

*workforce*CONNECTIONS

**BOARD  
AGENDA**

**August 28, 2012  
10:00 a.m.**

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

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

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

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

**This Agenda is also available at [www.nvworkforceconnections.org](http://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.***

As required by Nevada's Open Meeting Law, the (Board, Committee or Council) may only consider items posted on the agenda. Should you wish to speak on any agenda item or comment on any other matter during the Public Comment Session of the Agenda, we respectfully request that you observe the following:

- 1. Please state your name and home address for the record***
- 2. In fairness to others, groups or organizations are requested to designate one spokesperson***
- 3. In the interest of time, please limit your comments to three (3) minutes. You are encouraged to give brief, non-repetitive statements to insure that all relevant information is presented.***

It is the intent of this Board to give all citizens an opportunity to be heard. Welcome to our meeting.

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; 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. 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 ..... 4
4. **DISCUSSION and POSSIBLE ACTION**: Approve the Board Meeting Minutes of July 24, 2012 ..... 5
5. **INFORMATION**: Letter of Appreciation to Ken LoBene..... 14
6. **DISCUSSION and POSSIBLE ACTION**: The Southern Nevada Workforce Investment Board designates Workforce Connections as the Consortium to serve as Southern Nevada One-Stop Career Center and One-Stop System Operator: .....
  - a. The Consortium responsibility shall be as follows: ..... 15
    - i. Implement One-Stop System Memorandum of Understanding (MOU)
    - ii. Build and Enhance the Southern Nevada One-Stop System
    - iii. Establish and Operate the Comprehensive One-Stop Career Center as stated in the MOU
7. **DISCUSSION and POSSIBLE ACTION**: Review and Accept Workforce Connections One-Stop System Partners’ MOU for execution with associated partners..... 19

**8. ADULT & DISLOCATED WORKER UPDATE ~ Valerie Murzl, ADW Chair**

- a. **INFORMATION**: ADW Meeting Minutes of May 16, 2012 ..... 28
- b. **DISCUSSION and POSSIBLE ACTION**: Review and Discuss the continuation of the Medical ESL Spanish Immersion course through Nevada State College with removal of disallowed travel costs..... 34
- c. **INFORMATION**: ADW Funded Partner Report ..... 51
- d. **INFORMATION**: ADW Funded Partner Demographics Report..... 53
- e. **INFORMATION**: ADW Sector Break Out Report..... 55
- f. **INFORMATION**: Receive Regional Sector Update Reports, Healthcare, Green, and Layoff Aversion ..... 57

**9. YOUTH UPDATE ~ Sonja Holloway, Youth Council Chair**

- a. **DISCUSSION and POSSIBLE ACTION**: Approve staff’s recommendation to execute a contract with Southern Nevada Children First in an amount not to exceed \$16,470 for four (4) Native American Youth Work Experiences through September 30, 2012..... 70
- b. **INFORMATION**: Summer School Update..... 73
- c. **INFORMATION**: Graduate Advocate Initiative Report..... 75
- d. **PRESENTATION**: Positive Youth Impact (PYI) Program ~ LaTanya Runnells, Nevada Partners, Inc..... 79

**10. OPERATIONS UPDATE:**

- a. **INFORMATION**: Budget Meeting Minutes of July 31, 2012 ..... 99
- b. **DISCUSSION and POSSIBLE ACTION**: PY2011 WIA Formula Budget July 1, 2011 through June 30, 2012 and PY2011 Budget Narrative ..... 107
- c. **REVIEW, DISCUSS, and ACCEPT**:
  - i. PY2012 WIA Formula Budget July 1, 2012 through June 30, 2013 and PY2012 Budget Narrative (No change since last report) ..... 115
  - ii. Budget vs. Actual Finance Report (Workforce Connections’ Operations) for the Period July 1, 2011 through June 30, 2012 (Formula WIA) ..... 122
  - iii. PY2011 Awards & Expenditures Report – Monthly Update ..... 123
  - iv. Adult & Dislocated Worker & Youth Funding Plans..... 126
  - v. Workforce Connections Audit Findings Report ..... 128
- d. **INFORMATION**: Workforce Connections Standing Professional Services Contracts ..... 134

- 11. **INTERIM EXECUTIVE DIRECTOR UPDATE ~ Ardell Galbreth**
  - a. **INFORMATION**: State of Nevada Integrated Workforce Plan ..... 137
  - b. **INFORMATION**: Responding to Unlicensed Health Care in Nevada ..... 140
- 12. **DISCUSSION and POSSIBLE ACTION**: Recommend to the Southern Nevada Workforce Investment Area Local Elected Officials to Appoint Interim Executive Director Ardell Galbreth as Permanent Executive Director of Workforce Connections (Southern Nevada Workforce Investment Board) ..... 152
- 13. **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 ..... 155
- 14. Adjournment

**3. FIRST PUBLIC COMMENT SESSION:**

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

- 4. DISCUSSION and POSSIBLE ACTION: Approve the Board Meeting Minutes of July 24, 2012**

*workforce*CONNECTIONS

**BOARD MEETING  
MINUTES**

**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**

**Members Present**

Charles Perry	Commissioner Bill Kirby	Commissioner Lawrence Weekly
Commissioner Tommy Rowe	Bill Regenhardt	Willie J. Fields
Councilwoman Anita Wood	Councilwoman Gerri Schroder	Dan Gouker
Dan Rose (Phone)	Dennis Perea	Dr. David Lee
Hannah Brown	Maggie Arias-Petrel (Phone)	Michelle Bize
Mujahid Ramadan	Vida Chan Lin	Sonja Holloway
Valerie Murzl	Mark Edgel	

**Members Absent**

Alex Garza	Commissioner Butch Borasky	Councilman Bob Coffin
Councilwoman Peggy Leavitt	Pat Maxwell	William Bruninga

**Staff Present**

Ardell Galbreth	Suzanne Potter	Jim Kostecki
Carol Turner	Heather DeSart	Rick Villalobos
Sylvia Spencer	Kenadie Cobbin-Richardson	Deb Collins
Clentine January	Chris Shaw	Tom Dang
Kim Colagioia		

**Others Present**

Matt Cecil, Legal Counsel	Doug Geinzer, SNMIC
Lynda Parven, DETR	Grant Nielson, DETR
Vincent Miller, Goodwill	Keith Hosannah, DETR
Janice M. Rael, Nevada Partners, Inc.	Ron Hilke, DETR
Ann Lynch, SNMIC	Ron Fletcher, DETR
Elizabeth McDaniels, Goodwill	Nield Montgomery, The Learning Center
John Manalay, FIT	Earl McDowell, DETR
Dr. Tiffany Tyler, Nevada Partners, Inc.	LaTanya Runnells, Nevada Partners, Inc.
Thresea Kaufman, NHA Health Care 20/20	Tiffany Edwards, SNRHA
Rene Cantu, LCCCF	Doreen Guerra, SNRHA
Otto Merida, LCCCF	Tracey Torrence, SNRHA
Debra Mumford, SNRHA	Claudia Becerra, SNRHA
Bill Welch, Nevada Hospital Association	Marissa Brown, Nevada Hospital Association

(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 9:00 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:

**Ann Lynch, President - Southern Nevada Medical Industry Coalition (SNMIC)** – Ms. Lynch said for the past nine months SNMIC has brought to the attention of the board, the LEO Consortium, and DETR the problems it's had with a Workforce Connections employee. Ms. Lynch stated that this employee has ruined the reputation of SNMIC and eliminated a great youth program that is still going, but not as vigorously or as broadly as it could be. Ms. Lynch said that SNMIC has had wonderful communication with current Workforce Connections staff members, who are very cordial and helpful, but non-productive and said SNMIC has the same problem with DETR staff. SNMIC served a notice to the LEO Consortium with a deadline date of June 3<sup>rd</sup> before legal action would be taken but SNMIC did not hear back from the LEOs or from the Workforce Connections Board. Ms. Lynch said it's as though everybody thinks that if they just ignore it, it'll go away.

Ms. Lynch stated that Board members have a very heavy responsibility of direction, correction, and making the best of a bad situation, unfortunately though, this has not occurred with the Workforce Connections' Board.

Ms. Lynch stated that SNMIC was not told how to appeal and because SNMIC is not a member of Workforce Connections or privy to NRS and internal regulations, they thought they had appealed and even though SNMIC appeared many times before the Board and LEO Consortium, no one ever said they should appeal. Finally about a month ago, SNMIC was told they can appeal, but found out they were 30 days too late.

Ms. Lynch stated that this all started because of a personality conflict between a former Workforce Connections employee and SNMIC's Executive Director - they just didn't get along. Ms. Lynch pleaded to the Board to take some formal action to correct this mistake. Workforce Connections staff did not follow policy and illegally issued a high risk. Ms. Lynch said that Workforce Connections staff gave her an ultimatum to do five things, none of which she could do in five days, and none of which she would have done because, Ms. Lynch stated, Workforce Connections does not have the right to direct her on who to hire or fire.

Ms. Lynch thanked the Board and hopes everyone realizes that great harm has been done to SNMIC and to the community that they have vowed to serve.

**Bill Welch, President & CEO - Nevada Hospital Association (NHA)** – Mr. Welch commented on the recent Channel 8 newscast regarding Healthcare 20/20, stating that NHA is not part of or is privy to the issues between Workforce Connections (WC) and



Southern Nevada Medical Industry Coalition (SNMIC). NHA's role is to facilitate and manage the Healthcare 20/20 program.

In January 2012, at the request of WC and with the support of SNMIC, the Healthcare 20/20 program was transitioned to NHA. NHA has an office in Las Vegas at 3960 Howard Hughes Parkway with two full-time staff, one part-time staff, Sue Ulrich, a contractor who supports and facilitates the Healthcare 20/20 program and Theresa Brown, the program supervisor. There is also staff assigned to financial management.

Mr. Welch reported that during January 1 - June 30, 2012, NHA managed a \$600,000 contract. During this period NHA served 71 participants, exceeding their goal of 45, including 50 OJTs at an average wage of \$30 per hour. NHA partnered with 2 hospice facilities, 1 rehab hospital, and 10 acute care hospitals.

Mr. Welch reported that due to the success of the program, NHA was awarded \$900,000 for a full fiscal year to serve an additional 97 participants. NHA has partnered with additional hospitals including 1 psychiatric hospital, 2 rehab hospitals, 4 long-term acute care hospitals, 3 critical access/rural hospitals, and 2 acute care hospitals. Mr. Welch said the Healthcare 20/20 program is growing and thriving.

**Doug Geinzer, CEO - Southern Nevada Medical Industry Coalition (SNMIC)** – Mr. Geinzer stated that he was the visionary behind the Healthcare 20/20 program and now the program has no vision. Mr. Geinzer said he personally invested years of his life designing and developing the program and it hurts to watch it destroyed.

Mr. Geinzer stated that Workforce Connections forced the Healthcare 20/20 program upon Nevada Hospital Association to take training dollars that are supposed to be spent in the State of Nevada and send the dollars to Mexico to train nurses in an immersion program. Mr. Geinzer stated that the dollars are intended to stay in Nevada and should be used to place nurses locally in bi-lingual practices to create jobs here in Southern Nevada.

Mr. Geinzer asked the Board to do the right thing. Previously, SNMIC addressed the Board eight times and asked, begged, pleaded, and formally demanded legally, but was ignored.

Councilwoman Anita Wood asked legal counsel if there was any means for the Board or the LEOs to withdraw a high risk designation once it has been issued.

Matt Cecil responded that currently the issue is on appeal and therefore cannot comment on it. Mr. Cecil stated, the next step after an appeal is through the Department of Labor, but there is no CFR or statute that allows the Board or LEOs to vote on the matter.

Councilwoman Wood requested that the matter regarding dollars going to Mexico be placed on the next Board agenda. Staff concurred.

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

Charles Perry stated that there is no indication that staff follows up on matters brought up during public comment.

Commissioner Kirby requested that his comments regarding the one-stop center lease be added to the minutes from the last Board meeting, including (1) that the lease is a

significant amount of money (2) concurrent leases are running, which is costing the organization money (3) \$350,000 is mentioned in leasehold improvements (4) there is no commitment from DETR, who will be the beneficiaries of the lease if they take over the organization, and (5) there was no lease available to review at the meeting.

*A motion was made to approve the Board Meeting Minutes from the meeting on June 26, 2012 with the inclusion of Commissioner Kirby's comments by Commissioner Tommy Rowe and seconded by Commissioner Bill Kirby. Dan Gouker, Mark Edgel, and Charles Perry opposed. Motion carried.*

5. INFORMATION: Welcome New Board Member

At the meeting on July 10, 2012, the Local Elected Officials Consortium approved the application of Willie J. Fields to the Workforce Connections Board. Mr. Fields is a business owner.

6. OPERATIONS UPDATE

- a. INFORMATION: PY2011 WIA Formula Budget July 1, 2011 through June 30, 2012 and PY2011 Budget Narrative
- b. INFORMATION: PY2012 WIA Formula Budget July 1, 2012 through June 30, 2013 and PY2012 Budget Narrative

Jim Kostecki noted that both the PY2011 and PY2012 budgets have not changed since the last meeting and minor adjustments will be made at the next Budget Committee Meeting.

c. REVIEW, DISCUSS and ACCEPT:

- i. Budget vs. Actual Finance Report for the period July 1, 2011 through June 30, 2012 (Formula WIA)

Mr. Kostecki reported that a modification to increase the Bank/Payroll Services line item to about \$14,000 will be submitted at the Budget Committee Meeting.

- ii. PY2011 Awards & Expenditures Report – Monthly Update

Mr. Kostecki provided an overview of the expenditures.

Mr. Galbreth noted that the report on page 41 of the agenda will be reconciled, revised, and reformatted and until then asked the Board to disregard it.

Dan Gouker requested that the revised report reflect accurate totals (i.e., cost per participant).

- iii. ADW, Youth and Statewide Funding Plans

Carol Turner provided an overview of the funding plans.

- iv. A-133 Audit Findings Report

Mr. Kostecki provided an overview of the A-133 Audit report and reported that a final audit will be issued by the end of January 2013.

Discussion ensued regarding finding 11-4 *Grant funds expended for purposes other than the purpose specified in drawdown*. Staff has implemented a tracking

system that will help reduce these occurrences, but untimely drawdowns may pose an ongoing problem with tracking.

Dennis Perea stated that DETR's account balances for ADW & Youth are not the same as the Board's, but once the accounts are reconciled, DETR will be able to help the Board get drawdowns in a timely manner.

v. DOL Audit Findings Narrative Report

Ardell Galbreth provided an overview of DOL's PY2011 audit findings for Southern Nevada:

**Finding #12** One Stop Delivery System: Workforce Connections staff has developed draft MOUs and is meeting with required one stop partners and soliciting non-required partners for the one stop center; staff has scheduled an upcoming training session (August 1- 3) for the one stop, which will be followed with one stop planning sessions with DETR. Staff will update the Board and LEOs as steps are completed.

**Finding #26** Cash Management: this finding will be reoccurring because it's seldom that the Board will receive a draw less than five days after the drawdown is made.

**Finding #27** Allowable Costs (Automobile allowances): this item has been addressed with detailed mileage reimbursement forms and by no longer paying a car allowance to the Executive Director.

**Finding #28** One Stop Operator: Workforce Connections will establish a consortium of entities that includes required one stop partners.

**Finding #29** MOU for One-Stop Delivery System: Workforce Connections staff has developed draft MOUs. A final lease will be vetted by the LEOs after it's finalized by legal counsel.

Dennis Perea reported that DETR has received the MOUs with the language regarding DETR's fiduciary responsibility for the one stop if a unified state workforce board goes into effect, and it's currently being reviewed by the deputy attorney general.

**Finding #30** On-the-Job Training Contracts: Workforce Connections' staff was not able to consult with DOL auditors when this was written as a finding; however, it should not have been a finding and has been corrected. The provider that entered into the OJT contract did so appropriately.

**Finding #33** Workforce Connections' MIS system does not fully integrate with the State reporting system: Workforce Connections' NVTrac system now interfaces with the State's reporting system (NJCOS).

Valerie Murzl pointed out that DETR has 33 audit findings of their own and said it's disrespectful that they would 'throw stones' at Workforce Connections for having findings.

Commissioner Kirby stated that the Board has complimented new management on the vast improvement made at the agency but they still need to be proactive and

maintain oversight of the agency and continue to ask questions to ensure that the 'ship is a tight ship'.

Hannah Brown expressed concern that an adversarial relationship is developing between the Board and DETR, making it very difficult to work together.

Dennis Perea stated that DETR is communicating very well with Board staff and has a very good relationship with Workforce Connections; the contention is here at the Board level because of the issue of one statewide board.

Ardell Galbreth stated that Workforce Connections' intent to review these findings is to provide full disclosure to the public, and Workforce Connections' staff will work very hard to continue the collaborative relationships with DETR and its partners to achieve goals that will really benefit the community at large.

***A motion was made to accept agenda item 6.c.i, ii. iii., iv, v. by Councilwoman Anita Wood and seconded by Valerie Murzl. Motion carried.***

d. INFORMATION: Workforce Connections Standing Professional Services Contracts

Commissioner Bill Kirby inquired about the necessity of the CST Project Consulting contract for \$74,990 to clear A-133 audit findings for program year 2009-10.

Ardell Galbreth replied that the CST contract is for consulting services provided by Carol Turner, who has brought an array of skills to the agency and has assisted the agency tremendously by eliminating many of the audit findings that have been repeating year after year; this contract is a great benefit in lieu of potential disallowed costs.

Mr. Galbreth stated that the agency has a current need for the contracts listed on this report.

Dan Gouker inquired about the NVTrac Maintenance Consultant Sole Source Contract. Mr. Gouker asked if the company who sold the program had a list of individuals in Nevada that could provide technical support on the system. Mr. Gouker questioned that only candidate could be identified to provide these services and that the candidate is from San Diego, CA.

