

*workforce*CONNECTIONS

**BOARD
AGENDA**

July 24, 2012

9:00 a.m.

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

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

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

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

This Agenda is also available at www.nvworkforceconnections.org

COMMENTARY BY THE GENERAL PUBLIC

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

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

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

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

An Equal Opportunity Employer/Program.

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

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

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

AGENDA

1. Call to order, confirmation of posting and roll call.
2. **DISCUSSION and POSSIBLE ACTION**: Approve the agenda with inclusions of any emergency items and deletion of any 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 1
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 WJF Shoe
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- 10. **THIRD 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 122
- 11. 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

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| 4. | DISCUSSION and POSSIBLE ACTION: Approve the Board Meeting Minutes for the meeting on June 26, 2012 |
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***workforce*CONNECTIONS**

**BOARD MEETING
MINUTES**

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

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

Members Present

Charles Perry	Commissioner Bill Kirby (Phone)	Commissioner Lawrence Weekly
Commissioner Tommy Rowe	Councilman Bob Coffin	Councilwoman Peggy Leavitt
Councilwoman Anita Wood	Councilwoman Gerri Schroder	Dan Gouker
Dan Rose	Dennis Perea	Dr. David Lee
Hannah Brown	Maggie Arias-Petrel	Michelle Bize
Mujahid Ramadan	Pat Maxwell	Sonja Holloway
Valerie Murzl	Vida Chan Lin	

Members Absent

Alex Garza	Bill Regenhardt	Commissioner Butch Borasky
Mark Edgel	William Bruninga	

Staff Present

Ardell Galbreth	Suzanne Potter	Jim Kostecki
Carol Turner	Heather DeSart	Rick Villalobos
Sylvia Spencer	Peter Bacigalupi	Celia Diaz
Madelin Arazoza	Chris Shaw	Tom Dang
Linda Yi	Clentine January	Kim Colagioia
Byron Goynes	Deb Collins	

Others Present

Jack DeGree, Board Counsel	Doug Geinzer, SNMIC
LaTanya Runnells, Nevada Partners, Inc.	Janice M. Rael, Nevada Partners, Inc.
L. Kelley, DETR	Earl McDowell, DETR
Ron Hilke, DETR	Tracey Torrence, SNRHA
Bob Butterfield, Nevada Partners, Inc.	Arneller Mullins, Nevada Partners, Inc.
Veronica Hayes, Nevada Partners, Inc.	Tiffany Tyler, Nevada Partners, Inc.
Joseph Terry, GNJ Family Life Center	Hernan, GNJ Family Life Center
Helicia Thomas, GNJ Family Life Center	Sharaf Rojas, Nevada Partners, Inc.
John Micah Collins, Basic High School	Charles Galbreath Jr., Nevada Partners, Inc.
Tajanae Runnells, Nevada Partners, Inc.	Aaliyah Viray, YGP
Elizabeth Gomez, YGP	Omar Martinez, YGP
Pamela Poston, HELP of Southern Nevada	Craig Hall, HELP of Southern Nevada

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

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

The meeting was called to order by Chair Hannah Brown at 10:00 a.m. Staff confirmed the meeting had been properly posted in accordance with the Nevada Open Meeting Law. Roll call was taken and a quorum was present.

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

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

3. FIRST PUBLIC COMMENT SESSION:

Frank Woodbeck, Director, Department of Employment, Training, & Rehabilitation (DETR) – read the following communication from Assemblywoman Marilyn Kirkpatrick:

Dear Workforce Connections Board Members,

I am writing to ask for your support of the consolidation plan recently proposed to you by the DETR Director and Governor Sandoval. As a member of the Governor's Workforce Investment Board, which voted unanimously to support this plan, and as an assemblywoman serving North Las Vegas, I am committed to ensure that the investment of the WIA funding is utilized quickly and efficiently in the near future. The most important thing is that we get Nevada residents back into the workforce as well as ensuring our youth have as many opportunities as possible.

As long ago as 2005, through the most current history of the southern workforce investment boards, I have noticed several deficiencies and excessive operational expenditures, and have contemplated legislative remedies on more than one occasion. The audit findings from the most recent period are the most alarming.

This is a unique opportunity to consolidate under a plan that maintains the integrity of the workforce investment areas, south and north. It also ensures us that the allocation of WIA funding will remain unchanged. We will be able to view an administrative program oversight savings of \$5,000,000.00 plus, and redirect this funding to services and training in our communities.

I can assure you, as a sitting member of the Board, along with two other Southern Nevada Legislatures, and our terms do not expire for the next two years, that you will always have a voice to address any concerns. We are all seeking the same result, and that is making sure Southern Nevada residents maintain funding for our community as well as the opportunities through collaboration we can accomplish this endeavor. Therefore, I urge this Board to vote in favor of supporting the plan presented to the LEO Consortium and join the Governor's Board and the Northern Workforce Investment Board in an affirmative effort to unite the workforce investment system of the state in a meaningful and progressive way.

Sincerely,

Marilyn Kirkpatrick, Assembly District 1

4. DISCUSSION and POSSIBLE ACTION: Approve the Board Meeting Minutes for the meeting on May 22, 2012

A motion was made to approve the Board Meeting Minutes from the meeting on May 22, 2012 by Charles Perry and seconded by Dr. David Lee. Motion carried.

5. DISCUSSION and POSSIBLE ACTION: Board Officer Elections

A motion was made to nominate Valerie Murzl as Vice-Chair as presented by Dan Gouker and seconded by Charles Perry. Motion carried.

A motion was made to nominate Hannah Brown as Chair as presented by Dan Gouker and seconded by Charles Perry. Motion carried.

6. Youth Council ~ Sonja Holloway, Chair

Hannah Brown congratulated Sonja Holloway on her new role as Chair of the Youth Council.

Charles Perry congratulated Sonja Holloway for taking over as Chair of the Youth Council. Mr. Perry noted that former Chair Ken LoBene served well for many years and asked staff on behalf of the board to send a letter of gratitude to the former Chairman.

- a. INFORMATION: Youth Council Meeting Minutes of May 22, 2012

Minutes are provided for information only.

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

Ricardo Villalobos, Ready for Life Systems Director, reported that these are funds set aside for the JAG Initiative that the Board directed staff to reallocate to the In-School Youth Programs. Two additional high schools will be served, Basic High School and Bonanza High School, for a total of 14 high schools and 920 youth served.

HELP of Southern Nevada's total award is \$922,000 to serve a total of 460 high school seniors who are not on track to graduate, at the following high schools: Basic, Bonanza, Chaparral, Cimarron, Clark, Del Sol, and Sunrise Mountain.

Nevada Partner's total award is \$922,000 to serve a total of 460 high school seniors who are not on track to graduate at the following high schools: Canyon Springs, Cheyenne, Desert Pines, Mojave, Rancho, Valley, and Western.

Both agencies will help high school seniors attain their High School Diploma, through tutoring, credit retrieval, and proficiency testing; Work Readiness Skills; Youth Work Experiences; Placement in Post-Secondary education and/or employment.

A motion was made to approve Youth Council's recommendation to increase the funding for the In-School Youth Programs in an amount not to exceed \$1,844,000.00 by Hannah Brown and seconded by Valerie Murzl. Motion carried.

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

A motion was made to approve Youth Council's recommendation for staff to negotiate and amend Nye Community Coalition's PY2011 contract for an additional \$150,000.00 and extend the contract date from September 30, 2012 to June 30, 2013 by Councilwoman Anita Wood and seconded by Charles Perry. Motion carried.

- d. INFORMATION: Operation Healthcare Bound Update & Presentation

Debra Collins provided a report on the Operation Healthcare Bound event held on Wednesday, May 23, 2012. Operation Healthcare Bound is a free one-day job shadow opportunity for students interested in exploring health care careers.

Ms. Collins thanked the Nevada Hospital Association, Nevada Institute of Nursing, and Board staff, Lauren Stewart, Celia Diaz, Byron Goynes, Linda Yi, Janice Greer, Clentine January, and also Ardell Galbreth for allowing the program to take place.

Ms. Collins showed video highlights from the event.

Following, several of the youth participants provided testimony about their experience with the program.

Craig Hall, Education Counselor - HELP of Southern Nevada thanked the Board for allowing this event to happen and thanked Board staff for orchestrating the event. Mr. Hall was a chaperone at the event.

Mujahid Ramadan congratulated Ms. Collins for a job well done and said that he hopes to see more events like this happen with the money allocated to the In-School Youth Programs. Mr. Ramadan stated that this was a monumental event that provided these youth with options for career choices in the medical field as well as knowledge and experience that can be transferred to other career opportunities.

Mr. Ramadan noted that one of the young men referred to the program will be featured in a national magazine.

Carol Turner confirmed that the budget for this event was approximately \$8,500 purchase scrubs for the youth to wear during the event, services, and transportation fees, which were approximately \$5,000.

7. Operations Update

- a. INFORMATION: Budget & Finance Committee Meeting Minutes of May 2, 2012
Minutes are provided for information only.
- b. INFORMATION: PY2011 WIA Formula Budget July 1, 2011 through June 30, 2012 and PY2011 Budget Narrative

Jim Kostecki, Finance Manager, reported that there have been no changes made to PY2011 Budget since the last meeting.

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

Mr. Kostecki reported that there have been no changes made to the PY2012 Budget since the last meeting.

d. REVIEW, DISCUSS, and ACCEPT

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

Mr. Kostecki reported that line item 6120/6129 Bank/Payroll Services is in the red and requires a budget revision. This line item was short due to an oversight and money will be transferred accordingly. Charges to this line item include \$3,500 for semi-annual bank fees and \$400 for monthly payroll processing fees.

Councilman Coffin inquired about the possibility of having bank fees waived for Workforce Connections.

Mr. Galbreth had previously looked into the matter, but was told the bank fees are non-negotiable.

A motion was made to accept Budget vs. Actual Finance Report (Workforce Connections' Operations) for the Period July 1, 2011 through June 30, 2012 (Formula WIA) by Pat Maxwell and seconded by Michelle Bize. Motion carried.

ii. PY2011 Awards & Expenditures Report – Monthly Update

Mr. Kostecki provided an overview of the Awards & Expenditure reports for ADW/Youth/Direct Grants.

Under WIA PY11 ADW Health Sector, CCSD – Desert Rose was given a no cost extension to December 2012. Nevada Hospital Association started late January 2012 but they are on track with expenditures.

Under WIA PY11 Youth, CCSD – Desert Rose's contract doesn't end until September 2012 and the provider has made progress with expenditures now at 41.36%.

HELP of Southern Nevada received additional funds (\$1,200,000) to be expended by September 2012 as well as Nevada Partners (\$680,000) and Nye Communities (\$88,000) which is to be expended by June 2012.

Under Direct Grants, Mr. Kostecki noted that the report has been revised to indicate the end date for the direct grants.

iii. Adult/Dislocated Worker & Youth Funding Plans

Carol Turner provided an overview of the ADW/YOUTH funding plans, which indicate when the funding streams will be used over the next five quarters.

Ms. Turner reported that current year ADW funds will be spent by 1st quarter 2012, remaining PY10 Youth funds were spent effective May 2012, and PY11 funds are committed and are expected to be spent by the September invoices.

Ms. Turner reported that the overhead for Workforce Connections have been reduced from 26% to 20% for the upcoming year.

Ms. Turner reported that the funded partners have done a great job with expenditures and delivery of services for their summer program, WEXs, and regular year-round programs.

Mr. Galbreth noted that Workforce Connections is right on target with expenditures and funding allocations.

iv. Audit Findings for Program Year 2010 (Year Ended June 30, 2011) Report

Ms. Turner provided an update on the Audit Findings Report. Staff is looking at and updating policies for the FE system. Ms. Turner reported that approximately half of the findings will be cleared by the next audit and the remaining will show significant progress.

e. INFORMATION: Workforce Connections Standing Professional Services Contracts

This item is for information only.

8. Interim Executive Director's Update ~ Ardell Galbreth

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

Ardell Galbreth read the *Chief Local Elected Official Consortium Public Comment Response to State of Nevada Integrated Workforce Plan for Title 1 of the Workforce Investment Act of 1998 Wagner-Peyser Act and Agricultural Outreach* into the record:

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

1. *In accordance with the Workforce Investment Act (WIA) Section 116(a)(2) and 20 CFR 661.250(d), since Nevada was not a single local workforce investment area state prior to July 1, 1998, under the Job Training Partnership Act, the Governor or the state has no authority to (is prohibited from) re-designate the State of Nevada as a single service delivery area.*
 - a. *Even though the proposed state plan indicates Nevada's two local workforce investment areas will remain unchanged, i.e., retain their current formula funds distribution and continue to deliver services in their current jurisdictional areas, according to WIA Section 117(a) a workforce investment board shall be established in each local area.*

Thus, if the state intends to retain two local workforce investment areas, WIA under Public Law 105-220, requires there to be a local workforce investment board to serve each established local area. Thus, the proposed two Local Workforce Investment Areas, governed under a single board is contrary to WIA.

- b. Although there have been audit findings associated with Workforce Connections (Southern Nevada Workforce Investment Board), all independent audit reports of financial statements have been designated as “unqualified” which means no significant or substantial violations, and no questioned costs identified. It should also be noted that corrective action associated with the identifying findings has been taken with positive results.
 - c. The overall performance of Workforce Connections has been exceptional – as Governor’s Discretionary funds have been awarded to the Southern Nevada Workforce Investment Board three consecutive years for meeting or exceeding established performance measures.
2. In reference to the state’s plan focusing on administrative staff and office overhead costs, it should be noted that no more than the statutory limitation of 10% administrative cost has ever been utilized and all expenditures have been in accordance with WIA and associated OMB costs principles. It should also be noted that Workforce Connections Board of Directors have established a programmatic operating cost rate not to exceed 10% during each program year beginning July 1, 2012. This initiative has resulted in increased community resources while ensuring quality employment and training oversight services. Thus, administrative and operating costs expenditures are well within the range of standard Workforce Investment Board functions.
3. Under the state’s plan section “Status of the WIA System in Nevada”, the state infers that there are only two WIA service providers that have presence in a Nevada JobConnect office, yet in fact for several years in the Southern Nevada Workforce Investment Area there have been WIA service providers in each of the Southern Nevada JobConnect offices. This appears to be a clear indication that staff officials are not close enough to detect and understand the full impact of local workforce investment boards’ initiatives – particularly Workforce Connections in Southern Nevada.
4. Under the state’s proposed structure, the plan references aligning workforce development delivery in support of the Governor’s vision to provide “A vibrant, innovative and sustainable economy” with the mission being “High-quality jobs for Nevadans”. However, Workforce Connections’ Two-Year Strategic Compliance Plan is clearly aligned with the Governor’s vision along with certified assurances from Southern Nevada Workforce Investment Area Chief Elected Officials; Workforce Connections’ Board of Directors, and its Interim Executive Director.

- a. *Workforce Connections' Two-Year Compliance Plan outlines specific processes as to how the Southern Nevada area Workforce Investment Board will align its resources and support the Governor's vision by clearly defined employment and training programs and services that meet the needs of Southern Nevada's demand-driven workforce development system, i.e., Nevada JobConnect. With such vetted assurances officially approved and recorded in open public meetings, the Southern Nevada Chief Local Elected Official Consortium sees no need for the state to intervene or take control of any Local Workforce Investment Board initiatives.*
 - b. *Workforce Connections has revised several of its policies based on direct inputs from both businesses and job seekers to meet or exceed their workforce needs. Workforce Connections' Two-Year Compliance Plan outlines the intense efforts launched to align its workforce development resources with essential partners – in particular, the state's Office on Economic Development and Nevada's System of Higher Education, with community colleges serving as primary training components. The local plan re-establishes its board's governance goal that develops an effective workforce development system that meets the needs of all Southern Nevada stakeholders. With these noted and proved initiatives in place, most importantly, with Workforce Connections' staff serving as project lead in two of Nevada's targeted industry sectors, such a proposed restructuring is unwarranted.*
 - c. *Though the State's plan refers to studies indicating soft utilization of Nevada's community colleges and higher education institutions, such studies fail to point out Workforce Connections' extensive use of On-the-Job Training (OJT) contracts placing a significant number of job seekers in gainful employment. The state's plan cites the lack of collaborative efforts between Local Workforce Investment Boards and industry sector employers and regional development authorities; however, with Workforce Connections' staff serving lead roles in the state's two most successful industry sector councils, in this instance, one can only conclude there's a disconnect at the state's level.*
5. *The state expresses a desire to establish comprehensive One-Stop Centers in all Nevada JobConnect locations, i.e., a total of ten throughout the state. Workforce Connections' Board of Directors and Southern Nevada Chief Local Elected Officials Consortium share that same desire; however, to undertake such a task, Local Workforce Investment Boards will require the full support and the collaboration of most all state agencies and officials. This will help establish an environment for co-locating staffs to deliver seamless, comprehensive workforce development services to all who enter the One-Stop Centers. Workforce Connections' staff has taken the lead, and is in the process of bringing all workforce development partners and their resources together to help ensure a seamless, collaborative partnership.*

6. *In several areas of the State's plan, it highlights eliminating duplication of effort by establishing one statewide Workforce Investment Board as opposed to two Local Workforce Investment Boards. The plan also cites reduced overhead costs by establishing a single, statewide Workforce Investment Board. Fundamentally, such an approach is sound; however, in a practical sense, WIA was created to allow local areas to design a system to meet the needs of local area businesses and jobseekers. Such an approach from a statewide perspective is grossly contradictory and ignores the intent of WIA.*
7. *With regard to efficient and effective meeting of performance measures, resulting in an improved workforce, employable citizens, reduced employment, and a more sustainable economy, as the State's premier workforce development agency, Workforce Connections oversees over 70% of Nevada's workforce delivery system and meets or exceeds all related performance measures. For example, for three years running, The Governor's Workforce Investment Board has awarded Workforce Connections incentive funds for meeting or exceeding established performance measures. While serving in the toughest economy in the country, with Nevada having one of the highest unemployment rates in the country and other not so pleasant distinctions, such as having amongst the highest housing foreclosure and teen parenting rates, even with such difficult challenges Workforce Connections achieved success in a most positive way, i.e., meeting or exceeding all established Workforce Investment Act performance measures. A task only few Workforce Investment Boards have been able to achieve.*

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

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

*Ardell Galbreth, CPM
Interim Executive Director*

Discussion ensued.

Dennis Perea commented on the claim that the Workforce Investment Act is integrated in the JobConnect system, stating it is laughable, and noted that at the recent public comment, the Department of Labor raised concerns that this claim was being made.

Mr. Perea commented on “downplaying” the audits in these letters, and stated, “The audits were tragic and to downplay the significance of them is a mistake.”

Councilwoman Anita Wood commented that no one on the Board is downplaying the audit and stated that Mr. Galbreth and his staff have been working extremely hard during the past year to make sure the audit findings are corrected.

Mr. Galbreth stated that audit findings status reports are provided to the Board at their monthly meetings. Galbreth stated that the biggest concern on the audit is the repeated audit findings that occur year after year. When the agency is put on notice it has the responsibility to take corrective action and report the findings to the Board; this has not always been the case, Ardell said.

