversees over 70% of Nevada's workforce delivery system and meets or exceeds all related performance measures. For example, for three years running, the Governor's Workforce

Investment Board has awarded Workforce Connections incentive funds for meeting or exceeding established performance measures. While serving in the toughest economy in the country, with Nevada having one of the highest unemployment rates in the country and other not so pleasant distinctions, such as having amongst the highest housing foreclosure and teen parenting rates, even with such difficult challenges Workforce Connections achieved success in a most positive way, i.e., meeting or exceeding all established Workforce Investment Act performance measures. A task only few Workforce Investment Boards have been able to achieve.

The State's plan has many excellent initiatives of which Workforce Connection and the Southern Nevada Workforce Investment Area Chief Elected Officials Consortium embrace; however, with considerable thought and all due respect to the Governor and State officials, the Southern Nevada Workforce Investment Area, Chief Local Elected Official Consortium strongly opposes the State's plan to establish a single, consolidated Workforce Investment Board to oversee the delivery of statewide workforce development services. We appreciate the opportunity to respond to the State of Nevada Integrated Workforce Plan for Title I of the Workforce Investment Act of 1998, Wagner-Peyser Act and Agricultural Outreach. We look forward to working with any and all partners and stakeholders in overseeing the development and delivery of quality employment and training service in the State of Nevada.

Respectfully, on behalf of Southern Nevada Workforce Investment Area Chief Elected Officials Consortium.

A handwritten signature in black ink, appearing to read 'Ardell Galbreth', with a horizontal line extending to the right from the end of the signature.

Ardell Galbreth, CPM
Interim Executive Director

b. DISCUSSION and POSSIBLE ACTION: One-Stop System (Center) Lease Agreement and Associated Partners' MOUs

WORKFORCE CONNECTIONS NEVADA JOBCONNECT ONE-STOP CENTER INITIATIVE

As outlined in the Workforce Investment Act (WIA), Local Workforce Investment Boards have the responsibility of implementing and overseeing its Workforce Investment Area's One-Stop Centers. Also WIA requires at least one comprehensive (physical) One-Stop Center to be established in each Local Workforce Investment Area. As the Local Workforce Investment Board, Workforce Connections has launched an initiative to establish a comprehensive One-Stop Center in the Southern Nevada Workforce Investment Area, centrally located in the Las Vegas metropolitan area.

The following is an overview synopsis of the benefits of a One-Stop Career Center operation:

- Creates opportunities for partners to deliver comprehensive employment and training services to Nevada residents, i.e., adults and dislocated workers
- Delivers first-rate services out of a state-of-the art employment and training career center with a workforce development system designed to meet the needs of businesses for skilled job seekers
- Provides a framework for a system designed to meet the training, education, and employment needs of individuals
- Increases job seekers occupational skills attainment to improve the quality of Southern Nevada workforce
- Decreases welfare or public assistance dependency
- Enhances the productivity and competitiveness of Southern Nevada's economy

Recommendations:

- Name: Workforce Connections Nevada JobConnect Center
- Centrally located area with heavy foot traffic and convenient public transportation
- The size of the facility must be based on workforce needs assessment for adult and dislocated worker service delivery
- Must support workforce development service delivery or all sorts, i.e., core, intensive and training services, including skills honing labs and job clubs

- The operational methodology for managing a One-Stop Center was determined to be a consortium of entities over an optional One-Stop Center operator

Projected Progress Calendar for Operation

Anticipate facility layout planning complete: July 1, 2012

Anticipate start of tenant improvements: July 16, 2012

Anticipate tenant improvement complete: August 31, 2012

Anticipate acceptance of facility: September 15, 2012

Take possession of facility: October 1, 2012 Ribbon Cutting Ceremony (Invitations to Governor, Mayor, County Commissioners; City Councilmen/women; Colleges and Universities, and other dignitaries)

Pros

- **Professional:** Building features professional appearance with built/designed to fit workforce development activities
- **Costs:** \$0.70 per sq. ft., plus common area expenses (\$0.39 per sq. ft.) = \$1.14, i.e., \$9,120 per month—equating to annual rate of \$109,440
- **Tenant Improvements:** To retain the rate of \$0.70 per sq. ft., tenant (Workforce Connections) must bear expenses up to \$350,000 for turn-key operation
- **Location:** 6330 West Charleston Blvd., with high foot and vehicle traffic—close to College of Southern Nevada (primary training component), public transportation, and easy vehicle traffic access to attract businesses and job seekers
 - This location is preferable—as it is in the heart of Southern Nevada Workforce Investment Area, and will serve as the hub of Southern Nevada Workforce Development initiatives
 - There will be adequate conference room meeting space for board meetings and training initiatives