Mr. Galbreth replied, according to the agency's records on file, the individual providing these services (Taka Kajiyama) was vetted and the proper justification for the sole source was provided. Therefore, it can be assumed that at the time the system was purchased, previous management sought individuals that could provide technical support on this system and Taka was the only one identified.

Mr. Galbreth ensured that staff is being trained to take over some of the functions provided under this contract and to safeguard the continued operation of NVTrac; a training plan has been instituted to train staff on the operation and support of the system.

Matt Cecil, Legal Counsel, clarified that a sole source can also mean that only one person responded to the RFP and does not necessarily mean that only one respondent was qualified.

Mujahid Ramadan stated that in the future there needs to be more transparency to the contract process and that the agency should solicit Nevada residents first.

Mr. Galbreth stated that staff will bring all contracts to the board for review.

Commissioner Kirby asked if staff feels comfortable with the sole source contract with Taka Kajiyama and if a new contract was instituted would there be a disruption with the system that could jeopardize the agency's progress. Kirby agreed that sole source contracts outside of Nevada are not consistent with good business practices.

Mr. Galbreth replied that Taka Kajiyama is very good and he knows the system and how to keep it up and running; however, the agency needs staff on board that can provide the same type of maintenance on the system. The staff that is being trained should have the necessary skills by June/July 2013 to adequately support the system, at which time the sole source contract with Taka Kajiyama will be ending.

Mr. Galbreth reported that a contract with Piercy, Bowler, Taylor and Kern is pending a statement of work from PBTk. Upon receipt, the contract will be presented to the Board for action and added to this report.

Mr. Gouker requested that (1) the contract is sent to the Budget Committee then to the LEO Consortium for final approval and (2) the contract is divided out between the cost of the audit vs. cost for extras, such as consulting fees and travel expense.

Commissioner Kirby noted that Jantec temporary employment services contract amount is 11.38% over-head cost and asked about the benefits of the contract and associated costs.

Carol Turner replied, in February 2011 the contract was selected through a formal Request for Proposal process and Jantec's bid came in significantly less than the other respondents. To date, the contract is at \$135,000 (Jantec's 11.38% over-head) and the agency has billed just over \$450,000.

7. INTERIM EXECUTIVE DIRECTOR UPDATE ~ Ardell Galbreth

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

*A motion was made to approve the Workforce Connections' Board By-Laws by Councilwoman Anita Wood and seconded by Commissioner Bill Kirby. Motion carried.*

b. INFORMATION: Workforce Connections' Annual Report

The Workforce Connections' Annual Report is provided in the full agenda packet for information only.

8. SECOND PUBLIC COMMENT:

**Doug Geinzer, CEO – Southern Nevada Medical Industry Coalition (SNMIC):** Mr. Geinzer stated that SNMIC submitted a grant application for Workforce Connections' youth healthcare grant, but it was deemed to be non-responsive and not-able to deliver the services needed for this area. Mr. Geinzer stated that the architecture of the grant was no different than the Healthcare 20/20 program and after SNMIC's proposal was deemed non-responsive, the program was brought in house.

Mr. Geinzer noted that the green youth contract for \$500,000 was awarded to Latin Chamber of Commerce and asked what happened to the youth healthcare contract.

Mr. Geinzer stated that Nevada's healthcare infrastructure is in need of serious repair and the Healthcare 20/20 program was designed to develop a workforce and workforce planning system for the next ten years to get Nevada back on track to help with diversification efforts. However, Workforce Connections stopped progress by placing SNMIC on high risk and by not funding the Workforce Connections youth healthcare grant.

**Dr. Tiffany Tyler, Nevada Partners, Inc. (NPI):** Dr. Tyler provided a brief overview of NPI's work to date, supported by a two-page summary distributed to the Board. Dr. Tyler invited any interested Board members for a site visit and review of NPI's services.

9. BOARD DEVELOPMENT TRAINING ~ John Chamberlain

John Chamberlain provided a presentation on the Workforce Investment System.

10. THIRD PUBLIC COMMENT:

None

11. Adjournment

The meeting adjourned at 1:07 p.m.

**5. INFORMATION: Letter of Appreciation to Ken LoBene**

June 26, 2012

Kenneth LoBene  
Field Office Director  
Housing & Urban Development  
300 Las Vegas Blvd., South #2900  
Las Vegas, NV 89101

Dear Mr. LoBene:

Please accept my thanks for the many years you served on Workforce Connections' Board of Directors. Your services as a board member and chairman of our youth council have been most valuable and highly beneficial to Southern Nevada residents. On behalf of Workforce Connections' Board of Directors, I take this opportunity to express our sincerest appreciation for your contributions. Workforce Connections is deeply grateful for your support and generosity.

It is through the support of individuals like you that we are able to strengthen our programs, and develop new and innovative projects to serve our community. We wish you the best in your future endeavors—as you will be sorely missed in the workforce development community.

Sincerely,



Hannah Brown, Chairperson  
Workforce Connections



- 6. DISCUSSION and POSSIBLE ACTION: The Southern Nevada Workforce Investment Board designates Workforce Connections as the Consortium to serve as Southern Nevada One-Stop Career Center and One-Stop System Operator:**
- a. The Consortium responsibility shall be as follows:**
    - i. Implement One-Stop System Memorandum of Understanding (MOU)**
    - ii. Build and Enhance the Southern Nevada One-Stop System**
    - iii. Establish and Operate the Comprehensive One-Stop Career Center as stated in the MOU**

**SOUTHERN NEVADA ONE-STOP CAREER CENTER  
AND  
ONE-STOP SYSTEM OPERATOR**

**August 2012**

- I. Role of Workforce Connections
  - i. Secure One-Stop Center(s) facility in an area most conducive to Southern Nevada businesses and job seekers
  - ii. Oversee the operations of One-Stop Center(s)
  - iii. At a minimum, staff One-Stop Center(s) with the following positions: Center Manager; Center Supervisor; Resource Room/Computer Lab Specialist; and Receptionist
  - iv. Provide operating supplies, equipment and resources for common area support, i.e., copiers, computers, workstations, and generally common office supplies (each partners must provide its own specific forms and collateral supplies related specially to its agency/program)
  - v. Oversee, monitor and provide technical support to each partner in support of comprehensive, collaborative workforce development activities
  - vi. Maintain and secure the operation of One-Stop Center(s) facilities
  - vii. Schedule and conduct routine, periodic meetings at least monthly with One-Stop Center Consortium members
  - viii. Secure and provide necessary training in support of One-Stop Center operations
  - ix. Ensure appropriate data/information are collected and reported to Workforce Connections' Board of Directors
  - x. Ensure One-Stop Center operating budget is provided to each
  
- II. Role of One-Stop Center Partners
  - i. Assign staff (co-locate) to Workforce Connections selected facility to house One-Stop Center
  - ii. Assigned staff shall ensure delivery of their particular program and services
  - iii. At a minimum, deliver core, intensive and training services as defined by their own agencies policies and/or associated directives, laws and statutes

- iv. Assigned staff shall perform duties with respect to its agency policy in accordance with One-Stop Center Manager's direction
- v. Assigned staff shall comply with hours of operation as established by Workforce Connections One-Stop Center Consortium
- vi. Each non-Workforce Investment Act (WIA) partner shall remit cost-sharing payment to Workforce Connections in accordance with executed Memorandum of Understanding (MOU)

- 7. DISCUSSION and POSSIBLE ACTION: Review and Accept Workforce Connections One-Stop System Partners' MOU for execution with associated partners**

**Southern Nevada Workforce Investment  
Board**

**MEMORANDUM OF UNDERSTANDING**

**with the**

**Southern Nevada One-Stop System Partners**

**SOUTHERN NEVADA WORKFORCE INVESTMENT BOARD  
ONE-STOP SYSTEM**

**MEMORANDUM OF UNDERSTANDING**

**INTRODUCTION**

Southern Nevada Workforce Investment Board and Southern Nevada One-Stop System Partners, as required by the Workforce Investment Act (WIA) of 1998 and hereafter referred to as “the One-Stop System Partners or Partners”, enter into this Memorandum of Understanding (MOU) with the spirit of cooperation and collaboration. This MOU describes how the One-Stop System Partners’ various funding streams and resources will be utilized to better serve their mutual customers, both job seekers and employers, through an integrated system of service delivery throughout the Southern Nevada Workforce Investment Area. It is understood that the development and implementation of the Southern Nevada One-Stop System will require mutual trust and teamwork between the One-Stop partnering agencies, all working together to accomplish shared goals.

**STRATEGIC VISION FOR THE ONE-STOP SYSTEM**

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

**DEFINITION OF RELATIONSHIPS/ROLES**

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

**PARTIES TO THE MOU**

One-Stop System Partners, along with their various program services offer Southern Nevada Workforce Investment Area an opportunity to leverage an array of critical workforce development resources to equip job seekers with demand-driven skills leading to gainful employment.

## SERVICES TO BE PROVIDED THROUGH THE ONE-STOP SYSTEM

All partners in the One-Stop System agree to work toward the development of common performance goals and measures that will be aligned with the stated goals of the workforce development system as follows:

### GOALS OF THE ONE-STOP DELIVERY SYSTEM

<b>Basic Elements of One-Stop Delivery Performance Accountability Measurement Design</b>	
Customer Satisfaction	Ensuring that businesses/employers and workforce development clients are highly satisfied with workforce development services.
Cost Effectiveness	Ensuring that the Workforce Development System continually seeks to maximize the use of available resources in a cost-effective and efficient manner.
Support Businesses/Employers in Developing High Performance Workplaces	Ensuring that businesses/employers are provided effective support in the development of high performance work organizations that maximize the skills and potential of a diverse workplace.
Self-Sufficiency and Public Assistance Reduction	Reducing the number of individuals dependent on public assistance by assisting them in obtaining gainful employment i.e., earning a livable wage.
Enhance Linkage Between Workforce Development Services and Employer Needs	Ensuring the delivery of workforce services respond to the workforce needs, i.e., demand-driven workforce development services.
Universality Access and Customer Choice	Implementation of an integrated, results-oriented workforce development system that is based on needs of all customer groups and ensures individuals and businesses have equity of access to information, services, and lifelong learning opportunities.
Assist Customers in Attaining Knowledge/Skills Needed in Workplace	Assisting individuals in gaining academic, workplace, and occupational knowledge and skills required for educational advancement or continuing success in meeting the changing demands of the workplace.
Employment	Assisting individuals in entering, retaining or upgrading jobs.

At a minimum, the following core and intensive services (as defined in WIA) will be provided through Southern Nevada One-Stop System:

1. Outreach, intake and orientation to the information and other services available through the Southern Nevada One-Stop System;

2. Initial assessment of skill levels, aptitudes, abilities and supportive service needs;
3. Job search and placement assistance, to include worker profiling and career counseling where appropriate;
4. Labor Market Information;
5. Provision of program performance and cost information
6. Information on the performance of the local area and the One-Stop Delivery System;
7. Information on the availability of supportive services in the local area, including child care and transportation, and referral to such services needed;
8. Resource room usage, including “How to” group sessions (e.g., resume writing);
9. Provision of employment statistics information and labor market information such as job vacancy listing, job skills necessary to obtain jobs, local in demand occupations, earnings and skill requirements;
10. Provision of performance information and program cost information on eligible providers of training services;
11. Provision of information regarding local area performance on the local performance measures;
12. Provision of accurate information relating to the availability of supportive services available in the local area;
13. Provision of information regarding filing claims for unemployment compensation;
14. Other core or intensive services as determined by a One-Stop Partner agencies governing legislation.

Additionally, customer access to intensive and training services will be provided on-site or through referral to appropriate service providers. Accountability must drive the workforce investment system toward system goals.

### **SYSTEM CONTRIBUTIONS**

It is agreed that each One-Stop System Partner shall pay an annual fee of \$150.00 for the purpose of augmenting system maintenance and upkeep. Examples of these expenses would be the costs of automated system information and data collection and sharing, the cost of a tracking/monitoring and reporting system activities, and development and distribution of quarterly newsletters highlighting partners’ best practices and workforce events.

### **SYSTEMATIC REFERRAL PROCESS FOR SYSTEM CUSTOMERS**

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

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



### **ACCOUNTABILITY/RESPONSIBILITY**

Accountability and responsibility for the One-Stop System organizational processes, services and accomplishments will rest with the Chief Local Elected Officials, and Southern Nevada Workforce Investment Board Executive Director, and the One-Stop System Partners.

### **BREACH OF MOU**

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

1. Failure to pay its contribution fee as outlined in this MOU in a timely manner;
2. Failure to cooperate with Southern Nevada Workforce Investment Board's direction, the One-Stop System and Center Operator/Consortium or any other agent/partner of with regard to the programs, staffing or operations of the Southern Nevada One-Stop System.

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

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

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

### **IMPASSE RESOLUTIONS**

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

1. The One-Stop Operator/Consortium will document the negotiations and efforts that have taken place to resolve the issue.
2. If an agreement cannot be reached, the Southern Nevada Workforce Investment Board will refer the impasse to Nevada's Department of Employment, Training and Rehabilitation and request assistance in resolving the issue.
3. If for some reason Nevada's Department of Employment, Training and Rehabilitation cannot resolve the issue(s) of concern, such request shall be forwarded to the U.S. Department of Labor for assistance and resolution.

### **DURATION AND MODIFICATION OF THE MOU**

The One-Stop System Partners agree that the terms of this MOU will take effect upon signature execution by the applicable partner and the Southern Nevada Workforce Investment Board's executive director, and will continue in effect until terminated by the repeal of the Workforce Investment Act of 1998, or the Southern Nevada Workforce Investment Board is dissolved, i.e., eliminated or discontinued.

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

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

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

### **INDEMNIFICATION**

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

### **EQUAL OPPORTUNITY AND NONDISCRIMINATION OBLIGATIONS**

1. Equal Opportunity Assurance: The parties to this MOU assure that they will fully comply with the nondiscrimination and equal opportunity provisions of Section 188 of the WIA and its implementing regulations outlined in 29CFR Part 37. These regulations prohibit discrimination because of race, color, religion, sex, national origin, age, disability or political affiliation belief in both participation and employment. In the case of participants only, they prohibit discrimination based on citizenship, or his or her participation in any WIA Title I financially assisted program or activity.
2. Discrimination Complaint Procedures: The parties to this MOU will assure that complaints alleging discrimination on any of the above basis will be processed in accordance with 29 CFR Part 37.76. Copies of the complaint procedures developed pursuant to 29 CFR Part 37.76 and approved by the US Department of Labor's Civil Rights Center will be disseminated to and provide detailed instructions on the specific steps to be followed in processing discrimination complaints. The name(s) and telephone number TTY/TDD of the designated EEO Officer or designee to handle these complaints in the Employment Connection delivery system.
3. Accessibility and Reasonable Accommodation: (a) Facilities that are both programmatically and architecturally accessible; (b) Reasonable accommodations for

individuals with disabilities; (c) Method by which costs will be allocated for making reasonable accommodations (i.e., shared or paid by one entity).

4. Obligation Provide Notice: The parties to this MOU will provide “ongoing and continuing notification” that it does not discriminate on any of the prohibited basis in accordance with 29 CFR Parts 37.29 through 37.34 of the implementing regulations for Section 188 of the WIA.

### **CONFIDENTIALITY**

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

1. All applications and individual records related to services provided under this MOU, including eligibility for services, enrollment and referral shall be confidential and shall not be open to examination for any purpose not directly connected with the delivery of such services.
2. No person will publish or disclose, use or permit, cause to be published or disclosed or used, any confidential information pertaining to applicants, participants or customers overall.

### **MISCELLANEOUS**

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

**One-Stop System Partner Signature and Agreement Execution  
Southern Nevada Workforce Investment Board  
Memorandum of Understanding**

\_\_\_\_\_  
**(One-Stop Partner (Agency Name))**

\_\_\_\_\_  
**(Signature)**

\_\_\_\_\_  
**(Title of Authorized Person)**

**Southern Nevada Workforce Investment Board**

On Behalf of the Southern Nevada Workforce Investment Board

Ardell Galbreth  
Interim Executive Director

\_\_\_\_\_  
Date

**8. ADULT & DISLOCATED WORKER UPDATES**

- a. INFORMATION: ADW Meeting Minutes of May 16, 2012**

**ADULT & DISLOCATED WORKER COMMITTEE**

**May 16, 2012**

**9:30 AM**

*workforce* **CONNECTIONS**

Conference Room

7251 W. Lake Mead Blvd., Suite 200

Las Vegas, NV 89128

**Members Present**

Valerie Murzl - Chair

Dan Rose – Vice Chair

Hannah Brown (via telephone)

Chelle Bize'

Maggie Arias-Petrel

Bill Regenhardt (via telephone)

**Members Absent**

Mark Edgel

Pat Maxwell

Charles Perry

**Staff Present**

Heather DeSart

Kelly Ford

Byron Goynes

Jim Kostecki

Jeannie Kuennen

Emilio Pias

Sylvia Spencer

Chris Shaw

Carol Turner

Madelin Arazoza

Janice Greer

**Others Present**

Earl McDowell -DETR

Otto Merida - LCCCF

Jackie Ramos -LCCCF

Norma Zamora-BCA

Maria Flores -BCA

Al Ballista –NHA

Marissa Brown – NHA

Thresea Kaufman -NHA

Penny Hagen – FIT

Janet Blumen –FIT

Jake McClelland -FIT

Nield Montgomery – The Learning Center

Helicia Thomas –GNJ Family Life Center

Bob Butterfield –NPI

Janice Rael –NPI

Gretchen Batiste -CQES

Diane Lake –NYECC

Donna Bensing- New Horizons CLC

Sherry Ramsey – Goodwill of SNV

Tracey Torrence -SNRHA

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

**Agenda Item 1 - Call to Order, confirmation of posting, roll call**

Chair, Valerie Murzl, called the meeting to order at 9:41a.m. Staff confirmed the meeting had been properly noted and posted in accordance with the Nevada Open Meeting Law. Roll call was taken and a quorum was present.

