

*workforce*CONNECTIONS
Local Elected Officials Consortium
AGENDA

July 10, 2012
1:00 pm

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

Voice Stream Link: <http://www.nvworkforceconnections.org/mis/listen.php>
(this link provides listening capabilities only)

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.***

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

Local Elected Officials Consortium Members: Commissioner Lawrence Weekly, Chair; Councilwoman Anita Wood, Vice-Chair; Councilwoman Peggy Leavitt; Councilwoman Gerri Schroder; Commissioner William “Bill” Kirby; Commissioner Andrew Borasky; Councilman Bob Coffin; Commissioner George T. Rowe

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

AGENDA

1. Call to order, confirmation of posting and roll call
2. **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
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 - b. PY2011 Awards & Expenditures Report – Monthly Update
 - c. Adult/Dislocated Worker & Youth Funding Plans
 - d. Audit Findings for Program Year 2010 (Year Ended June 30, 2011) Report

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14. **DISCUSSION and POSSIBLE ACTION: LEO Consortium Closed Session:** Pursuant to NRS 241.015(2)(b)(2), the LEO Consortium may have a closed session to receive information from the Counsel for Workforce Connections Board regarding potential or existing litigation involving matters over which the LEO Consortium has supervision, control, jurisdiction or advisory power, and to deliberate toward a decision on the matter 75

15. **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 76

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17. Adjournment

3. FIRST PUBLIC COMMENT SESSION:

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

4. DISCUSSION and POSSIBLE ACTION:

Approve the Minutes from the Local Elected Officials Consortium meeting on May 24, 2012

*Workforce*CONNECTIONS

**Local Elected Officials Consortium
MINUTES**

**May 24, 2012
3:00 p.m.**

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

Members Present

Councilwoman Gerri Schroder	Commissioner Lawrence Weekly
Commissioner Bill Kirby	Commissioner Butch Borasky
Councilwoman Peggy Leavitt	Commissioner Tommy Rowe
Councilwoman Anita Wood	Councilman Bob Coffin

Members Absent

None

Staff Present

Ardell Galbreth	Suzanne Potter	Kenadie Richardson
Heather DeSart	Carol Turner	Jim Kostecki
Janice Greer	Madelin Arazoza	Debra Collins
Melodye Stok		

Others Present

Sandra Douglas Morgan, Legal Counsel	LeVerne Kelley, DETR
Tiffany Tyler, Nevada Partners, Inc.	Jack Eslinger, City of Las Vegas
Earl McDowell, DETR	Doug Geinzer, SNMIC
Steve Chartrand, Goodwill	Hannah Brown, Workforce Connections Board
Nield Montgomery, The Learning Center	Linda Montgomery, The Learning Center
Tracey Torrence, SNRHA	Mark Wood, Clark County

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

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

The meeting was called to order by Chair Commissioner Lawrence Weekly at 3:03 p.m. Staff confirmed the meeting had been properly noticed and posted in accordance with the Nevada Open Meeting Law. Roll call was taken and a quorum was present.

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

A motion was made to approve the agenda with the deletion of Agenda Item 5 by Councilman Bob Coffin and seconded by Commissioner Butch Borasky. Motion carried.

3. **FIRST PUBLIC COMMENT SESSION**

Doug Geinzer, CEO, Southern Nevada Medical Industry Coalition stated that the action SNMIC wants to take must take place here. Mr. Geinzer stated that he appreciates all the efforts put forth by the Local Elected Officials (LEOs) to get this matter on the agenda. Mr. Geinzer stated that after three or four failed attempts it did not seem like it was going to happen. Mr. Geinzer stated that after discussion with a few LEOs, it appears that the letter SNMIC provided to legal counsel did not make it down to the LEOs. (Mr. Geinzer produced said letter to the LEO Consortium). Mr. Geinzer stated that SNMIC is trying to resolve this matter. Mr. Geinzer stated that SNMIC delivered the best results that the Board ever saw and that SNMIC was targeted and wrongfully placed on high risk status. Mr. Geinzer stated that SNMIC is looking to make a wrong a right and is looking to have the high risk status removed, which has tarnished SNMIC's reputation.

Mr. Geinzer produced a final demand from SNMIC's legal counsel and stated that he hopes this board takes action and takes it into consideration.

Sandra Douglas Morgan, legal counsel, addressed the board stating that the letter Mr. Geinzer produced was made for the purpose of settlement negotiations and requested that the LEOs do not respond to anything during public comment as this may be a potential litigation.

Steve Chartrand, President, Goodwill commented that he attended the Board meeting on Tuesday but did not have the fortitude to make it all the way to the end so he did not get the opportunity to thank the Board for approving the extension of Goodwill's grant. Mr. Chartrand stated that Goodwill, through Career Connections, which is partially funded by the grant, helped over 740 people get jobs, and within Goodwill, 65 jobs were already created. Mr. Chartrand commented that the program is working and Goodwill truly appreciates the partnership.

Commissioner Rowe introduced Commissioner Kirby from Esmeralda and stated that he has been instrumental in Esmeralda County's operations over the last several years.

4. **PRESENTATION: DETR will present a presentation regarding the establishment of One Statewide Workforce Investment Board**

Frank Woodbeck, Director, Department of Employment, Training, & Rehabilitation (DETR) made a PowerPoint presentation on the proposed restructure of Nevada's Workforce Investment System to one Statewide Board (attached).

During the presentation Mr. Woodbeck stated that the proposed plan calls for maintaining the integrity of the current workforce investment areas and their associated funding allocations. Mr. Woodbeck stated that the plan includes the commitment that the workforce investment areas currently constituted would not change. Mr. Woodbeck stated that the allocation of resources to the workforce investment areas as they are currently constituted would not change, and if the plan goes through, any change that was attempted going forward regarding that would require an additional waiver from DOL. In other words, any changes to the workforce investment areas and allocations would require a waiver from DOL.

Mr. Woodbeck stated that with the proposed plan there would be no provision of programming from the state level, and all monies would be contracted to service providers and training providers. Mr. Woodbeck reiterated there will be no provision for services from the state level.

Mr. Woodbeck stated that the Industry Sector Councils are currently in the process of being assembled and those that are already formed, such as the healthcare sector council, are in the process of expansion. The sector council bylaws of each sector council calls for three Local Elected Officials, one from the south, one from the north, and one rural as well as other public service officials and representatives from K-12, community colleges, and the Nevada System of Higher Education. Mr. Woodbeck stated that the sector councils will be the brain trust through which training will be provided for the industry sectors that they are responsible for. There are seven industry councils that are formed or are being formed currently, all of which report directly to the Governor's Workforce Investment Board. The Governor's Board oversees the provision of expenditures regarding service providers and training providers throughout the state.

Following the presentation Mr. Woodbeck answered questions presented by the board.

Councilwoman Gerri Schroder inquired about the recertification of the Board. Mr. Woodbeck stated that if the Board is not recertified a new Board will have to be formed to serve the respective workforce investment areas.

Ardell Galbreth stated that according to the Workforce Investment Act, the Governor is required to recertify each Workforce Investment Board every two years. Every other year during the month of December the local boards have to submit a request to the Governor requesting recertification. Mr. Galbreth stated that regardless whether or not there is an initiative to go to a single statewide board that is a requirement of the Workforce Investment Act.

Councilwoman Schroder asked if the plan goes through will the subsequent Governor be able to change what is already in place regarding the local workforce areas and allocation of funds thereto.

Mr. Woodbeck replied that this is part of a five year state plan and if it's approved the five year state plan will be in place for the period of five years. Also, any changes to the state plan at that time or when another state plan is submitted will require a waiver of any conditions within it that would change the structure or allocation.

In response to Councilwoman Schroder's inquiry regarding sufficient representation from the South by the LEO's on the Governor's Board, Mr. Woodbeck replied that the state has requested, and will likely get, an Executive Order to codify that particular structure for the Governor's Board.

Councilwoman Schroder asked how one can make public comment as per the timeline provided. Mr. Woodbeck replied that a hearing is scheduled on June 11th that will be video conferenced between Las Vegas (Grant Sawyer Building) and Carson City, which will be delivered directly through DETR.

Mr. Woodbeck stated that the public can submit their comment in writing to DETR between June 1-11, and it will be part of the record for the June 11th hearing. Mr. Woodbeck stated that the public can also call in to make their comments and that DETR will publish the telephone number. Mr. Woodbeck apologized stating that he did not have the time, but will get it to the LEOs. Mr. Woodbeck stated that an announcement will be published in the newspaper regarding the hearing.

Councilwoman Schroder asked if the statewide proposal is denied, would the state continue to go on with the Governor's proposal, specifically regarding the sector councils and the involvement thereof from the Workforce Connections' Board and LEO's.

Mr. Woodbeck replied, in terms of the sector councils, they are already underway and will continue to proceed.

Commissioner Tommy Rowe commented that last year the Community College of Southern Nevada withdrew their office from Lincoln County, laid off everybody there, and pulled out, not giving any service there to anybody. Commissioner Rowe commented that smaller counties do not have that service to withdraw, so he doesn't know how this is going to work running through the state colleges. Commissioner Rowe stated that the colleges have been cutting all sorts of programs, including one big program, the State Extension Office out of the university. Commissioner Rowe stated that these are vital to rural counties and their operations - the rural county had to do a lot of lobbying, letter writing, and phone calling to keep funding going for this.