- This location also offers an opportunity for Workforce Connections staff to relocate into facility at same lease rate upon termination of current leased location in September 2013
- Total benefits realized is approximately 50% (\$150,000 annual) reduced lease cost rate when compared to current staff office location
- **Parking:** Plenty—over 200 parking spaces on three sides of facility
- **One-Stop Service Delivery:** Comprehensive—Complete adult, dislocated worker services, as well as non-WIA Title I required partners services, i.e., Nevada State Welfare Division services, DETR Wagner-Peyser
 - Private nonprofit partners such as Unity Way of Southern Nevada and its associated agencies will be invited to co-locate, along with others offering programs and services that fit with Workforce Connections' overall vision and mission
- **Partners:** Additional partners reduces the cost per FTE for all partners with shared costs
- **Ample Square Footage:** 18,095 sq. ft. allowing for approximate 10,000 sq. ft. for staff offices relocation in September 2013
- By establishing a physical comprehensive One-Stop Center, Workforce Connections avoids non-compliance issues and potential monetary sanctions imposed by the State of Nevada and U.S. Department of Labor

Cons

- Cost of lease and maintenance will depend on the number of partners co-located with shared costs
 - With less partners co-located, costs increases; more partners in the One-Stop Center reduce operating costs
- Potential lease increase upon 5 year renewal
- Establishment of physical comprehensive One-Stop Center will cause an increase in assigned staff by 4 FTEs
 - One-Stop Center Manager (Annual Base Salary - \$65,000)

- One-Stop Center Coordinator (Annual Base Salary - \$50,000)
- Computer/Resource Room Manager (Annual Base Salary - \$45,000)
- One-Stop Center Receptionist (Annual Base Salary - \$35,000)

**One-Stop System Partners
MEMORANDUM OF UNDERSTANDING
Southern Nevada Workforce Investment Area**

Nevada JobConnect

**Bridge Counseling Associates
Catholic Charities of Southern Nevada
Clark County School District
College of Southern Nevada (CSN)
Department of Employment, Training & Rehabilitation (DETR)
Department of Housing and Urban Development (HUD)
Foundation for an Independent Tomorrow (FIT)
GNJ Family Life Center
Goodwill of Southern Nevada
Job Corps
Latin Chamber of Commerce Community Foundation
Nevada Hospital Association Healthcare 20/20
Nevada Partners, Inc.
Nye Communities Coalition
Southern Nevada Regional Housing Authority**

EXHIBIT A

SOUTHERN NEVADA WORKFORCE INVESTMENT AREA ONE-STOP DELIVERY SYSTEM

MEMORANDUM OF UNDERSTANDING

INTRODUCTION

This Memorandum of Understanding (MOU) is entered into with the spirit of cooperation and collaboration by Workforce Connections and Nevada JobConnect One-Stop Delivery System signatory partners, hereafter referred to as “the One-Stop Partners” or “Partners”. This MOU describes how the One-Stop Partners various funding streams and resources will be utilized to better serve their mutual customers, both job seekers and employers, through an integrated system of service delivery throughout the Southern Nevada Workforce Investment Area. It is understood that the development and implementation of Nevada JobConnect (NJC) will require mutual trust and teamwork between the One-Stop partnering agencies, all working together to accomplish shared goals.

STRATEGIC VISION FOR THE ONE-STOP DELIVERY SYSTEM

The purpose of NJC is to advance the economic well-being of the residents of the Southern Nevada Workforce Investment Area by developing and maintaining a quality workforce, and by serving as the focal point for all local and regional workforce development initiatives. This will be achieved through the delivery of quality services and integrated workforce, education and economical development programs for job seekers, incumbent workers and area businesses.

DEFINITION OF RELATIONSHIPS/ROLES

Nevada JobConnect is a collaboration of site partners that are responsible for delivering workforce development, educational and other human resource services through different funding streams. The State of Nevada and Workforce Connections are parties in the administration of the Workforce Investment Act (WIA) and One-Stop Delivery system, as described in WIA.

PARTIES TO THE MOU

Exhibit B sets forth the One-Stop Partners Operating Budget Agreement that will form NJC, along with various program services they will offer, and the revenue sources that will support program services provided and the operational costs associated with NJC.