**Agenda Item 2 –ACTION: Approval of agenda with inclusions of any emergency items and deletion of any items.**

*A motion was made to accept the agenda as presented by Dan Rose, and seconded by Chelle Bize. The motion carried.*

**Agenda Item 3 - First Public Comment Session:**

Janice Rael, NPI, addressed the committee and stated that when they address agenda item number 10, approval of *workforce CONNECTIONS* 2 year strategic plan, under the Title I partners listed in the plan, Nevada Partners was not listed. Ms. Rael noted that the omission was brought to the attention of the Interim Executive Director, Ardell Galbreth by the NPI Executive Team and that Mr. Galbreth stated that it was an inadvertent omission that would be corrected. Ms. Rael further stated that Nevada Partners is committed to providing services through the Title I funding it receives from *workforce CONNECTIONS* and it is in support of the 2 year strategic plan.

**Agenda Item 4 – ACTION: Approve the meeting minutes of March 14, 2012 and April 11, 2012.**

Committee Member, Maggie Arias Petrel noted that the minutes of March 14, 2012 incorrectly listed her as being absent when she was present via telephone.

*A motion was made to accept the March 14<sup>th</sup> minutes as corrected and the April 11 minutes as presented was made by Chelle Bize and seconded by Dan Rose. The motion carried.*

**Agenda Item 5 – INFORMATION: Adult and Dislocated Workers Funded Partner Report.**

Deputy Director, Heather DeSart gave an overview of the report and thanked new team members Madelin Arazoza and Emilio Pias, who worked on the report along with Jeannie Kuennen. Ms. DeSart noted that the Funded Partners are 106% served so they actually have over served and the figures in the report were current through March. Ms. DeSart further stated that 80% of participants have been placed into unsubsidized employment.

Committee member, Dan Rose, asked if the information regarding what occupations the participants were being placed into could be included in the report. Emilio Pias, Quality Assurance Coordinator, assured Mr. Rose that this information would be included in future reports. Ms. DeSart thanked the Funded Partners and acknowledged that without their hard work these numbers wouldn't be as impressive.

**Agenda Item 6 - ACTION: Approve the recommendation of *workforce CONNECTIONS* staff to negotiate and execute a \$700,000 contract with Foundation for an Independent Tomorrow to conduct a Prisoner Re-Entry program to deliver employment and training services as a result of the competitive procurement process. Upon approval by the wC Board, the program dates will be from July 1, 2012 to June 30, 2013.**

Chair, Valerie Murzl, invited Sylvia Spencer to address this agenda item but first reminded the committee members that they were provided the tool that would be used for evaluating the proposals, and the bios of the evaluators. Ms. Murzl further noted that the scores received by the various proposers indicated that FIT's scores far exceeded those of the other proposers based on the methods and tools that were previously approved by the committee.

Sylvia Spencer thanked Ms. Murzl for the lead in to the item, and told the committee that the evaluators indicated that even though there was only funding for one provider, the programs that were proposed were quality programs and they were impressed by the level of partnerships in the community for these services.

*A motion to approve the recommendation of *workforce CONNECTIONS* staff to negotiate and execute a \$700,000 contract with Foundation for an Independent Tomorrow to conduct a Prisoner Re-Entry program was made by Hannah Brown and seconded by Dan Rose. The motion carried.*

**Agenda Item 7 – ACTION:** Accept staff’s recommendation to extend the following incumbent service providers’ contracts for Program Year 2012 in the following amounts:

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

Chair Valerie Murzl invited Heather DeSart to address this agenda item but first reminded the committee that, in the last meeting, the committee was presented with the tool that was going to be used for evaluating the incumbents. The committee directed staff to show the tool to the partners and get their input before proceeding. Staff solicited partners’ feedback via a conference call which Ms. Murzl also called in for. Ms. Murzl stated the call had lots of good feedback from the partners, and they were able to give their adjustments to the form that was used.

Heather DeSart spoke to the committee about the reasons for the funding levels on the occasions that amounts differed, and gave an overview of the evaluation process.

*A motion to accept staff’s recommendation was made by Chelle Bize and seconded by Dan Rose. The motion carried. Maggie Arias-Petrel and Hannah Brown recused themselves from the vote due to their involvement with the Latin Chamber of Commerce Community Foundation.*

**Agenda Item 8 - ACTION:** Accept staff’s recommendation to execute a no-cost extension to CCSD/Desert Rose High School’s PY 2011 contract to December 31, 2012.

Heather DeSart informed the committee that unfortunately CCSD did not receive a score high enough on the approved evaluation tool to warrant a recommendation for additional funding in PY 12. Ms. DeSart stated that after working closely with our Fiscal staff it was determined that CCSD will have quite a bit of their funding remaining from this program year. Staff is recommending a no-cost extension in order to keep the continuity of services and place the participants that they currently have into employment and/or exit smoothly from the program.

*A motion to accept staff’s recommendation to execute a no-cost extension to CCSD/Desert Rose High School’s PY 2011 contract to December 31, 2012 was made by Dan Rose and seconded by Maggie Arias-Petrel. The motion carried.*

**Agenda Item 9 – ACTION:** Review, Discuss and Accept Fiscal Reports.

Carol Turner, Fiscal Department, informed the committee that fiscal reports would regularly be included in the packets going forward, and that the Budget Committee had voted that the reports be accepted by the relevant committees. Ms. Turner walked the committee through the Awards and Expenditures report



and the Adult and Dislocated Worker Funding Plan report taking special care to delineate expenditures and remaining amounts for the duration of the PY 11 fiscal year.

Dan Rose inquired how many clients are being touched by the funding? Heather DeSart and Emilio Pias, Quality Assurance Coordinator, responded that information would be made available at the next meeting.

*A motion to accept the Fiscal Reports as read was made by Dan Rose and seconded by Chelle Bize. The motion carried.*

**Agenda Item 10 – DISCUSSION AND POSSIBLE ACTION:** To recommend approval of Workforce Connections 2-Year Strategic Compliance Plan for the period July 1, 2012 – June 30, 2014.

Interim Executive Director, Ardell Galbreth, addressed the committee regarding this agenda item and noted that there were a number of things that *workforce CONNECTIONS* has been charged to deliver and the 2-Year Strategic Compliance Plan delineates how *workforce CONNECTIONS* will accomplish this.

Mr. Galbreth noted that the difference between a Strategic **Compliance** Plan and a Strategic Plan is that the Strategic Compliance Plan covers the more detailed compliance requirements. The Strategic **Compliance** Plan will reference key paragraphs and statements from the Workforce Investment Act itself, and include, but not be limited to such topics as, ensuring there are the proper number of Board members in the appropriate categories, ensuring that the appropriate Memorandums of Understanding are in place for our Workforce Development Systems, and ensuring that the Fiscal department is employing cost allocation and cost pooling. Mr. Galbreth said the Strategic Plan is a set of high level documents that focus on goals and objectives that the Board would like to achieve and further stated that the committee would be seeing an update Strategic Plan in the not too distant future.

*A motion to recommend approval of Workforce Connections 2-Year Strategic Compliance Plan was made by Maggie Arias-Petrel and seconded by Chelle Bize. The motion carried.*

**Agenda Item 11 - Second Public Comment Session:**

-Otto Merida, Latin Chamber of Commerce Community Foundation, addressed the committee and described some of the events that LCCCF will be sponsoring and the success stories, particularly in the Youth area. Mr. Merida noted that the successes were because of programs implemented with the funds provided by *workforce CONNECTIONS*.

-Helicia Thomas –GNJ Family Life Center, expressed gratitude for GNJ receiving continued funding for the upcoming year and thanked the entire staff, most notably Jeannie Kuennen, for all of the assistance provided to GNJ. Ms. Thomas also clarified that GNJ Family Life Center is a separate entity from the church, Greater New Jerusalem. Ms. Thomas noted that the recent success stories in the Las Vegas Review Journal caused a bit of confusion by referring to GNJ Family Life Center as Greater New Jerusalem.

-Gretchen Batiste, Coalition for Quality Elder Care Services (CQES) addressed the committee stating she is a *workforce CONNECTIONS* training provider who trains individuals to work with the Alzheimer's population. Ms. Batiste stated that it is her honor to train "qualified direct workers", and that 81% of the graduates from her program obtain employment. She commended *workforce CONNECTIONS* on their commitment to healthcare demonstrated through their funding and stated it was well needed.

-Tracey Torrence, Southern Nevada Regional Housing Authority thanked the committee for allowing SNRHA to continue for another year. Ms. Torrence stated that CQES was one of the top training providers for them and that SNRHA participants had high praise for the organization.

- Marissa Brown, Nevada Hospital Association, thanked *workforce CONNECTIONS* for assisting with the transition and noted that NHA had exceeded the numbers of participants they were to serve.
- Diane Lake, Nye Communities Coalition, thanked *workforce CONNECTIONS* for the increased funding for next year and stated that workshops that are held in Pahrump will now be streaming over the Internet to the Caliente and Tonopah offices.

*The Meeting adjourned at 11:07am*

**8b. DISCUSSION and POSSIBLE ACTION: Review and Discuss the continuation of the Medical ESL Spanish Immersion course through Nevada State College with removal of disallowed travel costs**

### SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION LOWER TIER COVERED TRANSACTIONS

This certification is required by the regulations implementing Executive Order 12549 Debarment and Suspension, 29 CFR Part 98, Section 98.510. Participant's responsibilities were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211)

(BEFORE COMPLETING CERTIFICATION, READ THE ATTACHED INSTRUCTIONS WHICH ARE AN INTEGRAL PART OF THE CERTIFICATION)

(1) The prospective recipient of Federal Assistance funds certifies by submission of this proposal, that neither it nor its principles are presently disbarred, suspended, proposed for disbarment, declared ineligible, or voluntary excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective recipient of Federal assistance funds is unable to certify to any statements in this certification, such as prospective participant shall attach an explanation to this proposal.

Nevada State College

Company/Agency Name

1125 Nevada State Drive, Henderson, NV 89002

Company/Agency Address

Neil Woolf

Director of Financial Aid and Student Employment

Name of Authorized Representative

Title



4/3/2012

Signature

Date

1. By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms “covered transaction,” “debarred,” “suspended,” “ineligible,” “lower tier covered transaction,” “participant,” “person,” “primary covered transaction,” “principal,” “proposal,” and “voluntary excluded,” as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of Federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntary excluded from participation in this covered transaction, unless authorized by the DOL.
6. The prospective recipient of Federal assistance funds further agrees by submitting this proposal that it will include the clause title “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions,” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transaction.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is no debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to check the List of Parties Excluded from Procurement or Non-procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntary excluded from participation in this transaction, in addition other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.

### Qualifications Form and Description of Administrative and Fiscal Capability

1. Organization Name: Nevada State Drive

Address: 1125 Nevada State Drive, Henderson, NV 89002

Telephone: 702-992-2169 Fax: 702-992-2151

Contact Person: Neil Woolf Title: Director

E-mail: nell.woolf@nsc.nevada.edu Tax ID Number: 886000024

2. Local Business License #: \_\_\_\_\_ Local Issuing Municipality: \_\_\_\_\_

3. Type of Organization (check all that apply)

- |  |   |
|--|---|
| <input type="checkbox"/> Private for Profit      | <input type="checkbox"/> Private Nonprofit        |
| <input type="checkbox"/> Public Nonprofit        | <input type="checkbox"/> Unit of local Government |
| <input type="checkbox"/> Minority Owned Business | <input type="checkbox"/> Female Owned Business    |
| <input type="checkbox"/> School District         | <input type="checkbox"/> Community College        |
| <input checked="" type="checkbox"/> University   | <input type="checkbox"/> Other _____              |

4. Training Services Offered/Available (check all that apply)

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Classroom Training | <input checked="" type="checkbox"/> Occupational Training    |
| <input checked="" type="checkbox"/> Remedial Education | <input checked="" type="checkbox"/> Entrepreneurial Training |

Other appropriate training services you provide which are directly related to employment opportunities in the local area. Please describe below:

5. Ancillary Services Available (check all currently provided)

- |  |  |
|--|--|
| <input type="checkbox"/> Transitional Counseling | <input type="checkbox"/> Budget Counseling |
| <input type="checkbox"/> Job Placement           | <input type="checkbox"/> Job Search        |
| <input type="checkbox"/> Resume Preparation      | <input type="checkbox"/> Other _____       |

6. Describe prior experience delivering the services indicated in 4 and 5 above:

As an accredited institution of higher education, and as a member institution in the Nevada System of Higher Education, Nevada State College offers degree programs in over 35 majors and minors in the fields of Education, Nursing, and Liberal Arts and Sciences. NSC opened its doors in 2002 to 177 students and now enrolls over 3000 Nevadans pursuing four-year baccalaureate degrees and licensure programs.

7. Describe your agency's method to document daily attendance:

Attendance is documented by faculty verification of enrollment during the first week of the semester. Faculty verify that students enroll and begin attending courses. Throughout the semester, students are administratively dropped from classes and a fee balance is assessed if students do not continue attendance.

8. Has your agency/entity been approved by the Nevada State Commission on Post Secondary Education?

- No
- Yes. Please attach a copy of approval letter

9. Has your agency been accredited for training by an outside accreditation entity?

- No
- Yes. Please identify below and attach copy of accreditation certificate

Accrediting Agency: Commission on Collegiate Nursing Education (CCNE)

10. Is your agency willing to offer a discount for WIA student referrals?

- No
- Yes. Please indicate percentage or amount of discount: \_\_\_\_\_

11. Is your agency willing to honor the costs of tuition, books, supplies, and/or fees as negotiated through this submission, for a period of twelve (12) months?

- No
- Yes

12. Does your facility meet all the physical site requirements under the Americans with Disabilities Act and is it accessible to persons with disabilities?

- No
- Yes

13. Does your agency assure that it will employ instructors who meet the minimum qualifications for training and/or who have the certifications required to train participants in the courses indicated in your catalog?

- No
- Yes

14. Provide a brief overview of your agency. Include its mission, purpose, and any experiences and/or capabilities that you may have had in operating employment and training programs. Also, include any experiences and/or capabilities in regard to providing services to WIA eligible participants.

Nevada State College is a comprehensive baccalaureate institution of higher learning. A member college of the Nevada System of Higher Education, Nevada State College is dedicated to providing quality educational, social, cultural, economic, and civic advancement for the citizens of Nevada. Through student-centered learning, Nevada State College emphasizes and values: exceptional teaching, mentoring, advisement; scholarship; career and personal advancement; continuing education; and service to our community. The college helps address Nevada's need for increased access to higher education for students entering the higher education system and for students transferring from the state's community colleges.

The college offers a wide range of baccalaureate programs and selected masters programs designed to meet the general needs of the State of Nevada and the specific needs of the southern region of the state. Special emphasis is placed on addressing the state's need for effective, highly educated and skilled teachers and nurses, and commitment is made to developing and promoting partnerships with Nevada's public school system, the state's health care providers, and Nevada's colleges and universities. The curriculum of Nevada State College will be based upon the community's needs, the needs of business and industry, and the desires and demands of the students.



**This Section Must Be Completed For Each Training Program**

NAME OF PROGRAM: Medical ESL for Nursing

1. Type of training

- |  |   |
|--|---|
| <input type="checkbox"/> ACCOUNTING AND FINANCE            | <input type="checkbox"/> ELECTRICAL TECHNOLOGY                          |
| <input type="checkbox"/> AUTOMOTIVE                        | <input type="checkbox"/> ENERGY MANAGEMENT                              |
| <input type="checkbox"/> CERTIFIED NURSING ASSISTANT (CNA) | <input type="checkbox"/> FLAGGER  |
| <input type="checkbox"/> COMPUTERS                         | <input type="checkbox"/> FOOD AND BEVERAGE                              |
| <input type="checkbox"/> CONSTRUCTION RELATED              | <input type="checkbox"/> FORKLIFT OPERATION                             |
| <input type="checkbox"/> COOKS                             | <input type="checkbox"/> GAMING/HOSPITALITY                             |
| <input type="checkbox"/> COSMETOLOGY                       | <input type="checkbox"/> GENERAL BUSINESS                               |
| <input type="checkbox"/> COUNSELING                        | <input type="checkbox"/> HEATING AND AIR CONDITIONING                   |
| <input type="checkbox"/> DENTAL                            | <input type="checkbox"/> HOUSEKEEPING                                   |
| <input type="checkbox"/> INDUSTRIAL PLANT MECHANIC         | <input type="checkbox"/> MSHA (Mining Safety and Health Administration) |
| <input type="checkbox"/> LAW ENFORCEMENT                   | <input type="checkbox"/> OSHA   |
| <input type="checkbox"/> MANUFACTURING                     | <input type="checkbox"/> PBS ONLINE COURSES                             |
| <input checked="" type="checkbox"/> MEDICAL                | <input type="checkbox"/> PHARMACY TECHNICIAN                            |
| <input type="checkbox"/> PHOTOGRAPHY                       | <input type="checkbox"/> TRUCK DRIVING                                  |
| <input type="checkbox"/> SEAMSTRESS                        | <input type="checkbox"/> VETERINARY                                     |
| <input type="checkbox"/> STAGECRAFT                        | <input type="checkbox"/> WELDING  |
| <input type="checkbox"/> Other _____                       | <input type="checkbox"/> Other _____                                    |

2. Length of typical course:

Hours per week 36  
 No. of weeks 4

3. Classes are:

- Open entry/exit  
 Cycled

4. If cycled, give approximate schedule: Semesters and Summer and January terms

5. Do participants receive certificates/diplomas to document attainment of skills?

- No  
 Yes

6. Do occupations in which training is being offered require licensing?

- No  
 Yes

7. If licensing is required, is it attained upon completion of training?

- No  
 Yes

8. Please indicate any required prerequisites trainees must possess:

- a. 20 Name of skill or required prior training(s)
- b. 0 Number of required prior years of experience
- c. 0 None required

9. Please indicate the total cost of tuition, fees, supplies for the training program (enter 0 if none)

a. Tuition . . . . .	.\$	<u>4,490.50</u>
b. Fees, memberships, etc. . . . .	.\$	<u>0.00</u>
c. Books, materials . . . . .	.\$	<u>0.00</u>
d. Other (Specify): <u>proficiency exam</u>	\$	<u>56.00</u>
e. TOTAL: . . . . .	.\$	<u>4,546.50</u>
f. Number of Hours . . . . .		<u>145</u>
g. Cost per Training Hour (e + f) . . . . .	.\$	<u>31.36</u>

10. Please indicate the completion rate for all trainees enrolled in this training program for the last 12 months.

- a. 20 Number of trainees completing training
- b. 0 Total enrollment
- c. 0 % (a ÷ b)

11. Please indicate the rate of licensure, certification, attainment of academic degrees, or attainment of other measures of skills for trainees completing this training.