Commissioner Rowe also commented that the rural counties would be underrepresented with only one elected official to represent all the rural areas and counties from the north to the south, all of which are very different.

Regarding the sector councils, Mr. Woodbeck stated that there are seven sector councils with three Local Elected Officials slots on each; that's 21. The goal, which will be fulfilled, is to have at least one representative from every county on at least one of the sector councils that relate to their area, such as mining and manufacturing for one of the northern counties.

Commissioner Rowe stated that during the last presentation by John Chamberlain, the LEOs were told that it was illegal per the Workforce Investment Act to change the Board to one statewide board without making several changes.

Mr. Woodbeck stated that it would be illegal for the state to attempt to change to one statewide board without DOL approval.

Councilwoman Peggy Leavitt asked about the community college system, specifically what the state means with respect to the non-negotiable commitment.

Mr. Woodbeck replied that the Workforce Investment Act calls for a use of community college assets for training, and the plan is going to encourage it strongly; it is not negotiable. Mr. Woodbeck commented that the community college wants to be an engaged training provider. Mr. Woodbeck stated that across the country, community colleges are a great asset for training, both broad based and industry specific so the Governor wants to ensure that opportunity is there.

Councilwoman Leavitt inquired about the establishment of two independent units, Policy and Compliance and Contracting and Provider Monitoring.

Mr. Woodbeck stating that they will be statewide, and if the plan goes through, the state would establish under DETR both units so that they are separated and so they maintain integrity for both units. Mr. Woodbeck stated that it's insisted upon by DOL or any auditing firm. Mr. Woodbeck stated that currently DETR does not do Contracting, but it does do Policy and Compliance through Workforce Investment Support Systems (WISS).

Councilwoman Leavitt asked how the sector councils will be staffed.

Mr. Woodbeck replied that the sector councils will be made up of 21 to 25 individuals, of which 51% have to come from private sector. Mr. Woodbeck stated that each of the councils will have a member of the senate, the assembly, three local elected officials and representatives from education (K-12), community colleges, labor, Regional Development Authority that is dominant in that industry and area, industry specialist from the Governor's office of Economic Development, and an economist from DETR's Research & Analysis Division.

Councilwoman Leavitt commented that the projected cost savings basically comes from cutting administrative costs.

Mr. Woodbeck stated that both administrative and infrastructure costs will be reduced. Councilwoman Leavitt stated that in the proposed budget the in-state travel for \$129,000 is high.

Dennis Perea, Deputy Director-DETR replied that this was a long debate when putting the budget together. Mr. Perea stated that in recruitment for the most qualified individuals statewide, it is sometimes cheaper to have a person travel to do monitoring and oversight of contracts, rather than hiring individuals from both the north and south.

Councilwoman Anita Wood commented that according to the plan, Nevada's Current System-Southern Workforce Investment Area, states the Board had eligible training provider list expenditures of \$1,849,565, but total WIA expenditures of \$19,291,502, and percentage of dollars spent on training is 9.58%. Councilwoman Wood asked if that was accurate.

Mr. Galbreth stated that he thinks it would be accurate; the reason is because the Southern Board concentrated on putting more people to work during the year July 1, 2010 through June 30, 2011, and not necessarily in training. Last year the Board concentrated on training and the next year will probably concentrate a little more on training.

Heather DeSart, Deputy Director-Workforce Development commented that eligible training provider list expenditures does not include On-the-Job training, which the agency did substantial numbers of OJTs, probably far exceeding classroom training for occupational skills training on the eligible training provider list.

Councilwoman Wood noted that under the Risks of the Status Quo it talks about community colleges and asked if the Board currently has a relationship with the community college.

Mr. Galbreth replied yes and stated that he has been in communication with the community colleges quite frequently regarding partnering for the One-Stop system. Mr. Galbreth stated that the relationship can be stronger and better and he believes that in the coming months it will happen in a bigger, better way. Mr. Galbreth confirmed that the Board has been working with the college with the State Energy Sector Partnership grant. Mr. Galbreth stated that the Board works with UNLV, but to a lesser degree because the university is a much higher level of education.

Councilwoman Wood commented on the proposed organizational chart, specifically that it shows the DETR Director directly over the Southern Board.

Mr. Woodbeck stated that the DETR Director and DETR are providing oversight, contract compliance. Mr. Woodbeck stated that the org chart shows all the positions statewide, and some will be located in the north and some will be located in the south.

Mr. Woodbeck stated that the two Deputy Directors will report to the DETR Director. One of the Deputy Directors is Dennis Perea and one will be promoted from current staff.

In response to Councilwoman Wood's question, Mr. Woodbeck stated that hopefully some members of the Workforce Connections staff will be recruited.

Councilwoman Wood asked how will the Governor address that most of the workforce investment system is based on local structure, and being that now this is all going to the state level, how will the Governor overcome the lack of local involvement.

Mr. Woodbeck replied that the local involvement would come through the sector council strategies that the state is implementing and also through the Governor's Workforce Investment Board. Mr. Woodbeck stated that all of these entities have local involvement and are comprised with people that have local involvement with the north, south, and rural.

Regarding the Proposed State Budget, Councilwoman Wood noted that the state's plan is focused on admin costs and increased training; however, \$1,475,304 is for Personnel and \$9,889 if for training.

Mr. Woodbeck replied that this is for staff training, and that the allocation for services and training that comes from DOL through the Governor's office into the local area is about \$18,000,000 this year.

In response to Councilwoman Wood's question regarding how the proposed org chart is going to streamline service delivery systems, Mr. Woodbeck replied that basically only the boxes in yellow are added staff to do oversight. Mr. Woodbeck stated that DETR was asked to provide what staff would be added to oversee contracts, compliance, and auditing; the functions that the boards currently undertake.

Mr. Woodbeck stated that both he and Deputy Director Perea are based in Southern Nevada as well as close to 400 people at the building on St. Louis. Also, there are JobConnect locations in Las Vegas, North Las Vegas, and Henderson, and a Casual Labor Center. Mr. Woodbeck stated that the majority of the DETR's operations are in Southern Nevada.

Councilwoman Wood expressed concern that currently all Workforce Connections staff is located in Southern Nevada and if it were to change it might be difficult for someone to get a hold of who they need instantaneously. For example, the two top directors, who may be situated here, but will be travelling a lot, as Mr. Perea stated about his schedule. Councilwoman Wood commented that people want someone to hold accountable here, locally.

Mr. Woodbeck noted in the second org chart provided, Workforce Investment Support Services, that's really where the rubber meets the road in terms of working. Mr. Woodbeck pointed out the Provider Coordinator positions and stated that DETR will provide a split of those who are responsible for the south and those who are responsible for the north.

Mr. Woodbeck commented that when you streamline organizations such as this, basically getting a hold of the Director or Deputy Directors through the Governor's office or through DETR, is fairly easy and everyone is very responsive. Currently, if the constituent wants to get to the Governor regarding a workforce development issue in the south, they are going to call DETR, but the call will probably be redirected to Workforce Connections. Mr. Woodbeck stated that if they feel like they need to get to the Governor, they would be hard pressed to do that because generally it will take a while. Mr. Woodbeck restated that DETR

staff is extremely responsive and that's not going to change, but he is happy to provide northern centric and southern centric staff.

Councilwoman Bob Coffin commented that if so many people are appointed to the councils, he is worried that DETR has understated the travel budget. Also, that the training budget is low for specialized training in Workforce Investment Act system.

Mr. Woodbeck stated that audio and video conferencing will be used when possible as an alternative to face-to-face meetings, and that DETR already has a number of WIA knowledgeable staff. Additionally, DETR facilitates DOL trainings that are free of charge.

Commissioner Butch Borasky asked if all the sector council positions filled by elected officials and members of the private sector are voluntary, in which Mr. Woodbeck replied yes.

Commissioner Borasky commented that the state's proposal is to put more people to work; however, a whole lot of people will be let go under the state's plan.

Commissioner Borasky stated that there are not enough community colleges to serve all the areas including the rural areas.

Mr. Woodbeck stated that if there are other suggestions regarding how we provide training, whether it's through the high schools or community colleges, as long as there is a building on campus we can provide training.

Commissioner Borasky stated that he is very, very concerned personally, representing the largest county of this state and without his participation, being one of the LEOs, we are going to lose input from a very diversified county, set up just like the state with a population center in the south and county seat in the north with communities all over the place, separated by 300 – 400 miles between each one of them. Commissioner Borasky stated that he is really concerned that the LEOs will lose the input needed to make sure funds get directed to the people most in need, within their respective areas. Commissioner Borasky said to Mr. Woodbeck that he'll need to go a long ways to convince him that the state's plan is in the best interest of all people of the State of Nevada.