SERVICES TO BE PROVIDED THROUGH THE ONE-STOP DELIVERY SYSTEM

At a minimum, the following core and intensive services (as defined in WIA) will be provided through NJC:

1. Outreach, intake and orientation to the information and other services available through NJC;
2. Initial assessment of skill levels, aptitudes, abilities and supportive service needs;
3. Job search and placement assistance, to include worker profiling and career counseling where appropriate;
4. Provision of employment statistics information and labor market information such as job vacancy listing, job skills necessary to obtain jobs, local in demand occupations, earnings and skill requirements;
5. Provision of performance information and program cost information on eligible providers of training services;
6. Provision of information regarding local area performance on the local performance measures;
7. Provision of accurate information relating to the availability of supportive services available in the local area;
8. Provision of information regarding filing claims for unemployment compensation;
9. Other core or intensive services as determined by a One-Stop Partner agencies governing legislation.

Additionally, customer access to intensive and training services will be provided on-site or through referral to appropriate service providers.

PROGRAM COSTS

It is agreed that each One-Stop Partner shall pay for the cost of providing its own unshared program services. Examples of these expenses would be staff compensation, literature costs and initiatives earmarked for specific partners' services.

OPERATIONAL COSTS

DIRECT COSTS: It is agreed that each One-Stop Partner shall pay for any operational costs directly attributable/identifiable to that One-Stop Partner. An example of this expense would be a dedicated telephone line.

SHARED DIRECT COSTS: It is agreed that each One-Stop Partner shall pay its allocated share of any operational cost attributable/identifiable to multiple One-Stop Partners. An example of this expense would be the cost of a tracking/monitoring/reporting system.

INDIRECT COSTS: It is agreed that each One-Stop Partner shall pay its allocated share of indirect operational costs either with monetary contribution. Such indirect costs are costs that have been incurred for common or joint purpose and cannot be directly attributable/identifiable to one or more One-Stop Partners. Said costs would include but are not limited to the following:

Rent, utilities, facility maintenance, telephone and communication services, office supplies, data lines, equipment rental/leasing, equipment maintenance, tenant improvements, signage, parking, marketing/outreach, furniture/fixtures, resource room and supplies.

Specific costs to be shared will be delineated in the cost allocation portion of local site agreements.

SYSTEMATIC REFERRAL PROCESS FOR CAREER CENTER CUSTOMERS

It is agreed that the One-Stop Partners of this signed MOU will conduct referral for services in the following manner:

1. When a customer comes in seeking non-specific program services, he/she will be pre-screened by a Nevada JobConnect partner staff member for service needs and then be directed to the One-Stop System Partner(s) who can best assist the customer.
2. When a customer seeks specific program services, he/she will be directed to the One-Stop Partner available who can provide those services.
3. It is agreed that the One-Stop Partners will utilize a cooperative referral process among all the partners to assure that the customer's needs are being met.

ONE-STOP DELIVERY SYSTEM MANAGEMENT

The One-Stop Partners agree that the One-Stop Delivery System will be managed by Workforce Connections.

ONE-STOP CENTER MANAGEMENT

While the One-Stop Center Manager has the responsibility for day-to-day management and operation of Southern Nevada JobConnect One-Stop Operating Center or Centers, the One-Stop Center Consortium has general oversight responsibility of One-Stop Centers' functions.

COORDINATION OF SERVICES

In an effort to avoid duplication of service and to provide efficient customer service, One-Stop Centers Partners will make every effort to coordinate services (i.e., job development) when appropriate.

ACCOUNTABILITY/RESPONSIBILITY

Accountability and responsibility for the One-Stop Delivery system organizational processes, services and accomplishments will rest with the Chief Elected Officials, Workforce Connections Executive Director, the One-Stop Consortium and the One-Stop Partners.

BREACH OF MOU

The following activities may constitute a breach of this MOU by any One-Stop System Partner:

1. Failure to pay its allocable fair share due under the operational costs section of this MOU in a timely manner;

2. Failure to cooperate with Workforce Connections' staff, the One-Stop Consortium or any other agent/partner of Workforce Connections with regard to the programs, staffing or operations of NJC.

Any alleged breach of agreement will be handled according to the procedures contained in the Impasse Resolution section of this MOU.

Institution of the resolution process does not release the partners from any financial obligation and/or liability that has been incurred as a result of this MOU or any liability that may arise as a result of audit, administrative or other legal claims or proceedings.

Breach due to failure to pay its allocable fair share due may result in termination of the One-Stop System Partner from access to the One-Stop Delivery System. A partner's failure to pay its allocable fair share due will result in a formal collection process being initiated.

IMPASSE RESOLUTIONS

In the event that an impasse should arise between the partner(s) and/or the SNWIB regarding the terms and conditions, the performance or the administration of this MOU, the following procedure will be initiated:

1. The One-Stop Consortium will document the negotiations and efforts that have taken place to resolve the issue.
2. The One-Stop Consortium will meet with Workforce Connections' Executive Director, and/or the partner(s) based on the nature of the impasse to resolve the issue.
3. If an agreement cannot be reached, Workforce Connections will refer the impasse to the State of Nevada Workforce Investment Support Services and request assistance in resolving the issue.