- a. 20 Number of trainees receiving License, Certification, Degree, etc.
- b. 20 Number of trainees completing training (from 9 a. above)
- c. 100 % (a ÷ b)

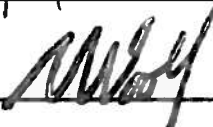
12. Please indicate the percentage of trainees who obtained employment at the completion of training.

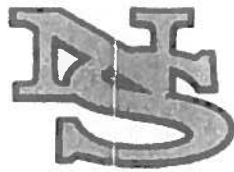
- a. \_\_\_\_\_ Number of trainees employed at completion of training.
- b. 20 Number of trainees completing training (from 9 a. above)
- c. 0 % (a ÷ b)

13. Please provide the average hourly wage of all trainees who obtained employment at completion of training.

\$ \_\_\_\_\_ (Add all hourly wages and divide by number of trainees)

I certify that to the best of my knowledge and belief, the data and information in this application is responsive to the questions and is true and correct. I understand that non-responsive applications, as determined by Southern Nevada Workforce Investment Board, may not be reviewed for consideration. Furthermore, the submission of this application shall comply with all assurances and WIA regulations. I further certify that the costs presented in the catalog submitted represent actual costs that will be incurred to provide services, less any discount offered to WC; and that all costs shall be subject to full disclosure at the request of the Southern Nevada Workforce Investment Board.

Neil Woolf, Director, Fin. Aid & Student Employment  
 Name (Please print) Title  
 4/3/12  
 Signature Date



NEVADA STATE  
COLLEGE

**NURSING 490**

**Prerequisite:** Enrolled in accredited nursing program or RN

**3-6 credits**

**This elective course allows nursing students and/or nursing graduates to learn medical Spanish, provide culturally responsive care, and apply medical Spanish when interacting with patients in health care settings. The course is offered in two time frames: two weeks or four weeks.**

---

**SCHOOL OF NURSING**

1125 Nevada State Drive, Henderson, Nevada 89002 | Phone: 702.992.2850 | Fax: 702.992.2851 | [www.nsc.nevada.edu](http://www.nsc.nevada.edu)

35

August 1, 2011

Dr. Lesley DiMare  
President  
Nevada State College  
1125 Nevada State Drive  
Henderson, NV 89002

Dear President DiMare: *Lesley*

On behalf of the Northwest Commission on Colleges and Universities, I am pleased to report that at its July 11-13, 2011, meeting, the Commission granted initial accreditation to Nevada State College at the baccalaureate degree level. Congratulations on receiving this recognition. We are aware of the many years of hard work and dedication on the part of the administration, faculty, board and staff to achieve this goal. The effective date of accreditation for Nevada State College is September 1, 2010.

The accredited status of Nevada State College will be posted to the Commission's website and will be included in the next edition of *Accredited Institutions of Postsecondary Education*, published by the American Council on Education.

The policy of the Commission is not to grant accreditation for a definite number of years. Instead, accreditation must be reaffirmed periodically. For its first evaluation review under the seven-year accreditation cycle, the following sequence and timing of events is scheduled for Nevada State College:

- Spring 2012: Year One Self-Evaluation Report
- Spring 2014: Year Three Peer-Evaluation Report and Visit
- Spring 2016: Year Five Self-Evaluation Report
- Spring 2018: Year Seven Peer-Evaluation Report and Visit

In granting initial accreditation, the Commission requests that Nevada State College prepare an addendum to its Spring 2012 Year One Self-Evaluation Report to address Recommendations 1, 2, and 3 of the Spring 2011 Comprehensive Initial Accreditation Peer-Evaluation Report. A copy of the Recommendations is enclosed for your convenience. Please note that these Recommendations reference the new Standards for Accreditation adopted in January 2010, not those stated by the Evaluation Committee which were applicable to the institution's period of candidacy.

Again, congratulations on this achievement. If you have questions, please do not hesitate to contact me.

President Lesley DiMarco  
Page Two  
August 1, 2011

We will write in fall 2011 regarding the Spring 2012 Year One Self-Evaluation Report.

All the best for a rewarding academic year.

Sincerely,

  
Sandra E. Elman  
President

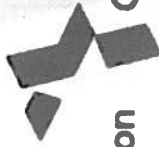
SEH:rb

Enclosure: Recommendations

cc: Dr. Erika Beck, Provost  
Dr. Jason Geddes, Chairman, Board of Regents, Nevada System of Higher Education  
Ms. Carol Griffiths, Chief, Accrediting Agency Evaluation Unit, USDOR  
Mr. Kenneth Von Alt, Editor, *Accredited Institutions of Postsecondary Education*  
Ms. Jeanne Burke, Editor, Higher Education Publications  
Mr. Paul Basken, *The Chronicle of Higher Education*

# CERTIFICATE OF ACCREDITATION

In accordance with its accreditation standards and procedures, the



Commission on Collegiate Nursing Education

has accredited  
the

**Baccalaureate Degree Program in Nursing**

at

**Nevada State College**

Director of the Commission on Collegiate Nursing Education

**April 24, 2010**

Date of Accreditation Action

**The Commission on Collegiate Nursing Education is listed by the U.S. Secretary of Education as a nationally recognized accrediting agency.**

This certificate is effective for the duration of the period of accreditation.

Commission on Collegiate Nursing Education  
One Dupont Circle, NW, Suite 530 ■ Washington, DC 20036

# Medical Spanish Course

Experience four weeks of immersive medical Spanish in classroom and clinic settings on the campus of Universidad Autonoma de Guadalajara (UAG).

Apply for this nursing elective course at NSC which includes all tuition expenses paid.

Your experience will also include living with a host family and a stipend for miscellaneous expenses.

## Applicant Requirements

- Have a valid RN License
- Have a valid passport by the June 24 departure date
- Submit required application, reference letters, essay, and passport documentation by June 1, 2012
- Have current medical insurance

## How to Apply

- Complete and submit the Medical Spanish Course Application (PDF), Reference Letters, Essay, and Copy of Passport or Passport Application Receipt
- Applications are due by **June 1, 2012**
- Successful applicants will be notified by **June 5, 2012**
- Orientation meeting on **June 7, 2012** from 10:00 AM - Noon

## Travel Dates

- Depart for Mexico: **June 24, 2012**
- Course Dates: **June 25 - July 20, 2012**
- Return to Nevada: **July 21, 2012**

## For additional information, contact:

Pam Call, RN, MSN  
School of Nursing  
(702) 992-2307  
pam.call@nsc.nevada.edu

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Student Resources

School-Based Health Center (SBHC)

FAQs

Faculty & Staff

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## School of Nursing

Full-Time Faculty Positions

Part-Time Faculty Positions

Today's nurses are on the front lines of health care—making a difference and leading change in every aspect of the field. And as a nursing student at NSC, you'll gain both the skills and the experience you need to thrive in this rewarding—and growing—profession.

Nursing programs at NSC focus on the central goals of the profession within the context of a caring-based framework. Whether you're a first-time college student or already have a bachelor's or RN degree, we'll prepare you to launch a great career.

Whichever program you choose, you'll work directly with dedicated faculty who are experienced nurses themselves. In small classes, you'll have the chance to ask questions and get to know your classmates and future colleagues.

You'll also have plenty of support when you need it. Your academic advisor will work closely with you to design a course of study to meet your goals. Call (702) 992-2160 to find out who is your academic advisor during your pre-nursing major coursework. Once you are admitted to the nursing major, you will interact with a nursing faculty advisor.

We'd love to tell you more about the School of Nursing at NSC. Browse our FAQs, plan a visit to campus, or contact us. We look forward to hearing from you!

### Important Updates

May 18, 2012 - Medical Spanish Course Opportunity for RN's  
Experience four weeks of medical Spanish in Guadalajara, Mexico - all expenses paid!

More

April 17, 2012 - Accelerated Track to begin Admitting Twice per Year in 2013  
Students will now be able to apply for the Accelerated track in the Summer or Fall semesters

More

February 10, 2012 - Differential Tuition for Accelerated Track Effective Fall 2012  
Students enrolled in the Accelerated track will be charged differential tuition beginning Fall 2012.

More

### Announcements

View the updates and announcements relating to the School of Nursing, Student Applications, Nursing Job Posts, and other items!

More

Recent posts

Share

Twitter 0

Top Pages (36)

NSC Photos

Videos





1776 E. Wann Springs Rd., Ste.200  
Las Vegas, NV, 89119  
direct 702.616.4505  
fax 602.798.0936  
dignityhealth.org

June 8, 2012

Thresea Kauffman  
Workforce Connections  
3960 Howard Hughes Parkway Suite 500  
Las Vegas, NV 89169

Ms. Kaufmann,

I am writing to express the support of St. Rose Dominican Hospitals for the Spanish Immersion Course that is being offered this summer through Nevada State College for new graduate RNs. With the increasing numbers of Spanish-speaking patients in the Las Vegas area, the knowledge of the language and culture will dramatically improve the ability of these nurses to provide culturally appropriate care. A skill set such as this would definitely lead to these nurses being considered favorably for new graduate RN positions at our hospitals in the future. I am confident that these nurses will receive a high quality learning experience in this course.

Sincerely,

Susan Adamek RN, MS, NEA-BC, FACHE  
Director of Education

# Student, Patient and Community Benefits

## Quantitative

- Acquisition of basic Spanish language skills
  - Written test scores from 96 – 100%
    - Pre and post comparison scores pending
  - Improved marketability to local hospitals
  - Increased knowledge of Mexican art, music, food
  - Understanding of Mexican healthcare, government and spirituality
- Appreciation, respect and empathy for the Mexican patients and citizens
  - Deeper rapport with Mexican patients will improve patient centered care
  - Motivation to continue with language courses
  - New perspective on Mexicans as individuals (not stereotypes)
  - Patience with others who do not speak our language
  - Gratitude for what we have
  - Increased adaptability and cooperation through living in close quarters with peers

## Qualitative

Title 20: Employees' Benefits

CHAPTER V: EMPLOYMENT AND TRAINING ADMINISTRATION, DEPARTMENT OF LABOR

PART 667: ADMINISTRATIVE PROVISIONS UNDER TITLE I OF THE WORKFORCE INVESTMENT ACT

Subpart B: Administrative Rules, Costs and Limitations

667.264 - What other activities are prohibited under title I of WIA

(a) WIA title I funds must not be spent on:

(1) The wages of incumbent employees during their participation in economic development activities provided through a Statewide workforce investment system. (WIA sec. 181(b)(1).);

(2) Public service employment, except to provide disaster relief employment, as specifically authorized in section 173(d) of WIA. (WIA sec. 195(10));

(3) Expenses prohibited under any other Federal, State or local law or regulation.

(b) WIA formula funds available to States and local areas under subtitle B, title I of WIA must not be used for foreign travel. (WIA sec. 181(e).)

**8c. INFORMATION: ADW Funded Partner Report**



Adult and Dislocated Worker Program

Program Year 2011 (July 1, 2011 - June 30, 2012)

Cumulative Report

Funded Partner	# of Participants to be Served			# of Participants Enrolled				# Placed in Training Activities						# of Participants Placed into Employment			
	Adult	DW	Total	Adult	DW	Total	%	OCC		OJT		Adult	Avg/wage	DW	Avg/wage	Total	
								Adult	DW	Adult	DW						Total
Bridge Counseling Associates	111		111	69	42	111	100%	100	57	0	0	157	22	\$16.72	23	\$17.95	45
WC Re-Entry *	111		99	99	N/A	99	89%	13	N/A	6	N/A	19	84	\$9.18	N/A	N/A	N/A
CCSD - Desert Rose High School	111		83	10	93	84%	70	10	2	0	82	27	\$10.28	8	\$11.08	35	
FIT for an Independent Tomorrow	133		124	52	176	132%	78	24	11	5	118	109	\$11.65	80	\$14.10	189	
GNJ Family Life Center	133		93	74	167	126%	22	29	139	42	232	29	\$13.44	31	\$13.68	60	
Goodwill of Southern Nevada	133		158	45	203	153%	33	15	53	23	124	123	\$13.30	35	\$14.02	158	
Latin Chamber of Commerce	266		164	108	272	102%	14	22	122	61	219	119	\$13.66	65	\$15.61	184	
Nevada Hospital Association *	45		107	20	127	282%	87	5	71	17	180	67	\$28.52	22	\$21.16	89	
Nevada Partners, Inc	250		217	129	346	138%	145	115	21	7	288	191	\$13.11	189	\$13.12	380	
NVE Communities Coalition	166		125	80	205	123%	17	27	18	18	80	117	\$9.09	69	\$12.68	186	
SNRHA	94		93	35	128	136%	52	31	7	1	91	28	\$17.78	17	\$12.15	45	
<b>Totals:</b>	<b>1553</b>		<b>1332</b>	<b>595</b>	<b>1927</b>	<b>124%</b>	<b>631</b>	<b>335</b>	<b>450</b>	<b>174</b>	<b>1590</b>	<b>916</b>	<b>\$14.25</b>	<b>539</b>	<b>\$14.56</b>	<b>1455</b>	

\* WC Re-Entry program has been transitioned to FIT as of 07/01/2012

\* Nevada Hospital Association accepted 39 Adult transfer participants and 18 DW transfer participants from SNMIC

OCC - Occupational Skills Training  
OJT - On-the-Job Training

**8d. INFORMATION: ADW Funded Partner Demographics Report**

Demographics Report WIA Adult and Dislocated Worker PY 2011 - July 1, 2011 thru June 30, 2012

	BCA		Casa Grande		FIT		GNJ		Goodwill		LCCCF		NHA		NPI		NVE		SNRHA	
	A	DW	A	DW	A	DW	A	DW	A	DW	A	DW	A	DW	A	DW	A	DW	A	DW
<b>Demographics</b>																				
Age Group 14-18	0	0	0	0	3	1	0	0	3	0	6	0	1	0	5	0	10	0	2	1
Age Group 19-21	2	0	6	0	9	10	8	0	14	1	20	2	2	2	14	2	15	4	5	0
Age Group 22-24	5	0	9	0	12	29	8	4	13	2	16	4	28	7	22	7	22	6	9	1
Age Group Above 24	62	42	66	0	118	557	77	70	128	42	122	102	76	18	176	120	78	70	77	33
Ethnicity - African American	16	10	30	0	52	173	57	38	44	15	17	9	10	4	85	45	16	6	44	26
Ethnicity - Ame. Indian or AK Native	3	0	2	0	3	8	1	1	7	1	4	0	1	0	1	2	2	1	1	2
Ethnicity - Asian	6	2	1	0	16	25	3	3	7	1	9	4	36	7	10	2	0	0	6	2
Ethnicity - Caucasian	32	19	41	0	50	280	17	12	81	23	92	66	52	6	88	54	84	66	25	5
Ethnicity - Hawaiian/Pacific Islander	1	1	3	0	3	9	0	1	3	0	4	4	4	2	2	0	1	1	0	0
Ethnicity - Hispanic or Latino	13	9	12	0	21	146	14	13	38	11	85	44	10	3	56	41	19	7	12	6
Ethnicity - Not Disclosed	25	16	15	0	30	195	23	24	49	13	56	38	13	2	78	47	68	32	33	6
Ethnicity - Not Hispanic or Latino	44	25	60	0	105	334	66	49	86	24	58	45	85	16	109	59	50	45	61	26
Female	22	3	13	0	88	339	51	36	64	21	92	53	96	16	154	95	72	47	73	26
Male	47	39	68	0	54	258	42	38	94	24	72	55	11	4	63	34	53	33	20	9
Low Income	32	0	69	0	95	47	76	1	62	3	107	9	67	0	166	8	48	4	63	12
Not Low Income	23	0	0	0	20	3	12	0	67	0	31	0	28	0	23	1	57	2	17	0
<b>Characteristics</b>																				
Disable/Handicapped	0	0	0	0	6	11	1	1	3	2	4	0	0	1	7	0	1	5	5	1
Employed At Registration	32	3	5	0	27	15	2	3	11	0	12	0	3	0	40	4	6	2	17	0
Ex-Offender	0	1	79	0	25	17	8	4	8	0	4	1	0	0	6	3	10	7	1	0
Food Stamp recipient (last 6 mo.)	0	0	6	0	14	56	0	10	1	0	10	15	0	0	5	3	4	5	34	16
Homeless	0	0	8	0	5	1	1	0	1	0	1	0	0	0	2	0	1	0	3	1
Less Than 12th Grade	3	5	20	0	8	60	9	8	5	2	18	8	0	0	16	24	15	10	8	2
Limited English Proficiency	0	0	0	0	3	12	1	0	1	0	23	3	0	1	6	6	0	1	0	0
Not Employed At Registration	37	39	76	0	115	580	91	71	146	45	152	108	104	20	176	125	119	77	76	35
Pell Grant Recipient	0	0	1	0	0	14	0	0	0	0	8	6	0	0	0	0	0	0	20	8
Receiving General Assistance	0	0	0	0	1	6	0	0	0	1	0	0	0	0	2	1	1	0	8	1
Receiving SSI	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	3	0
Receiving TANF	0	0	0	0	2	13	1	2	1	0	2	2	0	0	4	4	5	0	6	2
Single Parent	0	0	0	0	13	64	13	12	5	2	10	14	1	0	20	10	2	2	30	16
<b>Residence</b>																				
Boulder City	0	0	0	0	1	2	0	0	0	0	0	0	1	1	1	0	0	0	1	0
Calliente	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0
Henderson	7	7	1	0	5	48	8	1	19	5	19	8	26	3	18	14	0	0	7	4
Jean	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0
Las Vegas	53	28	69	0	105	371	65	57	100	34	110	88	69	14	156	86	3	1	68	24
Logandale	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
North Las Vegas	6	6	0	0	22	75	17	14	26	6	25	9	9	2	28	22	1	0	9	6
Pahrump	0	0	0	0	0	68	0	0	0	0	0	0	1	0	0	1	98	67	0	0
Panaca	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0