Commissioner Borasky addressed Mr. Woodbeck, stating that he means no disrespect to him and that he knows Mr. Woodbeck is a great man and does a wonderful job. Commissioner Borasky stated that this all looks good on paper but is really, really concerned because it does not always work that way. Commissioner Borasky also stated that Governor Sandoval is doing a great job and he means no disrespect to him either; however, the Commissioner stated he is not willing to go back to his board with the recommendation to accept what the state is proposing to do.

Mr. Woodbeck stated that he believes all the LEOs have an invitation to be on one of the sector councils.

Commissioner Borasky stated that he has not heard or seen anything about that, but he will check his email again tomorrow.

Mr. Galbreth noted that the sector councils in place, particularly the green and renewable energy and healthcare sector councils, were basically found and led by Workforce Connections, but it is a statewide council and the state receives credit for it; however, Workforce Connections has played a major and huge role in those councils, which have been very successful.

Regarding the A-133 Audit, Mr. Galbreth pointed out that it was a qualified audit report and for clarification, the financial portion of the audit was unqualified, which was good. It doesn't mean that there isn't any concern or significant findings, but in the programmatic side that is where the issues are.

Mr. Galbreth stated according to DETR's PowerPoint slide titled Nevada's Current System regarding duplicative costs, we must be careful because recently a request was put before the Workforce Connections Board asking on behalf of the Governor and the State to do some duplication of Youth Services as well.

Commissioner Bill Kirby stated that with the state plan, one person will be doing the work of two people essentially, with the exception of a few administrators; one person will be taking care of a level of business overseeing both workforce areas. Commissioner Kirby commented that both workforce boards are running well with their respective directors and consolidating the positions will require training, a learning curve, and cause disruption in the community and loss of jobs. Commissioner Kirby stated that if it works, don't fix it and if it doesn't work, you have to fix it, but to fix it maybe you don't have to replace it.

Mr. Perea stated that as DETR built the org chart, positions were added where needed to absorb the entirety of the workforce system and the structure; there was a deputy director at one point and it went away. Mr. Perea stated that the org chart has 18 positions being added to take on the work, in addition to two extra positions in the event the workforce needs were miscalculated, but DETR believes that the positions added can more than adequately handle the job.

6. **DISCUSSION and POSSIBLE ACTION: Revise and Amend Workforce Connections Board Bylaws**

Sandra Douglas Morgan, Legal Counsel, provided the LEOs summary list of approximately 11 amendments for the proposed Workforce Connections Bylaws, which were requested by either Board members, Committee members, or made directly to the Executive Director. Ms. Morgan thanked Matt Cecil, Legal Counsel to the Board, who prepared the list of amendments.

Councilwoman Wood expressed concern about the addition of who can place items on the Board agenda. Councilwoman Wood stated what is typically allowed is that any Board member may request items be placed on the agenda, subject to the Board chair. The reason being is that these are Workforce Connection's Board Bylaws and the current Board has approximately 27 members and if everyone decided that they wanted to put in a request, the agenda could be quite extensive; therefore there should be someone who should approve and/or weigh requested agenda items, and typically that is the Chairperson. Councilwoman Wood asked that it be considered adding the words "as approved by the Chair."

Councilman Coffin requested that any two people together should have the ability to put items on the Board agenda. Commissioner Coffin stated that he'll try Councilwoman Wood's suggestion and see how it happens.

Commissioner Weekly asked Hannah Brown, Board Chair, to speak on the matter. Ms. Brown stated that in the past requesting the Board and/or Committee Chairperson to put an item on the Board agenda worked quite well. Ms. Brown stated that she has not had occasion to even question items that were asked of her to put on the agenda because if it is important to the Board member asking, she is not going to dissect it for whether or not it should be

placed on the agenda. Ms. Brown stated that she thinks she speaks for the other Committees' Chair, that all have been agreeable to put items on the agenda when asked by any Board member.

Ms. Morgan clarified that the Bylaws currently state, *that the LEO Chairperson, the Board Chairperson, any Committee Chairperson, provided the issue is involving that person's Committee, and the Executive Director can all place an item on the agenda.*

Commissioner Borasky stated that one of the reasons the Board elects a Chairperson is that the Board has faith in them, and if a Board member goes and ask for an item to be placed on the agenda that, as long as it has some relevancy to it, it will be put on the agenda. Commissioner Borasky further stated that if the Board were to allow anyone walking down the street to request an item on the agenda, the Board will be flooded with requests that have no relevancy at all to what the Board is discussing.

Ms. Morgan stated that the language that for 4.2 (e) mirrors the language for any Board member for any Committee person, so if it is the LEO's desire to strike that it would be wise to not accept the addition of any Committee member for Committee agendas.

Councilwoman Wood commented that 4.2 (f) states *will result in the matter being placed on the subsequent meeting agendas* and asked if that clarifies the next meeting agenda as to no go six months down the road. Ms. Morgan stated, exactly.

A motion was made to approve the proposed amendments to the Workforce Connections Board Bylaws with the exception of 4.2 (d)(v) and 4.2 (e)(v) by Councilwoman Anita Wood and seconded by Commissioner Butch Borasky. Motion carried.

7. **SECOND PUBLIC COMMENT SESSION:**

Doug Geinzer, SNMIC commented on the restructuring of the Workforce Investment Board. Mr. Geinzer stated that the proposal would eliminate 26% of administrative costs, which would direct more funds to the service providers allowing them to allocate more funding for training and job creation.

8. **LEO Consortium Member Comments**

None

9. **Adjournment**

The meeting adjourned at 4:23 p.m.

5. DISCUSSION and POSSIBLE ACTION:

Approve the Minutes from the Local Elected Officials Consortium meeting on June 6, 2012

*workforce*CONNECTIONS

**Local Elected Officials Consortium
MINUTES**

**June 6, 2012
3:00 p.m.**

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

Members Present

Councilwoman Gerri Schroder	Commissioner Lawrence Weekly
Commissioner Bill Kirby	Commissioner Butch Borasky
Councilwoman Anita Wood	Commissioner Tommy Rowe (Phone)
Councilwoman Peggy Leavitt (Phone)	

Members Absent

Councilman Bob Coffin

Staff Present

Ardell Galbreth	Suzanne Potter	Jim Kostecki
Heather DeSart	Carol Turner	Sylvia Spencer
Janice Greer	Madelin Arazoza	Emilio Pias
Melody Stok	Jaime Cruz	Rick Villalobos
Kenadie Cobbin-Richardson		

Others Present

Sandra Douglas Morgan, Legal Counsel	Charles Perry, Workforce Connections Board
Tiffany Tyler, Nevada Partners, Inc.	Earl McDowell, DETR
Michael Oh, City of Henderson	Frank Woodbeck, DETR
Dennis Perea, DETR	

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

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

The meeting was called to order by Chair Commissioner Lawrence Weekly at 3:11 p.m. Staff confirmed the meeting had been properly noticed and posted in accordance with the Nevada Open Meeting Law. Roll call was taken and a quorum was present.

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

A motion was made to approve the agenda as presented by Councilwoman Anita Wood and seconded by Commissioner Butch Borasky. Motion carried.

3. FIRST PUBLIC COMMENT SESSION

None

4. **DISCUSSION and POSSIBLE ACTION: Approve the Minutes from the Local Elected Officials Consortium meeting on May 8, 2012**

A motion was made to approve the Minutes from the Local Elected Officials Consortium meeting on May 8, 2012 by Councilwoman Anita Wood and seconded by Commissioner Butch Borasky. Motion carried.

5. **DISCUSSION and POSSIBLE ACTION: LEO Consortiums' position regarding the State of Nevada Proposed Unified Single Statewide Workforce Investment Board**

Commissioner Butch Borasky commented that he has not been convinced that a statewide board is the best thing for his district.

Councilwoman Gerri Schroder inquired about keeping two workforce areas the Governor is proposing.

Frank Woodbeck, Director - Department of Employment, Training and Rehabilitation (DETR) replied that the two workforce investment areas and funding allocations will remain the same per the state's plan, which complies with the Workforce Investment Act. Mr. Woodbeck stated the Governor will not be restructuring the boundaries of the workforce investment areas, and stated that to do so would require a waiver from the Department of Labor (DOL).

Councilwoman Schroder asked what kind of assurance is there that 70% representation will remain in the south on the Governor's board.

Mr. Woodbeck stated that the Governor's board structure is required to maintain at least 50% representation from the business community, and that an executive order will be issued to have two elected officials added to the Governor's board; an additional one from the south and one from the rural for a total of four elected officials. Mr. Woodbeck stated that the current Governor's board is not in good shape because it needs to be reconstituted and there are a lot of business seats that must be filled. Mr. Woodbeck says he is recommending that at least one business representative from the industry sectors sit on the Board in addition to the Governor appointed business representatives, a labor representative, community-based organization representative, a youth organization representative, two representatives from the senate, two representatives from the assembly, and four local elected officials. The representatives from the senate and assembly are appointed by the leaders of that particular house. Mr. Woodbeck stated that he will provide the LEOs with an organization chart of the Governor's Workforce Board.

Commissioner Bill Kirby inquired about the target date that the state plans to move forward with their proposal.

Mr. Woodbeck replied that the draft will be submitted to DOL for approval July 1, 2012; if approved, the planned target date is the end of the year.