Mr. Galbreth stated that based on these audit reports, the audit findings are accurate and staff meets each month with the Local Elected Official’s Chief Financial Officers to review the findings and receive feedback as to how improvement can be made at Workforce Connections. Galbreth reiterated that the audit is not being taken lightly and staff will continue to produce very descriptive audit finding reports to the Board.

In reference to correspondence received by the Board from Frank Woodbeck and Assemblywoman Kirkpatrick regarding the Governor’s plan, Valerie Murzl asked what kind of authority the Governor has per the Executive Order 2012-14 mentioned in the correspondence, as it appears to give the Governor authority to override the LEO’s position on the state plan. Murzl also asked what authority, if any, the Board has.

Mr. Galbreth stated that he is not privy to the correspondence; however, in reference to the Workforce Investment Act, the Governor has authority to designate workforce investment areas within the state. The workforce investment areas were established at the beginning of the Job Training Partner’s Act that dates back to the 70s. In order to change the workforce investment areas, the Governor is required to obtain a waiver from the U.S. Department of Labor, which the Governor is proposing to do as part of the state plan, said Galbreth.

Ms. Murzl stated that the correspondence also refers to a proposed \$5 million savings achieved by combining the local workforce investment boards. Murzl asked if the cost savings is based on eliminating Workforce Connections’ budget of \$4.9 million and combining with the north. It is illogical to think that the state would be able to pick up and maintain the duties and work being done in the south and move it to the north without adding staff or expense, said Murzl.

Dan Gouker explained that the Governor’s executive order is to realign his primary workforce investment board and has nothing to do with the consolidation local workforce investment boards in the north and south.

Mr. Gouker stated that most of the issues the Board is having is from audit exceptions, and without having another auditing agency review the audit, who knows if they are in fact audit exceptions. Gouker stated that over the years Piercy, Bowler, Taylor & Kern has not only charged for audit fees but also an exorbitant amount for consulting fees. Gouker said he’s curious about the consulting fees and is concerned that the audit exceptions may not be accurate. Gouker referenced the finding that requires Workforce

Connections to hire a CPA and stated that as long as the books are prepared correctly, it doesn't matter who prepares them. This should not be an audit exception, said Gouker.

Mr. Gouker stated he is completely on the fence regarding the Governor's plan, and as of now, does not know whether he is for or against it because not enough information is available. Gouker said he would like to see more of Workforce Connections' contracts and get a better explanation, justification on the audit findings.

Commissioner Bill Kirby commented that state's proposal has resulted in increased efficiency at Workforce Connections; the agency has gone through some changes and is running much more efficiently than it has been in the past.

Commissioner Lawrence Weekly disagreed with Mr. Perea's comment that it's laughable the Board would downplay the audit, and stated that no one is downplaying the audit. What is laughable, said Weekly, is that DETR has been very aware over the last several years of what's been going on at the local Board and did not say or do anything, and allowed it to continue.

Commissioner Weekly said it's his belief that none of the Board members mean any disrespect toward the Governor; however, they do have the right to share their individual concerns, views and opinions. It is important that the Board members say what they feel and where they stand, said Weekly.

Charles Perry agreed with Commissioner Weekly about Board members taking a stand and being clear about their beliefs. Perry said he supports the Governor's proposal mainly because of what he's experienced in the past, but nothing going on within the agency right now. Perry said he hopes the Governor's plan results in change that is substantive, meaningful and long-lasting.

Dan Rose said he feels the Board has built something great, but it's going to be imploded; whatever is going in its place will not be as effective or have the same positive impact on the community and the clients we serve.

Councilwoman Wood, Mujahid Ramadan, Hannah Brown, Michelle Bize, Councilwoman Leavitt, Valerie Murzl, and Commissioner Weekly stated that they are against the state plan.

Councilwoman Wood said the plan was created without the local perspective and does not take into consideration the Local Elected Officials and their respective jurisdictions.

Mr. Ramadan said the Governor's plan will hamper the progress of the programs that serve the re-entry population.

Ms. Brown said she's opposed to the Governor's plan because Southern Nevada will not get their fair share.

Ms. Bize said she's totally against the Governor's plan and commended Mr. Galbreth for the excellent job he did on writing the public comment response on behalf of the Chief Local Elected Officials. Bize is committed to the work of the Board and wants to continue its progress.

Ms. Murzl said after five years of service on the Board, hard work and dedication on both the Board and ADW Committee, it's demoralizing to receive communication from

the state implying the Board will be tossed to the curb anyway. Ms. Murzl said she feels like quitting, and although she won't quit, she is not happy. Murzl is against the Governor's plan and would vote against it.

For clarification, Dennis Perea said his earlier comments did not imply that the decertification of the Workforce Investment Board is imminent, it's just one of the options, but it's not in the Governor's purview.

Commissioner Weekly: "You didn't imply it, Mr. Woodbeck implied it."

Commissioner Kirby commented that the south needs proper representation and may not get it under the Governor's plan.

Councilwoman Leavitt said she's considered both sides of the Governor's plan, with the information she's been provided. Leavitt said she voted against the plan because of the issues regarding LEO representation on the sector councils and losing the expertise of Workforce Connections staff. Over the years, Workforce Connections' staff developed programs, assisted clients and handled the intricacies of the workforce development delivery system over the years, doing a tremendous job.

Pat Maxwell said she respects the Local Elected Officials on the Board and feels the Board has worked very well together. Maxwell said she's not taking a position one way or another, but wants to continue to do the work that the Board is tasked with. Maxwell said she is interested in serving on the sector councils but doesn't know if she should while the outcome of the Board is uncertain.

Mr. Galbreth said the sector councils are going to happen regardless of the Governor's plan for a one state unified workforce board. The sector councils are part of legislation and required per the Governor's plan as well as this Board's strategic plan.

Mr. Perea reiterated Galbreth's comments and stated that the sector councils are required and separate from the proposal for one statewide workforce board. Perea said, the only reason the sector councils have been brought up in this conversation is to provide an avenue wherein the Local Elected Officials can have a voice and have representation.

Ms. Murzl thanked Mr. Perea for the clarification because she felt that serving on one of the Governor's sector councils would have been a betrayal to the Workforce Connections' Board.

Mr. Galbreth stated that DOL's Secretary of Labor will review the Governor's plan and the Public Comment response made by the Chief Local Elected Officials, and make a determination within 90 days. At the end of the 90 day period, if a decision has not been made, the Governor's plan will automatically be approved in accordance with the Workforce Investment Act.

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

Ardell Galbreth provided an overview of the one-stop system requirements and explained the importance of this Board moving forward to comply with the Workforce Investment Act, which requires the Local Workforce Investment Board (Workforce Connections) to implement and oversee the Workforce Investment Area's one-stop center.

Staff is requesting that the Board authorize Workforce Connections to enter into a lease agreement to secure a facility for the one-stop center. Mr. Galbreth noted that if the lease is approved, Workforce Connections will take over the center by mid-September, early October.

Mr. Galbreth noted that the one-stop center has to be implemented regardless of whether there's one unified statewide board or two local workforce boards. During a U.S. Department of Labor onsite review, the State and Workforce Connections received a finding for not having a comprehensive one-stop center in our local area. USDOL is giving DETR an opportunity to take corrective action on the finding, which is the proposed one-stop center. If action is not taken, a monetary sanction can be levied against the State and possibly Workforce Connections.

Mr. Galbreth provided an overview of the benefits of a one-stop center; the projected timeline for operation; the pros including associated costs, tenant improvements, location, parking, and partners as well as the cons including shared cost of lease and maintenance, potential lease increase after five year renewal, and increase in staff by four, as outlined in the agenda packet.

Councilwoman Wood stated that Workforce Connections needs some assurance from DETR that they will take over the one-stop center and the assigned staff should Workforce Connections go away.

Mr. Galbreth replied, DETR is aware of this and has to approve this process before Workforce Connections can go forward. Also, the lease will have a clause that if there is no longer an allocation of funds to support the workforce development system, Workforce Connections will be let out of the lease.

Dennis Perea stated that a consortium will be established to run the one-stop center to include Workforce Connections, DETR, Health and Human Services, and Title I providers. Perea said DETR is committed to having the one-stop center, but the consortium has to meet and iron out the details as a group.

Mr. Galbreth stated that Workforce Connections will be the lease holder and will be responsible for overseeing the consortium of entities operating the one-stop center. Workforce Connections will provide technical assistance and oversee the facility operations, such as utilities and ensuring that the center is operating in accordance with the Workforce Investment Act. The consortium entities will cost-share the lease based on the number of FTEs co-located at the one-stop center.

Mujahid Ramadan suggested that Workforce Connections assemble an internal committee for the one-stop center that's run similar to the other standing committees and that is responsible for the management of the consortium.

Dan Gouker stated that CSN is committed to the one-stop center and understands that a comprehensive one-stop career center is a requirement of WIA and must be implemented.

Mujahid Ramadan made a motion to move forward and have staff bring back reports and establish an internal committee. Dan Gouker seconded the motion.

Councilwoman Wood called for further discussion in the interest of City of North Las Vegas as one of the fiscal entities responsible if Workforce Connections is not able to meet their obligations. Wood said something needs to be written in the MOU stating who is responsible should Workforce Connections cease, so that the financial liability does not fall back on North Las Vegas and other jurisdictions. Wood stated that the one-stop center is wonderful and she supports it wholeheartedly, but is worried about the financial responsibility and legal obligation part.

Legal counsel stated that Workforce Connections needs to have a lease termination provision crafted into the lease.

Mr. Galbreth agreed and confirmed that there will be such provisions in the lease and the lease has to be vetted by legal.

Galbreth provided the following language, to be crafted into the lease:

Fiscal Out Clause-Tenants shall have the right to terminate the lease should federal limit tenants funding to the point tenant no longer has the funds to satisfy the rental payment obligations. Upon no less than 90 days prior to written notice to be given to landlord within 30 days of such funding cut, along with documentation acceptable to landlord verifying such funding cut. Tenant may terminate the lease effective upon the end of such 90 day period.

In response to Councilwoman Wood's concerns regarding the outcome of the one-stop center staff, Galbreth stated that if Workforce Connections goes away and if the one-stop center goes away, the staff assigned will be terminated as well.

According to the Governor's proposal, the State will take over all fiduciary responsibility if the workforce investment board goes away, said Galbreth.

Councilwoman Schroder suggested that the Board vote to continue this agenda item to allow the LEO's legal counsel time to review the MOU to ensure the different jurisdictions are protected.

Galbreth pointed out that the MOU and the language therein is not typical because it is based on the requirements of the Workforce Investment Act.

A motion was made by Mujahid Ramadan to approve the One-Stop System (Center) Lease Agreement and Associated Partners' MOUs with the condition that the MOU provides better direction should Workforce Connections leave the system and direction on who maintains the financial obligations. The motion was seconded by Charles Perry, with one opposition by Commissioner Bill Kirby. Motion carried.

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

Ardell Galbreth asked the Board to review the enclosed Workforce Connections Board By-Laws over the next 30 days and take action at the next Board meeting. The By-Laws have been vetted by the LEOs and their legal counsel.

d. INFORMATION: BOARD DEVELOPMENT TRAINING

Heather DeSart, Deputy Director – Workforce Development, reported that at the July 24th Board meeting, Attorney John Chamberlain will provide board development training. Ms. DeSart requested the Board members to bring their calendars to schedule date for future strategic planning with Mr. Chamberlain.

Councilwoman Leavitt directed staff to videotape the training for Board members that will be absent.

9. SECOND PUBLIC COMMENT SESSION:

Frank Woodbeck, Director, DETR - Mr. Woodbeck said that the State's recommendation to the Department of Labor (DOL) for one statewide board of governance is not about the Workforce Connections' Board – it's about the delivery of services as efficiently and effectively as possible to the citizens of Nevada, who have been out of work, underemployed, or unemployed. Woodbeck stated that without a waiver from DOL, the State's proposal for one statewide board will not happen. The State does not have any means of exerting undue influence on DOL by any means, said Woodbeck. The State is making a recommendation to DOL with opposition from the LEOs in the south.

Woodbeck said that deliberations began with the Governor's office and DETR in January 2012, at which time there was a previous Executive Director at Workforce Connections. Woodbeck commends Ardell Galbreth for the work he has done thus far; he has made a tremendous improvement at Workforce Connections; however, the fact is there's a \$5 million administrative and program oversight expense that must be looked at, and a decision has to be made. Woodbeck said it's not personal to anyone on this Board, nor is it a reflection on this Board. Prior to Mr. Galbreth's administration, there has not been a very good outcome for the delivery of services in Nevada.

Woodbeck stated that the programs will remain and the work in the sectors will continue. Regarding the healthcare sector, Woodbeck stated that there is no way he'll let Debra Collins out of DETR's employment; she will be transferred to the State. What the Board has built will be built upon; it's not a matter of taking the power away from someone. The Workforce Connections' Board has the opportunity to provide vital direction and advice through the industry sectors, and that advice will go directly to the Governor's Board that will make the determination regarding the appropriation of monies for training.

Woodbeck stated that the Governor's Board is not based out of Carson City and the majority of its Board members will be in Southern Nevada including four Local Elected Officials from the Boards.

Woodbeck said it's not the State against the local board and is sorry if it appears that way, but he has certainly tried to avoid that by having several private conversations with Board members and by having public presentations, all of which have been aimed toward having a logical discussion regarding the Governor's plan. The Governor is an honest person, he has honest intentions, said Woodbeck.

Woodbeck said he was very uncomfortable during this meeting because he feels like he and his staff are not being treated fairly regarding this matter.

LaTanya Runnells, Program Manager for Nevada's Positive Youth Impact Employment and Training Center at Nevada Partners, Inc. – Ms. Runnells distributed a report that provides a reflection of the NPI's Adult Department, Workforce Development Department, and Positive Youth Impact Program. Ms. Runnells reported that the Youth Department, over the course of three months, has provided the youth opportunities to participate in different events including, college tours, workplace tours, and various workshops. The workshops include Work Readiness, What it Means to be Green, Boys to Men, Girls' Circle, Responsible Teen Fathers, Responsible Teen Mothers, Positive Parenting, Urban Garden, Quarterly Family Nights, College & Career Fairs, Proficiency & Tutoring Boot Camps, Financial Literacy, First Aide, and Career Expos.

Ms. Runnells reported that 79 performance measures have been met to date, with 61 new enrollments. Some of the youth have attained their high school diploma or GEDs and received occupational skills training and certification for fork lift, OSHA, guest room attendant, bus person, and CPR/First Aide training. Ms. Runnells reported that six youth obtained a high school diploma or GED and enhanced their basic skills, and 11 youth entered employment or education.

Ms. Runnells said the youth would appreciate an opportunity to speak on their behalf to the Board about their accomplishments over the last few months.

Dan Rose, Board Member and Representative for Sheet Metal Local 88 Apprenticeship – The Sheet Metal Local 88 Apprenticeship program is bringing in a new class this year. Mr. Rose said that even though a large percentage of the apprenticeship is out of work, they know it's important to build a better future. The last day to take applications for this class, that will probably begin in August, is Tuesday, July 3rd. Applicants must have a High School Diploma or GED, be at least 18 years old, and possess a valid driver's license and birth certificate to apply. The test date for the building trades, which is one of the hardest, will begin on July 5th. More information is available at www.88training.com.

10. Adjournment

The meeting adjourned at 1:07 p.m.

5. INFORMATION: Welcome New Board Member:

Willie J. Fields

WJF Shoe

Category: Local Business

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.

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| 6a. | INFORMATION: PY2011 WIA Formula Budget July 1, 2011 through June 30, 2012 and PY2011 Budget Narrative (no change since last Board Meeting) |
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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	\$ -	\$2,398,402	\$ 6,237,095	\$ 17,823,175	\$ 24,060,270
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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			Total
	Budget PY2011	Budget PY2011		Admin	Program	
6100 Audit/Accounting Services	430,000	430,000	-	430,000	-	430,000
6120 Bank/Payroll Services	6,000	6,000	-	6,000	-	6,000
6130 Equipment/Furniture	150,000	150,000	-	42,000	108,000	150,000
6130-11 NVTrac - Data Tracking System	160,000	180,000	20,000	-	180,000	180,000
6140 Equipment Repairs	2,500	2,500	-	700	1,800	2,500
6150 Legal Publication/Advertising	30,000	30,000	-	8,400	21,600	30,000
6160 Dues & Subscriptions	12,500	12,500	-	3,500	9,000	12,500
6170 Equipment Rental	24,250	24,250	-	6,790	17,460	24,250
6190 Insurance	30,000	30,000	-	8,400	21,600	30,000
6200 Facilities Maintenance	10,000	10,000	-	2,800	7,200	10,000
6210 Legal Fees	50,000	50,000	-	50,000	-	50,000
6230 License & Permits	4,000	4,000	-	1,120	2,880	4,000
6250 Office Supplies	25,000	25,000	-	7,000	18,000	25,000
6260 Salaries	2,876,500	2,876,500	-	949,245	1,927,255	2,876,500
6265 Employee Fringe Benefits	1,006,775	1,006,775	-	332,236	674,539	1,006,775
6270 Postage & Delivery	4,000	4,000	-	1,120	2,880	4,000
6280 Printing & Reproduction	15,000	15,000	-	4,200	10,800	15,000
6285 Board Support & Travel	10,000	10,000	-	-	10,000	10,000
6290 Facility Rent/Lease	333,924	333,924	-	93,499	240,425	333,924
6300 Telephone	40,000	40,000	-	11,200	28,800	40,000
6305 Program Support Contracts	80,000	100,000	20,000	-	100,000	100,000
6306 Admin Support Contracts	80,000	80,000	-	80,000	-	80,000
6310 Travel - Staff	45,000	45,000	-	12,600	32,400	45,000
6320 Training & Seminars - Staff	65,000	65,000	-	18,200	46,800	65,000
6390 Utilities (included in Rent)	-	-	-	-	-	-
6440 Systems Communications Support	70,000	70,000	-	19,600	50,400	70,000
6500 Workforce Development Outreach	65,000	65,000	-	18,200	46,800	65,000
6550 Employer Payroll Taxes	86,294	86,294	-	28,477	57,817	86,294
6700 Youth Program Activities	25,000	25,000	-	-	25,000	25,000
6720 Adult/DW Program Activities	25,000	25,000	-	-	25,000	25,000
6850 Strategic Initiative - Governor's Reserve	75,000	-	(75,000)	-	-	-
6850 Strategic Initiative - WIA	275,352	235,352	(40,000)	-	235,352	235,352
6850 Strategic Initiative - WIA Budget Reductions	200,000	200,000	-	-	200,000	200,000
Subtotal Operating Expenditures	6,312,095	6,237,095	(75,000)	2,135,287	4,101,808	6,237,095
Total Expenditures	24,060,270	24,060,270		2,135,287	4,101,808	17,823,175
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.