**8e. INFORMATION: ADW Sector Break Out Report**



**Adult and Dislocated Worker Program  
Employment by Industry Sector  
PY11 to Date (May 31, 2012)**



F-Partner	Tourism, Gaming, and Entertainment		Clean Energy		Health and Medical Services		Aerospace and Defense		Mining, Materials, and Manufacturing		Business IT Ecosystems		Logistics and Operations		Other	
	A	D	A	D	A	D	A	D	A	D	A	D	A	D	A	D
1 BCA	1		1		9	2			2				12	16	20	
2 Casa Grande	20										24		10			
3 CCSD	3	1			17	9				1					3	1
4 FIT	9	4	2	5	30	14				8			9	6	43	27
5 GNJ	6	2		1	3					16				1	3	8
6 Goodwill	13	5	12	1	6					13			16	4	43	11
7 LVLCCF	19	15	9	4	15	12				4			8	6	31	21
8 NHA					59	20										
9 NPI	113	94	2	2	16	12					8		12	28	34	27
10 NYE	72	29		2	6	8			1				9	9	8	7
11 SNRHA	4	3		1	19	8							1	1	2	4
<b>Sub - Total</b>	<b>260</b>	<b>153</b>	<b>26</b>	<b>16</b>	<b>180</b>	<b>85</b>	<b>0</b>	<b>3</b>	<b>72</b>	<b>35</b>	<b>77</b>	<b>71</b>	<b>187</b>	<b>106</b>	<b>293</b>	
<b>Total</b>	<b>413</b>	<b>42</b>	<b>265</b>	<b>0</b>	<b>3</b>	<b>107</b>	<b>148</b>	<b>187</b>	<b>293</b>							

**8f. INFORMATION: Receive Regional Sector Update Reports: Healthcare, Green, and Layoff Aversion**

# HEALTHCARE

Nevada Health Care and Medical Services Sector Council  
Legislative/Policy/Regulatory Subcommittee

Draft Legislative Initiatives Developed 7/19/12

- 1. Revision of Nurse Practitioner:**
  - a. Scope of Practice: Consider revising and expanding the scope of practice for Nurse Practitioners to enhance what they are able to do and the degree to which they are supervised, and updating related reimbursement requirements as needed
- 2. Review of General Health Professions Scope of Practice:**
  - a. Consider conducting a general review of the scope of practice of many health professions to help ensure adequate and appropriate credentialing while also striving to meet growing need for health professionals in Nevada, and updating related reimbursement requirements as needed
- 3. Protection of “Nurse” Title:**
  - a. Consider protecting the title of “Nurse” to avoid confusion and promote transparency of delineation of health professional credentialing and scope of practice
- 4. Review of Health Profession Licensing Boards:**
  - a. Consider conducting a review of the many health profession licensing boards in Nevada, including a review of: 1) the number, scope and operations of the Boards; 2) the licensing and renewal application and review process; 3) the ability to gather state-wide data; 4) reciprocity issues, etc.
- 5. Coordination of Recruitment Efforts:**
  - a. Consider developing a coordinated effort to promote recruitment and retention of health professionals in Nevada, including close coordination with health profession Boards.
- 6. Promotion of Health Professional Education and Training:**
  - a. Consider supporting the development of health professional education and training from K-12 to Higher Education, including clinical and administrative health occupations of all salary ranges
- 7. Promotion of Telemedicine:**
  - a. Consider promoting the development, implementation, and utilization of and reimbursement for Telemedicine throughout Nevada
- 8. Promotion of RN to BSN Program:**
  - a. Consider promoting the development of a streamlined and well-coordinated RN to BSN program in Nevada, to promote the educational advancement of nurses in Nevada.

# GREEN ECONOMY

## **It's not easy being green...but it's right.**

Kermit the Frog from The Muppets once said: "It's not easy being green". Yet he had no choice, he happened to be the only green character on that very popular show and he lived through the challenges of being different. Today as we live through the hardest economic times in our generation, unlike the celebrity amphibian we are confronted with a choice: to be or not to be green.

We all have grown accustomed to hearing the terms: "going green", "living green" or "being green". Some of the largest companies in the world have discovered that "being green" actually had a positive impact on their bottom line and helped them create more wealth. Not to mention it doesn't hurt when they can tell their target audience how the choices they are making and the way they conduct their business actually helps the earth as well. When people, the planet and profits are all positively impacted, it is said that the triple bottom line of sustainability has been achieved and a better way of doing business and living on this planet has been accomplished.

In Southern Nevada's economy there are multiple examples of private and public sector organizations "going green": the hospitality industry (some of the largest employers in our state), manufacturing, retail, healthcare, the education system, even state and local governments. Common areas of focus are: energy & water conservation, recycling, sourcing and procurement, new and sustainable technologies and products, education and awareness, etc. But these changes require upgrading the skills of our workforce. As new occupations emerge and existing ones take new shapes, it is imperative that workers receive the necessary skill upgrades to implement these new processes and procedures. Establishing better policies and procedures is not enough; they have to be implemented by a qualified workforce equipped for these new challenges.

Federal funds from the U.S. Department of Labor's Workforce Investment Act (WIA) help to fulfill this need. These funds are administered locally by Workforce Connections, southern Nevada's Local Workforce Investment Board. Through a network of workforce development agencies, local employers are able to access training services for both new and existing employees in areas relevant to the local economy. Some examples of these local community organizations are: Goodwill of Southern Nevada, GNJ Family Life Center, Nevada Partners Inc., Latin Chamber of Commerce Community Foundation, Bridge Counseling Associates, Southern Nevada Regional Housing Authority, Nye Communities Coalition, Foundation for an Independent Tomorrow, Nevada Hospital Association Healthcare 20/20 and Desert Rose Adult High School. In this article we will be highlighting some examples related to the new green economy where southern Nevadans are acquiring these "green" skills through employer On-the-Job-Training (OJT) or traditional classroom/vocational training.

One example is **K2 Energy Solutions**, which opened in Henderson in April 2006, and is a product of the Henderson Business Resource Center. K2 Energy Solutions has developed state-of-the-art battery technology that tackles issues of safety, cycle life, power and environmental friendliness. Using Lithium Iron Phosphate, their products are extremely light compared to Lead-acid, and have a cycle life three-times that of other batteries. These features make their products more environmentally friendly, creating less waste, less turnover, and, in the long-run, cost savings.

Commenting on the skill sets needed for jobs at K2 Energy, President and CEO, Dr. Johnnie Stoker says: "We haven't made very many batteries in the U.S. for years, and so there's just not a big, trained workforce to draw on." They can find basic skills in students coming out of mechanical, chemical, and electrical engineering programs; or those coming from local schools such as ITT Technical Institute who have training related to soldering and assembling circuit boards. Even with relevant experience though, it takes K2 Energy at least two to three months to get a new employee integrated. "We have to teach them how to bridge, or connect with the other parts of the process", Dr. Stoker explains. Three people have been placed into employment at K2 Energy through these training activities.

**Blue Oasis Shrimp Farm** in North Las Vegas makes it possible for Las Vegas restaurants to serve locally grown shrimp. Yes, that's right: shrimp are farmed locally instead of being flown in from the Gulf of Mexico, thus the shrimp are fresh, not frozen. Not to mention all the resources saved by avoided transportation. Millions of Mexican white shrimp are harvested inside the Blue Oasis facility in ponds treated with a special formula that produces no wastewater and consume less energy than shrimp farms in the gulf. Chefs around the world are catching on to the importance of sustainable seafood and will only buy responsibly farmed and/or caught seafood

According to the company's CEO, Scott McManus, Las Vegas is the highest per capita consumer of shrimp in the country. He saw a need and an opportunity to create jobs. The WIA funded training programs helped seventeen employees to be placed into OJT activities at Blue Oasis.

**Xtreme Green Products Inc.** builds electric powered vehicles in North Las Vegas. The product range includes motorcycles, all-terrain vehicles and police mobility vehicles. They are sold across the U. S., many used by police, military, plants and factories. Everyday consumers can also buy them. The company has done very well so far and expects to do even better as sales expand to other countries. They recently delivered two dozen vehicles to Mexico City for police use and are close to getting European Union approval for sales.

Xtreme Green Products President Neil Roth wanted to ramp up production but faced a lack of workers with the experience necessary for assembly of their products. Four people were placed into OJT activities at this company utilizing WIA funds.

**Tangerine Office Systems** is a local office supply dealer focused on customer service, promoting the use of green materials, and supporting the local economy. They sell over 5,000 green office products, are a full-service Xerox dealer, and a remanufacturer of toner cartridges. Their newest venture is a contract with the Blind Center of Nevada, to remanufacture toner cartridges for government agencies through the Nevada Department of Employment Training and Rehabilitation preferred purchase program. The partnership promotes jobs for people with disabilities, efficiency for government agencies, keeps resources in the local economy and reduces the community's carbon footprint. Four employees were brought on board through WIA funded training activities.

When looking to hire, Tangerine President Edy Saver explains that they are utilizing the OJT program to help the unemployed get back to work. The program also helps the business span the gap in profitability and self-sufficiency that occurs while someone is being trained in a new position.

**JS Products, Inc.** develops and manufactures high quality, specialty tools and equipment for the retail and professional automotive and industrial markets. Their Procyon Avenue facility serves as the operational hub for their business where they manage product R&D, quality control, distribution, sales, marketing, fulfillment and repairs. They produce over 4,000 products that are then sold through many retail outlets such as Lowe's, TruValue, Walmart, and Napa Auto Parts; under several brand names such as Snap-on, Stanley, Matco Tools, and their own brand Steelman.

JS Products, Inc. CEO Richard Sawyer views these training programs as a supportive arm for their company. Their warehouse and logistics operations are defined by efficiency and the company incorporates green practices into its day-to-day operations to reduce waste, expend less energy, and provide a safe environment for their employees to work in. Three employees were placed into WIA funded OJT activities at JS Products, Inc.

**Desert Boilers & Controls** sells, installs, services and repairs energy efficient equipment for commercial, institutional and municipal facilities. Their customers locally include the largest buildings on the Las Vegas Strip and the systems they service and repair account for some of the largest natural gas consumption in southern Nevada. Their customers rely on prompt and reliable service to keep systems running at maximum efficiency and quickly return to operation systems that have failed. As technologies evolve they require more and more highly qualified personnel.

Desert Boilers Vice President of Operations, Jeff Hansen stated: "As our customers strive to become greener in their operations it challenges us to keep up to date with the newest technologies and best practices in the industry. As we expanded our workforce, the new employees required a lot of On-the-Job-Training". Three people were placed into employment at Desert Boilers through WIA funded training activities.

In the last year over 200 people were trained and placed into green related positions through WIA funded activities. Other examples of local green employers growing in today's economy and hiring people through these training programs include:

- Geotechnical & Environmental Services, geothermal engineering & drilling services
- Mechanical Products, HVAC equipment sales & services specializing on energy efficiency
- Southwest Trucking, green transportation and logistics
- BioDiesel of Las Vegas, biofuels research, production and resale
- Ted Wiens, auto mechanic services with focus on material recycling
- Angelica Textile, environmentally friendly linen services
- Brady Industries, environmentally friendly linen services
- Filter Technology of America, green equipment maintenance services
- Simple Environmental Services Group, green waste management
- Evergreen Recycling, green waste management
- Lunas Construction, commercial and industrial recycling services
- Green Living Services, green landscape installation and maintenance
- Caesars Entertainment, green hospitality



- Plaza Hotel, green hospitality
- MGM Resorts, green hospitality
- Las Vegas Sands, green hospitality
- Assured Document Destruction, green records management
- Cox Communications, communication services with focus on resource conservation
- Energy Conservation Group, energy efficiency audits & upgrades
- Distinct Energy Performance, energy efficiency audits & upgrades
- Polar Shades, manufacturer of energy efficiency products

While some employers needed green skills for new employees, others required the upgrade of skills for their existing workforce. These new green skills are needed to make the employees more retainable, promotable and valuable. In partnership with the state's higher education system and other training providers, employees have been trained and continue to be trained, in energy assessment and energy improvements, as well as green manufacturing, distribution, logistics, IT, and horticulture among other processes.

Over 700 incumbent workers received a "green-skills" upgrade at employers that include:

- Las Vegas Convention and Visitors Authority
- Las Vegas Sands
- Las Vegas Valley Water District
- NV Energy
- KEMA Services
- City of Henderson
- City of Las Vegas
- City of North Las Vegas
- Clark County
- Clark County School District
- MGM Resorts
- Marriot
- National Securities Technologies
- Performance Energy Advisors
- Renaissance Las Vegas
- Solar Envi
- Sotelo Air
- Southwest Gas
- Spring Valley Hospital
- Stations Casinos
- Switch Communications
- University of Nevada Las Vegas
- College of Southern Nevada

- Veolia Energy
- Las Vegas Urban League
- Boyd Gaming
- Caesars Entertainment
- Cancun Resort
- Cashman Center
- G3 Energy Services
- Home Energy Connections
- Energy Conservation Group

As these training programs help southern Nevadans get back to work and succeed in the workplace, it is important to remember that the opportunity of "living green" is everywhere: in a paperless healthcare system, in more energy efficient vehicles, in more sustainable products & goods, in better buildings, etc. As everybody does their part to bring America back, hopefully it will be better this time...more energy independent, more efficient, more innovative, more advanced, healthier, smarter, safer, better...and yes, greener.

# LAYOFF AVERSION



# Workforce Investment Seminar

August 10, 2012

**WHO: 59 JOB FAIR PARTICIPANTS AS OF 8/8, 2:36PM PST**

+

**CONGRESSMAN JOE HECK, D.O. (NV-03)**

**WHAT: WORKFORCE INVESTMENT SEMINAR**

**WHEN: FRIDAY, August 10, 2012**

**WHERE: Silverton Casino Hotel**

3333 Blue Diamond Road, Las Vegas, NV

Blue Diamond & I-15 Freeway

RTC Bus 217 (Silverton Hotel & Casino) Eastbound Stop A

Friday August 10, 2012

8am-1pm

**Four Breakout Sessions (starting at 9am)**

How to Interview

Resume & Cover letter workshop

Your Elevator Speech

Veterans Workshop

## **LIST OF PARTICIPANTS**

21<sup>st</sup> Century Vet

AA Printing Service

Advanced Training Institute

AlliedBarton Security

American Family Insurance

APR Consulting, Inc.

Boyd Gaming Corporation

Caltrol Inc.

City of Henderson

City of Las Vegas

Cosmopolitan Real Estate

Department of the Interior

Department of Veterans Affairs

Desert Vision Realty  
Enterprise Rent-a-Car  
First Transit  
Foundation for an Independent Tomorrow  
Fresenius Medical Care  
Goodwill of Southern Nevada  
Grand Canyon University  
Guadalupe Medical Center  
Henderson Police Department  
Insphere Insurance Solutions  
ITT Technical Institute  
Korean American Chamber of Commerce  
Las Vegas Metropolitan Police Department  
Latin Chamber of Commerce Community Foundation  
LVBNM  
LV-PITA - Professional Institute of Technology and Accounting  
Manpower Inc. of Southern Nevada  
MSR Engineering LLC  
Nevada Partners  
Nevada State College  
NV Energy  
Ocean Spray Cranberries, Inc.  
Olan Mills/Lifetouch Portrait Studios  
Opportunity Village  
Priority Staffing USA  
R.C. Willey  
RTC  
Silverton Casino Hotel  
Small Business Administration  
St. Rose Dominican Hospital  
State of Nevada - DETR  
Station Casinos  
TechSkills of California  
The Hire Challenge  
The Home Depot  
The Learning Center  
The Venetian -Palazzo Resort Hotel & Casino  
U.S. Vets  
Union Pacific Railroads  
United Way of Southern Nevada  
University Medical Center  
Vadatech, Inc.  
Vegas PBS  
Veterans Village  
Vons  
Zelzah Shrine Center



United States Representative

**Dr. Joe Heck**

*Proudly Presents:*

**NO COST EVENT**

**Workforce Investment Seminar**

“Learn the skills and meet the people that can get YOU back to work!”