Commissioner Kirby stated that he has reviewed the board's audit findings as well as the current progress the board has made, including hiring the new Finance Manager, Jim Kostecki, who along with other staff have worked diligently on the audit findings trying to correct them. Commissioner Kirby noted that there are 11 audit findings of which six have been corrected and five are being worked on and appear as though they will be resolved by the end of this fiscal year or within three to five months of the next year. Commissioner Kirby noted that the board has done well at streamlining operations.

Commissioner Kirby commented that the proposed job cuts in the state's plan is contradictory of workforce investment board's purpose to create jobs. Commissioner Kirby stated that eliminating these jobs will negatively impact the long standing relationships with the community that the board has developed. Commissioner Kirby stated that he would like to see the board receive more time to meet the Governor's expectations.

Commissioner Kirby will report back to his commission.

Councilwoman Anita Wood agreed with Commissioner Kirby's comments and added that board staff is working hard to make sure the organization is moving in the right direction and the agency should be given more time to show what it can do.

Councilwoman Wood stated that she understands the Governor wants the state plan to work in concert with the sector councils and economic development plan, but the Governor does not necessarily need to run things in order to achieve his goals. Councilwoman Wood noted that the Board has met some of the goals set by the Governor.

Councilwoman Wood commented that she does not see the financial efficiency that is to be brought about based on the state's plan. Councilwoman Wood noted that she has heard concerns from the rural areas and the minorities about how well they will be represented under the proposed plan.

Councilwoman Wood stated that the state plan does not take into consideration the role the LEOs play in moving things forward in their jurisdictions and is concerned that the elected officials will not have sufficient representation on the various sector councils, will not be privy to important information that will affect their jurisdiction, and will not be able to make an impact on the various sectors. Councilwoman Wood stated that there at least four of the sectors that North Las Vegas is very interested in.

Councilwoman Wood noted that Workforce Connections has stepped up and provided direction for the Ready for Life program, which has floundered a little bit because it has not had direction, and stated that Ready for Life is a wonderful program that that she is very committed to and would like to see continue. Councilwoman Wood expressed concerned that the opportunity to impact programs such as Ready for Life would be lost under the Governor's plan.

Councilwoman Peggy Leavitt echoed Commissioner Kirby's comments and concurred with Councilwoman Wood's comments regarding the new organizational structure and how the rural areas and minorities will be represented and how the elected officials will stay informed about the other sectors, since they can only serve on one sector council.

Councilwoman Leavitt pointed out that the board does not meet the criteria for "getting rid of a local workforce area" per TEG 37-10 mentioned in John Chamberlains presentation.

Mr. Galbreth agreed stating that Workforce Connections has met and exceeded all of the established performance measures, and the last three years has received Governor's Reserve discretionary funds as an award for meeting or exceeding the established performance measured.

Councilwoman Leavitt asked if DETR has the organizational structure (program staff) to continue the level of service being provided to the service providers and community and if the state plans on recruiting any of the existing board staff.

Mr. Woodbeck replied that the DETR's Workforce Investment Support Services (WISS) department oversees the implementation of those performance standards and that DETR will add to its existing program and admin staff – a total of 18 positions between the south and the north. WISS also provides monitoring and technical assistance.

Commissioner Tommy Rowe agreed with Commissioner Kirby's comments and added that the citizens from all the counties do not want more state government. Discussion ensued.

Mr. Woodbeck stated that the sector councils are not contingent upon the state plan. The sector councils are based on legislation from 2009 (NRS 32.395), and were established for each of the industry sectors that the Economic Development Office is pursuing. Mr. Woodbeck restated that the sector councils will go forward with or without the proposal.

Commissioner Lawrence Weekly commented that the role of the elected officials on the board is not about power, rather more about being in tune to the service providers, being able to affect positive results, such as who is benefiting from resources that are being allocated, and being responsible and liable when things go wrong.

Commissioner Borasky noted that if the state is going to eliminate 31 positions at the board for a projected savings of \$5,000,000, all 31 positions would have to be making an average annual salary of \$161,290, based on his calculations. This being unlikely, Commissioner Borasky asked Mr. Woodbeck how he came up with the \$5,000,000.

Mr. Woodbeck replied that it includes staff salaries and infrastructure costs.

Hannah Brown, Workforce Connections Board – Chair, commented that she agrees with all of the LEO's comments and appreciates the clarification on the sector councils. Ms. Brown stated that she is against and does not approve of combining the boards.

Commissioner Kirby made a motion that the LEOs take these findings back to their respected boards and councils for their consideration and direction with regards to 1) continuing to operate by resolution, or 2) request that the Governor reschedule his application with the WIA until July 1, 2013 so that Workforce Connections can demonstrate an improved operating level within the framework of WIA standards for a discussion and decision on this issue at our next meeting.

Sandra Douglas Morgan, Legal Counsel, asked Commissioner Kirby what resolution he is referring to in the first part of his motion and noted that his motion was not seconded therefore he may amend it.

Commissioner Kirby made a new motion that the LEOs take these findings back to their respective boards and councils for their consideration and direction with regards to 1) Workforce Connections continuing to operate without being taken over by the state, or 2) request that the Governor reschedule his application with the WIA until July 1, 2013, so that Workforce Connections can demonstrate an improved operating level within the framework of WIA standards.

Mr. Galbreth noted that DETR has the State Workforce Investment Plan up for public comment and there is a public hearing scheduled June 11th. Mr. Galbreth stated that it is very important that the LEO Consortium have some type of comment or direct staff to prepare a comment because this particular type of plan will be signed by the Governor and will be submitted to the Department of Labor, and after the June 11th, there won't be any direct avenue to address this.

Commissioner Kirby withdrew his motion.

Commissioner Tommy Rowe made a motion that we continue on with the administration we have in there presently; being no second the motion died on the floor.

Commissioner Borasky commented that his board has already taken action in this matter. The board has looked hard and close at this matter and invited DETR to their meeting, but DETR did not show up. Commissioner Borasky stated that he was going to reschedule another meeting but we are running out of time.

A motion, to let the Governor and the Department of Labor know, that the LEO Consortium does not agree with the proposal that is coming from the Governor's office, and opposes whatever the Governor is trying to do, was made by Commissioner Butch Borasky and seconded by Commissioner Tommy Rowe. Commissioner Bill Kirby opposed. Motion carried.

Commissioner Borasky directed staff to put together a response to the Governor's office and Department of Labor that the LEO Consortium rejected the Governor's plan.

Commissioner Kirby noted that his board was expecting him to bring back the findings from today and agendize it, so that they may direct him with a decision on what vote to make.

Councilwoman Schroder directed staff to continue to work with DETR and the Governor if there is another proposal that the Governor may want to bring that we may agree to.

Councilwoman Wood directed staff to provide information regarding the June 11th meeting.

Mr. Galbreth replied that public comment will be held on June 11th at 9:00 a.m. in Carson City and via video conference in Las Vegas at the Grant Sawyer Building.

Councilwoman Schroder commented that there are some benefits to the Governor's proposal, but the reason she voted against it is because there is some discomfort around the board. Councilwoman Schroder said that she thinks there is an opportunity for some sort of resolution that everyone can agree to and restated that she is not 100% opposed to the Governor's plan, because there are some benefits, but the problem is that we don't have the consensus from the board and people are not comfortable with the Governor's plan.

6. LEO CONSORTIUM CLOSED SESSION

7. SECOND PUBLIC COMMENT SESSION

None

8. LEO Consortium Member Comments

None

9. Adjournment

The meeting adjourned at 4:38 p.m.

6. DISCUSSION and POSSIBLE ACTION: New Board Member Appointment

PLEASE INCLUDE A CURRENT RESUME

Applicant's Name (Last, First, Middle): FIELDS, Willie J. Jr.		Title: BUSINESS OWNER	Agency/Organization Represented: WJFSHOE	
Address (Street, City, State, Zip Code): 3126 LAS VEGAS BLVD N., LAS VEGAS, NV 89115				
Phone Number: (702) 458 7829	Alternate Phone: (702) 644 3872	Email Address: WJFSHOE@AOL.COM		
Manager/Supervisor:	Title:	Phone Number: ()	Email Address:	
# of employees supervised:	# of employees in your company/organization:			
Nominating Person/Agency: ARDELL GALBRETH	Nominating Agency/Business/Company:		Signature:	

Please return forms to:

workforce CONNECTIONS
7251 W. Lake Mead, Ste. 200
Las Vegas, NV 89128

Attention: Dianne Tracy
HR Specialist/SN LWIB EO Officer

DATE OF APPOINTMENT/REAPPOINTMENT OF RECORD _____

BIO: W. J. FIELDS JR.