DURATION AND MODIFICATION OF THE MOU

The One-Stop System Partners agree that the terms of this MOU will take effect upon signature execution by the applicable partner and Workforce Connections' executive director, and will continue in effect until terminated by the repeal of the Workforce Investment Act of 1998, or such time as any partner or partners will modify, extend or terminate this MOU.

Termination of this MOU will be effective if all partners agree in writing to its termination. A partner may terminate its part of the MOU, but the MOU will continue with the remaining partners.

Any partner to the MOU may request modification of its terms. Ratification of the request by all other partners will constitute the modification in question.

Any partner to this MOU may withdraw by giving 30 days written notice to Workforce Connections of its intent to withdraw as a partner. In such case, all pertinent terms of the MOU will continue in effect for the remaining partners.

INDEMNIFICATION

To the extent authorized by law, the One-Stop Partners agree to indemnify and hold harmless individual partners from any loss, damage, liability, cost or expense to the person or property of another, which was caused by the negligence of the One-Stop Partners, its officers, employees, agents and clients under this agreement.

EQUAL OPPORTUNITY AND NONDISCRIMINATION OBLIGATIONS

1. **Equal Opportunity Assurance:** The parties to this MOU assure that they will fully comply with the nondiscrimination and equal opportunity provisions of Section 188 of the WIA and its implementing regulations outlined in 29CFR Part 37. These regulations prohibit discrimination because of race, color, religion, sex, national origin, age, disability or political affiliation belief in both participation and employment. In the case of participants only, they prohibit discrimination based on citizenship, or his or her participation in any WIA Title I financially assisted program or activity.
2. **Discrimination Complaint Procedures:** The parties to this MOU will assure that complaints alleging discrimination on any of the above basis will be processed in accordance with 29 CFR Part 37.76. Copies of the complaint procedures developed pursuant to 29 CFR Part 37.76 and approved by the US Department of Labor's Civil Rights Center will be disseminated to and provide detailed instructions on the specific steps to be followed in processing discrimination complaints and the name(s) and telephone number/TTY/TDD of the designated EEO Officer or designee to handle these complaints in the Employment Connection delivery system.
3. **Accessibility and Reasonable Accommodation:** (a) Facilities that are both programmatically and architecturally accessible; (b) Reasonable accommodations for individuals with disabilities; (c) Method by which costs will be allocated for making reasonable accommodations (i.e., shared or paid by one entity).
4. **Obligation Provide Notice:** The parties to this MOU will provide "ongoing and continuing notification" that it does not discriminate on any of the prohibited basis in accordance with 29 CFR Parts 37.29 through 37.34 of the implementing regulations for Section 188 of the WIA.

CONFIDENTIALITY

The One-Stop System Partners agree to comply with the confidentiality provisions of WIA and all other appropriate statutes and requirements outlined by Workforce Connections and Nevada's Department of Employment, Training and Rehabilitation to assure that:

1. All applications and individual records related to services provided under this MOU, including eligibility for services, enrollment and referral shall be confidential and shall

not be open to examination for any purpose not directly connected with the delivery of such services.

2. No person will publish or disclose, use or permit, cause to be published or disclosed or used, any confidential information pertaining to applicants, participants or customers overall.

MISCELLANEOUS

To the degree that this MOU includes the terms 'partners' and/or 'partnerships', the partners expressly agree that such terms are being used in a colloquial sense only. Accordingly, notwithstanding the use of the terms 'partners' and/or 'partnerships' the partners are and shall be independent contractors to one another and nothing herein shall be deemed to cause this MOU to create a legally enforceable partnership, agency or joint venture. Further, no partner shall be responsible for the acts or omissions of any other partners.

One-Stop System Partner Signature and Agreement Execution Nevada JobConnect Memorandum of Understanding

Date

(One-Stop Partner (Agency Name))

(Signature)

(Title of Authorized Person)

EXHIBIT B

WORKFORCE CONNECTIONS ONE-STOP JOBCONNECT CENTER LOCAL OPERATING BUDGET AGREEMENT

INTRODUCTION

This Local Site Operating Budget Agreement (the "Agreement") is entered into pursuant to the Memorandum of Understanding (MOU) by and among Workforce Connections and the Southern Nevada JobConnect One-Stop Center consortium signatory partners, hereafter referred to as "the One-Stop Partners" or "partners". The MOU is attached hereto as Exhibit B and made a part hereof. As set forth in this MOU, specific costs to be shared will be delineated in a local site agreement.