6b. INFORMATION: PY2012 WIA Formula Budget July 1, 2012 through June 30, 2013 and PY2012 Budget Narrative (no change since last Board Meeting)

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

Revenue by Funding Stream	Approved Budget PY2012	Proposed Budget PY2012	\$ Change	Available for LWIB Operations		Community Resource Allocations	TOTAL
				10% Admin	10% Program		
PY2012 Adult	6,285,941	6,316,715	30,774	631,672	631,672	5,053,371	6,316,715
PY2012 Dislocated Worker	6,743,443	6,847,926	104,483	684,793	684,793	5,478,340	6,847,926
PY2012 Youth	6,316,655	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	-	100,000	100,000	800,000	1,000,000
PY2011 Dislocated Worker Carry Forward	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	-	300,000	300,000	2,400,000	3,000,000
Other Revenues (Interest)	25	25	-		25	-	25
Governor's Reserve - Strategic Initiative	75,000		(75,000)		-		-
Total Revenue by Funding Stream	\$ 24,421,064	\$ 24,502,565	\$ 81,501	\$ 2,450,255	\$ 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	24,618		5,853,371	5,853,371
Dislocated Worker Services	6,194,755	6,278,340	83,585		6,278,340	6,278,340
Youth Services	7,453,323	7,470,319	16,996		7,470,319	7,470,319
Subtotal Community Resource Allocations	\$ 19,476,831	\$ 19,602,030	\$ 125,199		\$ 19,602,030	\$ 19,602,030

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

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

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

Board Operations	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)	-	-	-
6850 Strategic Initiative - WIA	100,000	141,302	41,302	-	141,302	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.**

6c. REVIEW, DISCUSS, and ACCEPT:

- i. Budget vs. Actual Finance Report (Workforce Connections' Operations) for the Period July 1, 2011 through June 30, 2012 (Formula WIA)
- ii. PY2011 Awards & Expenditures Report – Monthly Update
- iii. ADW, Youth and Statewide Funding Plans
- iv. A-133 Audit Findings Report
- v. DOL Audit Findings Narrative & Report

MAY 2012 REPORT

workforce CONNECTIONS

Board Agenda July 24, 2012

PY2011 WIA Formula Expenses

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

Administrative and Program Operating Budget

Line Item Number	Operating Expenses	Budget			ACTUAL EXPENSES			Budget Authority Remaining			% of Program Year Concluded		91.67%
		Admin	Program	Total	Admin	Program	Total	Admin	Program	Total	% Expended from Budget		Total
											Admin	Program	Total
6100	Audit/Accounting Services	430,000	0	430,000	397,040	0	397,040	32,960	0	32,960	92.33%	0.00%	92.33%
6120/6129	Bank/Payroll Services	6,000	0	6,000	8,623	0	8,623	-2,623	0	-2,623	143.71%	0.00%	143.71%
6130	Equipment/Furniture	42,000	108,000	150,000	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	180,000	0	129,000	129,000	0	51,000	51,000	0.00%	71.67%	71.67%
6140	Equipment Repairs	700	1,800	2,500	0	0	0	700	1,800	2,500	0.00%	0.00%	0.00%
6150	Legal Publication/Advertising	8,400	21,600	30,000	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	12,500	3,383	6,856	10,240	117	2,144	2,261	96.66%	76.18%	81.92%
6170	Equipment Rental	6,790	17,460	24,250	6,066	12,421	18,487	724	5,039	5,763	89.34%	71.14%	76.24%
6190	Insurance	8,400	21,600	30,000	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	10,000	1,808	3,901	5,709	992	3,299	4,291	64.57%	54.18%	57.09%
6210	Legal Fees	50,000	0	50,000	36,512	0	36,512	13,488	0	13,488	73.02%	0.00%	73.02%
6230	License & Permits	1,120	2,880	4,000	817	1,221	2,038	303	1,659	1,962	72.99%	42.38%	50.95%
6250	Office Supplies	7,000	18,000	25,000	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	2,876,500	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	1,006,775	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	4,000	1,013	2,111	3,124	107	769	876	90.46%	73.29%	78.10%
6280	Printing & Reproduction	4,200	10,800	15,000	3,413	6,980	10,394	787	3,820	4,606	81.27%	64.63%	69.29%
6285	Board Travel & Training	0	10,000	10,000	0	5,430	5,430	0	4,570	4,570	0.00%	54.30%	54.30%
6290	Rent	93,499	240,425	333,924	84,009	169,204	253,214	9,490	71,221	80,710	89.85%	70.38%	75.83%
6300	Telephone	11,200	28,800	40,000	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	180,000	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	45,000	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	65,000	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	70,000	17,389	37,100	54,489	2,211	13,300	15,511	88.72%	73.61%	77.84%
6500	Outreach	18,200	46,800	65,000	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	86,294	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	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	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	435,352	0	0	0	0	435,352	435,352	0.00%	0.00%	0.00%
	Total	2,135,287	4,101,808	6,237,095	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
		57%	43%				

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	\$ 9,101.00	\$ 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	\$ 780,716.70	\$ 2,363,451.78	68.32%	1,052,905.23	1,000.00
		67%	33%				

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
		57%	43%				

WIA PY11 Internal Programs

Provider	Contract Award	Adult Expenditures	DW Expenditures	Total Invoiced	% Spent	Remaining Balance
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
		100%	0%			

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
		0%	0%			

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
		64%	36%			

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
		45%	55%			

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
		43%	57%			

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
	\$ 900,000.00	\$ 623,290.54	\$ -	\$ 623,290.54	69.25%	276,709.46
		100%	0%			

WIA PY11 To Be Allocated Amounts

Provider	Contract Award	Youth In-School Expenditures	Youth Out-Of-School Expenditures	Total Invoiced	% Spent	Remaining Balance
To be allocated	\$ 748,160.00	\$ -	\$ -	\$ -	0.00%	748,160.00
Total	\$ 748,160.00	\$ -	\$ -	\$ -	0.00%	748,160.00
		0%	0%			
Total Youth	6,413,336.00	1,318,604.85	867,273.65	2,185,878.50	34.08%	4,227,457.50
	-	60%	40%			

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

	Contract Award	Total Invoiced	% Spent	Remaining Balance
Pride Re-Entry - carryforward amount remaining from PY10	\$ 230,688.63	\$ 230,688.63	100.00%	-
Caliente - 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
 Training and Employment Statistics
 Program Year 2011 Adult/Dislocated Worker Programs
 July 2011 through May 2012

FUNDED PARTNER	ENROLLED (ADW)			TRAINING (ADW)				EMPLOYED (ADW)	
	New	Carry In	TOTAL	OCC SKILL	OJT	Spent	Avg/Train	Clients	Avg/Hr
Bridge Counseling Associates	108	55	163	130	0	\$ 290,935	\$ 2,237.96	38	\$ 16.97
Re-Entry Program	97	49	146	13	4	\$ 12,360	\$ 727.04	71	\$ 8.96
CCSD - Desert Rose Adult High School	96	26	122	63	1	\$ 67,903	\$ 1,060.98	32	\$ 10.38
Fit for an Independent Tomorrow	170	150	320	70	20	\$ 113,156	\$ 1,257.29	154	\$ 12.74
GNJ Family Life Center	140	101	241	35	155	\$ 208,334	\$ 1,096.50	96	\$ 14.28
Goodwill of Southern Nevada	189	40	229	48	74	\$ 206,322	\$ 1,691.16	184	\$ 14.14
Latin Chamber of Commerce	256	75	331	40	133	\$ 505,673	\$ 2,922.96	286	\$ 14.53
Nevada Hospital Association South	121	11	132	83	84	\$ 577,321	\$ 3,457.01	125	\$ 26.97
Nevada Partners Inc	345	437	782	244	23	\$ 324,402	\$ 1,214.99	296	\$ 13.04
Nye Communities Coalition	202	81	283	30	29	\$ 60,849	\$ 1,031.35	23	\$ 12.02
Southern Nevada Regional Housing Authority	122	41	163	76	8	\$ 99,010	\$ 1,178.69	71	\$ 10.52

TARGETED INDUSTRY for EMPLOYMENT	CLIENTS
Accommodation and Food Services	309
Administrative and Support and Waste Management and Remediation Services	16
Agriculture, Forestry, Fishing and Hunting	16
Arts, Entertainment, and Recreation	23
Clean Energy	1
Construction	38
Educational Services	43
Finance and Insurance	24
Health Care and Social Assistance	301
Information Technology	34
Manufacturing	27
Mining, Quarrying, and Oil and Gas Extraction	8
Other Services (except Public Administration)	173
Professional, Scientific, and Technical Services	30
Public Administration	3
Real Estate and Rental and Leasing	10
Retail Trade	81
Tourism, Gaming and Entertainment	1
Transportation & Warehousing	108
Utilities	6
Wholesale Trade	7

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

	Remaining Available Funds	Projections Based on Monthly Invoices						
		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	One Year + 3 Months TOTAL	Remaining
REVENUES (Available as of June 28, 2012)								
PY2011 Adult and DW Funding	5,380,054	1,552,000	3,828,054				5,380,054	-
PY2012 Adult and DW Funding	13,164,641		403,483	3,595,733	3,570,733	3,570,733	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								1.62 Months
Service Provider Contracts								
PY2011 Original Contracts		787,000	1,085,804				1,872,804	
PY2011 Adult and DW Contract Extensions thru 6/30/2012			1,600,000	2,500,000	2,500,000	2,500,000	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 Lincoln 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	

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			
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	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	10,685,000	286,291	
EXPENDITURES								0.39 Months	
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	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	461,000	1,844,000		
PY2012 Youth Out-of-School Contracts \$2,000,000			500,000	500,000	500,000	500,000	2,000,000		
PY2012 Youth Re-entry \$300,000			75,000	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	200,000	1,000,000		
Internal Programs									
Graduate Advocate Initiative		25,000					25,000		
Caliente Reentry		10,000					10,000		
Operations									
Administration and Programs		100,000	466,000	466,000	466,000	466,000	1,964,000		
Pending Contracts									
PY2011 Out-of-School Youth Contract Extension \$200,000			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	10,685,000		

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**

PY 2010 WIA	Allocation	% of Total Allocation	Expenses	Remaining	% Spent
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%

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

workforce CONNECTIONS

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

Monthly Status Report
July 2012

Finding	Type	Description	Target Date	Audit				
				PY2010	PY2009	PY2008	PY2007	PY2006
				ended	ended	ended	ended	ended
				6/30/2011	6/30/2010	6/30/2009	6/30/2008	6/30/2007
				(2/24/2011)	(4/29/2011)	(06/08/2010)	(09/22/2009)	(07/22/2008)
11-3	Federal Grants	SEFA schedules did not agree with supporting records or documentation Status: The FE system continues to be reconciled to the supporting draw and invoice records. 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. Action: Jun/Jul 2012 - Continue to reconcile PY11 invoice and drawdown transactions in the new FE Financial System. Document monthly procedure, review and approval. Action: Ongoing - Update and reconcile FE each month through year end.	July 2012	X	X	X	X	X
11-4	Federal Grants	Grant funds expended for purposes other than the purpose specified in drawdown. Status: The SEFA has been kept up-to-date since April 2011. This resulted in improved drawdown calculations and reduces discrepancies. Action: May 2012 - Continue to update the SEFA worksheet ensuring that discrepancies between the draw requests and the actual expenditures are identified. Finding Status: Jun 2012 - Progress was made including Implementation of a working capital balance and weekly reimbursement draw process in Jan 2012. This finding should reflect substantial progress for the June 30, 2012 audit. Action: Jul 2012 - Transition from the SEFA to FE reporting to ensure that discrepancies between the drawdown requests and the actual expenditures are identified in a timely manner. Action: Ongoing - FE must be kept up-to-date monthly to ensure accuracy.	May 2012	X	X	X		
11-5	Federal	Requests for funds need to be complete, accurate, and agree to supporting documentation. 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. Action: Dec 2011 - Review the split between programs for the operations drawdowns. 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. Action: Mar 2012 - Review revenue postings and service provider payments to ensure timely and accurate funding draws with prompt disbursement of funds. Action: May 2012 - DETR continues to decrease (improve) the amount of time between draw requests and receipt of revenues. Finding Status: Jun 2012 - Request for funds are reconciled to FE in the new monthly reconciliation process to be completed in Jul 2012. This finding should reflect substantial progress for the June 30, 2012 audit. Action: Ongoing - The Finance Manager and Interim Executive Director will continue to work with DETR to review and improve the drawdown payment process.	March 2012	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	PY2009	PY2008	PY2007	PY2006
				ended	ended	ended	ended	ended
				6/30/2011	6/30/2010	6/30/2009	6/30/2008	6/30/2007
				(2/24/2011)	(4/29/2011)	(06/08/2010)	(09/22/2009)	(07/22/2008)
11-5 cont.		Funding federal grants in advance - excessive time elapsed between receipt of funds and disbursement of funds	August 2011					
		Status: The updated monthly SEFA process has corrected the delayed payment processing for subrecipients. After a preliminary review, the drawdowns are requested from DETR. While waiting for payment, the documents are reviewed by program staff for allowable costs and then by finance staff for accuracy of the calculations and account coding.						
		Action: Apr 2012 - Continue to update the PY11 SEFA worksheet as drawdowns occur.						
		Finding Status: Jun 2012 - Disbursements continue to be made in a timely manner. This finding should not repeat for the June 30, 2012 audit.						
		Action: Ongoing - continue to review the process to ensure that documents are processed and paid in a timely manner.						
11-6	Federal Grants	ARRA - timely reporting of quarterly reports	July 2011	X	X			
		Status: All of the ARRA funds have been expended and there are no more reports due. The June 30, 2011 report was submitted within the 10 day deadline.						
		Action: Aug 2011 - Two ARRA reports were due for June 30, 2011. Both were submitted on time.						
		Action: Oct 2011 - One final ARRA report was submitted on time for Youthbuild.						
		Finding Status: Jun 2012 - All ARRA quarterly reports were filed timely. This finding should not repeat for the June 30, 2012 audit.						
11-7	Federal Grants	Documentation supporting program participant eligibility shall be complete, accurate, and retained	May/June 2012	X				
		Status: Policies and procedures have been developed and annual monitoring by program staff will ensure complete and accurate records.						
		Action: Apr/May 2012 - Program staff continue to provide technical assistance, oversight, and review of files for completion and accuracy.						
		Action: May 2012 - Fiscal and program staff will review to ensure specific issues have been resolved.						
		Action: May/Jun 2012 - Review and test eligibility for new participants.						
		Finding Status: Jun 2012 - We received this new audit finding on Feb 24, 2012. Technical assistance and monitoring has taken place with WC program staff. Many of the client files for the internal WIA programs will be transitioned to new service providers in Jul 2012. This finding should not repeat for the June 30, 2012 audit.						
		Action: Ongoing - Program staff will continue to monitor records for the internal and direct programs that have participant files.						

workforce CONNECTIONS

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

Monthly Status Report
July 2012

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

U.S. Department of Labor



Employment and Training Administration

Region 6 San Francisco

90 7th Street, Suite 17300
San Francisco, CA 94103

DEC 14 2011

**Frank Woodbeck, Director
Nevada Department of Employment, Training, and Rehabilitation
2800 E. St. Louis Avenue
Las Vegas, Nevada 89104**

**RECEIVED
DEC 19 2011
DETR
Director South**

RE: Comprehensive on-site monitoring review of the State of Nevada's U.S. Department of Labor, Employment and Training Administration (ETA), formula-funded grants.

Dear Mr. Woodbeck:

The U.S. Department of Labor, Employment and Training Administration (ETA), San Francisco Regional Office recently conducted an on-site monitoring review of several grant programs operated by the Nevada Department of Employment, Training, and Rehabilitation. The review included the WIA Title IB programs; the Wagner-Peyser program, including the services to Migrant and Seasonal Farmworkers; the Agricultural Services Plan; and the National Farmworker Jobs Program Grant.

The purpose of the review was to determine whether the workforce grants are being administered in compliance with federal requirements and in a manner that ensures achievement of the grant-related goals and outcomes. The enclosed report identifies the positive practices, issues of non-compliance with federal requirements, and the areas of concern that the reviewers noted while on-site. The compliance-related issues require a written response to the Regional Office within 60 days of receipt of this report.

Please express my appreciation to your staff for their assistance during all phases of the review. If you have any questions, please do not hesitate to contact Christine Chudd, Regional Director, Office of State Systems at 415-625-7955 or email at chudd.christine@dol.gov.

Sincerely,

**Richard C. Trigg
Regional Administrator**

Enclosure

**Comprehensive Report
of the
State of Nevada's U.S. Department of Labor, Employment
and Training Administration-funded Grants.**

**Issued by the ETA San Francisco Regional Office to the Nevada Department of Employment,
Training, and Rehabilitation**

December 2011

Eta

**UNITED STATES DEPARTMENT OF LABOR
EMPLOYMENT AND TRAINING ADMINISTRATION**

Executive Summary

During September 6 – 16, 2011, the U.S. Department of Labor, Employment and Training Administration, Region 6, (ETA) conducted an on-site monitoring review of the Nevada Department of Employment, Training, and Rehabilitation's (DETR) ETA formula-funded grants, including grant-related fiscal and administrative systems and procedures. The ETA reviewers visited the State DETR offices located in Carson City, Las Vegas, and Winnemucca, and both local workforce areas (LWIAs) – NevadaWorks and WorkforceConnections. The purpose of the review was to evaluate the State's management and administration of the grants, including the quality of program operations at the local level.

The ETA reviewers found 30 issues of non-compliance with federal requirements. All of the compliance-related findings and required corrective actions outlined in this report necessitate a written response to the San Francisco Regional Office within 60 days of receipt of this report. Regional Office staff will assist the State as necessary and feasible in this regard. In addition, the report includes three areas of concern. Although ETA requests a response for actions taken or planned for the areas of concern, a written response from the State is not required.

Monitoring Review Scope

The review analyzed the WIA Title IB Adult, Dislocated Worker and Youth programs (both regular and Recovery Act funded); the Wagner-Peyser program, including the W-P services to Migrant and Seasonal Farmworkers, the Agricultural Services Plan, and the National Farmworker Jobs Program Grant; and the applicable fiscal and administrative policies, procedures and practices at the State and local levels.

In order to make the above assessments, DETR managers and staff, local workforce investment area partners and staff, program sub-recipients and participants were interviewed; participant files were reviewed; and policies and financial records were analyzed. Prior to the on-site review, the State's strategic Workforce Plan Modification and various reports and financial data were also examined.

The primary monitoring tools used to conduct the on-site monitoring review were the Employment and Training Administration's Core Monitoring Guide with the Formula Grant Supplement, and the Financial Supplement to the Core Monitoring Guide. Copies of the guides were provided to DETR and both LWIA's staff in advance of the review.

Positive Practices

1) State and LWIB staff have increased attention and services to Employers. The Las Vegas One-Stop Center has dedicated Business Services staff focused on specific industry clusters. Three levels of Job Orders – Platinum, Gold, and Silver – are available to Employers, with Business Services staff concentrating on delivering Platinum services. Platinum – Business Services staff are responsible for securing job orders and verifying applicant qualifications prior to referral, thus providing one-on-one service to employers. Gold – Suppressed job orders are

posted in State's job order system and applicants are prescreened prior to referral. **Silver** – Unsuppressed job orders are posted in the State's job order system for applicant self-referral.)