**Friday, August 10, 2012**

**8:00am - 1:00pm**

**Workshops include:**

- Your “Elevator” Speech
- How to Interview
- Resume & Cover Letter Workshop
- Veterans Workshop

**Located at:**

**Silverton Casino Hotel**  
**3333 Blue Diamond Road**  
**Las Vegas, NV 89139**  
**(Veil Pavilion)**

**For more information and a list of employers  
attending please visit**

**[Heck.house.gov](http://Heck.house.gov)**

**or call (702) 387-4941**

**9. YOUTH UPDATE ~ Sonja Holloway, Youth Council Chair**

- a. DISCUSSION and POSSIBLE ACTION: Approve staff's recommendation to execute a contract with Southern Nevada Children First in an amount not to exceed \$16,470 for four (4) Native American Youth Work Experiences through September 30, 2012**

workforceCONNECTIONS Budget Template

Agency Name: Southern Nevada Children First

Contract Name/Funding Type: US Fish and Wildlife Service

Budget Period (Dates): 6/1/12-9/30/12

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

Cost Type	Budget Summary	WIA Request	Percent of Budget		Matched Resources
Participant Services Costs	A. Participant/Training	\$ 16,470	100.0%	100.0%	\$ -
	B. Supportive Services	\$ -	0.0%		\$ -
Direct Staff Costs	C. Direct Personnel	\$ -	0.0%	0.0%	\$ -
	D. Fringe Benefits for Direct Personnel	\$ -	0.0%		\$ -
Direct Overhead Costs	E. Travel	\$ -	0.0%	0.0%	\$ -
	F. Equipment	\$ -	0.0%		\$ -
	G. Consultants/Contracts	\$ -	0.0%		\$ -
	H. Other Direct	\$ -	0.0%		\$ -
	<b>Total Direct Costs</b>	<b>\$ 16,470</b>	<b>100.0%</b>		<b>\$ -</b>
Indirect Overhead Costs	I. Allocated Indirect Personnel	\$ -	0.0%	0.0%	\$ -
	J. Other Allocated Indirect Costs	\$ -	0.0%		\$ -
	<b>Total Indirect Costs</b>	<b>\$ -</b>	<b>0.0%</b>		<b>\$ -</b>
Budget Summary	<b>Total WIA Request</b>	<b>\$ 16,470</b>	<b>100.0%</b>	<b>100.0%</b>	
	<b>Total Matched Resources</b>				<b>\$ -</b>
	<b>Percent</b>	100.0%			
	<b>TOTAL PROJECT COSTS</b>	<b>\$16,470</b>			

Prepared By (Provider):

Print Name Sign Name Date

Email Address Phone Number

Approved By (Provider):

Print Name Sign Name Date

Approved By (WC Program):

Print Name Sign Name Date

Approved By (WC Fiscal):

Print Name Sign Name Date



<b>Program Year:</b>	2011
<b>Program/Agency Name:</b>	Southern Nevada Children First
<b>Location:</b>	720 W Cheyenne # 30 Las Vegas, NV 89117
Program Type: <i>(Please note the funding stream)</i>	U.S. Fish & Wildlife
Program Dates:	July 2012 to September 2012
Amount Awarded:	\$16,470
Cost Per:	\$4,117.50
# to Serve:	4
Target Population:	Native American Youth
Program Description:	The summer 2012 meaningful work experience with US Fish and Wildlife requires (4) Native American Youth to successfully complete a 6 to 8 week meaningful work experience. The youth will gain valuable experience using mapping features which are critical to the preservation of wildlife sanctuaries. Mapping entails the use of Global Positioning Systems (GPS), Mapping grade, Geographic Information Systems (GIS) and Spatial Data. The student's primary job in Mapping is the collection of spatial data using GPS and bringing that spatial data into the GIS to incorporate the new data in with existing spatial data to map the work being done. In this case student's mapped the infrastructure on the refuge for maintenance of the facilities and the restoration of habitat areas on the refuges. The restoration consisted of first clearing the habitat area of non-native plants and then mapping the area to keep a record of where this work has been completed. Over time the record of restored areas can be looked at to see the success or failure of restoration efforts and determine the most effective methods for habitat restoration.
Contact Person & Info.:	<p>Donald P. Harper Geographer U. S. Fish and Wildlife Service Southern Nevada Field Office 4701 N. Torrey Pines Dr. Las Vegas, Nevada 89130 (702) 515-5254</p> <p>Kevin J. DesRoberts, Deputy Project Leader Desert National Wildlife Refuge Complex 4701 N. Torrey Pines Las Vegas, NV 89130 702-515-5452 702-375-4005 (cell) Kevin_DesRoberts@fws.gov</p>

**9b. INFORMATION: Summer School Update**

Summer School Report

Provider                                      Expected Enrollment    Session 1    Session 2    Total                      Summer School Estimated Expenditures

**Summer Component/Year-Round**

Nevada Partners Inc.	200	9	10	19	\$	1,900.00
NPI (SMYC No Cost to WIA)		66	0	66		No Cost to WIA
Latin Chamber of Comm. Found.	100	12	79	91	\$	3,700.00
SNV Children's First	100	10	1	11	\$	1,790.00
<b>Sub-Total</b>	<b>400</b>	<b>97</b>	<b>90</b>	<b>187</b>	<b>\$</b>	<b>7,390.00</b>

**In-School**

**Summer School Estimated Total \$7,390.00**

<b>HELP of Southern NV</b>	<b>Summer School/Prof.</b>	85		85	\$	350.00
<b>Summer School TOTAL</b>		<b>184</b>	<b>89</b>	<b>273</b>		

**9c. INFORMATION: Graduate Advocate Initiative Report**

Graduate Advocate Initiative  
Initial Implementation Period January-May 2012

**IMPACT & ACCOMPLISHMENTS**

The seniors participating in the Graduate Advocate Initiative faced a variety of barriers to their educational success.



Barrier	Number of Youth	% of Enrolled GAI Youth
Unsuccessful HSPE	130	49%
Credit Deficient	79	30%
Pregnant/Parenting	28	10%
Homeless	40	15%
IEP	12	4%
Need Additional Asst.	207	78%
Low GPA	76	28%
Former Foster	5	2%
Incarcerated Parent	3	1%
Offender	5	2%
Language	6	2%

**GRADUATION STATUS**

SCHOOL*	GRADUATION	AUGUST GRADUATION	FIFTH YEAR	ADULT EDUCATION	OTHER	MENTORED**
Chaparral	57%	29%	7%	0%	7%	50%
Cheyenne	58%	23%	15%	3%	1%	50%
Cimarron	82%	10%	2%	3%	3%	23%
Clark	67%	20%	2%	0%	11%	13%
Del Sol	87%	13%	0%	0%	0%	0%
Desert Pines	68%	9%	0%	5%	18%	0%
Mojave	86%	5%	5%	0%	4%	36%
Sunrise Mtn.	65%	29%	0%	6%	0%	2%
Valley	61%	32%	6%	0%	1%	0%
Western	70%	23%	0%	0%	7%	10%

\*based on the number of students determined to be WIA Approved plus all RYF mentored students

\*\*does not include school staff mentors

Graduate Advocate Initiative  
Initial Implementation Period January-May 2012

**IMPACT & ACCOMPLISHMENTS**

The Reclaim Your Future (RYF) Mentoring Project was created and implemented to increase high school graduation through community integration, to provide off-track seniors with the support they need to be engaged and motivated in school to work successfully towards graduation. The mentoring project works to support the students participating in the Ready for Life Graduate Advocate Initiative.

**Mentor Recruitment**

Number of Mentor Applications Sent:	430
Number of Mentor Applications Submitted:	184
Number of Mentors Attending Orientation:	155
Number of Mentors Accepted:	139



School Youth	Number of Matched with a RYF Mentor
Chaparral HS	7
Cheyenne HS	13
Cimarron-Memorial HS	14
Clark HS	8
Del Sol HS	0
Desert Pines HS	0
Mojave HS	8
Sunrise Mountain HS	1
Sunset Morris	5
Valley HS	0

*"Mentoring is a supportive learning relationship between a caring individual who shares knowledge, experience, and wisdom with another individual who is ready and willing to benefit from this exchange."*

*Suzanne Faure*

Report Ending Period June 1, 2012

Graduate Advocate Initiative  
Initial Implementation Period January-June 2012

**IMPACT & ACCOMPLISHMENTS**

**During the initial implementation period, the Graduate Advocate Initiative helped students overcome obstacles in the pursuit of education completion.**

The 2011-2012 school year began with an official graduation rate of 59 %. School district officials identified 10,000 seniors who were not on pace to graduate. However, 7,500 of those students were only one or two classes shy of credit requirements or had come up short of passing the High School Proficiency Exam (HSPE). Nearly 6,000 seniors hadn't passed the proficiency exam at the start of the school year. As of April, 3,600 seniors had passed the exam. Nearly 4,200 seniors began the school year credit-deficient. As of April, that number was just over 1,800.

On June 4, 2012, Superintendent Jones announced the district's official graduation rate increased from 59% last year to 65% this year. This number could be even higher if up to 2,000 additional seniors who are just short of the requirements for a diploma can complete the requirements this summer.

The Clark County School District joined in partnership with Workforce Connections and the United Way of Southern Nevada to implement the Ready for Life Graduate Advocate Initiative program. The purpose of this program is to increase the graduation rate of at-risk CCSD high school seniors receiving services under this program. During the 2011-2012 school year, the program was provided to ten (10) CCSD identified at-risk high schools. Program services targeted specific high school seniors who were 2-3 credits deficient and/or had been unsuccessful in passing the HSPE and/or faced barriers to employment or education. 436 youth were serviced during this implementation period, 355 became Workforce Investment Act (WIA) Approved.

<b>Chaparral HS</b>	22 serviced	12 WIA Approved	<b>Cheyenne HS</b>	49 serviced	27 WIA Approved
<b>Cimarron HS</b>	61 serviced	60 WIA Approved	<b>Clark HS</b>	65 serviced	65 WIA Approved
<b>Del Sol HS</b>	30 serviced	23 WIA Approved	<b>Desert Pines HS</b>	44 serviced	29 WIA Approved
<b>Mojave HS</b>	31 serviced	25 WIA Approved	<b>Sunrise Mtn. HS</b>	57 serviced	57 WIA Approved
<b>Valley HS</b>	38 serviced	29 WIA Approved	<b>Western HS</b>	39 serviced	28 WIA Approved

**9d. PRESENTATION: Positive Youth Impact (PYI) Program ~ LaTanya Runnells,  
Nevada Partners, Inc.**





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PYI  
Mission & Vision Statement

Vision Statement:

- Positive Youth Impact will become recognized leaders in positive youth development programming and strives to be a center of excellence through the provision of best practices.

Mission Statement:

- Positive Youth Impact's missions is to promote self-sufficiency by providing comprehensive case management, training and employment readiness skills to youth.

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I am a positive impact

ALL THAT MATTERS IS WHAT YOU WANT TO BE.

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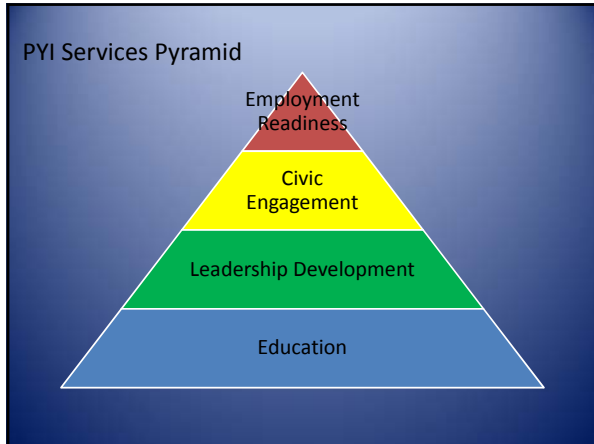
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- Education**
- General Educational Diploma (GED) pre-testing and skills assessment
  - CASAS Assessment
  - High school proficiency exam preparation in math, writing, reading, science
  - College and career planning
  - Distance education
  - Individualized study
  - Adult education
  - Career and technical education
  - Homework assistance
  - Tutoring in various class subjects
  - Summer school
  - Post Secondary Education

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- Leadership Development**
- ✓ Coroners Visit
  - ✓ Substance Abuse Prevention Workshop
  - ✓ Toe Tag Workshop
  - ✓ Urban League Career Expo
  - ✓ Horticulture Workshop
  - ✓ Planned Parenthood
  - ✓ College and Career Fair
  - ✓ Positive Parenting
  - ✓ Responsible Fathers
  - ✓ Teen Parenting
  - ✓ First Aid & CPR
  - ✓ Entrepreneurial Club\*
  - ✓ Let's Go Green\*
  - ✓ Boys Hood II Man Hood
  - ✓ Girls Circle
  - ✓ Youth Council
  - ✓ Financial Literacy
  - ✓ Health, Fitness & Wellness\*
  - ✓ Youth & Parent Ambassadors\*

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### Civic Engagement

- Community Service
- Service Learning
- Career Exploration & Exposure
- College Bound Exposure
- Mentoring
- Youth Council
- Youth Ambassadors
- Parent Ambassadors

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### Employment Readiness

- Work Experience
- Job Shadowing
- Career Scope Assessments
- Internship
- OJT

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### Partners

- Workforce Connections
- Juvenile Justice Department
- Culinary of Las Vegas
- City of Las Vegas
- Nevada Community Associates
- UNLV CAEO
- Communities In Schools
- Desert Rose Adult High School
- Clark County Summer Business Institute
- Las Vegas Urban League

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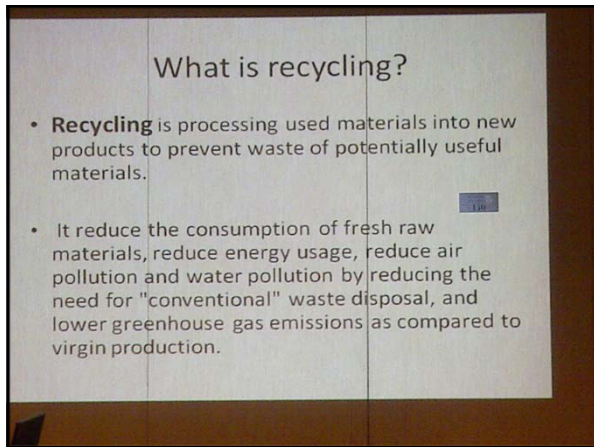
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**Dress for Success**

Dressing for success is not only one of our mottos in the youth department but it is also an expectation. After youth have successfully completed the employment readiness workshops and learned how to dress for success, they are provided a voucher to purchase some professional attire.

Vouchers to purchase clothing have been distributed to Kmart and Burlington Coat Factory.

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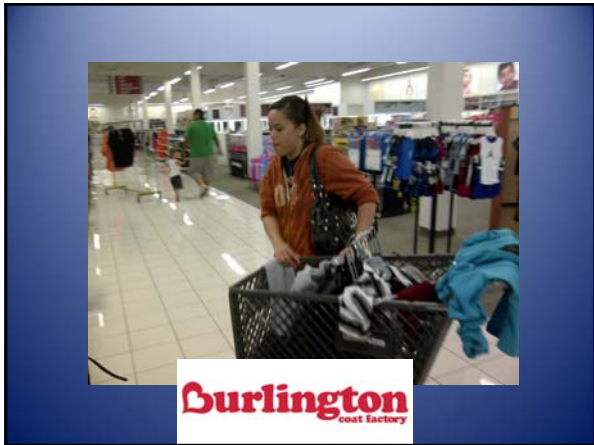
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### WEX Employers

- Workforce Connections
- Accelero Head Start
- Nevada Partners
- City of Las Vegas
- Catholic Charities
- Culinary of Las Vegas
- Pearson Community Center
- Lied Discovery Museum
- Southern Nevada Goodwill
- Mini Grand Prix

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### Spring Mountain



### Youth Camp

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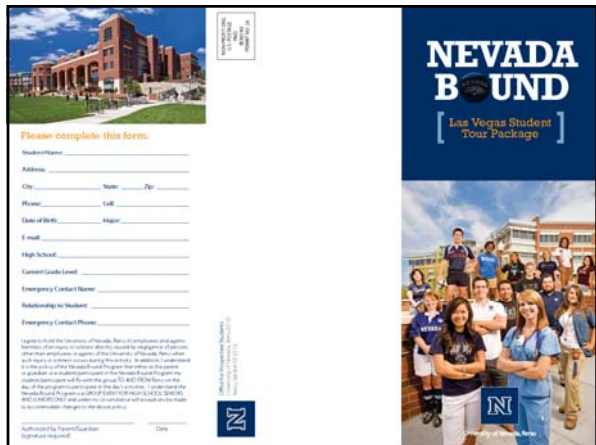
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**NEVADA BOUND**  
[ Las Vegas Student Tour Package ]

Please complete this form.

Student Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_ Major: \_\_\_\_\_  
 E-mail: \_\_\_\_\_  
 High School: \_\_\_\_\_  
 Current Grade Level: \_\_\_\_\_  
 Emergency Contact Name: \_\_\_\_\_  
 Relationship to Student: \_\_\_\_\_  
 Emergency Contact Phone: \_\_\_\_\_

Students are required to complete this form. Failure to complete and submit this form will result in a student being unable to participate in the program. This form is for informational purposes only. It does not constitute an offer of insurance or any other financial product. The program is not intended to be a substitute for any other insurance policy. The program is not intended to be a substitute for any other insurance policy. The program is not intended to be a substitute for any other insurance policy. The program is not intended to be a substitute for any other insurance policy.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Signature: \_\_\_\_\_

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**10. OPERATIONS UPDATE:**

- a. INFORMATION: Budget Meeting Minutes of July 31, 2012**

*workforce*CONNECTIONS  
**BUDGET & FINANCE COMMITTEE**  
**MINUTES**

Tuesday, July 31, 2012  
7251 W. Lake Mead Blvd., Suite 200 Conference Room  
Las Vegas, NV 89128

Members Present

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

Members Absent

Commissioner William Kirby  
Vida Chan Lin

Staff Present

Debra Collins  
Heather DeSart  
Ardell Galbreth  
James Kostecki  
Melodye Stok  
Dianne Tracy  
Carol Turner  
Linda Yi

Others Present

Rhonda Dunaway, City of Henderson  
Otto Merida, Latin Chamber of Commerce  
Debra Sizemore, City of Henderson  
Dan Tafoya

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

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

The meeting was called to order at 10:13 a.m. Staff confirmed the meeting had been properly noted and posted in accordance with the Nevada Open Meeting Law.