TERM

The term of this Agreement is effective July 1, 2012, and will continue until terminated by either or the repeal of the Workforce Investment Act, or such time as any partner or partners modify or terminate their partnership responsibilities and refers to Southern Nevada JobConnect One-Stop Centers Partners listed in Exhibit A.

INDIRECT COST OPERATING BUDGET

Indirect cost operating budget is set forth in Exhibit A, as approved by the Southern Nevada Workforce Investment Areas Local Elected Officials Consortium. Any anticipated expenditure that will create an increase of 5% or more to the total indirect cost operating budget amount will require an amendment to this Agreement's operating budget prior to incurring the expenditure.

INDIRECT COST OPERATING BUDGET COST ALLOCATION METHOD

Pursuant to the MOU, it is agreed that each JobConnect One-Stop Center Partner shall pay its allocated share of indirect operational costs either with monetary or in-kind contributions as approved by Workforce Connections' executive director. Such indirect costs are costs that have been incurred for common or joint purpose and cannot be directly attributable/identifiable to one or more One-Stop Partner.

Costs will be allocated using the Full-Time Employee (FTE) allocation method. As such, Exhibit C shall set forth the cost allocation percentages chargeable and identified to each One-Stop Center Partners.

INVOICING AND PAYMENT

It is agreed that on behalf of Southern Nevada Workforce Investment Area Local Elected Officials Consortium, Workforce Connections will be invoiced One-Stop Center(s) Partners for all direct, indirect and/or shared operational costs that are due the Southern Nevada Workforce Investment Area. Payment is to be made to the Workforce Connections within 30 days of receipt of invoice. Appropriate credits and debits will be applied to the Workforce Investment Act (WIA) cost share accounts when adjustments are necessary.

All payment is to be made to:

Workforce Connections
Financial Department
7251 West Lake Mead Blvd., Suite 200
Las Vegas, Nevada 89128

Exhibit C—Southern Nevada JobConnect One-Stop Center(s) Cost Sharing Budget

Exhibit C

**One-Stop Job Connect Center
Operating Budget Allocation**

One-Stop Operations	Approved Budget PY2012	Proposed Budget PY2012	\$ Change	Program	Total
6500 Salaries	195,000	195,000	195,000	195,000	195,000
7000 Accounting and Auditing	5,000	5,000	5,000	5,000	5,000
7020 License and Permits	1,500	1,500	1,500	1,500	1,500
7025 Dues and Subscriptions	1,000	1,000	1,000	1,000	1,000
7030 Postage and Delivery	600	600	600	600	600
7035 Printing and Reproduction	16,800	16,800	16,800	16,800	16,800
7040 Office Supplies	15,000	15,000	15,000	15,000	15,000
7045 Systems Comm./Telephone Support	18,759	18,759	18,759	18,759	18,759
7060 Utilities	30,000	30,000	30,000	30,000	30,000
7070 Facility Rent/Lease	109,440	109,440	109,440	109,440	109,440
7075 Equipment Repairs	500	500	500	500	500
7075 Facilities Repairs and Maintenance	38,000	38,000	38,000	38,000	38,000
7080 Security and Shredding Contracts	65,520	65,520	65,520	65,520	65,520
7090 Non-Board Meetings and Outreach	10,000	10,000	10,000	10,000	10,000
7100 Insurance	50,000	50,000	50,000	50,000	50,000
7120 Employee Fringe Benefits	68,250	68,250	68,250	68,250	68,250
7125 Employer Payroll Taxes	5,850	5,850	5,850	5,850	5,850
7200 Equipment - Operating Leases	19,200	19,200	19,200	19,200	19,200
7130/7135 Payroll Services and Bank Fees	500	500	500	500	500
Subtotal One-Stop Operations	650,919	650,919	650,919	650,919	650,919

Per Partner Cost - 38 Total

\$ 17,129.45

**WORKFORCE CONNECTIONS NEVADA JOBCONNECT
ONE-STOP CENTER INITIATIVE
AGENDA
June 20, 2012**

I. Role of One-Stop Center Partners

- i. Assign staff (co-locate) to Workforce Connections selected facility to house One-Stop Center
- ii. Assigned staff shall ensure delivery of their particular program and services
- iii. At a minimum, deliver core, intensive and training services as defined by their own agencies policies and/or associated directives, laws and statutes
- iv. Assigned staff shall perform duties with respect to its agency policy in accordance with One-Stop Center Manager's direction
- v. Assigned staff shall comply with hours of operation as established by Workforce Connections One-Stop Center Consortium
- vi. Each non-Workforce Investment Act (WIA) partner shall remit cost-sharing payment to Workforce Connections in accordance with Exhibit B and C of this Memorandum of Understanding (MOU)