~~2) Good connection between DETR's Labor Market Information (LMI) - Research and Analysis Bureau and DETR's Workforce Investment Support Services (WISS) Unit, as well as the two local areas, in providing training and presentations on current labor market/economic trends and growth/decline industries and occupations to staff, as well as the public. This LMI Bureau also provides data and presentations to the State WIB and both LWIBs.~~

3) The State has developed and promoted "BEST – Business Expectations Service Transformation" as a new way of providing services to employers and job seekers by all staff. As a demand-driven philosophy of providing services in the JobConnect offices, these services and activities start with Business Services to employers, and lead to better Job Matching and Job Order services.

State-Level Findings of Non-Compliance

Fiscal and Administrative

1) Cost Allocation (Objective 3.4)

The Nevada DETR has not reviewed and/or approved cost allocation plans for the two local workforce areas.

Citation: 2 CFR 225, Appendix C (D) (3)

2 CFR 225, Appendix C (D)(3) states that all local governments are required to submit their cost allocation plans annually to the cognizant agency and that the primary recipient will be responsible for negotiating indirect cost rates and/or monitoring the sub-recipient's plan.

Condition: DETR has not approved cost allocation plans for the two local areas. One of the local areas had submitted their cost allocation plan to DETR but had not received approval of their methodology for allocating costs in accordance with 2 CFR 225.

Corrective Action: Review and approve cost allocation plans for the two local workforce areas. To close the finding, DETR must submit a copy of the approval letters to the Regional Office.

2) Equipment (Objective 2.6)

DETR does not maintain an adequate equipment inventory list.

Citation: 29 CFR Part 97.32 (d) (1)

29 CFR Part 97.32 (d) (1) states that property records must be maintained to include the serial number or other identification number, the source of property, who holds title, the acquisition date, the cost of the property, the percentage of federal participation in the cost of the property,

the location, the use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property.

Condition: DETR does not have an adequate equipment inventory list. The tracking system does not include all elements. The current tracking system is a pivot table download from their financial system that does not include all of the elements required by 29 CFR, listed above. In addition, the State has not issued guidance to the local areas regarding the pre-approval of equipment purchases over \$5,000.

Corrective Action: Create and implement a tracking system for equipment with the required elements listed in the regulations and issue guidance to the local areas regarding pre-approval of equipment purchases over \$5,000.

3) Audit and Audit Resolution (Objective 2.8)

DETR does not maintain a system for audit tracking and resolution conducted for the two local areas in accordance with OMB Circular A-133.

Citation: 29 CFR Part 97.26 (b)

29 CFR Part 97.26 (b) states that grantees must determine if subgrantees have met audit requirements and ensure that appropriate corrective action is taken within six months after receipt of the audit report.

Condition: DETR does not maintain an audit log or track findings of local area OMB Circular A-133 audits. In addition, DETR does not have a resolution process for findings or follow up procedures, such as due dates for local area audit findings.

Corrective Action: Develop an audit tracking system to include audit submission due dates, audit findings, local area actions and resolution. The finding will be closed when an audit tracking and resolution process is submitted to the Regional Office.

4) Intangible Property (Objective 2.12)

DETR does not have adequate intangible property policies or procedures.

Citation: 29 CFR Part 97.34, 29 CFR part 95.34 and TEGL 31-04

29 CFR Part 97.34 addresses intangibles (such as copyrights for governmental entities) and intangible property is found at 29 CFR part 95.34. States and local areas must have policies in place that address federal intangible property requirements.

Condition: DETR does not have adequate intangible property policies or procedures. In addition, guidance to local areas has not been issued addressing intangible property, development, purchases, management and disposition.

Corrective Action: Develop a policy and provide guidance to the local areas on the management and disposition of the intangible property. The finding will be closed when the Regional Office

receives verification from DETR that a policy has been developed and guidance has been provided to the local areas.

5) Budget Controls (Objective 3.1)

DETR was not tracking the 10 percent limit on administrative expenditures for the local areas.

Citation: 29 CFR Part 97.20 (b) (4) and 20 CFR 667.210(a) (2).

29 CFR Part 97.20 (b) (4) states that actual expenditures must be compared with budgeted amounts for each grant. 20 CFR 667.210(a) (2) limits administrative expenditures in the local areas to no more than 10 percent of the overall WIA allocation to that local area.

Condition: Although DETR is comparing budget to actual on a regular basis, no control over the 10 percent administration limitation was found at the time of the review. Interviews with the staff primarily responsible for the budget revealed that the State is not tracking the 10% administrative limitation for the local areas. Administrative expenditures over the 10 percent limit in current or past years will result in questioned costs.

Corrective Action: Review the administrative expenditures in the two local areas for all active program years and calculate the administrative charges. All administrative charges in excess of 10 percent will be questioned costs. In addition, DETR must record and track the local areas' 10 percent expenditures. The finding will be closed when a summary data analysis of current and past total administrative charges per year against the total local area allocation, identifying any questioned costs is submitted to the Regional Office. In addition, the State must submit procedures for ensuring the tracking and recording of the local areas' 10 percent administrative charges.

6) Cash Management (Objective 3.2)

DETR cash management practices provide for infrequent local area drawdowns resulting in cash on hand in the local areas.

Citation: 29 CFR Part 97.20(b)

29 CFR Part 97.20(b) provides for grantee cash management procedures, including the requirement that time must be minimized between cash transfers and that the grantee must establish reasonable procedures to ensure the receipt of reports from subgrantees and enable them to prepare complete and accurate cash transactions.

Condition: DETR cash advances to the local areas do not meet the uniform administrative requirements provision to limit cash draws for immediate need only; the DETR internal procedures provide for DETR to advance funds to local areas for an entire month (based on one month forecasting by the local area).

Corrective Action: Strengthen cash management internal procedures to reduce the advances and forecasting time from a month to immediate needs (no more than five days).

7) Internal Controls (Objective 3.6)

The DETR accounting system payment controls were inadequate resulting in duplicate payments for the same invoice or activity.

Citation: 29 CFR Part 97.20

29 CFR Part 97.20 requires that grantees ensure standards for a financial management system that maintains control over grant funds and grant assets.

Condition: The DETR accounting system payment controls were inadequate which resulted in duplicate payments to vendors. Weaknesses on overpayment to a vendor resulted in a refund in the amount of \$2,400 from Infogroup. Due to the lack of time on-site, the ETA reviewers tested only four refund deposits out of many. One refund was an Infogroup invoice that was paid twice, within three months time and the other three were UI overpayments. It was noted that the vast majority of refunds received were for UI overpayments.

Corrective Action: The control over federal funds should be sufficient to ensure that no duplicates are paid. DETR should conduct a review of invoices paid to ensure that sufficient controls are in place for adequate payment practices. The finding will be closed when DETR submits an analysis of payments to the Regional Office.

8) Cost Allocation (Objective 3.4)

Citation: 2 CFR 225 Appendix C D.3

Appendix C D.3. discusses how time and effort for staff members who are working on multiple projects should be charged to federal grants.

Condition: A WISS program employee located in the Las Vegas office has been charging 100% of his time to WIA-Administration rather than splitting his time between WIA and HHS grant related program activities (see Cost Classification finding #11). During the review it was discovered that since DETR was awarded the HHS grant, he had been working 100% on that grant but charging his time to WIA-Administration.

Corrective Action: Immediately reclassify the costs (\$45,138) of the WISS employee to the appropriate grant. Staff time must be charged based on the benefit received. Training or re-training must be given to all staff in order to ensure that everyone is aware that staff time should be split between program activities based on actual hours worked and the benefit received.

9) Financial Reporting (Objective 3.7)

The State is not reporting expenditures accurately on the quarterly ETA-9130 financial report.

Citation: 29 CFR Part 97.20(b) (1)

29 CFR Part 97.20(b) (1) states that the financial reporting required by the Department must be accurate and timely.

Condition: Accruals are under-reported on the quarterly ETA-9130 financial report. The ETA reviewers found that on multiple occasions one or both of the local areas submitted quarterly financial data late, especially local area accruals.

Corrective Action: Ensure that quarterly financial data is complete and represents all local area activities. Recommend that the State review and update the process by which local areas submit financial data for the quarterly reports. The finding will be closed when the State submits a process to the Regional Office that ensures that all relevant financial data is captured timely for the ETA-9130 quarterly report.

10) Financial Reporting (Objective 3.7)

DETR is not tracking the local area 30 percent out-of-school expenditures to determine if local areas are meeting the WIA statutory requirement.

Citation: WIA Section 129(c) (4) (A)

Condition: Reviewers found that DETR had no protocol in place to track financial data to ensure that the local areas are expending at least 30 percent of their WIA youth program funds on out-of-school youth, as required by WIA Section 129(c)(4)(A).

Corrective Action: Review all active years of WIA youth program funds to determine the percentage expended on out-of-school youth for the two local areas. In the event that local areas have not met the 30 percent out-of-school minimum, the costs may be questioned. In addition, DETR must implement a system to track each local area's 30 percent out-of-school youth expenditures. The finding will be closed after the analysis (and potential adjustments) have been submitted to the Regional Office with a description of how the out-of-school expenditures are being tracked.

11) Cost Classification (Objective 3.9)

DETR is not tracking program versus administrative expenditures for the WIA Statewide funds.

Citation: 20 CFR Part 667.220

20 CFR Part 667.220 requires that all grant recipients and certain sub-recipients must track administrative and program expenditures.

Condition: DETR is not tracking program versus administrative expenditures for the WIA Statewide funds. The Statewide administrative cost limitation is 5 percent of which DETR uses the full amount to pay for both program staff time and administrative staff time; all of the charges are coded as administrative. There is also no system in place to track the WIA Statewide program expenditures at a State level.

Corrective Action: Review all active years of funds to assess the charges to the WIA Statewide funds. In the event that the State exceeded the 5 percent limit on State administrative charges, those costs may be questioned. In addition, DETR must create and implement a financial tool that properly and accurately tracks State administrative charges (including, but limited to State employee's timesheets). The finding will be closed after the analysis (and potential adjustments) has been submitted to the Regional Office with a description of how the WIA Statewide expenditures are being tracked.

Program Performance

12) One Stop Delivery System (Objective 4.1)

The State's two designated comprehensive One-Stop Centers and other Affiliate sites do not adhere to the federal requirements for the One-Stop Delivery System.

Citation: WIA 134(c) & (d) and 121; 20 CFR 662.100, 663.100 and 662.230(b)

Condition: a.) Section 134(c) sets out the framework for the One-Stop delivery system, including the requirement to provide access to the required programs and activities listed in Section 121 (WIA, Wagner-Peyser, Adult Literacy and Vocational Education, Vocational Rehabilitation, Welfare-to-Work, SCSEP, Trade, Veterans Employment and Training, and the Community Services Block Grant and HUD employment and training programs). Neither Center provided access to all of the required programs and activities, whether in person or via electronic connection.

b.) Section 121 states that the purpose of the One-Stop service delivery system is to unify the numerous employment and training programs into a single, customer-friendly set of services. Section 662.230 requires that each mandated program partner use a portion of the funds made available to their program to create and maintain the One-Stop delivery system. None of the required programs and activities, other than those provided under the direction of the State agency, DETR, contributed funds to the creation and maintenance of the One-Stop system.

c.) The State agency is a required One-Stop partner in the local One-Stop delivery system, including all designated Affiliate sites, and as such is subject to the provisions described at 20 CFR 662. Also, federal guidance requires that the state agencies' role in the One Stop Delivery system includes delivery of services as indicated in the W-P Act 7(a). According to the DETR website, there are 11 JobConnect Offices in the State, including one in Pahrump. During the site visit at the Pahrump office, it was noted that W-P services are not provided.

Corrective Action: Ensure that the federal requirements for the One-Stop Delivery System are followed and that the services authorized under section 7(a) of the W-P Act are provided at each designated One-Stop Center and Affiliate site location. To close this finding, the State must submit verification to the Regional Office that: (a) access to the required programs and activities listed in Section 121 is being provided at the two designated comprehensive One-Stop Centers; (b) the costs of maintaining the designated comprehensive Centers is shared equitably across the required program partners, and (c) services as indicated in the W-P Act are provided at each One Stop and/or Affiliate site location. The State must also update their list of statewide JobConnect Offices on its website as warranted.

13) State Workforce Investment Board (Objectives 1.1, 1.2, and 1.3)

~~The State of Nevada's Workforce Board does not meet the federal requirements for the State Workforce Boards~~ pertaining to the Chairperson, business majority membership and performing some of the key functions.

Citation: WIA 111 and 20 CFR 661.205 and 661.207

Condition: Section 111 (b) and (c) state that the Governor must select a Chairperson for the State Board and the majority of the members must be representatives of business in the State. Nevada's State Board has not had a Chairperson for over one year and the majority of the Board members do not represent business.

Section 111 (d) lists the required functions of the State Workforce Boards including development of the State Plan, review of the local plans, development of the allocation formulas for the distribution of the WIA formula funds and preparation of the annual report to the Secretary of Labor. State Board members interviewed relayed that the State Board did not perform these functions; primary responsibility for performing the functions was with DETR.

Corrective Action: Ensure that a Chairperson is appointed by the Governor; Board membership reflects a business majority; and the required roles and responsibilities of the Board are carried out.. The finding will be closed when the Regional Office is notified of the corrections.

14) Requirement of Social Security Numbers (Objective 4.2, 4.4, 4.6, and 5.2)

Social security numbers were being required prior to the provision of WIA and Wagner-Peyser funded services.

Citation: ETA TEGL 5-08 – Policy for Collection and Use of Workforce System Participants' Social Security Numbers.

Condition: A social security number can not be required from an individual prior to services being delivered through WIA and/or W-P funded services. If the individual meets program eligibility requirements, the lack of receiving the person's social security number can not be the basis for the denial of services.

Corrective Action: Ensure that the federal policy on the collection and use of social security numbers is implemented. The finding will be closed when the Regional Office receives notification that DETR has provided guidance to its two local workforce areas, including verification that the guidance has been implemented at the provider level.

15) Veterans' and Eligible Spouse Priority of Service (Objective 4.1)

Federal guidance requires that priority of service for veterans and eligible spouses be provided for all services funded in whole or in part with federal funds. This priority must be provided whether the person accesses the services in person or electronically.

Citation: ETA TEGL 10-09 - Priority of Service for Veterans and Eligible Spouses.

Condition: The Resource Room at the JobConnect office on Maryland Parkway in Las Vegas has customers sign in to use a computer or other resources for job search activities and then allows use based on order of sign in. Veteran and/or Eligible Spouse status is not requested or recorded, therefore priority of service is not being provided.

Corrective Action: Ensure that all Veterans and Eligible Spouses are receiving priority of service for all activities funded in whole or in part with federal funds, including services that are staff assisted, self-service, and electronically accessed. The State might also consider designating certain computers in the various JobConnect office resource areas as 'Veteran and/or Eligible Spouse only' if a waiting list for these resources always exists. This finding will be closed when the Regional Office is notified of the new procedure for providing priority of service.

16) State Policies (Objective 1.5)

State workforce policies were incorrect or included rescinded federal citations.

Citation: WIA 101 and 188 (a) (5); CFR 661.200 and 661.210 and TEGL 17-05

Condition:

- The State's WIA Compliance Policies, Section 1.6, II and VI (B) are incorrect or include rescinded federal citations.
- Section 1.6, VI (B) (3 and 4) reference guidance, TEGL 7-99, that was rescinded by TEGL 17-05.
- WIAL #3-99 was a Regional Letter and is no longer in effect.
- WIA 188(a) (5) stipulates non-discrimination. State guidance incorrectly requires right to work for program eligibility.

Corrective Action: Ensure that workforce policies are being distributed in a timely manner and reflect current and accurate federal citations. Correct all references to citizenship and/or eligibility to work status for program eligibility and services as a federal requirement. The finding will be closed when the Regional Office is notified of the corrections.

17) Grant Oversight Responsibility (Objective 1.4)

The State grantee is not providing adequate leadership and oversight to assure its strategies and activities successfully accomplish goals.

Citation: 20 CFR 667.220, 400 and 410; 29 CFR 95 and 97 and WIA 112(b) (1).

Condition: Discrepancies, errors, and late reporting, as well as excessive drawdowns are attributed to a lack of coordination and communication between the DETR financial management and WISS (program operations) units, and the State's oversight of the two local workforce areas.

Corrective Action: Ensure effective and consistent communication between the DETR program and financial management units and the two local areas. The finding will be closed when the State submits a process and/or strategies for inner-State agency communication and oversight of the two local workforce areas.

Migrant Seasonal Farmworker Program (MSFW)

18) Equity and equivalence of service (Objective 4.1)

Each state agency shall operate an outreach program in order to locate and contact MSFWs who are not being reached by the normal intake activities conducted by the local offices.

Citation: 20 CFR 653.500-503

Condition: The ETA reviewer noted that Nevada's service numbers are low and that outreach goals are not being met. The reviewer also noted that the State Agriculture Outreach Plan assumes Outreach to be a responsibility of the Monitor Advocate, when it is in fact a responsibility of the Job Service staff.

Corrective Action: Analyze staffing, materials and training workshops needed for identifying Migrant and Seasonal Farmworkers and conduct outreach, as the State works to assure qualitatively equivalent and quantitatively proportionate services for MSFWs. The State should include this information, as appropriate, in the State WIA and Agriculture Services Plan.

19) Complaint and Grievance Systems (Objective 2.1)

Federal guidelines for each Job Connect office are to establish and maintain a complaint system that will receive and process complaints filed through their offices.

Citation: 20 CFR 658.400-401 and 410—418

Condition: The ETA reviewer noted that while complaint and grievance and EEO posters were up in Winnemucca in September 2011, the complaint log had not been updated since January 2010, and on the monthly pages in the log, there were zero complaints prior to that.

Corrective Action: Ensure that staff are receiving training on the EEO complaint system procedures.

Local-Level Findings of Non-Compliance

Fiscal and Administrative

20) Administrative Controls (Objective 2.1)

NevadaWorks does not maintain all the required policies and procedures to sufficiently ensure all costs charged to the WIA grant are allowable.

Citation: 29 CFR Part 97.40; 20 CFR 663.800

29 CFR 97.40 states, in part, that grantees are responsible for managing the day-to-day operations of grant and subgrant supported activities. 20 CFR 663.800 states, in part, that Local Boards must develop a policy on supportive services that ensures resource and service coordination in the local area and addresses procedures for referral to such services.

Condition: NevadaWorks does not have training, refund or supportive services policies nor have they ensured that their contractors have adequate incentive and supportive services policies.

Corrective Action: Ensure that NevadaWorks develops training, refund and supportive services policies as well as incentive and supportive services policies at the subcontractor level. The finding will be closed when policies have been submitted to ETA.