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

*A motion to approve the agenda as presented was made by Bill Bruninga and seconded Hannah Brown. Motion carried.*

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

*None*

**Agenda Item 4 - DISCUSSION and POSSIBLE ACTION: Approval of the Budget & Finance Committee meeting minutes of June 6, 2012.**

*A motion to approve the meeting minutes of June 6, 2012 as presented was made by Hannah Brown and seconded by Bill Bruninga. Motion carried.*

**Agenda Item 5 – DISCUSSION and POSSIBLE ACTION: PY2011 WIA Formula Budget July 1, 2011 through June 30, 2012 and PY2011 WIA Budget Narrative.**

Jim Kostecki, Finance Manager presented the change regarding the banking fees requesting an increase to line item 6120-Bank/Payroll Services in the amount of \$8,000 based on additional funds allocated to

Bank Services for semi-annual bank fees and to Payroll Services to fund Paylocity payroll check and tax payment services and a decrease to line item 6850-Strategic Initiatives. The banking fees are approximately \$4,000 every 6 months with payroll fees approximately \$400-\$500 per month. Jim further stated that the banking institution had sent a new rate sheet indicating fees (all fees are per item transitional based) would be increasing approximately 9% effective August 1, 2012.

Ardell Galbreth stated his intent to meet with the banking executives that handle Workforce Connections' accounts to discuss the fees in an effort to request a waiver for some of the expenses for non-profit organizations. Discussion ensued.

*A motion was made to approve the PY2011 WIA Budget July 1, 2011 through June 30, 2012 and PY2011 WIA Budget Narrative by Bill Bruninga and seconded by Hannah Brown. Motion carried.*

**Agenda Item 6 – DISCUSSION and POSSIBLE ACTION: PY2012 WIA Formula Budget July 1, 2012 through June 30, 2013 and PY2012 WIA Budget Narrative (no change since last Budget & Finance Committee Meeting).**

Jim noted no change since the June 6, 2012 Budget & Finance Committee meeting with no action taken.

**Agenda Item 7 – REVIEW, DISCUSS, and ACCEPT REPORTS:**

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

Jim reported on the Budget vs. Actual Finance Report on page 18 of the agenda packet with all items in green and within the allowable percentages. Jim noted that this is not the final report, as invoices remain outstanding. Jim further noted that Workforce Connections is approximately \$1.2M under budget on the WIA streams overall.

Ardell stated that there was a reduction in force and a reduction in budget line items that ended June 30, 2012.

Carol Turner stated that page 11 of the agenda packet the 2013 Budget was estimated \$1M carry forward for Adult, \$1M carry forward for Dislocated and \$3M for youth (\$5M total) that in PY2012 20% will be taken off for operations and 80% will go out to the Service providers. The monies remaining in operations (approximately \$1.2M) will go back into the pool to be re-distributed.

- b. PY2011 Awards & Expenditures - Monthly Update.

Jim presented and summarized the PY2011 Awards and Expenditures for Adult & Dislocated Workers and Youth as of July 24, 2012 pages 19 – 21 of the agenda packet. Jim further stated that at the time of this report invoices remain outstanding and not included.

	<b>Adult Expenditures</b>	<b>Dislocated Worker Expenditures</b>	<b>% Spent</b>
WIA PY2011 Adult & DW Green Sector	57%	43%	88.74%
WIA PY2011 Adult & DW Health Sector	69%	31%	81.55%
WIA PY2011 Adult & DW Rural Services	57%	43%	83.19%
WIA PY2011 Internal Programs	100%	0%	64.58%
<b>Total PY2011 Adult &amp; Dislocated Worker</b>			

	Youth In-School	Youth Out-Of-School	% Spent
WIA PY2011 Youth General	42%	58%	34.77%
WIA PY2011 Youth Tri County	42%	58%	51.16%
WIA PY2011 Internal Programs	100%	0%	70.33%
<b>Total PY2011 Youth</b>			
<b>Direct Grants</b>			<b>% Spent</b>
WIA PY2010/PY2011 Governor's Reserve Youth			90.60%
WIA PY2010 Internal Programs Ongoing			88.41%
Direct Adult & DW Grants			67.55%

Jim noted (agency with asterisk on pages 19 – 21). Latin Chamber Foundation had not submitted their final invoice for June; however, the Latin Chamber Foundation did provide their General Ledgers.

Jim further noted that no funding would be retrieved from these contracts as contacts were extended through the end of next year. He further stated that although the dollars were not spent through June the monies will be co-mingled with the additional funds to be spent out through next year.

Discussion ensued regarding a rating process for the various agencies conducted last year with a question posed regarding whether the agencies that did not rank, would they be funded. Carol Turner stated that the only agency no cost extension funds was CCSD – Desert Rose. A no-cost extension through December 2012 was provided to insure that they continue their clients through placement. All other agencies were rated and funded (including the WIA Adult/Dislocated Worker dollars) through extended contracts approved in May.

Heather stated that this year there was no RFP provided for the Adult/Dislocated Worker. Heather provided some quantitative numbers that there were 10 contracts last year to include all current service providers. Workforce Connections did go through that evaluation process, it was not a committee it was a combination of staff (IT, Fiscal, and Programs) with an evaluation tool brought to the Adult & Dislocated Worker Committee and was approved. Based on the scoring from the three categories on the evaluation tool all agencies were brought forward aside from CCSD. There were challenges with CCSD (their expenditure rate was low) and what was determined was to provide a no-cost extension to continue serving clients. The plan is to extend one more year, our current service providers on that same evaluation process and we will bring that process forward to this committee when it is in place at the end of this fiscal year.

Carol reported that there was an additional \$1M that rolled out for the summer component whereby an RFP had been conducted over a 3-week process with separate funds (10% set-aside for summer school program):

Latin Chamber	Summer Component	\$250,000
Nevada Partners, Inc.	Summer Component	\$500,000
Southern Nevada Children's First	Summer Component	\$250,000

Jim Kostecki noted a discrepancy on page 20 of the agenda packet whereby the Latin Chamber-Summer Component should read \$250,000 not \$500,000.

c. Adult/Dislocated Worker & Youth Funding Plans.

Carol Turner reported on the Adult/Dislocated Worker and Youth Funding Plan on pages 22 and 23 of the agenda packet updated through the draw on July 18, 2012.

- Projections reported through June 2013 with few remaining expenses or invoices outstanding with estimates for the next four quarters. WC expects to carry forward approximately \$4M in the Adult/Dislocated Worker funding which should be spent through the September invoices. Good timing as the Board of Examiners will not approve the new funding interlocals until August 14, 2012.
- Reporting on the Youth Funding Plan - estimating a remaining balance of \$704,962 through June 2013.
- One-Stop Operation (\$1.0M) is front loaded for the purchase of equipment and possible tenant improvements and estimates lessen for ongoing operations. Additionally, Ardell reported the posting of four additional staff positions to assist in the operation of the One-Stop Center: Center Manager; Coordinator or Supervisor; Resource Specialist, and Receptionist. WC currently has Business Service Representatives on staff that DETR funds on Workforce Connections' behalf. In the One-Stop Center: 10 personnel that will include Funded Partners, anticipating DETR will have 15 – 20 personnel, and working with non-WIA partners i.e., Manpower, United Way, and Financial Guidance Center (formerly Consumer Credit Counseling Center) have expressed interest.

Discussion ensued regarding the Prisoner Re-Entry program and its monitoring. Heather DeSart stated that a thorough RFP was conducted with adult and youth contract awards. The Funded Partner that received the funding for Adults has experience in servicing the population. There is a town hall meeting scheduled for tomorrow night at the Pierson Center at 5:30 p.m. with Commissioner Lawrence Weekly to address some of the barriers they are encountering in trying to access those funds and address this with the Community.

d. Audit Findings for Program Year 2010 (Year Ended June 30, 2011) – August 2012 Report.

Jim reported there has been no change to the Audit Findings Report for Program Year 2010 (Year Ended June 30, 2012) reported out at the July 24, 2012 Board meeting.

e. PBTk Scope of Work Update

Jim reported that based on the last Budget & Finance Committee meeting staff indicated they would have a Scope of Work update on Piercy Bowler Taylor & Kern (PBTk). PBTk will not be here at Workforce Connections to do their site analysis until August 13, 2012.

Discussion ensued regarding the dates previous audits occurred and finalized.

*A motion was made to accept the reports with the one change for the Latin Chamber-Summer Component to \$250,000 rather than \$500,000 by Hannah Brown and seconded by Bill Bruninga. Motion carried.*

**Agenda Item 8 – DISCUSSION and POSSIBLE ACTION: WIA Training funds allocated to Nevada Hospital Association in support of Medical ESL Training under the Eligible Training Provider List (ETPL) for Nevada State College courses.**

Ardell reported that this agenda item was included due to issues and concerns raised during the public comments session at the Board meeting on July 24, 2012. Ardell clarified that on the Eligible Training Provider List (ETPL) there is a list of courses approved by the State of Nevada for the Funded Partners



and Service Providers to choose from for clients to be trained and gainfully employed. Nevada State College has a program on the ETPL whereby an application submitted for approval by the State of Nevada was entered onto the list for the funded partners/service providers to access the training courses.

Ardell stated that Nevada Hospital Association used this list requesting training for Registered Nurses to enroll into the program for training and gainful employment in the Southern Nevada area. However, what Workforce Connections' was unaware of was Nevada State College sends the Registered Nurses to Guadalajara Mexico for the training program. He further stated that in accordance with the Workforce Investment Act and regulations, the training is appropriate outside of the country; however, travel dollars paid outside of the United States is prohibited. Workforce Connections supported this at the time due to the training needed in the community, but there are some concerns regarding the perception of Federal funds utilized for training conducted outside of the United States and since that time, Workforce Connections has discontinued the training program. Workforce Connections is working with Nevada State College to re-coop the WIA funds used for this program outside of the country. Ardell reiterated that the conduct of Nevada State College, Nevada Hospital Association; and, Workforce Connections has been appropriate.

Hannah Brown queried, was the concern based on dollars spent on travel or was the concern based on dollars spent on the training?

Heather DeSart relayed the breakdown to \$690.00 travel cost out of a \$4,000 training cost and the first cohort was six Registered Nurses enrolled in the training program with two of the Registered Nurses placed in employment. Travel costs of approximately \$4,200 total in disallowed costs.

Ardell stated that Workforce Connections is engaged in discussions with Nevada State College requesting reimbursement for the entire amount of the program, as we should not be expending training dollars outside of the country.

Alex Garza questioned, was the concern just the travel so if the travel portion that was covered by somebody else, the training is actually being overseen by Nevada State College? Whether or not they are receiving training in Guadalajara for a month their actual degree is coming from a Nevada institution and the actual benefit of what Nevada State College is doing is benefiting our community here locally and employing people locally. Has a poll been taken to ask the community what the perception is? Is it one individual? Is it multiple individuals? Is it Nevada State College? Is it employers? Is it the Governor? Where is this perceived perception coming from and how large is it? I understand that the need to follow the rules and regulations with the travel portion and perhaps should not be covered because that is written in the guidelines, but the service that this education provides far exceeds any type of individual(s) perception that may exist in the community. The reason this is so important because understanding the cultural and social nuances of individuals who are living in the shadows here primarily Hispanic individuals who typically do not know how to advocate for their healthcare is extremely important. This is an important program and we have to find a way to be able to support it.

Ardell stated I could not agree with you more, but we need to ask ourselves a fundamental question: Could this training have been done here in the United States?

Debra Collins stated, we began this process approximately 2 years ago and we spoke to CSN, Dr. Hyla Winters and Jan Kramer, Dean of the Nursing School and Health Sciences. We also engaged conversation with UNLV, Dr. Carolyn Yucha. We asked first, if this particular program could be emulated here and the response was, 'absolutely no'. To say that we can have a total Immersion of someone here in the United States knowing that when the Registered Nurses leave that hospital area

they will see English everywhere. This is a program of total Immersion: culture, spiritual, and healthcare. We do not have a hospital that speaks only Spanish and this is one of the benefits to help these students acquire the Spanish language, learn about the culture, learn the culinary – comprehensive in nature. The six Registered Nurses: Four Caucasians, one African American, and one Hispanic and of the six -- two have been employed. These students will be able to come into our system, dollars spent here and be able to work with their colleagues and lend them the information and training they received. This is vital!

Hannah responded that it is broader based as it gives an all-around perspective of all cultures. I am passionate about fairness and I do not know how we expect to get fairness if we are continuing to be separatists.

Alex states, this is a community issue, a community effort and here is what is important about this that we finally have an effort that is going out there to help the 700,000 – 800,000 in the community. 25% of the population Hispanics, 15-20% African Americans, the Asian community, and the Caucasian community. This is a united effort! We are taking people and teaching them about a culture, but expanding and opening their minds to benefit residents of not just Las Vegas, but Nevada as a whole. We are advocating for people, in their employment to their own personal employers to expand the services and advocacy for people who cannot advocate for themselves. This is probably the most important issue that has come before this board. If we bow down now to one or two people's public perception I would say go and poll the population and they would say this is a plus for Nevada, a plus for our residents and a plus for our citizens and a plus for the advocacy for healthcare for every man, woman, and child that resides in this state. If we have one or two people out there that disagree, we are never going to accomplish anything.

Ardell stated I fully agree to that. I just ask that the passion that you have remain because you have other board members that you will have to convince and if you could show up at the Board meetings when this is addressed because staff will certainly follow direction that we get from this committee and the Board, but we will need your support. Whatever guidance you give to us we will follow through.

Bill Bruninga queried what the guidelines were for funds going outside of the country. Ardell responded that it only prohibits the travel cost not the training. If it were that important an issue, it would be great to get sponsors to cover the entire cost of the program just to eliminate the issue. From the other side of the coin if people out there see this as taxpayer funds that should stay in this country, which does not negate the importance of the issue – that is not the point. The point is we are dealing with taxpayer dollars and so sponsorship to cover the whole program would alleviate this concern. Hannah Brown responded that Workforce Connections should only recover the travel costs.

Alex stated, Workforce Connections should recover the travel costs, but going forward we have sponsors for the travel costs. I want to make something very clear here, it is my understanding that not one taxpayer dollar is going to Guadalajara we are giving the funds to Nevada State College to prepare our nurses to serve our community. Our taxpayer dollars are going to Nevada State College. Now how they choose to educate their students to best serve the community it is still a Nevada institution that is getting taxpayer dollars. Workforce Connections has cut a check to Nevada State College not Guadalajara. Ardell responded that under the ETPL for the travel if any parts of the funds pay for travel even though we simply cut the check to Nevada State College it would be disallowed.

Dan Gouker stated that the need for the program is without question, but the travel is a disallowed cost and will become an audit finding.

Rosalie Boulware stated the State of Nevada are the final approval to all of the courses that are entered on the ETPL that come to staff and she oversees. The issue is we were uninformed and there are indications on the application with breakdown of all costs: books, tuition, travel. This was never followed through and the assumption was since they did not fill in these blanks, the training would be conducted here in the State of Nevada at the college. Every aspect of the application was conveyed to them with what they have to do to complete the application then it is submitted to the State for approval. Once approved by the Nevada State postsecondary they are listed on the ETPL. However, the application, this is where the auditors come into play, they review the application to ensure that every cost that is indicated is allowable. We are in the process of modifying the application to specify the location where training programs will be held.

Heather stated that the next step is that we take this in front of the relevant committee, the ADW Committee, vet it there possibly bring them another course description with the travel removed. You will direct us (Workforce Connections staff) so if we bring this to the ADW Committee, the LEO Consortium (concern noted by Councilwoman Anita Wood) then onto the full Board. The program has been removed from the list temporarily.

*A motion was made to move this agenda item to the ADW Committee until Nevada State College receives their eligibility by Alex Garza and seconded by Bill Bruninga. Motion carried.*

**Agenda Item 9 – SECOND PUBLIC COMMENT SESSION:** Members of the public may now comment on any matter or topic, which is relevant to or within the authority or jurisdiction of the Board. You may comment now even if you commented earlier; however, please do not simply repeat the same comment you previously made. Please clearly state and spell your name and state address for the record. Each comment will be limited to three (3) minutes.

**Daniel Tafoya, Latin Chamber of Commerce, Chairman on Education.** I would like to thank the Board for their wisdom today and their passion on this particular subject. My wife being a nurse practitioner she pulls my ear about this same subject all the time, so I was glad everyone was so well informed and passionate about this. As the Chairman of the Education Committee, we also oversee scholarships at the Latin Chamber and in speaking with Sandy Peltyn from the ‘Senors of Excellent,’ she has offered to look at possible scholarships to cover the travel costs for this program. That would also run through the Latin Chamber of Commerce Scholarship Committee and will be glad to definitely fund those portions that are needed and step forward. Because this is a community effort and where the law stops we need to pick it up and make sure we are looking at any endeavors we need to.