II. Role of Workforce Connections

- i. Secure One-Stop Center(s) facility in an area most conducive to Southern Nevada businesses and job seekers
- ii. Oversee the operations of One-Stop Center(s)
- iii. At a minimum, staff One-Stop Center(s) with the following positions: Center Manager; Center Coordinator; Resource Room/Computer Lab Specialist; and Receptionist
- iv. Provide operating supplies, equipment and resources for common area support, i.e., copiers, computers, workstations, and generally common office supplies (each partners must provide its own specific forms and collateral supplies related specially to its agency/program)
- v. Oversee, monitor and provide technical support to each partner in support of comprehensive, collaborative workforce development activities
- vi. Maintain and secure the operation of One-Stop Center(s) facilities

- vii. Schedule and conduct routine, periodic meetings at least monthly with One-Stop Center Consortium members
- viii. Secure and provide necessary training in support of One-Stop Center operations
- ix. Ensure appropriate data/information are collected and reported to Workforce Connections' Board of Directors
- x. Ensure One-Stop Center operating budget is provided to each consortium member at least monthly

III. Nevada Department of Employment, Training and Rehabilitation Role

- i. Work with Workforce Connections in designing Southern Nevada One-Stop System
- ii. Assign required partner staff to One-Stop Center(s) to delivery core and associated workforce development services, i.e., Veterans Services; Wagner-Peyser, Vocational Rehabilitation, and other services outlined in WIA
- iii. Provide directional guidance to Workforce Connections related to Nevada State Workforce Plan in support of sector industry/regional strategies
- iv. Allow access to required and necessary data and information for the purpose of comprehensive clients' services, reporting and recordkeeping for One-Stop System partners

c. DISCUSSION and POSSIBLE ACTION: Workforce Connections Board By-Laws

*workforce*CONNECTIONS Board By-Laws

Summary of Proposed Amendments

Section 3.1(d) - Addition of the Adult and Dislocated Worker Committee as a Standing Committee.

Section 4.2(c) - Adding language regarding relevancy of items to be placed on Board and Committee Agendas.

Section 4.2(f) - Addition of language regarding the timeliness of requests to place items on agendas.

Section 4.3(a) - Addition of language regarding the presiding officer of Board meeting in the absence of the Chair and Vice-Chair.

Section 5.1(c) - Addition of language regarding election of Committee officers.

Section 5.2(a) - Board elections shall take place in even years.

Section 5.2(b) - Addition of language regarding election of Committee chairperson and vice-person with a two-year term, which mirrors language in Section 5.2(a) regarding the election and terms of Board officers.

Section 5.2(c) - Addition of language limited Committee officers to two consecutive two-year terms.

Section 5.4 - Addition of section regarding Election Procedures for Committee Officers, which mirrors language in Section 5.3 regarding the Election Procedures for Board Officers.

THE workforceCONNECTIONS BOARD BY-LAWS

ARTICLE I AUTHORITY AND RESPONSIBILITY

1.1 The workforceCONNECTIONS Board, formally known as the Southern Nevada Workforce Investment Board, (the "Board") is organized as a local workforce investment board under the requirements of the Workforce Investment Act of 1998¹ ("WIA").

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

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

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

1.5 The Board shall operate on a fiscal year, and shall develop an annual budget to carry out the Board's goals, objectives, and duties pursuant to WIA. Pursuant to WIA, the Local Elected Officials³ ("LEOs") have authority to approve or disapprove the Board's budget and therefore, the Board shall present the budget to the LEOs, in a LEOs consortium meeting, for consideration and approval within a reasonable time to allow for: (1) the LEOs to review the budget; (2) revision of the Budget, if necessary; and (3) final approval of the budget before the Board's fiscal year begins. The Board shall work with the LEOs to revise the Board's budget as necessary in order to obtain the LEOs' final approval of the Board's budget.

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

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

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

³ Pursuant to 29 U.S.C. § 2832(d)(3)(B)(i) and the Organizational Agreements, the LEOs are the WIA fund grant recipients and the LEOs municipalities are liable for the misuse of the WIA funds expended by the Board. As of the date of these By-Laws, the following municipalities each have one local elected official who serves in the LEOs: (1) Clark County; (2) City of Las Vegas; (3) City of Henderson; (4) City of North Las Vegas; (5) Boulder City; (6) Nye County; (7) Esmeralda County; and (8) Lincoln County.

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

- (a) having authority to sign contracts on behalf of the Board;
- (b) organizing, hiring, firing, managing and supervising of Staff;
- (c) responding to and complying with Board audits; and
- (d) generally overseeing the functions and activities necessary for the Board to carry out its goals and responsibilities.