21) Administrative Controls (Objective 2.1)

The monitoring conducted by NevadaWorks is not sufficient to ensure that sub-recipients maintain adequate documentation for charges to the WIA grant.

Citation: 29 CFR Part 97.40.

29 CFR Part 97.40 states, in part, that grantees must monitor grant and subgrant supported activities to assure compliance with applicable federal requirements.

Condition: The transaction testing documentation found in the NevadaWorks monitoring files was not sufficient to substantiate the charges to the WIA grant by the sub-recipients. There were several charges for which there were insufficient justification including:

Program	Date	Account Name	Oblig #	Pmt/Req #	Amount	Vendor	Questions/Issues/Comments
Reno Adult	Aug-10	Supportive Services	JE 6516		\$1,834	Bus Passes	Need explanation on documentation. Not really clear how expenses are justified.
Fallon DW	Aug-10	Supportive Services	OB 65043	R40455	\$110	Scottish Inn	Amount different on check. Why?
ProNet DW	Nov-10	Program Promotion	OB 66720	R12085	\$2,384.26	Reno Gazette Journal	Is this an ad? Copy of ad?
Win DW	Oct-10	Supportive Services	OB 66194	R44310	\$187.50	Valley RV	Amount paid \$375?
Reno Br 7	Nov-10	Office Supplies	OB 66638		\$202.81	Pieter Droog	Amount paid \$167.28?
ProNet Br 11	Aug-10	Office Supplies	OB 63454		\$1,095	O Graphics LLC	Need to see ad.
Elko YIS	Aug-10	Employer Incentives	OB 65319	P11324	\$900	YGOA, Inc.	Why does transaction summary sheet from Beth to Cathy say \$900 but supporting documents show \$1,000 paid?
		Materials	OB 65190	R41168	\$40.69	Domino's Pizza	Are those in the work crew youth participants? Why did they need a pizza party?
			OB 65623	P11331	\$600	Sarah Eklund	Where was the other \$160 charged to? WIA? Why are only 35 of 38 copies accounted for? What account name?

Win YIS	Jan-11	Incentives	OB	R44387	\$100	David	Copy of incentive plan in participant file?
			67438			Grantham	
Carson	Sep-10	Incentives	JB 6355		\$750	Wal-Mart	Back up documentation includes
YOS		Payments				Gift Cards	supportive services. Need to
							verify amount for incentives
							against supportive services.

Corrective Action: DETR must review supplemental documentation at NevadaWorks that demonstrates that transactions tested during their monitoring are justified, including supporting documentation for supportive services and incentives. In the event that NevadaWorks cannot provide supporting justification, those costs may be questioned.

22) Equipment (Objective 2.6)

NevadaWorks did not obtain prior approvals for equipment acquisitions over \$5,000.

Citation: 2 CFR 225 Appendix B 15(b)(2)

2 CFR 225 Appendix B 15(b)(2) states, in part, that capital expenditures for equipment are allowable provided that items with a unit cost of \$5,000 or more and a useful life of more than one year have the prior approval of the awarding agency.

Condition: NevadaWorks did not obtain prior approvals for equipment acquisitions cost of \$5,000 or more and a useful life of more than one year. NevadaWorks was not aware that prior approval was required to purchase equipment with grant funds.

Corrective Action: DETR must review and determine whether the equipment purchased by NevadaWorks and/or their contractors should be approved and charged to the grant. If equipment cannot be approved, DETR must ensure the charges are reversed from the grant. This finding will be closed when ETA is provided a comprehensive list of equipment with an acquisition cost greater than \$5,000, an analysis by the State identifies if the equipment should be charged to the WIA grant (e.g., allowable, allocable, reasonable, and necessary), the charges for any equipment that should not have been charged to the grant are reversed, and a policy is implemented at NevadaWorks to ensure that equipment acquisitions of \$5,000 or more with a useful life of one year receive prior approval.

23) Procurement (Objective 2.7)

NevadaWorks procurement files do not contain all the required documentation to justify the procurement or demonstrate fair and open competition.

Citation: 29 CFR Part 97.36(b)(9).

29 CFR Part 97.36(b)(9) states, in part, that grantees and subgrantees must maintain records sufficient to detail the significant history of a procurement transaction. These records include, but are not limited to the: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

Condition: The NevadaWorks' procurement files do not include score sheet or documented justification for rankings that conflict with scoring.

Corrective Action: NevadaWorks must provide sufficient justification for the procurement selections made. In the event that NevadaWorks cannot provide justification for the procurement actions, those costs may be questioned. This finding will be closed when DETR completes an analysis of the required additional documentation to substantiate that the procurement action was appropriate and DETR submits a summary of their analysis to the Regional Office.

24) Procurement (Objective 2.7)

Federal requirements specify that certain federal contract provisions must be included in each grantee's and subgrantee's contracts. NevadaWorks contracts do not include all the required federal contract provisions.

Citation: 29 CFR Part 97.36(i)

Condition: Several NevadaWorks contracts were missing the following provisions:

- Copeland "Anti-Kickback" Act
- Contract Work Hours and Safety Act
- Awarding agency requirements pertaining to patent rights
- Awarding agency requirements pertaining to copyrights and rights in data
- Energy Policy and Conservation Act

Corrective Action: Ensure that NevadaWorks contracts include all required federal contract provisions. The finding will be closed when DETR submits verification to the Regional Office that the corrections have been made.

25) Allowable Costs (Objective 3.5)

NevadaWorks support documentation for charges to the WIA grant were not sufficient.

Citation: 29 CFR Part 97.20(b)(6) and 2 CFR 225.

29 CFR Part 97.20(b)(6) and 2 CFR 225 require that accounting records be supported by source documentation.

Condition: NevadaWorks did not provide sufficient support documentation for food, travel and marketing materials expenses. A sampling of transactions showing insufficient documentation included:

Date	Vendor	Amount	Comments	ETA Comments/Questions/Issues
6/8/2011	Flowing Tide Pub	\$ 51.75	NVCOS/SSW Training Claudia, Lynda, Lisa and John	If this is considered in-state travel meal, where is the approval and justification for the meal?
6/10/2011	Paisans Deli & Catering	\$ 167.97	Beverages Board of Directors meeting	Need documentation of meeting including meeting minutes and list of attendees.

6/10/2011	Clain Jumper	\$ 130.66	Rural Liaison. Tom, Gayle, Jonathan, Lucina, Donna, Chelle and John.	Need documentation justifying the expense of meals. If this is part of a meeting, need documentation showing what technical information was disseminated.
6/3/2011	Romano's	\$ 44.22	Informal review. John and Tom.	Cannot see who signed for the receipt for the meal. Need documentation justifying meal expense.
	Hiroba Sushi?	\$ 45.67	JOIN Discussion. Carolyn and Tom.	Cannot see the date or who signed the receipt. Need documentation justifying the meal expense.
5/25/2011	Wongs Genghis Khan	\$ 16.41?	Workforce lunch. Jonathan, Megin? and Tom.	Need documentation justifying the meal expense. Further, copy of receipt does not show total paid as tip and total line not completed.
6/1/2011	?	\$ 49.30	NW Board Meeting discussion. Beth, Brad and Tom.	Need documentation justifying the meal expense. Also, cannot see the vendor or signature on the receipt.
1/11/2011	Northern Nevada Business Weekly	\$6,650.00	Custom Publishing Project (split among Adult, DW, Adult ARRA and DW ARRA).	Need to include documentation justifying the marketing expense, such as keeping copy of material on file.

Corrective Action: NevadaWorks must provide to DETR sufficient documentation to support the invoices paid, including justification for local travel, food and marketing materials expenses. DETR must review this documentation to determine if the information justifies the expenses. The finding will be closed when verification is provided to the Regional Office that the additional documentation provided justifies the expenses. In the event that the justification does not adequately support the expenditures, those costs may be questioned.

26) Cash Management (Objective 3.2)

WorkforceConnections had an excessive amount of cash on hand.

Citation: 29 CFR Part 95.22 and 29 CFR Part 95.21(b) (5)

29 CFR Part 95.22 and 29 CFR Part 95.21(b) (5) requires payment methods and procedures to minimize the time elapsing between the transfer of funds from the U.S. Treasury and disbursements by grantees/subgrantees. 29 CFR Part 95.21(b)(2) and (3) state, in part, that financial management systems must provide for records that adequately identify the source and application of funds for federally-sponsored activities and that there be effective control over and accountability for all funds, property and other assets.

Condition: WorkforceConnections had an excessive amount of cash on hand; did not have policies and procedures in place to minimize the excessive cash on hand; and did not have funds deposited in an interest bearing account as required by 29 CFR Part 95.

Corrective Action: DETR must ensure that Workforce Connection's draw downs coincide with their immediate cash needs; the draw downs occur close to when the payments are made; and the funds are held in an interest bearing account. The finding will be closed when verification is provided to the Regional Office that the corrections have been made.

27) Allowable Costs (Objective 3.5)

Workforce Connections provides a monthly automobile allowance that does not separate personal and grant use of the automobile.

Citation: 2 CFR 225 Appendix B 20.

Condition: The grantee provides a monthly automobile allowance for certain employee(s) that does not separate personal and grant use of the automobile. 2 CFR 225 Appendix B 20 states that "... portion of the cost ... that relates to personal use by employees, including transportation to and from work, is unallowable as fringe benefit or indirect costs regardless of whether the cost is reported as taxable income to the employees. These costs are allowable as direct costs to sponsored award when necessary for the performance of the sponsored award and approved by awarding agencies." In accordance with 2 CFR 225 personal use of a vehicle is not an allowable charge to a federal award.

Corrective Action: DETR must ensure that WorkforceConnections accounts for any unallowable personal use of the grant funded car allowance and that the grant is reimbursed for any expenses related to the use of the automobile that are not permitted to be charged to a federal award. The finding will be closed when verification is provided to the Regional Office that the corrections have been made.

Program Performance

28) One Stop Operator (Objective 4.1)

The Local Workforce Board, with the agreement of the chief elected official, must designate and certify One-Stop Operators in each local workforce area either through a competitive process, under an agreement between the Local Board and a consortium of entities that includes at least three or more of the required One-Stop partners, or in accordance with the 'sunshine provision' at 20 CFR 661.307.

Citation: WIA 121(d) (2) (A) and 20 CFR 661.307 and 662.410

Condition: The requirements for selecting the One Stop Operator for the State's two designated One-Stop Centers did not follow federal requirements. Additionally, the agreements on file have expired and/or the current One-Stop Center operations are not following the parameters of the agreements.

Corrective Action: Ensure that the federal requirements for selecting the One Stop Operators for each of the two designated One- Stop Centers are followed and the Agreements contain all of the required activities. This finding will be closed when copies of the new One Stop Operator agreements are submitted to the Regional Office.

29) Memorandum of Understanding for One-Stop Delivery System (Objective 4.1)

The Memorandum of Understanding (MOU) is an agreement developed and executed between the Local Board, with the agreement of the chief elected official, and the One-Stop partners

relating to the operation of the One-Stop delivery system in the local area. The MOU must contain, at a minimum, a description of the services to be provided through the One-Stop delivery system; the funding of the services and operating costs of the system; and methods for referring individuals between the One-Stop operators and partners. The MOU's provisions also must determine the duration and procedures for amending the MOU.

Citation: WIA 121(c) (2); 20 CFR 662.230 and 300

Condition: There is not a memorandum of understanding in affect between either of the two local workforce boards and any of the required partners of the One-Stop Delivery System, including the designated One-Stop Centers and Affiliate sites.

Corrective Action: Ensure that an MOU is in place between the two local workforce boards and the mandated One-Stop partners. The finding will be closed when the Regional Office receives copies of the signed MOUs.

30) On-the-Job Training Contracts (Objective 4.2)

On-the-job training (OJT) is occupational training provided by an employer for the WIA participant in exchange for the reimbursement of up to a specified percentage of the wage rate to compensate for the employer's extraordinary costs of training.

Citation: 20 CFR 663.700 and 663.710

Condition: A local employer, Las Vegas Professional Institute of Technology (LVPITA), is not using the WIA-funded OJT as the Law intended -- as an occupational training opportunity for the participants. Although there are policies and contracts in place outlining the requirements for the OJT, these OJT participants were being treated as employees and not as trainees.

Corrective Action: DETR must review the activities and expenditures at LVPITA to determine if the charges to the federal award were limited to "the extraordinary costs" of the on-the-job training activities and not for wages. Where it is determined that the charges to the federal award were for wages, those may result in questioned costs. Ensure that policies and contracts are in place to assure that OJT participants are receiving occupational training and not supplanting employees. Provide training to, and oversight of, service provider staff for OJTs. This finding will be closed when OJT policies and contracts are submitted to the Regional Office for review, and results from the review of the activities and expenditures taking place at LVPITA are completed.

Areas of Concern

1) Although the use of "Gap in Service" and "Exclusions" to effectively case manage participants is allowable as noted in TEGL 17-05, the State does not have guidance or policies regarding proper documentation for use. We recommend that the State develop guidance for the Local Areas regarding the required documentation and allowable duration for the use of "Gap in Service" and "Exclusions".

2) The current MOU between the State and both Local Areas for the operational aspects of the workforce system appears to contribute to lack of oversight for grant monitoring, financial aspects, and performance and reporting. We recommend that the State review the effectiveness of this MOU with the two Local Areas.

3) The management information system used by WorkforceConnections still does not fully interface with the State reporting system, NJCOS, which could result in erroneous data being reported. We recommend that the State work with WorkforceConnections to complete this data exchange process between the two systems.

Department of Labor, Employment Training Administration-funded Grants

Audit Findings for PY2011
(Report Dated December 2011)

**State of Nevada - Department of Employment, Training, and Rehabilitation
July 2012**

Finding	Entity	Type	Description	Target Date
#01	DETR	Fiscal and Administrative	Nevada DETR has not reviewed and/or approved cost allocation plans for the two local workforce boards.	
			Status: In April 2012, Workforce Connections responded to DETR observations regarding the need to justify program expenditures that exceed 10% and questions regarding the cost allocation not including the YouthBuild and Department of Justice grants. We have not yet received a written response to our submitted responses.	
			Action: Sept 2011 - Workforce Connections submitted our cost allocation to DETR for their review and approval.	
			Action: April 2012 - DETR was notified that our new programmatic allocation was reduced from 16% to 10%.	
#02	DETR	Fiscal and Administrative	DETR does not maintain an adequate equipment inventory list.	
			Status: DETR needs to implement an equipment tracking system and issue guidance to the local areas regarding pre-approval of equipment purchases over \$5,000.	
			Action: Jul 2012 - No impact on Workforce Connections - all of our equipment purchases over \$5,000 are approved by DETR.	
#03	DETR	Audit and Audit Resolution	DETR does not maintain a system for audit tracking and resolution conducted for the two local areas in accordance with OMB Circular A-133.	
			Status: DETR must determine if Workforce Connections has met audit requirements and ensure that appropriate corrective action is taken within six months after receipt of the audit report.	
			Action: Jul 2012 - No impact on Workforce Connections at this time.	
#04	DETR	Intangible Property	DETR does not have adequate intangible property policies or procedures.	
			Status: DETR should develop a policy and provide guidance to the local areas in the management and disposition of the intangible property.	
			Action: Jan 2012 - Workforce Connections Policy #2.5 revision #3 states that the maintenance of all personal property, including intangible property procured under the WIA Title I shall be in compliance with federal, state and local board regulations and policies.	
			Action: Jul 2012 - No impact on Workforce Connections at this time.	
#05	DETR	Budget Controls	DETR was not tracking the 10 percent limit on administrative expenditures for the local areas.	
			Status: DETR should review the administrative expenditures in the two local areas for all active program years and calculate the administrative charges. DETR must record and track the 10% administrative expenditures.	
			Action: Jul 2012 - No impact on Workforce Connections at this time.	

Department of Labor, Employment Training Administration-funded Grants

Audit Findings for PY2011
(Report Dated December 2011)

**State of Nevada - Department of Employment, Training, and Rehabilitation
July 2012**

Finding	Entity	Type	Description	Target Date
#06	DETR	Cash Management	DETR cash management practices provide for infrequent local area draw downs resulting in cash on hand in the local areas. Status: DETR must strengthen cash management internal procedures to reduce the advances and forecasting time from a month to immediate needs (no more than five days). Action: Jul 2012 - No impact on Workforce Connections at this time.	
#07	DETR	Internal Controls	The DETR accounting system payment controls were inadequate resulting in duplicate payments for the same invoice or activity. Status: DETR needs controls over federal funds should be sufficient to ensure that no duplicates are paid. Action: Jul 2012 - No impact on Workforce Connections at this time.	
#08	DETR	Cost Allocation	Time and Effort for staff members who are working on multiple projects should be charged to federal grants. Status: DETR must provide training to staff in order to ensure that everyone is aware that staff time should be split between program activities based on actual hours worked and the benefit received. Action: Jul 2012 - No impact on Workforce Connections at this time.	
#09	DETR	Financial Reporting	The State is not reporting expenditures accurately on the quarterly ETA-9130 financial report. Status: DETR must ensure that quarterly financial data is complete and represents all local area activities. DETR should review and update the process by which local areas submit financial data for the quarterly reports. Action: Jul 2012 - No impact on Workforce Connections at this time.	
#10	DETR	Financial Reporting	DETR is not tracking the local area 30 percent out-of-school expenditures to determine if local areas are meeting the WIA statutory requirement. Status: DETR should review all active years of WIA youth program funds to determine the percentage expended on out-of-school youth for the two local areas. Action: Jul 2012 - No impact on Workforce Connections at this time.	
#11	DETR	Cost Classification	DETR is not tracking program versus administrative expenditures for the WIA Statewide funds. Status: DETR must review all active years of funds to assess the charges to the WIA Statewide funds. DETR must create and implement a financial tool that properly and accurately tracks State administrative charges. Action: Jul 2012 - No impact on Workforce Connections at this time.	
#12	DETR	One Stop Delivery System	The State's two designated comprehensive One-Stop Centers and other Affiliate sites do not adhere to the federal requirements for the One-Stop Delivery System. Status: DETR must ensure that the federal requirements for the One-Stop Delivery System are followed and that the services authorized under the WagnerPeyser Act are provided at each designated One-Stop Center and Affiliate site location. Action: Jul 2012 - Workforce Connections' goal is to establish a new One-Stop Center with an estimated opening date of October 1, 2012.	