W. J. Fields Jr. located to Las Vegas Nevada in 1968 from New Orleans Louisiana where he attended high school and Louisiana State University majoring in political science and business administration. In the past thirty years Fields has been a philanthropist, community activist ,political adviser and promoter of many civic causes. From 1984 to 1993 Fields served as founding chairman of Community Health Clinics that was funded by the Department of Health and Human Service that provided health care for the under privilege. He was elected President of the North Las Vegas Chamber of Commerce in 2003 by the members of the business community of that city. That year he brought Taiwan and the city of North Las Vegas together to promote trade and commerce. The following year of 2004 he was elected District Governor of Lions Clubs International for the state of Nevada. That year he founded and became chairman of Lions Sightfirst Foundation that provides free eye care for those who can not afford to pay. In recent years he has served as Chairman of the Workforce Investment Board Youth Council for the Department of Labor providing job training for the youth of four counties. He has also served as consultant to the Department of Energy on nuclear waste issues. He currently serves as Honorary Chairman and resident agent of North America for the International Financial Management Association of Beijing, China.

ATTENDANCE POLICY

ANY BOARD MEMBER OF *workforce*CONNECTIONS SHALL BE REMOVED FROM THE BOARD AFTER THREE CONSECUTIVE ABSENCES FROM REGULARLY SCHEDULED BOARD MEETINGS.

COMMITTEE ASSIGNMENT

ALL BOARD MEMBERS OF *workforce*CONNECTIONS ARE REQUIRED TO SERVE ON A STANDING COMMITTEE.

PLEASE INDICATE A COMMITTEE YOU ARE WILLING TO SERVE (*PLEASE CHECK AT LEAST ONE*):

YOUTH COUNCIL

ADULT & DISLOCATED WORKERS COMMITTEE

BUDGET COMMITTEE

SIGNATURE: _____



DATE: _____

11 JUNE 2012

Please return completed form to:

Suzanne Potter
Workforce Connections
7251 W. Lake Mead, Ste. 250
Las Vegas, NV 89128
Email:
Fax: (702) 636-4371

workforceCONNECTIONS

Board Member Conflict of Interest Guidance and Acknowledgement Certification

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

Conflict of Interest

A member of a local board may not:

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

1. Will your appointment/reappointment to *workforceCONNECTIONS* potentially violate any of the criteria listed above?

Yes No

If yes, please provide an attached letter explaining your potential conflict of interest.

2. Please provide a letter from a supervisor/manager or from an elected official verifying provided information.

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

FIELDS, WILLIE J. JR

Applicant's Name

Signature of Applicant

Date

11 JUN 2012

7. INFORMATION:

**PY2011 WIA Formula Budget July 1, 2011 through June 30, 2012 and PY2011
Budget Narrative (no change since last LEO Consortium 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 LWIB 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	\$ -	\$ 2,388,402	\$ 3,838,693	\$ 17,823,175	\$ 24,060,270
					\$ 6,237,095		

- 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 NVTrec - 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	-
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
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.

- 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.

- 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.

8. INFORMATION:

**PY2012 WIA Formula Budget July 1, 2012 through June 30, 2013 and PY2012
Budget Narrative (no change since last LEO Consortium 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
						10% Admin	10% Program			
PY2012 Adult	6,285,941	6,316,715	6,316,715	30,774		631,672	631,672	5,053,371	6,316,715	
PY2012 Dislocated Worker	6,743,443	6,847,926	6,847,926	104,483		684,793	684,793	5,478,340	6,847,926	
PY2012 Youth	6,316,655	6,337,899	6,337,899	21,244		633,790	633,790	5,070,319	6,337,899	
PY2011 Adult Carry Forward	1,000,000	1,000,000	1,000,000	-		100,000	100,000	800,000	1,000,000	
PY2011 Dislocated Worker Carry Forward	1,000,000	1,000,000	1,000,000	-		100,000	100,000	800,000	1,000,000	
PY2011 Youth Carry Forward	3,000,000	3,000,000	3,000,000	-		300,000	300,000	2,400,000	3,000,000	
Other Revenues (Interest)	75,000	75,000	75,000	-		25	25	-	25	
Governor's Reserve - Strategic Initiative				(75,000)						
Total Revenue by Funding Stream	\$ 24,421,064	\$ 24,502,565	\$ 24,502,565	\$ 81,501	\$ 2,450,255	\$ 2,450,280	\$ 2,450,280	\$ 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
Adult Services	5,828,753	5,853,371	5,853,371	24,618		5,853,371	5,853,371	
Dislocated Worker Services	6,194,755	6,278,340	6,278,340	83,585		6,278,340	6,278,340	
Youth Services	7,453,323	7,470,319	7,470,319	16,996		7,470,319	7,470,319	
Subtotal Community Resource Allocations	\$ 19,476,831	\$ 19,602,030	\$ 19,602,030	\$ 125,199		\$ 19,602,030	\$ 19,602,030	\$ 19,602,030

Board Operations	Approved Budget PY2012		Proposed Budget PY2012		\$ Change	Admin		Program		Total
Subtotal Operating Expenditures	4,944,233	4,900,535	4,900,535	(43,698)		1,847,034	1,847,034	3,053,501	3,053,501	4,900,535

Total Expenditures	\$ 24,421,064	\$ 24,502,565	\$ 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	Approved Budget PY2012	Proposed Budget PY2012	\$ Change	Admin	Program	Total
6100 Audit/Accounting Services	350,000	350,000		350,000		350,000
6120 Bank/Payroll Services	6,000	6,000		6,000		6,000
6130 Equipment/Furniture	75,000	75,000		21,000	54,000	75,000
6130-11 NVTrac - Data Tracking System	100,000	100,000			100,000	100,000
6140 Equipment Repairs	1,500	1,500		420	1,080	1,500
6150 Legal Publication/Advertising	18,000	18,000		5,040	12,960	18,000
6160 Dues & Subscriptions	12,000	12,000		3,360	8,640	12,000
6170 Equipment Rental	15,000	15,000		4,200	10,800	15,000
6190 Insurance	40,000	40,000		11,200	28,800	40,000
6200 Facilities Maintenance	5,000	5,000		1,400	3,600	5,000
6210 Legal Fees	50,000	50,000		50,000		50,000
6230 License & Permits	3,000	3,000		840	2,160	3,000
6250 Office Supplies	15,000	15,000		4,200	10,800	15,000
6260 Salaries	2,413,763	2,413,763		796,542	1,617,221	2,413,763
6265 Employee Fringe Benefits	809,818	809,818		267,240	542,578	809,818
6270 Postage & Delivery	3,000	3,000		840	2,160	3,000
6280 Printing & Reproduction	12,000	12,000		3,360	8,640	12,000
6285 Board Support & Travel	8,000	8,000			8,000	8,000
6290 Facility Rent/Lease	365,348	365,348		102,297	263,051	365,348
6300 Telephone	30,000	30,000		8,400	21,600	30,000
6305 Program Support Contracts	30,000	30,000			30,000	30,000
6306 Admin Support Contracts	145,000	145,000		145,000		145,000
6310 Travel - Staff	40,000	30,000	(10,000)	8,400	21,600	30,000
6320 Training & Seminars - Staff	40,000	40,000		11,200	28,800	40,000
6390 Utilities (included in Rent)	-	-				-
6440 Systems Communications Support	50,000	50,000		14,000	36,000	50,000
6500 Workforce Development Outreach	30,000	30,000		8,400	21,600	30,000
6550 Employer Payroll Taxes	71,804	71,804		23,695	48,109	71,804
6700 Youth Program Activities	15,000	15,000			15,000	15,000
6720 Adult/DW Program Activities	15,000	15,000			15,000	15,000
6850 Strategic Initiative - Governor's Reserve	75,000	75,000	(75,000)		15,000	15,000
6850 Strategic Initiative - WIA	100,000	141,302	41,302			141,302
Subtotal Board Operations	4,944,233	4,900,535	(43,698)	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.