ARTICLE II MEMBERSHIP AND VOTING

2.1 Nominations and Appointments. The LEOs shall have sole authority to appoint Board members during the LEOs consortium meetings, and shall make such appointments pursuant to 29 U.S.C. § 2832(b)(2) *et seq.*, as well as applicable federal and state law, and the Organizational Agreements.

2.2 Composition By Membership Category shall be in accordance with 29 U.S.C. § 2832(b) *et seq.* Individuals may represent more than one category; provided they meet such criteria.⁴

2.3 Terms of Appointment

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

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

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

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

2.4 Removal of Board Members

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

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

a) The Board's Chairperson;

⁴ As of the date of these By-Laws, WIA requires the Board membership to comply with criteria set by Nevada's Governor, which must include at a minimum representatives from the following groups: (1) Local business owners, officers, and managers; (2) Local educational entities, school boards, etc.; (3) Local labor organizations; (4) community based organizations, including organizations representing people with disabilities and veterans; (5) Economic development agencies; and (6) each one-stop partner with the Board. Additionally the LEOs may be and are currently members of the Board. However, a majority of the Board members must be representatives from business owners, officers, and managers as described in 29 U.S.C. § 2832(b)(2)(A)(i). The Board membership will always be composed pursuant to the most current WIA requirements.

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

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

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

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

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

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

(iii) The Board member ceases to qualify under the category in which the Board member was appointed. However, in the LEOs sole discretion, a Board member in these circumstances may be reappointed under a different qualifying category, as long as the reappointment complies with 29 U.S.C. § 2832(b)(2) *et seq.*.

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

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

2.7 Conflicts of Interest.

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

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

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

- (ii) regarding the provision of services by an entity that Board member represents;
- (iii) regarding any topic that would provide direct financial benefit to that Board member or the immediate family of that Board member; or
- (iv) regarding any other topic where that Board member had, has, or would have a conflict of interest pursuant to 29 U.S.C. § 2832(g) *et seq.*, NRS § 281A.420, or NRS § 281A.430.

(c) Definitions applicable to these By-Laws:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ARTICLE III BOARD COMMITTEES

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

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

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

(b) The Youth Council:⁵ In accordance with WIA, the Youth Council is an established subgroup of the Board. The Youth Council's function is to work with the Board and LEOs to establish youth employment linkages and oversee service providers' delivery of youth employment and training services.

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

(d) The Adult and Dislocated Worker Committee: The Adult and Dislocated Worker Committee is established to work with the Board and LEOs to establish adult and dislocated worker employment linkages and oversee service providers' delivery of employment and training services.

3.2 Executive Committee

(a) The Board shall maintain an Executive Committee.

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

(c) Executive Committee Composition:

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

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

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

(iii) If the Board's Chairperson or Vice-Chairperson also serves as a Chairperson of one of the Board's other current committees, then the Vice-Chairperson of that other committee shall be a member of the Executive Committee.⁶

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

(d) Executive Committee Authority

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

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

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

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

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

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

a) Amending or repealing any Board resolution;

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

c) Adopting a plan of merger or consolidation;

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

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

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

⁶ For example, if the Board's Chairperson is also the Chairperson for the Budget Committee, then the Vice-Chairperson of the Budget Committee would serve on the Executive Committee.

g) Adopting or eliminating major programs.

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

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

3.4 Committee Size, Term, and Responsibilities

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

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

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

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

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

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

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

(b) The committee member requests to be removed;

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

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

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

ARTICLE IV MEETINGS

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

4.2 Meetings and Agendas.

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

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

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

(d) The following individuals may place a matter onto the Board's agenda:

(i) The LEOs Chairperson;

(ii) The Board Chairperson;

(iii) Any Committee Chairperson, provided the matter the Committee Chairperson wishes to agendize is within the scope of responsibility for the Chairperson's Committee; and/or

(iv) The ED.

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

(i) The LEOs Chairperson;

(ii) The Board Chairperson;

(iii) The Committee's Chairperson; and/or

(iv) The ED.

(f) Any request to place a matter on a meeting's agenda, which is not received in time to place the matter on the upcoming meeting agenda, will result in the matter being placed on the subsequent meeting agenda.

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

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

4.3 Presiding Officer

(a) The Board: The Board Chairperson shall preside over all Board meetings. In the absence of the Board Chairperson, the Board Vice-Chairperson shall be the presiding officer. In the absence of both the

Board Chairperson and Vice-Chairperson, the acting presiding officer shall be: (first) the LEOs' Chairperson; (second) the LEOs' Vice-Chairperson; (third) the most senior LEO; and (fourth) the most senior board member. When deemed appropriate, even during the presence of the Board's Chairperson and Vice-Chairperson, the Board Chairperson may choose a Board member to serve as temporary Board Chairperson for that specific meeting.