Department of Labor, Employment Training Administration-funded Grants

Audit Findings for PY2011
(Report Dated December 2011)

**State of Nevada - Department of Employment, Training, and Rehabilitation
July 2012**

Finding	Entity	Type	Description	Target Date
#13	DETR	State Workforce Investment Board	<p>The State of Nevada Governor's Workforce Investment Board does not meet the federal requirements for the State Workforce Boards pertaining to the Chairperson, business majority membership and performing some of the key functions.</p> <p>Status: DETR must ensure that a Chairperson is appointed by the Governor; the Board membership reflects a business majority; and the required roles and responsibilities of the Board are carried out.</p> <p>Action: Jul 2012 - No impact on Workforce Connections at this time.</p>	
#14	DETR	Requirement of Social Security Numbers	<p>Social security numbers were being required prior to the provision of WIA and Wagner-Peyser funded services.</p> <p>Status: DETR must ensure that the federal policy on the collection and use of social security number is implemented at the local level and service provider level.</p> <p>Action: Jan 2012 - Workforce Connection's current policy requires a copy of the social security card to ensure clients can be successfully placed in a job at the end of their training. Even though Workforce Connections' policy requires a copy of participants' SSN card, case managers are trained that no services should be denied if participants do not present their SSN card/number.</p> <p>Action: Jul 2012 - No impact on Workforce Connections at this time.</p>	
#15	DETR	Veterans' and Eligible Spouse Priority of Service	<p>Federal guidance requires that priority of service for veterans and eligible spouses be provided for all services funded in whole or in part with federal funds. This priority must be provided whether the person accesses the services in person or electronically.</p> <p>Status: DETR must ensure all Veterans and Eligible Spouses are receiving priority of service for all activities funded in whole or in part with federal funds. DETR should consider designating certain computers in the JobConnect office resources as "Veteran and/or Eligible Spouse only" when there are waiting lists.</p> <p>Action: Jul 2012 - No impact on Workforce Connections at this time.</p>	
#16	DETR	State Policies	<p>State workforce policies were incorrect or included rescinded federal citations.</p> <p>Status: DETR must ensure that workforce policies are being distributed in a timely manner and reflect current and accurate federal citations.</p> <p>Action: Nov 2011 - Workforce Connections provided recommendations to DETR for the update of State WIA policies.</p> <p>Action: Jul 2012 - No impact on Workforce Connections at this time.</p>	
#17	DETR	Grant Oversight Responsibility	<p>The State grantee is not providing adequate leadership and oversight to assure its strategies and activities successfully accomplish goals.</p> <p>Status: DETR must ensure effective and consistent communication between the DETR program and financial management units and the two local areas. They must develop a process and/or strategies for inner-State agency communication and oversight of the two local workforce areas.</p> <p>Action: Jul 2012 - No impact on Workforce Connections at this time.</p>	

Department of Labor, Employment Training Administration-funded Grants

Audit Findings for PY2011
(Report Dated December 2011)

**State of Nevada - Department of Employment, Training, and Rehabilitation
July 2012**

Finding	Entity	Type	Description	Target Date
#18	DETR	Migrant and Seasonal Farmworker Program (MSFW)	<p>Each state shall operate an outreach program in order to locate and contact MSFWs who are not reached by the normal intake activities conducted by the local offices.</p> <p>Status: DETR must analyze staffing, materials and training workshops needed for identifying Migrant and Seasonal Farmworkers and conduct outreach, as the State works to assure qualitatively equivalent and proportionate services for MSFWs.</p> <p>Action: Jul 2012 - No impact on Workforce Connections at this time.</p>	
#19	DETR	Complaint and Grievance Systems	<p>Federal guidelines for each Job Connect office are to establish and maintain a complaint system that will receive and process complaints filed through their offices.</p> <p>Status: DETR must ensure that staff are receiving training on the EEO complaint system procedures.</p> <p>Action: Jul 2012 - No impact on Workforce Connections at this time.</p>	
#31	DETR	Area of Concern	<p>The State does not have guidance or policies regarding proper documentation for use of the "Gap in Service" and "Exclusions."</p> <p>Status: DOL recommends that the State develop guidance for the local areas regarding the required documentation and allowable duration for the use of "Gap in Service" and "Exclusions."</p> <p>Action: Jul 2012 - No impact on Workforce Connections at this time.</p>	
#32	DETR	Area of Concern	<p>The current MOU between the State and both Local Areas for the operational aspects of the workforce system appears to contribute to lack of oversight for grant monitoring, financial aspects, and performance and reporting.</p> <p>Status: DOL recommends that the State review the effectiveness of the current interlocal contract (MOU) with the two local areas.</p> <p>Action: Jul 2012 - No impact on Workforce Connections at this time.</p>	
#33	DETR	Area of Concern	<p>The management information system used by Workforce Connections still does not fully interface with the State reporting system, NJCOS, which could result in erroneous data being reported. We recommend that the State work with Workforce Connections to complete this data exchange process between the two systems.</p> <p>Status: DOL recommends that the State work with Workforce Connections to complete this data exchange process between the two systems.</p> <p>Action: Jun 2012 - Workforce Connections is fully interfaced with the state system for WIA services, and our synchronization errors are less than 1% of the total data transfer between the two systems. We actively monitor the synchronization errors and correct them daily. We prioritize the correction of performance related errors.</p> <p>Action: Jul 2012 - No impact on Workforce Connections at this time.</p>	

Department of Labor, Employment Training Administration-funded Grants

Audit Findings for PY2011
(Report Dated December 2011)

**Local Area - North (NevadaWorks)
July 2012**

Finding	Entity	Type	Description	Target Date
#20	Local Level - North	Administrative Controls	NevadaWorks does not maintain all the required policies and procedures to sufficiently ensure all costs charged to the WIA grant are allowable.	
			Status: DETR must ensure NevadaWorks develops training, refund and supportive services policies as well as incentive and support services policies at the service provider level.	
			Action: Jul 2012 - No impact on Workforce Connections at this time.	
#21	Local Level - North	Administrative Controls	The monitoring conducted by NevadaWorks is not sufficient to ensure that service providers maintain adequate documentation for charges to the WIA grant.	
			Status: DETR must review supplemental documentation at NevadaWorks that demonstrates that transactions tested during their monitoring are justified, including supporting documentation for supportive services and incentives.	
			Action: Jul 2012 - No impact on Workforce Connections at this time.	
#22	Local Level - North	Equipment	NevadaWorks did not obtain prior approvals for equipment acquisitions over \$5,000.	
			Status: DETR must review and determine whether the equipment purchased by NevadaWorks and/or their service providers should be approved and charged to the grant. DETR must provide a comprehensive list of equipment with an acquisition cost greater than \$5,000; an analysis by the State identifies if the equipment should be charged to the WIA grant (allowable, allocable, reasonable, and necessary); the charges for any equipment that should not have been charged to the grant are reversed; and a policy is implemented at NevadaWorks to ensure that equipment acquisitions of \$5,000 or more with a useful life of one year receive prior approval.	
			Action: Jul 2012 - No impact on Workforce Connections at this time.	
#23	Local Level - North	Procurement	NevadaWorks procurement files do not contain all the required documentation to justify the procurement or demonstrate fair and open competition.	
			Status: NevadaWorks must provide sufficient justification for the procurement selections made. DETR must complete an analysis for the required additional documentation to substantiate that the procurement action was appropriate.	
			Action: Jul 2012 - No impact on Workforce Connections at this time.	
#24	Local Level - North	Procurement	NevadaWorks contracts do not include all the required federal contract provisions.	
			Status: DETR must ensure that NevadaWorks' contracts include all required federal contract provisions.	
			Action: Jul 2012 - No impact on Workforce Connections at this time.	
#25	Local Level - North	Allowable Costs	NevadaWorks support documentation for charges to the WIA grant were not sufficient.	
			Status: NevadaWorks must provide to DETR sufficient documentation to support the invoices paid, including justification for local travel, food and marketing materials expenses.	
			Action: Jul 2012 - No impact on Workforce Connections at this time.	

Department of Labor, Employment Training Administration-funded Grants

Audit Findings for PY2011
(Report Dated December 2011)

Local Area - North (NevadaWorks)

July 2012

Finding	Entity	Type	Description	Target Date
#28	Local Level - Both North and South	One Stop Operator	The Local Workforce Board, with the agreement of the chief elected official, must designate and certify One-Stop Operators in each local workforce area either through a competitive process, under an agreement between the Local Board and a consortium of entities that includes at least three or more of the required One-Stop partners, or in accordance with the "sunshine provision" at 20 CFR 661.307.	
			Status: DETR must ensure that the federal requirements for selecting the One Stop Operators for each of the two designated One-Stop Centers are followed and the Agreements contain all of the required activities.	
#29	Local Level - Both North and South	Memorandum of Understanding for One-Stop Delivery System	There is no memorandum of understanding in affect between either of the two local workforce boards and any of the required partners of the One-Stop Delivery System, including the designated One-Stop Centers and Affiliate sites.	
			Status: DETR must ensure that an MOU is in place between the two local workforce boards and the mandated One-Stop partners.	

Department of Labor, Employment Training Administration-funded Grants

Audit Findings for PY2011
(Report Dated December 2011)

Local Area - South (Workforce Connections) July 2012				
Finding	Entity	Type	Description	Target Date
#12	DETR	One Stop Delivery System	The State's two designated comprehensive One-Stop Centers and other Affiliate sites do not adhere to the federal requirements for the One-Stop Delivery System.	September 2012
			Status: DETR must ensure that the federal requirements for the One-Stop Delivery System are followed and that the services authorized under the WagnerPeyser Act are provided at each designated One-Stop Center and Affiliate site location.	
			Action: Jul 2012 - Workforce Connections' goal is to establish a new One-Stop Center with an estimated opening date of October 1, 2012.	
#26	Local Level - South	Cash Management	Workforce Connections had an excessive amount of cash on hand.	July 2012
			Status: DETR must ensure that Workforce Connections' draw down coincide with their immediate cash needs; the draw downs occur close to when the payments are made; and the funds are held in an interest bearing account.	
			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.	
			Action: Mar 2012 - Review revenue postings and service provider payments to ensure timely and accurate funding draws with prompt disbursement of funds.	
			Action: Jul 2011 - Workforce Connections will review and update as necessary its working capital procedures. WC will review six months of draw downs to determine the timeliness of payments from DETR to determine if the five day timeline can be reasonably met.	
#27	Local Level - South	Allowable Costs	Workforce Connections provides a monthly automobile allowance that does not separate personal and grant use of the automobile.	April 2012
			Status: DETR must ensure that Workforce Connections accounts for any unallowable personal use of the grant funded car allowance.	
			Action: Jan 2012 - Workforce Connections provided comparison mileage reimbursements to show that the car allowance did not exceed detailed mileage logs reimbursed at the current federal rate.	
#28	Local Level - Both North and South	One Stop Operator	The Local Workforce Board, with the agreement of the chief elected official, must designate and certify One-Stop Operators in each local workforce area either through a competitive process, under an agreement between the Local Board and a consortium of entities that includes at least three or more of the required One-Stop partners, or in accordance with the "sunshine provision" at 20 CFR 661.307.	September 2012
			Status: DETR must ensure that the federal requirements for selecting the One Stop Operators for each of the two designated One-Stop Centers are followed and the Agreements contain all of the required activities.	
			Action: Aug 2012 - Workforce Connections will establish a consortium of entities that includes at least three or more of the required One-Stop partners.	

Department of Labor, Employment Training Administration-funded Grants

Audit Findings for PY2011
(Report Dated December 2011)

Local Area - South (Workforce Connections) July 2012				
Finding	Entity	Type	Description	Target Date
#29	Local Level - Both North and South	Memorandum of Understanding for One-Stop Delivery System	There is no memorandum of understanding in affect between either of the two local workforce boards and any of the required partners of the One-Stop Delivery System, including the designated One-Stop Centers and Affiliate sites.	September 2012
			Status: DETR must ensure that an MOU is in place between the two local workforce boards and the mandated One-Stop partners.	
			Action: Jun 2012 - Workforce Connections took the first draft of a proposed memorandum of understanding (MOU) to the Board for their review and input.	
			Action: Jul 2012 - Workforce Connections will issue a Request for Interest to solicit applications from potential non-mandated One-Stop partners.	
			Action: Aug 2012 - Workforce Connections will finalize a list of mandated One-Stop partners and select non-mandated One-Stop partners to complete the One-Stop Center.	
			Action: Sep 2012 - Workforce Connections will execute MOUs with all One-Stop partners.	
#30	Local Level - South	On-the-Job Training Contracts	A local employer, Las Vegas Professional Institute of Technology is not using the WIA-funded OJT as the law intended - as an occupational training opportunity for the participants. Although there are policies in place outlining the requirements for the OJT, these OJT participants were being treated as employees and not as trainees.	January 2012
			Status: DETR must review the activities and expenditures at LVPITA to determine if the charges to the federal award were limited to "the extraordinary costs" of the on-the-job training activities and not for wages.	
			Action: Jan 2012 - Workforce Connections provided additional documentation reflecting that the specific OJT included training as an IT trainer which meets federal guidelines for OJT expenditures.	
#33	DETR	Area of Concern	The management information system used by Workforce Connections still does not fully interface with the State reporting system, NJCOS, which could result in erroneous data being reported. We recommend that the State work with Workforce Connections to complete this data exchange process between the two systems.	June 2012
			Status: DOL recommends that the State work with Workforce Connections to complete this data exchange process between the two systems.	
			Action: Jun 2012 - Workforce Connections is fully interfaced with the state system for WIA services, and our synchronization errors are less than 1% of the total data transfer between the two systems. We actively monitor the synchronization errors and correct them daily. We prioritize the correction of performance related errors.	

6d. INFORMATION: Workforce Connections Standing Professional Services Contracts
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*workforce*CONNECTIONS
PROFESSIONAL SERVICES CONTRACTS
As of 7/18/2012

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

JANTEC Temporary Employment Services Amendment# 1 Youth WEX Special discount Amendment# 2 Contract Renewal	11.38% over- head cost	Competitive	A/DW/Y Formula	2/12/2011 To 2/12/2012 2/12/2011 to 2/12/2013
MARQUIS AURBACH COFFIN Board Legal Counsel Second Contract Board/Staff Legal Counsel	\$100 to \$425 per hour \$100 to \$250 per hour	Sole Source Competitive	A/DW/Y Formula	5-18-2009 to 2-24-2012 2-24-2012 to 2-24-2013
PRISM GLOBAL MANAGMENT In-House HR Consultant Services Amendment #1 Amendment #2	\$40,000.00 \$27,000.00 \$10,000.00	Competitive	A/DW/Y Formula	10-1-2011 To 9-30-2012
TAKA KAJIYAMA NV Trac Maintenance Consultant Amendment #1 Amendment #2 Amendment #3 Amendment #4	\$40,000.00 \$9,000.00 \$15,000.00 \$5,400.00 \$78,000.00	Sole Source	A/DW/Y	8-15-2011 to 6-30-2012 7-1-2012 to 6-30-2013

UNIVERSITYOF RENO CENTER FOR RESEARCH, DESIGN, & ANALYSIS Evaluation and Analysis Report of the Current Status of the State of Nevada's Health Care Workforce	\$4,500.00	Sole Source	HRSA/WIA	3/1/2012 to 9/30/2012
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**** All noted professional services contracts and their procurement procedure has been previously reviewed and approved by DETR, and are in compliance with DETR's Policy 3.1**

Note 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.**

7. INTERIM EXECUTIVE DIRECTOR UPDATES

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

THE workforceCONNECTIONS BOARD BY-LAWS

ARTICLE I AUTHORITY AND RESPONSIBILITY

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

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

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

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

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

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

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

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

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

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

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

ARTICLE II MEMBERSHIP AND VOTING

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

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

2.3 Terms of Appointment

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

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

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

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

2.4 Removal of Board Members

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

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

a) The Board's Chairperson;

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

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

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

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

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

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

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

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

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

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

2.7 Conflicts of Interest.

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

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

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

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

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

(iv) regarding any other topic where that Board member had, has, or would have a conflict of interest pursuant to 29 U.S.C. § 2832(g) *et seq.*, NRS § 281A.420, or NRS § 281A.430.

(c) Definitions applicable to these By-Laws:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ARTICLE III BOARD COMMITTEES

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

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

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

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

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

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

3.2 Executive Committee

(a) The Board shall maintain an Executive Committee.

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

(c) Executive Committee Composition:

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

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

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

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

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

(d) Executive Committee Authority

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

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

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

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

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

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

a) Amending or repealing any Board resolution;

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

c) Adopting a plan of merger or consolidation;

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

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

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

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

g) Adopting or eliminating major programs.

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

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

3.4 Committee Size, Term, and Responsibilities

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

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

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

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

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

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

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

(b) The committee member requests to be removed;

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

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

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

**ARTICLE IV
MEETINGS**

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

4.2 Meetings and Agendas.

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

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

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

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

(i) The LEOs Chairperson;

(ii) The Board Chairperson;

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

(iv) The ED.

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

(i) The LEOs Chairperson;

(ii) The Board Chairperson;

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

(iv) The ED.

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

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

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

4.3 Presiding Officer

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

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

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

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

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

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

ARTICLE V

BOARD AND COMMITTEE OFFICERS

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

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

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

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

5.2 Elections and Terms of Service

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

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

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

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

Deleted: Chairperson and Vice-Chairperson

5.3 Election Procedures for Board Officers

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

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

5.4 Election Procedures for Committee Officers

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

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

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

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

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

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

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

ARTICLE VII LITIGATION

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

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

ARTICLE VIII REVISIONS AND AMENDMENTS

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

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

LEO RATIFICATION

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RATIFICATION SIGNATURES ON THE NEXT
PAGE¶

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

Deleted: January

Dated this _____ day of July, 2012

Commissioner Lawrence Weekly, LEO Consortium Chair

BOARD RATIFICATION

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

Dated this _____ day of _____, 2012

Hannah Brown, *workforce***CONNECTIONS** Chairperson

workforce**CONNECTIONS Board By-Laws**

Summary of Proposed Amendments

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

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

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

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

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

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

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

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

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

7. INTERIM EXECUTIVE DIRECTOR UPDATES

b. INFORMATION: Workforce Connections Annual Report

*workforce***CONNECTIONS**

Annual Report Program Year 2011

PEOPLE

Introduction

Aligning workforce development with the needs of Southern Nevada

What is Workforce Investment?

Workforce Connections is a workforce investment board focused on coordinating job development and career pathway building to maximize the potential of the Southern Nevada workforce. With a toolbox of work readiness, education, training, and assistance programs designed specifically to produce qualified employees who fulfill current needs and supply future capacity in emerging fields, Workforce Connections aligns the potential of employers and abilities of job seekers to support the ever-changing needs of the Southern Nevada workforce.

Authorized by The Workforce Investment Act of 1998 (WIA), Workforce Connections is part of a national network of local boards tasked with creating workforce talent that keeps the nation competitive -- a national effort grounded at the local level where the needs of businesses and individuals are best understood.

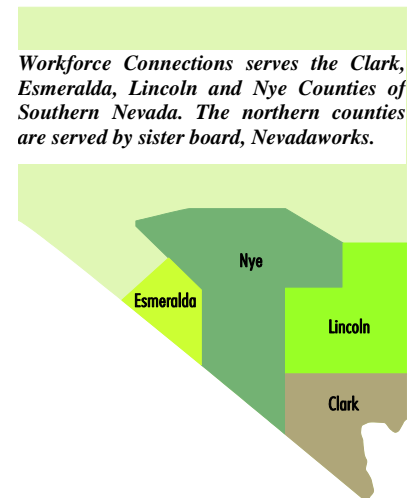
Why does Southern Nevada need it?