9. REVIEW, DISCUSS, and ACCEPT:

- a. Budget vs. Actual Finance Report (workforceCONNECTIONS' Operations) for the Period July 1, 2011 through June 30, 2012 (Formula WIA)**
- b. PY2011 Awards & Expenditures Report – Monthly Update**
- c. Adult/Dislocated Worker & Youth Funding Plans**
- d. 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			Budget Authority Remaining			% of Program Year Concluded			91.67% Total	
	Operating Expenses		Total	Admin		Program	Total	Admin		Program	Total	% Expended from Budget		
	Admin	Program		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%	92.33%		
6120/6129	Bank/Payroll Services	6,000	0	8,623	0	8,623	-2,623	0	-2,623	143.71%	0.00%	143.71%		
6130	Equipment/Furniture	42,000	108,000	15,412	85,427	100,839	26,588	22,573	49,161	36.70%	79.10%	67.23%		
6130-11	NV Trac Data Tracking Systems	0	180,000	0	129,000	129,000	0	51,000	51,000	0.00%	71.67%	71.67%		
6140	Equipment Repairs	700	1,800	0	0	0	700	1,800	2,500	0.00%	0.00%	0.00%		
6150	Legal Publication/Advertising	8,400	21,600	4,105	10,325	14,430	4,295	11,275	15,570	48.87%	47.80%	48.10%		
6160	Dues & Subscriptions	3,500	9,000	3,383	6,856	10,240	117	2,144	2,261	96.66%	76.18%	81.92%		
6170	Equipment Rental	6,790	17,460	6,066	12,421	18,487	724	5,039	5,763	89.34%	71.14%	76.24%		
6190	Insurance	8,400	21,600	3,195	8,309	11,504	5,205	13,291	18,496	38.04%	38.47%	38.35%		
6200	Facilities Maintenance	2,800	7,200	1,808	3,901	5,709	992	3,299	4,291	64.57%	54.18%	57.09%		
6210	Legal Fees	50,000	0	36,512	0	36,512	13,488	0	13,488	73.02%	0.00%	73.02%		
6230	License & Permits	1,120	2,880	817	1,221	2,038	303	1,659	1,962	72.99%	42.38%	50.95%		
6250	Office Supplies	7,000	18,000	5,478	11,749	17,227	1,522	6,251	7,773	78.26%	65.27%	68.91%		
6260	Salaries	949,245	1,927,255	821,815	1,694,135	2,515,949	127,430	233,120	360,551	86.58%	87.90%	87.47%		
6265	Employee Fringe Benefits	332,236	674,539	227,644	475,543	703,188	104,592	198,996	303,587	68.52%	70.50%	69.85%		
6270	Postage & Delivery	1,120	2,880	1,013	2,111	3,124	107	769	876	90.46%	73.29%	78.10%		
6280	Printing & Reproduction	4,200	10,800	3,413	6,980	10,394	787	3,820	4,606	81.27%	64.63%	69.29%		
6285	Board Travel & Training	0	10,000	0	5,430	5,430	0	4,570	4,570	0.00%	54.30%	54.30%		
6290	Rent	93,499	240,425	84,009	169,204	253,214	9,490	71,221	80,710	89.85%	70.38%	75.83%		
6300	Telephone	11,200	28,800	9,374	19,329	28,703	1,826	9,471	11,297	83.70%	67.12%	71.76%		
6305/6306	Contract Services	80,000	100,000	67,541	74,134	141,675	12,459	25,866	38,325	84.43%	74.13%	78.71%		
6310	Staff Travel	12,600	32,400	8,517	18,945	27,462	4,083	13,455	17,538	67.59%	58.47%	61.03%		
6320	Training & Seminars - staff	18,200	46,800	7,892	18,925	26,817	10,308	27,875	38,183	43.36%	40.44%	41.26%		
6440	System Communication Support	19,600	50,400	17,389	37,100	54,489	2,211	13,300	15,511	88.72%	73.61%	77.84%		
6500	Outreach	18,200	46,800	15,578	33,115	48,693	2,622	13,685	16,307	85.60%	70.76%	74.91%		
6550	Employer Payroll Taxes	28,477	57,817	19,513	45,778	65,291	8,964	12,039	21,003	68.52%	79.18%	75.66%		
6700	Youth Program Activities	0	25,000	0	16,486	16,486	0	8,514	8,514	0.00%	65.94%	65.94%		
6720	Adult/DW Program Activities	0	25,000	0	2,459	2,459	0	22,541	22,541	0.00%	9.84%	9.84%		
6850	Strategic Initiative (Operations)	0	435,352	0	0	0	0	435,352	435,352	0.00%	0.00%	0.00%		
	Total	2,135,287	4,101,808	1,766,138	2,888,885	4,655,023	369,149	1,212,923	1,582,072	82.71%	70.43%	74.63%		

Legend

Correct Now
Watch
OK

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 July 2, 2012

Amounts for Providers reflect invoiced allowable expenditures through May 2012.
Amounts for Internal Programs reflect expenditures through June 30, 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	\$ 257,546.41	\$ 183,769.94	\$ 441,316.35	88.26%	58,683.65	52,300.00
GNJ Family Life Center	\$ 600,000.00	\$ 269,107.93	\$ 264,872.99	\$ 533,980.92	89.00%	66,019.08	33,000.00
Goodwill of Southern Nevada	\$ 600,000.00	\$ 318,509.63	\$ 131,023.61	\$ 449,533.24	74.92%	150,466.76	31,250.50
Latin Chamber Foundation	\$ 600,000.00	\$ 242,229.34	\$ 183,996.64	\$ 426,225.98	71.04%	173,774.02	55,392.00
Nevada Partners, Inc	\$ 600,000.00	\$ 243,865.75	\$ 229,884.88	\$ 473,750.63	78.96%	126,249.37	32,706.91
So. NV Regional Housing Authority	\$ 175,000.00	\$ 55,279.98	\$ 49,315.36	\$ 104,595.34	59.77%	70,404.66	8,847.50
Total	\$ 3,075,000.00	\$ 1,386,539.04	\$ 1,042,863.42	\$ 2,429,402.46	79.00%	645,597.54	213,496.91

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	\$ 161,295.88	\$ 71,639.89	\$ 232,935.77	46.59%	267,064.23	-
Foundation for an Independent Tomorrow	\$ 600,000.00	\$ 277,195.50	\$ 250,124.70	\$ 527,320.20	87.89%	72,679.80	1,000.00
Latin Chamber Foundation	\$ 600,000.00	\$ 258,759.61	\$ 158,497.14	\$ 417,256.75	69.54%	182,743.25	See Green Above
Nevada Hospital Association	\$ 600,000.00	\$ 219,119.91	\$ 9,401.00	\$ 228,220.91	38.04%	371,779.09	-
Nevada Partners, Inc	\$ 600,000.00	\$ 288,024.18	\$ 153,336.96	\$ 441,361.14	73.56%	158,638.86	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%	-	-
So. NV Regional Housing Authority	\$ 175,000.00	\$ 73,147.59	\$ 58,811.59	\$ 131,959.18	75.41%	43,040.82	See Green Above
Total	\$ 3,459,397.83	\$ 1,582,735.08	\$ 780,216.70	\$ 2,363,451.78	68.32%	1,052,905.23	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	\$ 325,286.03	\$ 250,413.05	\$ 575,699.08	76.76%	174,300.92	13,306.01
Total	\$ 750,000.00	\$ 325,286.03	\$ 250,413.05	\$ 575,699.08	76.76%	174,300.92	13,306.01

WIA PY11 Internal Programs

Provider	Contract Award	Adult Expenditures	DW Expenditures	Total Invoiced	% Spent	Remaining Balance	PY11 SESP Expenses
Pride Re-Entry	\$ 500,000.00	\$ 387,844.44	\$ -	\$ 387,844.44	77.57%	112,155.56	-
Total	\$ 500,000.00	\$ 387,844.44	\$ -	\$ 387,844.44	77.57%	112,155.56	-

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	3,682,404.59	2,073,993.17	5,756,397.76	50.78%	5,535,400.42

workforce CONNECTIONS
Awards and Expenditures
Program Year 2011 WIA Formula
As of July 2, 2012

Amounts for Providers reflect invoiced allowable expenditures through May 2012.
 Amounts for Internal Programs reflect expenditures through June 30, 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	\$ 128,759.73	\$ 47,326.75	\$ 176,086.48	48.64%	185,913.52
HELP of Southern Nevada	\$ 1,913,000.00	\$ 160,743.25	\$ 298,619.62	\$ 459,362.87	24.01%	1,453,637.13
Latin Chamber - Green Consortium - started 5/1/12	\$ 500,000.00	\$ 1,542.59	\$ 1,527.46	\$ 3,070.05	0.61%	496,929.95
Nevada Partners, Inc	\$ 1,177,909.00	\$ 183,794.79	\$ 318,767.92	\$ 502,562.71	42.67%	675,346.29
Nye Communities Coalition (Year Round)	\$ 388,753.00	\$ 101,630.77	\$ 66,440.41	\$ 168,071.18	43.23%	220,681.82
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	\$ 36,574.94	\$ 57,456.81	\$ 94,031.75	75.23%	30,968.25
Total	\$ 4,515,176.00	\$ 647,473.23	\$ 804,158.12	\$ 1,451,631.35	32.15%	3,063,544.65

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	\$ 20,008.54	\$ 29,940.67	\$ 49,949.21	49.95%	50,050.79
Nye Communities Coalition (Tri-County)	\$ 150,000.00	\$ 27,832.54	\$ 33,174.86	\$ 61,007.40	40.67%	88,992.60
Total	\$ 250,000.00	\$ 47,841.08	\$ 63,115.53	\$ 110,956.61	44.38%	\$ 139,043.39

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	\$ 623,290.54	\$ -	\$ 623,290.54	69.25%	276,709.46
Total	\$ 900,000.00	\$ 623,290.54	\$ -	\$ 623,290.54	69.25%	276,709.46

WIA PY11 To Be Allocated Amounts

Provider	Contract Award	Youth In-School Expenditures	Youth Out-Of-School Expenditures	Total Invoiced	% Spent	Remaining Balance
To be allocated	\$ 748,160.00	\$ -	\$ -	\$ -	0.00%	748,160.00
Total	\$ 748,160.00	\$ -	\$ -	\$ -	0.00%	748,160.00
Total Youth	6,413,336.00	1,318,604.85	867,273.65	2,185,878.50	34.08%	4,227,457.50

workforce CONNECTIONS
Awards and Expenditures
As of July 2, 2012

Amounts for Providers reflect invoiced allowable expenditures through May 2012.
 Amounts for Internal Programs reflect expenditures through June 30, 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 - started 5/1/12	\$ 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	\$ 230,688.63	\$ 230,688.63	100.00%	-
Calliente - ends 6/2012	\$ 246,206.00	\$ 190,620.06	77.42%	55,585.94
Total	\$ 476,894.63	\$ 421,308.69	88.34%	\$ 55,585.94