(b) In the absence of both the Board's Chairperson and Vice-Chairperson, then the Board meeting shall be called to order and, if a quorum is present, an election of a temporary Chairperson to chair that meeting shall be the first order of the Board's business. The meeting shall be opened and the election shall be conducted by one of following individuals, in the following order, if they are present: first, by the LEO Chairperson; second, by the LEO Vice-Chairperson; third, by the LEO who has been serving on the Board for the longest time; and fourth, by the Board member who has been serving on the Board for the longest time. If the Board's Chairperson or Vice-Chairperson arrives late, then the temporary chairperson will immediately turn control of the meeting over to the Board's elected presiding officer.

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

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

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

ARTICLE V BOARD AND COMMITTEE OFFICERS

5.1 Officers. The Chairperson and the Vice-Chairperson shall be the only officers of the Board. Each Committee shall have a chairperson and a vice-chairperson who shall be the only officers of each Committee.

(a) Board Chairperson. The Board Chairperson shall only be elected from among the Board members who are part of the "Business in the Local Area" category set forth in 29 U.S.C. § 2832(b)(2)(A)(i). In addition to presiding over Board meetings, the Chairperson shall establish Committees, certify meeting quorums and perform other duties as required by WIA.

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

(c) The Committee chairperson and vice-chairperson shall be elected from the Board members who are serving on the respective Committee.

5.2 Elections and Terms of Service

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

(b) Each Committee's chairperson and vice chairperson shall be elected by a majority vote of the respective Committee's members present at the Committee meeting when the election is held. Each Committee officer shall serve a term of two years, which shall begin on July 1st of the election year and end on June 30th two years later. Committee elections shall take place immediately after a Committee is formed, and during odd years thereafter.

(c) No officer may serve more than two consecutive terms in the same office. Elections of the Board and Committee's officers shall be complete no later than June 30th of the final year of the officers' term of office; alternatively, if a meeting to conduct the vote in the month of June is impractical, then the vote will be conducted at the next Board meeting before any other business is conducted.

Deleted: There is no limit to the number of terms the Board's Chairperson and Vice-Chairperson may serve.

Deleted: Chairperson and Vice-Chairperson

5.3 Election Procedures for Board Officers

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

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

5.4 Election Procedures for Committee Officers

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

(b) The respective Committee will hold a meeting, before the officers' terms expire, where the election of officers will occur. During this meeting, the Committee chairperson will ask the Committee members to provide nominations for potential officers. Any qualifying Board member, who is nominated and seconded, will be an officer candidate, unless that Board member does not accept the nomination. The respective Committee members will then vote on those members who accept their nominations. The candidate for office who receives the most votes for that office prevails and will serve in that office. In the event

qualifying nominated candidate(s) do not exist, then the Board Chairperson shall appoint a temporary Committee officer, as needed, who shall serve until a qualified nominated candidate(s) may be elected, which election shall be agendaized in each subsequent Committee meeting until the officer(s) are elected.

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

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

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

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

ARTICLE VII LITIGATION

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

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

ARTICLE VIII REVISIONS AND AMENDMENTS

The Board understands and agrees that although the Board has duties and responsibilities to comply with applicable federal and state laws, that pursuant to 29 U.S.C. § 2832(d)(3)(B)(i)(I) and the Organizational Agreements the LEOs respective municipalities are responsible to ensure that WIA funds are properly awarded and spent. As such, the Board will be governed in accordance with these By-Laws, which must be approved by the LEOs. If it is ever determined that WIA or another applicable law conflicts with these By-Laws, then the WIA or applicable law shall be followed.

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

LEO RATIFICATION

These By-Laws having been reviewed and considered by the LEO Consortium during the January 10, 2012, LEO Consortium meeting and the LEOs having voted to approve these By-Laws; now therefore, the LEOs present these By-Laws to the Board as having been approved by the LEOs and requests the Board review these By-Laws, and consider them for approval.

Dated this _____ day of July, 2012

Commissioner Lawrence Weekly, LEO Consortium Chair

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RATIFICATION SIGNATURES ON THE NEXT
PAGE 1

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BOARD RATIFICATION

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

Dated this _____ day of _____, 2012

Hannah Brown, *workforce*CONNECTIONS Chairperson

d. INFORMATION: BOARD DEVELOPMENT TRAINING - (Scheduled for July 24, 2012)

9. 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