Despite the fact that Workforce Connections and WIA have been present in the community since 2000, the concept of workforce development in Southern Nevada seems like a new one. Having experienced a dramatic shift from years of abundant growth to a near state of survival, the need for actionable recovery strategies has grown. Fortunately, the groundwork has been laid, the resources are in place, and we are poised to mobilize a massive effort towards moving people into careers and industries that will diversify our economy and better serve job seekers and employers in our community.

Alignment with economic development efforts

Southern Nevada can utilize the resources of the Workforce Investment Board and its partners to create new pathways for economic development that put ideas into action. These resources include a broad spectrum of forces, from local community service programs to elected officials and policy initiatives that are:

- Coordinating training providers, educational institutions, and a diverse group of support agencies to respond to the needs of job seekers.
- Identifying market driven strategies relevant to Southern Nevada employers.
- Supporting businesses with growth strategies, layoff aversion, placement of qualified applicants in new positions, or retraining existing employees for expanding opportunities.
- Helping rural communities sustain their workforce and be economically competitive.
- Committed to building a community ethic that values education and prepares the future workforce for successful careers.



How is it funded?

Each year, based on population and labor statistics, the federal government allocates funding under the Workforce Investment Act to support locally-driven programs that increase the employment potential, job retention and earnings of job seekers who in turn supply the skilled workforce needed to meet the evolving demands of the business community. The state of Nevada has two Workforce Investment Boards who share the funds allocated by WIA. Nevadaworks serves the Northern Nevada counties and Workforce Connections, in the South, serves the Clark, Esmeralda, Lincoln and Nye counties. Workforce Connections also seeks additional federal and private funding outside of WIA to supplement and enhance efforts towards a world-class workforce for Southern Nevada. Program funds are distributed annually through a comprehensive request for proposal (RFP) process.

Local leadership to fulfill local needs

workforce **CONNECTIONS BOARD**

LOCAL ELECTED OFFICIALS CONSORTIUM

The Local Elected Officials Consortium oversees primary board activities such as the appointment of board members, fiduciary responsibilities over local area resources, budget approvals and the coordination of inter-local government agreements.

MEMBERS	JURISDICTION
Commissioner Andrew Borasky	Nye County
Councilwoman Peggy Leavitt	City of Boulder City
Commissioner William Kirby	Esmeralda County
Councilwoman Anita Wood	City of North Las Vegas
Councilman Bob Coffin	City of Las Vegas
Commissioner George Rowe	Lincoln County
Councilwoman Gerri Schroder	City of Henderson
Commissioner Lawrence Weekly	Clark County

Local Workforce Strategic Initiatives

Created to carry out the duties of regional workforce development outlined by the Workforce Investment Act of 1998, the Workforce Connections Board is a diverse group of people actively engaged in the community who identify needs and opportunities, and align resources towards effective workforce development. Our board members include leaders from various areas of the community including:

- Local elected officials
- Public service organizations
- Private business sector leaders
- Labor organizations
- Educational institutions
- Professional service associations

The Board uses their understanding of the local labor market and the economic forces impacting us to define the scope of work performed by Workforce Connections and its program partners. Working with economic developers, K-12 and post-secondary educators, chambers of commerce and community service organizations, the Board keeps their ear to the ground and aligns strategies that build better partnerships for better investments in the community.

Board Members	Representing	Committees:	ADW	Budget & Finance	Emerging Markets***	Executive	Youth Council
Maggie Arias-Petrel	Global Consulting		●				
Michelle Bizé	Las Vegas Review Journal		●		●		
F. Travis Buchanan	Las Vegas Chapter of the National Bar Association				●		
Hannah Brown	Urban Chamber of Commerce Workforce Connections Chair		●	●	●	●	
William Bruninga	Advance Energy Applications			●	●		
Mark Edgel	Southern Nevada Laborers Local # 827 Training Facility		●		●		
Alex Garza	Alterra Homelending			●			●
Dan Gouker	College of Southern Nevada			●	●		
Sonja Holloway	Sierra Nevada Job Corps					●	●
Mark P. Keys	University of Phoenix, Las Vegas						
Dr. David Lee	Taiwanese Chamber of Commerce		●		●		
Vida Chan Lin	Western Risk			●			
Kenneth LoBene	Nevada Housing and Urban Development Las Vegas Field Office						●
Pat Maxwell	Las Vegas Valley Water District		●		●		
Valerie Murzl	Station Casinos		●			●	
Dennis Perea	The Department of Employment, Training and Rehabilitation				●		
Charles Perry	Nevada Healthcare Association		●		●		
Mujahid Ramadan	MR Consulting						
William Regenhardt	National University		●				
Daniel Rose	Sheet Metal Local #88 Joint Apprenticeship Training Center		●		●		●

*** Dissolution date of Emerging Markets Committee as of 03/28/12 BOD Meeting. Strategies were integrated among sector/industry initiatives providing Emerging Markets Committee members access to work on sector/industry committees. Items of particular interest will be addressed through ad hoc committees, and sector/public outreach monthly reports can continue as standing agenda items at direction of Board.

PARTNERSHIPS

Initiatives

Strategic Workforce Development Initiatives

INDUSTRY SECTOR STRATEGIES: We're focusing efforts on industries that fulfill community needs and have economic potential for substantive career pathways in Southern Nevada.

TARGETED POPULATION EFFORTS: We're creating pathways to success for job seekers with specific needs and supporting youth with access to education and experiences that promote post-secondary success.

Nevada Healthcare Sector Council

The Healthcare Sector Council is made up of an 11 member Advisory Council as well as 16 staff members from the Department of Employment, Training and Rehabilitation (DETR), Workforce Connections, the University of Nevada Reno, and Nevada System of Higher Education. Council members have been generous with their time, talent, and professional expertise. Board members have worked cohesively toward achievement of the U.S. Department of Health and Human Services Health Resources and Services Administration (HRSA) planning grant awarded to DETR and Workforce Connections.

The main objective of this planning grant was to identify a strategy to increase the primary care healthcare workforce in the state of Nevada over the next ten years. The overarching goal: become eligible to apply for a two year \$3 million implementation grant should funds become available from HRSA in the future. In the course of its work, the council met all six planning grant benchmarks.

Moreover, through monthly meetings and ad hoc committees, the council achieved the following major accomplishments during the planning phase:

- convened together, for the first time in Nevada, some of the highest ranking health officials, policy makers, and leaders throughout Nevada, all of whom have given generously of their time, as well as worked together apolitically toward the same statewide goals.
- identified specific organizations/affiliations dedicated to educating and training a skilled health care workforce in Nevada through interviews with various stakeholders, including health sciences students, Health Occupations Students of America (HOSA), and graduate nurses enrolled in Southern Nevada Medical Industry Coalition's Healthcare 20/20 program funded by Workforce Connections.

Green & Renewable Energy Sector Council

During the 2009 Legislature, Senate Bill 239 was passed, establishing Nevada's Green & Renewable Energy Sector Council. The council's mission is to identify job training and education programs to best meet regional economic development goals. Membership represents both the private and public sectors and is comprised of professionals in diverse fields of the green economy.

Green Economy jobs will play a major role in Nevada's economic recovery. The U.S. Metro Economics, Green Jobs in U.S. Metro Areas October 2008 report (<http://www.usmayors.org/pressreleases/uploads/greenjobsreport.pdf>) projects the Las Vegas metropolitan area to add 16,821 new green jobs through 2038. Green jobs are found across all industries: Energy, Healthcare, Hospitality/Gaming, Manufacturing, Transportation/Logistics, IT, Eco-Business, etc.

The council has already been successful in establishing relevant and productive partnerships between the state's office of energy, the public workforce development system, higher education, K-12, local employers and other specialized training providers. It is because of these partnerships that the SESP grant outcomes are on pace to not only meet, but also exceed early projections.

State Energy Sector Partnership

In 2010 Nevada received the State Energy Sector Partnership (SESP) Grant from the U.S. Department of Labor. Among other roles, council members serve as a steering committee throughout the life of this grant to inform the planning and implementation of the state's energy sector strategy and ensure the overall success of the grant. The council conducted sustainability planning to help insure that the strategic partnerships, training programs, placement & retention strategies, and labor market information gathering are all sustained after the SESP grant performance period ends in 2013.

The SESP grant is designed to provide programs and services aimed at training Nevada's current and future workforce for jobs in the green economy. Through SESP, WC provides training funds for Job Seekers and Incumbent Workers aiming to improve their green skills, as well as green career pathways for Youth ages 14-21. Since January of 2011, over 400 Job Seekers, over 800 Incumbent Workers, and over 1,000 Youth ages 14-21 have been served in Southern Nevada with training programs, workshops and courses through these strategies. This numbers will continue to increase until the grant period of performance ends in 2013.

Rural Support Strategy

The rural areas of Southern Nevada which include Esmeralda, Lincoln and Nye counties, pose unique challenges to support the workforce. Areas separated by distances are not serviced by public transportation, have a limited number of large employers, and lack the social services infrastructure commonly found elsewhere. These communities, therefore, require a different approach to sustain and develop jobs for residents. In service to adult workers in these areas, Workforce Connections and partners have coordinated hiring events, supported efforts to sustain

local businesses and maintained Career Connections. Efforts to engage youth include providing education services, work readiness training, and on-the-job experiences in partnership with public and private sector employers.

Prisoner Re-Entry

In collaboration with the Nevada Department of Corrections and the Nevada Department of Public Safety Division of Parole and Probation, Workforce Connections implemented a prisoner re-entry program that targets recently paroled inmates who are currently residing in transitional housing. This program helps ensure the successful re-entry to society for ex-offenders through gainful employment opportunities.

Graduate Advocate Initiative

During the initial implementation period, the Graduate Advocate Initiative helped students overcome obstacles in the pursuit of completing their education. How? It is focused on helping to improve high school graduation rates by connecting the Las Vegas business community with students through one-on-one mentoring towards graduation, continuing education and career development

At the beginning of the 2012 academic year, 10,000 high school seniors were not on pace to graduate. Of this number, 7,500 were only one or two classes short of credit requirements or completing the High School Proficiency Exam (HSPE).

Challenges	Outcomes
2010-2011 Official Graduation Rate: 59%	As of June 4, 2012, Superintendent Dwight Jones announced official graduation rate of 65%
6,000 Seniors had not passed the HSPE at start of school year	As of April 2012, 3,600 Seniors passed the HSPE
Almost 4,200 Seniors began the school year credit-deficient	As of April 2012, credit deficiency rate for Seniors reduced to 1,800

These outcomes could be further encouraging if up to 2,000 additional high school seniors, who are just short of requirements for high school diploma, complete their requirements during the summer of 2012.

YouthBuild

YouthBuild is a national program funded by the Department of Labor focused on supporting challenged youth, most of who have dropped out of high school, in achieving academic success while receiving vocational training. YouthBuild students are committed to civic engagement and community service through projects building affordable housing and advocating for the community. YouthBuild students divide their time between school and the construction site. Students prepare for high school diplomas, GEDs, vocational school, apprenticeships, college, and careers. The curriculum integrates academics with life skills, in small classes that allow for one-on-one attention to students.



YouthBuild Las Vegas participants get hands on experience and the opportunity to learn about renewable energy through the Workforce Connections/SESP curriculum "What's it mean to be Green?"

Program Year 2011 Funded Partners for Adult and Dislocated Workers

Bridge Counseling Associates

Incorporated in 1971, Bridge Counseling Associates (BCA) has served the Las Vegas community with family based mental health and substance abuse treatment for over thirty years. BCA's Adult and Dislocated Worker Programs assist individuals in realizing and achieving their goals for self-sufficiency. Each individual, in tandem with an experienced case manager, develops an individual employment plan that will assess his or her employment history, educational background and career aspirations. The program provides the necessary insight and motivation to assist participants in realizing their potential. Bridge Counseling Associates is committed to a high standard of excellence, in which clients' success in achieving economic independence is the main objective.

CCSD: Desert Rose Adult High School

As part of the Clark County School District Adult Education Program, Desert Rose Adult High School is designed to provide lifelong educational opportunities and services to students ages 17 and up. Focused on re-engagement, the school addresses the unique needs of individuals in a diverse population who need assistance in obtaining high school proficiency.

Foundation for an Independent Tomorrow

Foundation for an Independent Tomorrow's (FIT) mission is to provide program participants with the skills necessary to achieve employment leading to self-sufficiency for themselves and their families. Targeting adults, dislocated workers, ex-offenders, seniors, disabled workers, veterans, and Welfare-to-Work participants, the FIT program combines technical vocational skills training, mentoring, education, employment assistance and "soft skill" acquisition to give people the tools to break the cycle of dependency and live independent lives with brighter futures.

GNJ Family Life Center

GNJ Family Life Center is a faith-based nonprofit organization that serves as a vehicle in the community to enhance and promote personal and economic development. The Adult and Dislocated Worker Programs at GNJ Family Life Center are designed to provide quality employment and training services to Las Vegas residents seeking assistance in gaining and retaining employment, obtaining credentials, and career counseling. They assist eligible individuals in finding and qualifying for meaningful skilled employment that they will need to compete and succeed in business. Additionally, GNJ Family Life Center serves as a sub-contractor in the Youth Build Las Vegas program.

Goodwill of Southern Nevada, Inc.

Goodwill of Southern Nevada, Inc. is a nonprofit organization that provides education, employment and training for people with disabilities and other barriers to employment. This assistance is provided in order to maximize the quality of life for each individual served. Goodwill of Southern Nevada, Inc. serves adult and dislocated workers through their Career Connections Centers.

Southern Nevada Regional Housing Authority

The Southern Nevada Regional Housing Authority (SNRHA) manages 24 public housing developments which house over 12,000 residents. To address barriers and obstacles to sustained employment faced by its residents, the SNRHA's Career Training Program provides resources for educational and vocational assessments, GED preparation, job skills training, financial literacy, donated professional clothing and supportive services.

Nevada Partners Inc.

Nevada Partners, Inc. is a community-based, nonprofit agency in North Las Vegas, Nevada. Their mission is to build a healthy, sustainable community where all residents achieve their full potential through effective education, meaningful employment, safe and affordable housing, and vibrant civic and cultural engagement. By collaborating with private employers, public agencies, community and faith-based groups, they are able to connect youth, adults, and dislocated workers with the support they need to thrive.

Latin Chamber of Commerce Community Foundation

The Latin Chamber of Commerce Community Foundation has been established for the purpose of raising funds to support the educational, social, cultural and philanthropic efforts of the Latin Chamber of Commerce. Through their Casa Verde Project for adult and dislocated workers they train participants in green home energy auditing, green retrofitting and photo voltaic installation. The program focuses on transitioning displaced persons in the construction trades while fulfilling the needs of employers in providing relevant skills to support green economy sector jobs.

Nevada Hospital Association

The Nevada Hospital Association was created by hospital administrators to provide resources to healthcare organizations that provide education, recognition of quality of services, advocacy, analysis, and recruitment of well-trained workers. The objective: to improve and diversify medical care delivered to the Southern Nevada community. In Partnership with NHA's Healthcare 20/20 program, Nevada Hospital Association delivers a qualified workforce of nurses and healthcare professionals through services designed to prepare new graduates of healthcare programs and displaced workers for clinical readiness in key sectors of healthcare.

Nye Communities Coalition

The Nye Communities Coalition (NCC) is made up of individuals and organizations focused on prevention services and beneficial opportunities for growth and engagement while diminishing behaviors and barriers that limit health and wellness. Coordinating hiring events and supporting efforts to sustain local businesses, NCC tackles the unique challenges faced by rural communities in sustaining and developing the workforce. NCC also operates Career Connections. In synch with industry sector strategies, NCC is collaborating with solar energy initiatives to coordinate training and job placement for new green energy jobs.

Program Year 2011 Funded Partners for Youth

CCSD: Desert Rose Adult High School

As part of the Clark County School District Adult Education Program, Desert Rose Adult High School is designed to provide lifelong educational opportunities and services to students ages 17 and up. Focused on re-engagement, the school addresses the unique needs of individuals in a diverse population who need assistance in obtaining high school proficiency.

HELP of Southern Nevada

Help of Southern Nevada provides educational and work readiness services in a positive support system to help homeless and at-risk youth obtain career and educational aspirations. Participating youth may have had histories of substance abuse, are pregnant or parenting teens, may have had involvement in the juvenile justice system or have been charged for crimes as an adult. Participants take part in educational planning and credentialing assistance, work readiness, leadership development and life skills support programming.

Latin Chamber of Commerce Community Foundation

The Latin Chamber of Commerce Community Foundation's Teen Expo is a unique research project that exposes youth to leadership, public speaking, and project management skills while exploring issues affecting teens. Youth select and research a topic, and with their findings develop an interactive exhibit to share with peers and members of the community. In addition to the Teen Expo, the Foundation supports youth in obtaining tax preparation certification in support of the Foundation's community service to low-income residents in need of assistance filing their taxes.

Nevada Partners Inc.

Nevada Partners (NPI) provides an array of programming designed to ensure that youth secure educational credentials and viable post-secondary opportunities. Targeted to reach high-risk schools and zip codes, NPI provides academic advisement, career counseling, and developmental support in the areas of leadership, health and well being, mental health and life skills.

Nye Communities Coalition

The mission of Nye Communities Coalition is to build healthy communities across Nye and Esmeralda Counties. They work on creating opportunities for youth that include work readiness, work-based learning experiences, mentoring, leadership development, and college and post-secondary exploration.

Lincoln County Youth Career Program

Lincoln County Youth Career Program is designed to provide help in finding full time employment, or admission into a post-secondary or trade school. The Program focuses on youth ages 17-21 who are interested in getting a start with their future or who need extra guidance, want to find a career, need job experience or resume building.

Southern Nevada Children's First

Southern Nevada Children's First (SNCF) addresses the needs of homeless, pregnant and parenting youth throughout Southern Nevada. SNCF concerns itself primarily with the provision of safe environments in which youth are supported through mentoring, advocacy, education, counseling, and intensive case management. SNCF strives to provide a safe, structured, and positive environment for youth to develop the necessary tools for a successful transition into adulthood.