Direct Grants

Program	Contract Award	Total Invoiced	% Spent	Remaining Balance
Department of Justice - Get Out - ends 9/2012	\$ 692,096.00	\$ 556,529.71	80.41%	135,566.29
Health Resources and Services Admin. (HRSA) - ends 9/2012	\$ 140,509.00	\$ 140,509.00	100.00%	-
Layoff Aversion - Rapid Response - ends 6/2012	\$ 210,000.00	\$ 122,664.22	58.41%	87,335.78
State Energy Sector Partnership (SESP) - ends 1/2013	\$ 3,503,000.00	\$ 2,378,833.15	67.91%	1,124,166.85
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	\$ 355,482.72	92.07%	30,619.24
Youth Build PY11 - CCSD Desert Rose - ends 5/2013	\$ 158,584.00	\$ 52,039.66	32.82%	106,544.34
Youth Build PY11 - WC - ends 5/2013	\$ 941,416.00	\$ 331,657.51	35.23%	609,758.49
Total	\$ 6,745,605.00	\$ 4,651,614.01	68.96%	\$ 2,093,990.99

**Workforce Connections
Adult and Dislocated Worker Funding Plan
July 3, 2012**

	Remaining 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 28, 2012)									
PY2011 Adult and DW Funding	5,380,054	1,552,000	3,828,054	3,595,733	3,570,733	3,570,733	5,380,054	-	
PY2012 Adult and DW Funding	13,164,641		403,483				11,140,682	2,023,959	
TOTAL REVENUES	18,544,695	1,552,000	4,231,537	3,595,733	3,570,733	3,570,733	16,520,736	2,023,959	
EXPENDITURES									
Service Provider Contracts									
PY2011 Original Contracts		787,000	1,085,804	2,500,000	2,500,000	2,500,000	1,872,804		
PY2011 Adult and DW Contract Extensions thru 6/30/2012			1,600,000				9,100,000		
PY2012 Reentry Program (\$700,000)			175,000	175,000	175,000	175,000	700,000		
Internal Programs									
Pride Reentry Program		15,000					15,000		
Operations									
Administration and Programs		750,000	758,233	758,233	758,233	758,233	3,782,932		
Pending Contracts									
PY2012 Uncoln County Rural Services (\$50,000)			12,500	12,500	12,500	12,500	50,000		
PY2012 One-Stop Operation (\$1.0 million)			600,000	150,000	125,000	125,000	1,000,000		
TOTAL		1,552,000	4,231,537	3,595,733	3,570,733	3,570,733	16,520,736	1.62 Months	

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
July 3, 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	Jul-Sep 2013 3 Months	Oct-Dec 2013 3 Months		
REVENUES (Available as of June 28, 2012)										
Governor's Reserve Incentive	75,000	25,000	50,000					75,000	-	
PY2010 Youth Funding	-	-	-	-	-	-	-	-	-	
PY2011 Youth Funding	4,558,392	1,852,000	2,706,392					4,558,392	-	
PY2012 Youth Funding	6,337,899	720,608	3,477,000	1,777,000	1,777,000	1,777,000	1,777,000	6,051,608	286,291	
TOTAL REVENUES	10,971,291	1,877,000	3,477,000	1,777,000	1,777,000	1,777,000	1,777,000	10,685,000	286,291	
EXPENDITURES										
PY2011 Service Provider Contracts										
Current Contracts (ending date 9/30/2012)		550,000	650,000					1,200,000		
Governor's Reserve - CC Summer Business Institute		25,000	50,000					75,000		
PY2011 Lincoln County Contract Extension \$100,000			25,000	25,000	25,000			100,000		
PY2011 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		
PY2012 Service Provider Contracts										
PY2012 Youth In-School Contracts \$1,844,000			461,000	461,000	461,000			1,844,000		
PY2012 Youth Out-of-School Contracts \$2,000,000			500,000	500,000	500,000			2,000,000		
PY2012 Youth Re-entry \$300,000			75,000	75,000	75,000			300,000		
PY2012 Youth Summer Component/Year Round \$1,000,000		100,000	300,000	200,000	200,000			1,000,000		
Internal Programs										
Graduate Advocate Initiative		25,000						25,000		
Calierte Reentry		10,000						10,000		
Operations										
Administration and Programs		100,000	466,000	466,000	466,000			1,964,000		
Pending Contracts										
PY2011 Out-of-School Youth Contract Extension \$200,000		1,877,000	50,000	50,000	50,000	50,000	50,000	200,000		
TOTAL		1,877,000	3,477,000	1,777,000	1,777,000	1,777,000	1,777,000	10,685,000	0.39 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)

**Statewide Analysis of Expenditures
Reported by DETR
April 30, 2012**

<u>PY 2010 WIA</u>	<u>% of Total</u>				
	<u>Allocation</u>	<u>Allocation</u>	<u>Expenses</u>	<u>Remaining</u>	<u>% Spent</u>
North - Nevada Works	7,743,953	26%	7,743,953	-	100%
South - Workforce Connections	16,730,448	57%	16,730,448	-	100%
DETR - Rapid Response	538,891	2%	319,476	219,415	59%
DETR - Governor's Reserve	2,942,165	10%	2,323,858	618,307	79%
DETR - Statewide Admin	1,471,083	5%	1,049,612	421,471	71%
TOTAL WIA	29,426,540	100%	28,167,347	1,259,193	96%

<u>PY 2011 WIA</u>	<u>% of Total</u>				
	<u>Allocation</u>	<u>Allocation</u>	<u>Expenses</u>	<u>Remaining</u>	<u>% Spent</u>
North - Nevada Works	7,467,566	24%	2,416,341	5,051,225	32%
South - Workforce Connections	18,200,611	59%	6,481,615	11,718,996	36%
DETR - Rapid Response	3,539,466	12%	-	3,539,466	0%
DETR - Governor's Reserve	-	0%	-	-	0%
DETR - Statewide Admin	1,526,666	5%	-	1,526,666	0%
TOTAL WIA	30,734,309	100%	8,897,956	21,836,353	29%

- NOTE:**
- 1) Allocations combine Adult, Dislocated Worker, and Youth Funds
 - 2) PY2010 funding period is available July 1, 2010 through June 30, 2012 to the local workforce investment boards (after two years, funds revert to the State for one additional year - through June 30, 2013)
 - 3) PY2011 funding period is available July 1, 2011 through June 30, 2013 to the local workforce investment boards (after two years, funds revert to the State for one additional year - through June 30, 2014)

workforce CONNECTIONS

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

Monthly Status Report
July 2012

Finding	Type	Description	Target Date	Audit					
				PY2010 ended (12/24/2011)	PY2009 ended (4/29/2011)	PY2008 ended (6/30/2009)	PY2007 ended (09/22/2009)	PY2006 ended (6/30/2007)	
11-1	Financial Reporting	<p>Lack of Policies and Procedures and GAAP adherence - improved from last year but still lacks effective policy and procedures</p> <p>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.</p> <p>Action: Sept 2011 - Completed configuration of the new financial system, began staff training, and determined original staff assignments.</p> <p>Action: May 2012 - Document the final reconciliation of Financial Edge to QuickBooks for July through December.</p> <p>Action: May/June 2012 - Update written policies and procedures for Financial Edge.</p> <p>Finding Status: Jun 2012 - QuickBooks policies were in place Jul 2011 and new policies for Financial Edge will be in place by July 2012. This portion of the finding should reflect substantial progress for the June 30, 2012 audit.</p>	Jun/Jul 2012	X	X	X	X	X	X
		<p>Status: The monthly closing processes will be assigned to specific fiscal staff wherein each staff has an assigned responsibility with a due date. Completion of the closing processes and the review/approval will be documented and retained.</p> <p>Action: Jun/Jul 2012 - Revise policies, procedures, and checklists that will address the timely handling of transactions, will determine correct backup documentation, and will establish proper controls and reviews according to GAAP.</p> <p>Finding Status: Jun 2012 - We received this audit finding on Feb 24, 2012. Monthly reconciliation and close processes will be implemented and documented for the months Jul 2011 through Jun 2012 in Financial Edge by Jul 2012. This portion of the finding should reflect substantial progress for the June 30, 2012 audit.</p> <p>Action: Jul/Aug 2012 - Develop new monthly/quarterly financial status reports.</p> <p>Action: Aug 2012 - Review program closeout procedure that ensures final draws, reports, and closing documents are submitted timely.</p>	Jun/Jul 2012						
11-2	Financial Reporting	<p>Lack of insufficient skills and knowledge to perform governmental accounting utilizing GAAP - improved from last year but still needs improvement</p> <p>Status: The new Finance Manager will provide the expertise necessary to provide the skills and knowledge that have been needed.</p> <p>Action: Mar 2012 - New Finance Manager hired February 27, 2012.</p> <p>Action: May 2012 - Extensive training on DOL fiscal regulations was provided to all administrative and program staff including Finance.</p> <p>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.</p>	May 2012	X	X	X	X	X	X