The Characteristics

Characteristics of Program Year 2011 WIA Funding Participants

For the Program Year 2011 Annual Report			
Characteristics of WIA Formula Adult			
		Number of Participants	Percentage of All Participants
Total Number of Participants		1,725	
Gender			
	Male	752	43.6
	Female	960	55.7
	Unknown	13	0.8
Race*			
	Latino or Hispanic	1,323	49.2
	Black or African American	519	19.3
	White	668	24.8
	American Indian or Alaskan Native	28	1.0
	Asian	117	4.3
	Hawaiian Native or Other Pacific Islander	35	1.3
Age at Enrollment			

	18-21	209	12.1
	22-54	1,391	80.6
	55+	125	7.2
Characteristics of WIA Formula Adult			
		Number of Participants	Percentage of All Participants
Total Number of Participants		943	
Gender			
	Male	472	50.1
	Female	467	49.5
	Unknown	4	0.4
Race*			
	Latino or Hispanic	730	48.6
	Black or African American	271	18.1
	White	434	28.9
	American Indian or Alaskan Native	10	0.7
	Asian	41	2.7
	Hawaiian Native or Other Pacific Islander	15	1.0
Age at Enrollment			
	18-21	15	1.6
	22-54	782	82.9
	55+	146	15.5
Characteristics of WIA Formula Adult			
		Number of Participants	Percentage of All Participants
Total Number of Youth Participants		920	
Gender			
	Male	384	41.7
	Female	536	58.3
Race*			
	Latino or Hispanic	543	48.5
	Black or African American	341	30.5
	White	187	16.7
	American Indian or Alaskan Native	23	2.1
	Asian	16	1.4
	Hawaiian Native or Other Pacific Islander	9	0.8
School Status (at registration)			
	In-School	661	71.8
	Out-of-School	259	28.2
Age at Enrollment			
	14-18	682	74.1
	19-21	238	25.9

* Participants acknowledge more than one race

POSSIBILITIES

Success Stories

Possibilities put to work: Highlights from Program Year 2011

Nevada State Energy Sector Partnership: “What’s It Mean to Be Green?”



caption

In 2010, Nevada received a State Energy Sector Partnership (SESP) grant from the U.S. Department of Labor designed to provide programs and services aimed at training Nevada’s current and future workforce for jobs in the green economy.

The Youth SESP strategy was implemented to train the future workforce of Nevada by introducing Youth ages 14-21 to the green economy and green career pathways. A Science Technology Engineering & Math (STEM) based educational program, entitled “What’s It Mean To Be Green?” was developed. It introduces youth to the basic principles of sustainability, energy efficiency, renewable energy, resource conservation, and green design & construction. Since January of 2011, over 1,000 youth were enrolled, and over 70% received their certificate after successfully completing the program. Partnering organizations include six WIA Youth funded partners, eight Clark County School District High Schools, and other community based organizations. The Green Mobile Classroom is powered completely by solar panels on the roof providing hands-on experience with STEM-teaching labs and equipment. The program is designed to be sustainably delivered through WIA funding moving forward.



caption

Workforce Connections' strategy for Job Seekers served through SESP is to partner with Workforce Investment Act (WIA) Adult & Dislocated Workers (ADW) funded partners to provide an integrated system of services to assist unemployed, underemployed and dislocated workers in getting jobs in the green economy. Job placements have taken place across several sectors identified in the Governor's new economic development plan: Clean Energy, Healthcare, Manufacturing, Hospitality/Tourism, IT, Logistics/Transportation, etc. Since January of 2011, over 400 participants have been enrolled as job seekers, 200 are pending completion of training activities and 200 have been placed into employment.

Incumbent Workers are served through SESP in partnership with employers who wish to upgrade the green skills of their existing employees. The goal is to ensure that current employees can be more retainable, promotable and valuable to their employers. Since January of 2011, over 800 incumbent workers were served in Southern Nevada, and over 99% retained employment. Partner employers have reported that the increase in workers skills and expertise has made their businesses more profitable. Multiple local government buildings, schools and hotels will achieve year-to-year reductions in utility costs after new strategies were implemented by the incumbent workers who received the green-skills upgrade. In many cases the new skills allowed the employees to perform new job duties that increased the business revenue. The trainings covered a wide range of areas including: energy assessment and efficiency improvements as well as green manufacturing, distribution, IT processes, and horticulture.

Graduate Advocate Initiative: National Job Shadow Day

The future of Nevada's economic success hinges upon increasing high school graduation rates. There is a direct correlation between the high school dropout crisis and economic growth. The challenges of today's economy include increasing educational requirements and are rapidly changing the transition from student to working adult. Most young adults experience detours on the road to economic independence including periods of unemployment and periodic interruptions in their education. These youth are at high risk of becoming 'disconnected'.

On Thursday, February 2, 2012, in observance of National Job Shadow Day, local businesses opened their doors to over 800 Clark County School District (CCSD) students and shared with them a preview of the world of work. The students who took part in the event were CCSD high schools seniors participating in the Graduate Advocate Initiative, a program to help increase Southern Nevada's high school graduation rate.

Job shadowing offers the business community and opportunity to support education without even having to leave the office. 21 local businesses and organizations hosted students during the event including MGM Resorts International, the City of Henderson, the Southern Nevada Water Authority and the Bureau of Reclamation. Job shadowing exposed students to a professional work environment and gave them the opportunity to explore the career options available to them when they graduate. Students gained an awareness of the skills needed for certain jobs, identified possible career interests, developed skills interacting with adults, learned what is expected in a professional environment and gained an understanding of the connection between school and work.

Employment Edge Veterans Workshop

Employment Edge Workshops were designed specifically for veterans and hosted by Workforce Connections and various partners. The Program year 2011 event was held on Thursday, November 10, 2011 and attended by over 90 local veterans from all branches of the U.S. Military. Also in attendance were local employers such as Stations Casinos and NV Energy, educational institutions, and community service providers sharing resources and opportunities available to veterans. The workshop included valuable sessions on employment planning, resume writing, interview skills, GI benefits and online job searching. Also included in the event were mock interview sessions with employers and professionals, resume critiquing.

In support of national efforts to assist U.S. Veterans in transitioning from military service to the civilian workforce, this workshop was aimed at empowering veterans with skills and resources that will help them in their job search. Workshop presenters represented professionals from the U.S. Department of Labor/Veterans' Employment & Training Service (VETS), Nevada DETR, U.S. VETS, Pacific ADA Center, and local educational institutions such as The Learning Center, LV-PITA and WRRP Inc. Many of these presenters were veterans themselves.



Laurie Clemens from LV-PITA discusses the options that her educational facility offers to a Veteran during the job fair portion of Employment Edge.

Operation Health Care Bound



Workforce Connections in conjunction with the Nevada Hospital Association and the Nevada Institute of Nursing held a Health Care Job Shadowing event for high school students in Southern Nevada on Wednesday, May 23, 2012 to give young people the opportunity to learn about a variety of careers in the healthcare field.

The event, Operation Healthcare Bound, allowed students to travel to local hospitals and interact with healthcare professionals to obtain a real world view of the industry. During the visit, students explored the diversity of healthcare careers in a hospital setting; gained comfort and experience in a medical environment; shadowed a professional in the healthcare field and learned about the skills needed to pursue a healthcare career.

The participating hospitals included Centennial Hills, Complex Care Hospital, Desert Springs, Mountain View, Nathan Adelson Hospice, Southern Hills, Spring Valley, St. Rose Dominican Hospitals, Summerlin Hospital and Valley Hospital.



Participants from Lincoln County Youth Career Program are given a tour and the opportunity to ask questions by the Mountain View Hospital Chief Nursing Officer of during Operation Health Care Bound.

Funded Partner Success Stories

Bridge Counseling Associates



For the past 11 years, Bridge Counseling Associates has been providing vocational services to Southern Nevada residents. Rather than have a participant attend a group orientation or be exposed to multiple staff assisting with different areas, participants work with the same staff person for the entire duration of the program. By focusing on high demand trainings, our participants have found more than employment -- they have found long lasting careers. Our current average hourly wage of \$18.00 is a direct result of our program structure. None of this would be possible without our dedication to minimizing overhead costs resulting in more available funds for direct participant services.

CCSD: Desert Rose Adult High School



In August 2011, Rashida entered the Desert Rose High School WIA Adult Healthcare Grant Program. Determined to find employment and provide for her family of four, Rashida used her motherly motivation to illuminate her path to success. She immediately attended school at the College of Southern Nevada to become a certified nursing assistant. She had her struggles. Being a single mother of four, suffering the recent loss of her grandmother and going to school full time was difficult.

Though Rashida had challenges during her participation in the program, she persevered and maintained a positive attitude. With the financial assistance of the WIA Adult Healthcare Grant and encouraging caseworkers, she was able to overcome obstacles such as lack of day care, cost of occupational training and a need for work supplies.

Despite all of the obstacles, she achieved her goal of becoming employed as a certified nursing assistant and in the process was nominated for the Women's Opportunity Award. Rashida's success exemplifies what can be achieved with a little help and plenty of dedication.



Foundation for an Independent Tomorrow (FIT)

Eva was a pharmacy technician who, in 2006, was forced to leave her career after 17 years. At that time, Eva began noticing blurriness in her vision that prevented her from being able to perform the tasks of being a pharmacy tech.

Eva then worked various other jobs, including as an office assistant until November 2011. That job too, ended because Eva was having trouble with her vision. She found her way to Foundation for an Independent Tomorrow and did vocational testing and research, after which she settled on caregiver as her new career choice. A compassionate and nurturing individual by nature, Eva showed the motivation to complete the training, which FIT was able to fund through a WIA grant.

After training, FIT provided additional funds for CPR certification, uniforms for work and other employment prerequisites. Eva recently found a full-time position. The employer was seeking someone who could be a caregiver and assist with various office functions. Because Eva was able to combine her new skills of care giving with her previous skills as an office assistant, she became the ideal candidate for the job.



Goodwill of Southern Nevada

Doug worked in the construction industry for more than 10 years as a driver and general laborer. He suffered a workplace injury and was placed on disability. He came to Goodwill in September 2011 for assistance with job searching, determined to try to return to work regardless of his injury.

He enjoyed being a driver but was open to other opportunities. He did two short-term assignments while an active client but both required too much physical labor.

Doug was determined to find a position where he could get off Social Security Disability Insurance and be a productive citizen. Not only was Doug dealing with the barrier of his disability but he also has a criminal background and spotty work history.

He required assistance with his resume, interviewing, goal setting, transportation and job searching. Doug had previously been in an industry that did not require many of the skills required for a job search. Doug learned skills including job searching online and, with the assistance of his case manager, designed different resumes appropriate for the positions discovered during his job search.

Although he had some setbacks Doug never gave up on finding something that would work with his barriers. He was able to find employment on Jan. 31, 2012 as a driver for First Transit and he has been assisted with vouchers for clothing for work as well as gas cards.



GNJ Family Life Center

Steven has lived in Las Vegas for more than 20 years and never imagined he would be unemployed for more than two years.

"I had a very difficult time taking care of my family and making ends meet. I felt discouraged with no responses from all the applications I had completed and all the resumes I sent. After so many failed attempts I felt hopeless," he said.

Steven shared his situation with a friend who referred him to GNJ Family Life Center. "After meeting GNJ staff and hearing about the services and resources that were available to me I became very excited. GNJ gave me a skills assessment and assisted in the cost that allowed me to attend truck driving training. I completed training and obtained employment shortly after," Steven said.

"GNJ Family Life Center did not just assist me with finding employment. GNJ saved my life."



Latin Chamber of Commerce Community Foundation

Julie's life is busy - very busy. Meeting the demands of full-time work, full-time school and raising two teenage daughters, on her own, can be stressful. Ask Julie about her life, and she will tell you she is very happy, thrilled in fact.

"It's stressful sometimes, but I'm making it. Before the program (Healthcare Opportunities Today/Latin Chamber Foundation), I was struggling. It's not a struggle anymore," she said.

Prior to enrollment in the HOT Program, Julie was having a difficult time. As a dislocated worker, she had been unemployed and looking for work with little success. Through the HOT Program, Julie was placed in the on-the-job training program at North Vista Hospital as a staffing coordinator/medical unit secretary and earning a good salary. Because her performance was exemplary, she was promoted quickly and now works as a discharge technician for the hospital.

She is thriving in work and in life. "I've learned a lot and have met lots of very interesting people. I feel that I can expand and grow in the medical field," Julie said



Nevada Hospital Association

Anna is one of many passionate healthcare workers. As a new Nevada registered nurse graduate, she has joined organizations such as Nathan Adelson Hospice to complete on-the-job-training programs. The Health Care 20/20 New Grad Nurses Program, funded through Workforce Connections, requires new graduates to be trained and mentored for up to three months by a preceptor prior to assuming full-time employment.

Anna decided to pursue this new career after spending four years as a stay-at-home mom to raise her daughter. During this time, she cared not only for her child, but also her mother, who has ongoing cardiac issues.

Of her experience at Nathan Adelson Hospice, the largest nonprofit hospice in Nevada, Anna feels she has been sprinkled with "pixie dust." Her preceptor, Anita Johnson, has been a great mentor and Anna believes she is right where she needs to be - providing end-of-life nursing care and helping fulfill the organization's mission that no one should end the journey of life alone, afraid or in pain. As Anna often says, her job is a "dream come true."



Nevada Partners

Rachelle came to the Nevada Partners program not knowing that she had been labeled by society as “Over 50 & unemployable”. All she knew was that she seemed to be having no luck finding employment “anywhere near as common as my much younger, equally as qualified candidates”. After meeting her case manager, Rachelle decided she wanted to make the next half of her life count more by entering the medical field and to give back to others in need. She attended the Workforce Development and Work Readiness classes which she described as having “no boring moments”. In the classes Rachelle learned about salaries and statistics in the medical field as well as employment resources that addressed how to re-enter the workforce and attain and maintain a job.

Rachelle enrolled in the class for the Certified Nursing Assistant and was on her way. She studied hard, and graduated at the top 10% of my class with pride.

Rachelle is currently employed in the medical profession as a Certified Nursing Assistant and loves what she does. She wrote that she would not have been able to attend school, pay for books or anything else without the Nevada Partners program. It has been an asset to me and a most wonderful and **VERY** life changing experience...“A Paradigm shift” is what she called it...adding: “If I could I would take more classes at Nevada Partners to enhance even more my employability.”



NYE Communities Coalition

After being released from a three-year stay in one our state's prisons, William was introverted and uncomfortable talking to or being around people. Like most ex-felons after release, he had no driver's license, no Social Security card, no transportation, no money, a history of substance abuse and was not eligible for public assistance.

Over a period of five weeks William participated in pre-employment workshops, volunteered in NYE Communities Coalition's office where he practiced conversational skills, and received alternate funding to address employment barriers. William secured employment within a little over 30 days after his release date.

Today, he is still successfully employed with the same employer, active in a 12-step recovery program and working towards his human service degree for substance abuse counseling at the local community college.



Southern Nevada Regional Housing Authority

In November 2011, Marisol, a dislocated worker who became unemployed in October 2011, came to the Southern Nevada Regional Housing Authority requesting assistance to gain employment in the healthcare field. Already nearing training completion with Northwest Health Careers as a certified medical assistant, she was in need of immediate employment.

After a very brief period of job searching she was called to interview with an urgent care facility seeking to fill the position of scheduler/checkout medical assistant. Marisol, concerned she did not have proper interview attire, contacted her case manager for assistance and was provided with clothing for the interview.

On November 14, 2011, Marisol was offered employment with the facility and, with further supportive services assistance, was able to begin work.

Marisol is doing so well that she has been offered a new position with yet another company, the one where she completed her externship.

Development

Forward-thinking Strategies Hitting the Ground

Layoff Aversion Business Services

Why? Having the highest unemployment, bankruptcy and foreclosure rates in the U.S., Nevada required an integrated approach to workforce development. In concert with Governor Brian Sandoval's regional sector strategies, this approach is at the intersection of economic development and workforce development as it integrates employer demand with employee supply.

What? This is a proactive strategy on the continuum of Rapid Response to meet the needs of employers and workers and is critical to reduce high unemployment in southern Nevada and to provide a skilled labor force for in-demand positions. By identifying and assisting businesses in high growth industries, that may also experience operational and financial challenges, it is a means of averting closures, and retaining jobs.

“Workforce Connections has been a strong supporter of Nevada Industry Excellence programs that truly produce results for manufacturers as measured by an independent survey. Working together collaboratively has produced even stronger results for greater overall economic impact and job creation in southern Nevada.”

Terry Culp
*Business Manager, Nevada
Industry Excellence
Nevada System of Higher
Education*

How? Department of Labor grant funding provides for Business Consultants to:

- Assess clients' needs among partnerships with chambers of commerce, trade associations and regional development authorities
- Engage services of professional organizations, industry professionals and educational institutions to provide no-cost technical assistance
- Provide resources to retool client's operational and fiscal strategies for success

Results: Layoff Aversion Business Services deliverables:

- Seminars address topics including access to capital; marketing strategies; and revenue cycle management for medical professionals
- Customized needs assessment and business consultation provide road map for business success
- Incumbent worker training provides for ongoing qualified employee base
- Short-term viability strategies optimize operations, avoid business interruption, provide liquidity and avert layoffs
- Long-term sustainability strategies maximize profitability for growth, solvency and job creation

Direct Job Seeker Outreach

Workforce Connections is taking an active role in helping job seekers gain the competitive edge in seeking work through our Employment Edge workshops. Focused on developing job search skills and introducing job seekers to the many resources and programs offered by our service providers, this service is designed to better serve needs and support more successful outcomes for our programs.

Prisoner Re-Entry

Building on a Foundation of Success

During the past year, Workforce Connections has operated two (2) "in-house" re-entry programs, one for Adult Services and one for Youth Services. These experiences provided Workforce Connections with invaluable information regarding the many issues and challenges ex-incarcerated residents face as they reenter into the community. Having operated this program, Workforce Connections staff gained invaluable knowledge regarding the type of Re-Entry Model Program that can now be successfully sustained.

On February 28, 2012, the Workforce Connections Board approved the publishing of the Re-Entry Adult and Youth Programs Request for Proposal (RFP). Subsequently, Workforce Connections staff published an RFP March 7, 2012 and a Bidders Conference was held on March 13, 2012. Approximately 30 interested parties attended. Workforce Connections received six proposals, 4 for

Adult and 2 for Youth, which were reviewed and scored by an independent evaluation team comprised of Re-Entry subject matter experts. On May 22, 2012, the Workforce Connections Board approved Foundation for an Independent Tomorrow for the Adult Re-Entry Program in the amount: \$700,000; and Youth Advocate Programs, Inc. for the Youth Re-Entry Program in the amount: \$300,000. Both Re-Entry programs will begin on July 1, 2012.

Rural Development

Workforce Connections is expanding efforts in the rural areas of Southern Nevada by creating an interconnected virtual support system that spans regional labor markets, fosters sharing program resources, and collaborates to define best practices while keeping services rooted in the communities. Employing technical resources and coordinating with local chambers of commerce, local government, economic development initiatives, and educational institutions such as the University of Nevada Cooperative Extension, Workforce Connections is helping rural areas create capacity in their communities that connects them to the national economy.

Increasing High School Graduation Rates

Workforce Connections has launched the Graduate Advocate Initiative. The Initiative is a partnership of Workforce Connections, United Way of Southern Nevada, the Nevada Public Education Foundation, and the Clark County School District. It is focused on helping to improve high school graduation rates by connecting the Las Vegas business community with students through one-on-one mentoring towards graduation, continuing education and career development.

Community Engagement

In an effort to increase participation and engage the business community in workforce development discussions, Workforce Connections is initiating an internal and external communications plan. By acting as a hub for information on program achievement, policy issues, and economic development we hope to drive conversations that lead to innovation and action on behalf of Southern Nevada's workforce.

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

9. BOARD DEVELOPMENT TRAINING with John Chamberlain

****NOTE:** Board Development Training Materials Provided in Separate Binder

10. **THIRD 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