workforce CONNECTIONS

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

Monthly Status Report
July 2012

Finding	Type	Description	Target Date	Audit					
				PY2010 ended 6/30/2011 (7/24/2011)	PY2009 ended 6/30/2010 (4/29/2011)	PY2008 ended 6/30/2009 (06/08/2010)	PY2007 ended 6/30/2008 (05/22/2009)	PY2006 ended 6/30/2007 (07/22/2008)	
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: Jun/Jul 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>	July 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. This finding should reflect substantial progress for the June 30, 2012</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.</p> <p>Action: Jan 2012 - Implemented a new working capital balance draw process that 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
July 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)	
11-5 cont.		<p>Funding federal grants in advance - excessive time elapsed between receipt of funds and disbursement of funds</p> <p>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.</p> <p>Action: Apr 2012 - Continue to update the PY11 SEFA worksheet as drawdowns occur.</p> <p>Finding Status: Jun 2012 - Disbursements continue to be made in a timely manner. This finding should not repeat for the June 30, 2012 audit.</p> <p>Action: Ongoing - continue to review the process to ensure that documents are processed and paid in a timely manner.</p>	August 2011						
11-6	Federal Grants	<p>ARRA - timely reporting of quarterly reports</p> <p>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.</p> <p>Action: Aug 2011 - Two ARRA reports were due for June 30, 2011. Both were submitted on time.</p> <p>Action: Oct 2011 - One final ARRA report was submitted on time for Youthbuild.</p> <p>Finding Status: Jun 2012 - All ARRA quarterly reports were filed timely. This finding should not repeat for the June 30, 2012 audit.</p>	July 2011	X	X				
11-7	Federal Grants	<p>Documentation supporting program participant eligibility shall be complete, accurate, and retained</p> <p>Status: Policies and procedures have been developed and annual monitoring by program staff will ensure complete and accurate records.</p> <p>Action: Apr/May 2012 - Program staff continue to provide technical assistance, oversight, and review of files for completion and accuracy.</p> <p>Action: May 2012 - Fiscal and program staff will review to ensure specific issues have been resolved.</p> <p>Action: May/June 2012 - Review and test eligibility for new participants.</p> <p>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.</p> <p>Action: Ongoing - Program staff will continue to monitor records for the internal and direct programs that have participant files.</p>	May/June 2012	X					

workforce CONNECTIONS

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

Monthly Status Report
July 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	<p>Sub-recipients awards did not contain the required information</p> <p>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.</p> <p>Action: Sept 2011 - A contract checklist was developed for PY11 contracts to ensure all data elements are collected.</p> <p>Action: May 2012 - Training will be provided on contracts and procurement to WC staff and service providers.</p> <p>Finding Status: Jun 2012 - All contracts for program year 2011 included the new template with the required information. This finding should not repeat for the June 30, 2012 audit.</p> <p>Action: Ongoing - Ensure all future contracts contain data.</p>	July 2011	X	X	X	X	X	
11-9	Federal Grants	<p>Financial reporting of Form ETA 9130 - timely submissions</p> <p>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.</p> <p>Action: Nov 2011 - Quarterly direct grant reports are submitted in a timely manner.</p> <p>Action: Jan/Feb 2012 - Quarterly direct grant reports were completed within deadlines.</p> <p>Finding Status: Jun 2012 - All WIA quarterly reports were filed timely. This finding should not repeat for the June 30, 2012 audit.</p> <p>Action: Ongoing - monthly monitoring must continue to take place to ensure reports meet all deadlines.</p>	July 2011	X	X				
11-10	Federal Grants	<p>Monitoring of sub-recipients - Annual Monitoring and Tracking of Findings</p> <p>Status: Dept of Labor requires annual financial reviews of subrecipients. Our policy was updated. A monitoring spreadsheet has been developed to track all findings.</p> <p>Action: Aug 2011 - the Board approved the policy change from semi-annual reviews to annual reviews effective June 2011.</p> <p>Action: May 2012 - Continue the annual fiscal monitoring of all service provider contracts. Reports must be issued within 30 days.</p> <p>Action: Jun 2012 - Document and track follow-up on fiscal monitoring findings.</p> <p>Finding Status: Jun 2012 - Annual monitoring will be completed by May 2012 and findings follow up will continue. This finding should not repeat for the June 30, 2012 audit.</p> <p>Action: Ongoing - Pink Paper monthly review of fiscal and program status.</p>	August 2011	X	X	X	X		

10. INFORMATION:

*workforce***CONNECTIONS' Standing Professional Services Contracts**

*workforce*CONNECTIONS
PROFESSIONAL SERVICES CONTRACTS
As of 7/1/2012

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 to 1-23-2013
JOHN CHAMBERLAIN Attorney-at-Law ARRA/WIA Board/Program/Fiscal Consultant Amendment #1 Program Staff Technical Assistance & LEO Technical Assistance Amendment #2 Board & Staff Technical Assistance for Strategic Plan	\$20,000.00 \$25,000.00 \$20,000.00 <u>Pending</u>	Sole Source	A/DW/Y Formula	4/1/2008 to 6-30-2012 4/1/2008 to 6/30/2013

<p>JANTEC Temporary Employment Services</p> <p>Amendment# 1 Youth WEX Special discount</p> <p>Amendment# 2 Contract Renewal</p>	<p>\$414,537.06* *(Amount as of 7-1-2011 includes temporary employees' salaries)</p> <p>*11.38% overhead cost = to \$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>MARQUIS AURBACH COFFIN Board Legal Counsel</p> <p>Second Contract Board/Staff Legal Counsel</p>	<p>\$100 to \$425 per hour</p> <p>\$100 to \$250 per hour</p>	<p>Sole Source</p> <p>Competitive</p>	<p>A/DW/Y Formula</p>	<p>5-18-2009 to 2-24-2012</p> <p>2-24-2012 to 2-24-2013</p>
<p>PRISM GLOBAL MANAGMENT</p> <p>In-House HR Consultant Services Amendment #1</p> <p>Amendment #2</p>	<p>\$40,000.00</p> <p>\$27,000.00</p> <p>\$10,000.00</p>	<p>Competitive</p>	<p>A/DW/Y Formula</p>	<p>10-1-2011 To 9-30-2012</p>
<p>TAKA KAJIYAMA NV Trac Maintenance Consultant</p> <p>Amendment #1</p> <p>Amendment #2</p> <p>Amendment #3</p> <p>Amendment #4</p>	<p>\$40,000.00</p> <p>\$9,000.00</p> <p>\$15,000.00</p> <p>\$5,400.00</p> <p>\$78,000.00</p>	<p>Sole Source</p>	<p>A/DW/Y</p>	<p>8-15-2011 to 6-30-2012</p> <p>7-1-2012 to 6-30-2013</p>

UNIVERSITY OF RENO CENTER FOR RESEARCH, DESIGN, & ANALYSIS	\$4,500.00	Sole Source	HRSA Grant	3/1/2012 to 7/1/2012
Evaluation and Analysis Report of the Current Status of the State of Nevada's Health Care Workforce				

**** 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.**

****Contracts may have a small balance of unexpended funds at closing.**

11. DISCUSSION and POSSIBLE ACTION:

Southern Nevada One-Stop Career Center and *workforce*CONNECTIONS' Lease Agreement

Attachment: One-Stop Career Center Lease Agreement (to be distributed at the meeting)

**Workforce Connections
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 (CCSN)
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
Las Vegas Urban League
Latin Chamber of Commerce Community Foundation
Nevada Hospital Association Healthcare 20/20
Nevada Partners, Inc.
Nye Communities Coalition
Southern Nevada Regional Housing Authority
United Way of Southern Nevada**

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 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. In the event Workforce Connections and its Board of Directors are dissolved, i.e., eliminated or discontinued, all financial obligations resulting from this MOU shall become the responsibility of the State of Nevada Department of Employment, Training and Rehabilitation.

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 in the event Workforce Connections and its Board of Directors are dissolved, i.e., eliminated or discontinued. At such time, all financial obligations resulting from this MOU on behalf of Workforce Connections shall become the responsibility of the State of Nevada Department of Employment, Training and Rehabilitation.

Termination of this MOU will be effective if all partners agree in writing to its termination. A partner may terminate or modify 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
Workforce Connections Nevada JobConnect
Memorandum of Understanding**

(One-Stop Partner (Agency Name))

(Signature)

(Title of Authorized Person)

Workforce Connection

Ardell Galbreth
Interim Executive Director
Workforce Connections

Exhibit C

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

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

Per Partner Cost - 38 Total
\$ 17,129.45

**WORKFORCE CONNECTIONS NEVADA JOBCONNECT
ONE-STOP CENTER INITIATIVE
July 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. Role of Nevada Department of Employment, Training and Rehabilitation

- 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

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 reduce 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)

12. INFORMATION: Interim Executive Director's Report

13. DISCUSSION AND POSSIBLE ACTION:

Interim Executive Director Employment and Compensation

14. DISCUSSION and POSSIBLE ACTION:

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

15. 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

16. LEO Consortium Member Comments