**Otto Merida, 300 N. 13<sup>th</sup> Street, Las Vegas, Nevada.** I do not think I can be so as eloquent as Alex Garza and Hannah Brown in reference to what has been set forth. I have been a number of times to Guadalajara to this particular university. We talk about only sending these nurses to Guadalajara, but also bringing Mexican nurses here in order for them to have more knowledge in terms of English and so forth because it takes a lot of individuals and a lot of Americans that are being treated in Guadalajara and throughout Mexico. So this is an ongoing project that we have been working on for 6 – 7 years. That I am aware, the protest that we heard is only one person that was making a fuss about this project. The benefit of this program in terms of these nurses that are coming back and any future nurses they will be able to sell their skills much better and more effectively, they will be able to speak Spanish. In reference to what Ardell mentioned we don’t have anything here to do this, you have to be living month to month in that particular country to be able to live with families who speak Spanish constantly at home and so forth in order to make this program more effective. This is a win win situation for everybody. I think with the growing community, Hispanic community that we have in this country, in this state and in this county, it is something that is very effective. I think that we are helping what is going on in this

community with as many health issues as one of the priorities of this Committee and the Workforce. I hope that you continue supporting this.

**Linda Yi, Workforce Connections staff.** I wanted to speak off the clock for this meeting because I wanted to speak not as working for the Nevada Healthcare Sector Council, but many of you are aware that I am a Registered Nurse and I worked at University Medical Center for 29 years in the field of maternal child nursing. And you must be aware that it is because it is the public hospital that many of the Hispanic patients came to this institution. My job was to get people into prenatal care whether they were legal or illegal citizens of this country. And the reason for that was not just because it was a good thing to do, but also because when you look in terms of taxpayer dollars of the amount of money it costs about \$350 to provide prenatal care to a woman. The amount of money it costs per day the neo-natal intensive care nursery is about \$3,500 a day. Those babies are American citizens from the day they are born and many of those bills run up into the millions of dollars that we as taxpayers paid when, in fact, we could have paid \$350 for their pre-natal care.

I will tell you that I am a faculty member for the University Of Nevada School Of Medicine and we frequently sent our OB-GYN residents to Guadalajara for their Spanish Immersion course so that when they came back they were able to speak to their patients in Spanish and they were certainly more comfortable.

I kept a book in my unit and every time that we had a different nationality come in we went through and discussed what the spiritual, what the cultural things were of that patient. We have to realize that this is their culture and there is no way that we are going to make any difference in terms of all of these people of the nation unless we are willing to make that step outside the box.

I will give you the simplest example. We had a woman that came in and she was Hispanic she was a diabetic (Hispanic population has a very high population of diabetes). She came in and had been in the hospital 3 – 4 times and each time the bill was approaching \$200,000 - \$250,000 she was pregnant, her diabetes was out of control, the doctors were trying to communicate and I finally said we need to figure out something. We found a Registered Nurse who was a diabetic educator, who spoke Spanish, who sat down with her and her family, who took her to the grocery store, not to the American grocery store, to a Latino grocery store and figured out the menu. We paid for the food out of grant monies and we kept her out of the hospital. She had a normal healthy baby. In the meantime, we had spent close to \$1M before the baby was born. You can't separate dollars and the outcomes in these terms for a small amount of money.

**Agenda Item 10 - Adjournment:** The meeting adjourned at 11:49a.m.

**10b. DISCUSSION and POSSIBLE ACTION: PY2011 WIA Formula Budget July 1, 2011 through June 30, 2012 and PY2011 Budget Narrative**

**workforceCONNECTIONS**  
**PY2011 WIA Formula Budget**  
**July 1, 2011 - June 30, 2012**  
**(Revised August 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	7,230,641	7,230,641	-	723,064	1,156,903	5,350,674	7,230,641
PY2011 Dislocated Worker	5,209,227	5,209,227	-	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
<b>Total Revenue by Funding Stream</b>	<b>\$ 24,060,270</b>	<b>\$ 24,060,270</b>	<b>\$ -</b>	<b>\$2,398,402</b>	<b>\$ 3,838,693</b>	<b>\$ 17,823,175</b>	<b>\$ 24,060,270</b>
					\$ 6,237,095		

## Notes:

1. PY2011 Revenues include intertitle transfers in the amount of \$1,500,000 from Dislocated Worker to Adult.
2. PY2011 Revenues include additional DETR funding Adult \$478,408 plus \$69,666 and Dislocated Worker \$694,623 plus \$71,404.
3. Carry forward funds have been estimated for PY2010 in the amount of \$5,783,409. These fund estimates will be revised later this year when the A-133 audit is complete.
4. The Department of Labor allows local boards to expend up to 10% of their total allocation for administrative costs. WC also allocates 16% of the total allocation for program management and oversight.
4. WIA funds have a two year life at the local level and an additional year at the state level.

Service Providers/Contractors	Approved	Revised	\$ Change	Service Providers	TOTAL
	Budget PY2011	Budget PY2011			
Adult Services	7,151,732	7,151,732	-	7,151,732	7,151,732
Dislocated Worker Services	4,183,107	4,183,107	-	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
<b>Subtotal Service Provider/Contractors</b>	<b>\$ 17,823,175</b>	<b>\$ 17,823,175</b>	<b>\$ -</b>	<b>\$ 17,823,175</b>	<b>\$ 17,823,175</b>

## Administrative and Program Operating Expenditures - Board Staff

Expense Category	Approved	Revised	\$ Change	Admin	Program	Total	
	Budget PY2011	Budget PY2011					
6100 Audit/Accounting Services	430,000	430,000	-	430,000	-	430,000	
6120 Bank/Payroll Services	6,000	14,000	8,000	14,000	-	14,000	
6130 Equipment/Furniture	150,000	150,000	-	42,000	108,000	150,000	
6130-11 NVTrac - Data Tracking System	180,000	180,000	-	-	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	100,000	100,000	-	-	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	-	-	-	-	-	-	
6850 Strategic Initiative - WIA	235,352	227,352	(8,000)	-	227,352	227,352	
6850 Strategic Initiative - WIA Budget Reductions	200,000	200,000	-	-	200,000	200,000	
<b>Subtotal Operating Expenditures</b>	<b>6,237,095</b>	<b>6,237,095</b>	<b>-</b>	<b>2,143,287</b>	<b>4,093,808</b>	<b>6,237,095</b>	
<b>Total Expenditures</b>	<b>24,060,270</b>	<b>24,060,270</b>		<b>2,143,287</b>	<b>4,093,808</b>	<b>17,823,175</b>	<b>24,060,270</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ 255,115</b>	<b>\$ (255,115)</b>	<b>\$ -</b>	<b>\$ -</b>

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: \$14,000 – an increase of \$8,000 --** This line item is for various banking services which include wire transfers, ACH payments and payroll service charges. This line item increase is based on additional funds allocated to Bank Services for semi-annual bank fees and to Payroll Services to fund Paylocity payroll check and tax payment services.

**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** – This budget line is for contractual and maintenance expenditures related to the completion of the NVTrac data tracking system.

**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** – Insurance costs such as workers' compensation, general business liability, directors' and officers' omission and errors liability, and insurance for the 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** – This line item includes professional agreements and temporary staffing to support program and data support activities.

**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** – 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.

**6850 Strategic Initiatives: \$427,352 – a decrease of \$8,000** -- 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 Bank Services for semi-annual bank fees and to Payroll Services to fund Paylocity payroll check and tax payment services.

**10c. REVIEW, DISCUSS, and ACCEPT:**

- i. PY2012 WIA Formula Budget July 1, 2012 through June 30, 2013 and PY2012 Budget Narrative (No change since last report)**
- ii. Budget vs. Actual Finance Report (Workforce Connections' Operations) for the Period July 1, 2011 through June 30, 2012 (Formula WIA)**
- iii. PY2011 Awards & Expenditures Report – Monthly Update**
- iv. Adult & Dislocated Worker & Youth Funding Plans**
- v. Workforce Connections Audit Findings Report**

**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)			-	-	
<b>Total Revenue by Funding Stream</b>	<b>\$ 24,421,064</b>	<b>\$ 24,502,565</b>	<b>\$ 81,501</b>	<b>\$ 2,450,255</b>	<b>\$ 2,450,280</b>	<b>\$ 19,602,030</b>	<b>\$ 24,502,565</b>	
				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
<b>Subtotal Community Resource Allocations</b>	<b>\$ 19,476,831</b>	<b>\$ 19,602,030</b>	<b>\$ 125,199</b>		<b>\$ 19,602,030</b>	<b>\$ 19,602,030</b>

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
<b>Total Expenditures</b>	<b>\$ 24,421,064</b>	<b>\$ 24,502,565</b>		<b>\$ 1,847,034</b>	<b>\$ 3,053,501</b>	<b>\$ 19,602,030</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ 603,221</b>	<b>\$ (603,221)</b>	<b>\$ -</b>

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
<b>Subtotal Board Operations</b>	<b>4,944,233</b>	<b>4,900,535</b>	<b>(43,698)</b>	<b>1,847,034</b>	<b>3,053,501</b>	<b>4,900,535</b>

**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.

% of Program Year Concluded 100.00%

Line Item Number	Budget			ACTUAL EXPENSES			Budget Authority Remaining			% Expended from Budget			
	Operating Expenses	Admin	Program	Total	Admin	Program	Total	Admin	Program	Total	Admin	Program	Total
6100	Audit/Accounting Services	430,000	0	430,000	413,132	0	413,132	16,868	0	16,868	96.08%	0.00%	96.08%
6120/6129	Bank/Payroll Services	14,000	0	14,000	13,373	0	13,373	627	0	627	95.52%	0.00%	95.52%
6130	Equipment/Furniture	42,000	108,000	150,000	24,315	104,746	129,061	17,685	3,254	20,939	57.89%	96.99%	86.04%
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	4,085	10,280	14,365	4,315	11,320	15,635	48.63%	47.59%	47.88%
6160	Dues & Subscriptions	3,500	9,000	12,500	3,466	7,035	10,501	34	1,965	1,999	99.02%	78.17%	84.01%
6170	Equipment Rental	6,790	17,460	24,250	6,731	13,864	20,595	59	3,596	3,655	99.13%	79.40%	84.93%
6190	Insurance	8,400	21,600	30,000	7,357	17,340	24,697	1,043	4,260	5,303	87.58%	80.28%	82.32%
6200	Facilities Maintenance	2,800	7,200	10,000	1,847	3,986	5,833	953	3,214	4,167	65.97%	55.36%	58.33%
6210	Legal Fees	50,000	0	50,000	39,087	0	39,087	10,913	0	10,913	78.17%	0.00%	78.17%
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	6,135	13,174	19,309	865	4,826	5,691	87.64%	73.19%	77.24%
6260	Salaries	949,245	1,927,255	2,876,500	892,513	1,847,544	2,740,057	56,732	79,711	136,443	94.02%	95.86%	95.26%
6265	Employee Fringe Benefits	332,236	674,539	1,006,775	250,013	524,081	774,094	82,223	150,458	232,681	75.25%	77.69%	76.89%
6270	Postage & Delivery	1,120	2,880	4,000	1,026	2,139	3,165	94	741	835	91.63%	74.28%	79.13%
6280	Printing & Reproduction	4,200	10,800	15,000	3,910	8,108	12,019	290	2,692	2,981	93.10%	75.08%	80.12%
6285	Board Travel & Training	0	10,000	10,000	0	5,998	5,998	0	4,002	4,002	0.00%	59.98%	59.98%
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	9,866	20,397	30,263	1,334	8,403	9,737	88.09%	70.82%	75.66%
6305/6306	Contract Services	80,000	100,000	180,000	67,966	88,952	156,918	12,034	11,048	23,082	84.96%	88.95%	87.18%
6310	Staff Travel	12,600	32,400	45,000	9,668	21,443	31,111	2,932	10,957	13,890	76.73%	66.18%	69.13%
6320	Training & Seminars - staff	18,200	46,800	65,000	9,188	21,738	30,925	9,012	25,062	34,075	50.48%	46.45%	47.58%
6440	System Communication Support	19,600	50,400	70,000	18,078	38,595	56,673	1,522	11,805	13,327	92.23%	76.58%	80.96%
6500	Outreach	18,200	46,800	65,000	16,578	35,284	51,862	1,622	11,516	13,138	91.09%	75.39%	79.79%
6550	Employer Payroll Taxes	28,477	57,817	86,294	21,351	49,766	71,117	7,126	8,051	15,177	74.98%	86.07%	82.41%
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	2,005	2,005	0	22,995	22,995	0.00%	8.02%	8.02%
6850	Strategic Initiative (Operations)	0	427,352	427,352	0	0	0	0	427,352	427,352	0.00%	0.00%	0.00%
	<b>Total</b>	<b>2,143,287</b>	<b>4,093,808</b>	<b>6,237,095</b>	<b>1,904,512</b>	<b>3,152,387</b>	<b>5,056,898</b>	<b>238,775</b>	<b>941,421</b>	<b>1,180,197</b>	<b>88.86%</b>	<b>77.00%</b>	<b>81.08%</b>

Legend

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*workforce* CONNECTIONS  
Awards and Expenditures  
Program Year 2011 Adult/Dislocated Worker Programs  
As of July 31, 2012

Amounts for Providers reflect invoiced allowable expenditures through June 2012.

Amounts for Internal Programs reflect expenditures as of July 24, 2012.

**WIA PY11 Adult and Dislocated Worker Green Sector**

Provider	Contract Dates	Contract Award	Adult Expenditures	DW Expenditures	Total Invoiced	% Spent	Remaining Balance	PY11 SESP Expenses
Bridge Counseling Associates	7/1/11-6/30/12	\$ 500,000.00	\$ 270,292.30	\$ 206,051.07	\$ 476,343.37	95.27%	23,656.63	53,300.00
GNJ Family Life Center	7/1/11-6/30/12	\$ 600,000.00	\$ 285,089.21	\$ 289,299.71	\$ 574,388.92	95.73%	25,611.08	33,000.00
Goodwill of Southern Nevada	7/1/11-6/30/12	\$ 600,000.00	\$ 391,419.75	\$ 148,766.28	\$ 540,186.03	90.03%	59,813.97	31,850.50
Latin Chamber Foundation	7/1/11-6/30/12	\$ 600,000.00	\$ 291,440.68	\$ 203,923.10	\$ 495,363.78	82.56%	104,636.22	68,219.20
Nevada Partners, Inc	7/1/11-6/30/12	\$ 600,000.00	\$ 268,381.51	\$ 263,087.98	\$ 531,469.49	88.58%	68,530.51	35,506.91
So. NV Regional Housing Authority	7/1/11-6/30/12	\$ 175,000.00	\$ 60,533.99	\$ 53,859.37	\$ 114,393.36	65.37%	60,606.64	8,847.50
<b>Total</b>		<b>\$ 3,075,000.00</b>	<b>\$ 1,567,157.44</b>	<b>\$ 1,164,987.51</b>	<b>\$ 2,732,144.95</b>	<b>88.85%</b>	<b>342,855.05</b>	<b>230,724.11</b>
			57%	43%				

**WIA PY11 Adult and Dislocated Worker Health Sector**

Provider	Contract Dates	Contract Award	Adult Expenditures	DW Expenditures	Total Invoiced	% Spent	Remaining Balance	PY11 SESP Expenses
CCSD - Desert Rose	7/1/11-6/30/12	\$ 500,000.00	\$ 172,605.97	\$ 82,063.45	\$ 254,669.42	50.93%	245,330.58	-
Foundation for an Independent Tomorrow	7/1/11-6/30/12	\$ 600,000.00	\$ 294,879.02	\$ 260,992.78	\$ 555,871.80	92.65%	44,128.20	1,000.00
Latin Chamber Foundation	7/1/11-6/30/12	\$ 600,000.00	\$ 289,930.38	\$ 178,061.72	\$ 467,992.10	78.00%	132,007.90	See Green Above
Nevada Hospital Association	7/1/11-6/30/12	\$ 600,000.00	\$ 480,416.97	\$ 18,381.71	\$ 498,798.68	83.13%	101,201.32	-
Nevada Partners, Inc	7/1/11-6/30/12	\$ 600,000.00	\$ 340,206.07	\$ 176,847.84	\$ 517,053.91	86.18%	82,946.09	See Green Above
So. NV Medical Industry Coalition - ended 1/31/12	7/1/11-1/31/12	\$ 384,397.83	\$ 305,192.41	\$ 79,205.42	\$ 384,397.83	100.00%	-	-
So. NV Regional Housing Authority	7/1/11-6/30/12	\$ 175,000.00	\$ 78,990.48	\$ 65,706.86	\$ 144,697.34	82.68%	30,302.66	See Green Above
<b>Total</b>		<b>\$ 3,459,397.83</b>	<b>\$ 1,962,221.30</b>	<b>\$ 861,259.78</b>	<b>\$ 2,823,481.08</b>	<b>81.62%</b>	<b>605,614.09</b>	<b>1,000.00</b>
			69%	31%				

**WIA PY11 Adult and Dislocated Worker Rural Services**

Provider	Contract Dates	Contract Award	Adult Expenditures	DW Expenditures	Total Invoiced	% Spent	Remaining Balance	PY11 SESP Expenses
Nye Communities Coalition	7/1/11-6/30/12	\$ 750,000.00	\$ 353,732.59	\$ 270,224.06	\$ 623,956.65	83.19%	126,043.35	13,306.01
<b>Total</b>		<b>\$ 750,000.00</b>	<b>\$ 353,732.59</b>	<b>\$ 270,224.06</b>	<b>\$ 623,956.65</b>	<b>83.19%</b>	<b>126,043.35</b>	<b>13,306.01</b>
			57%	43%				

**WIA PY11 Internal Programs**

Provider	Contract Dates	Contract Award	Adult Expenditures	DW Expenditures	Total Invoiced	% Spent	Remaining Balance
Pride Re-Entry PY11	7/1/11-6/30/12	\$ 500,000.00	\$ 382,293.70	\$ -	\$ 382,293.70	76.46%	117,706.30
<b>Total</b>		<b>\$ 500,000.00</b>	<b>\$ 382,293.70</b>	<b>\$ -</b>	<b>\$ 382,293.70</b>	<b>76.46%</b>	<b>117,706.30</b>
			100%	0%			

*workforce* CONNECTIONS  
Awards and Expenditures  
Program Year 2011 WIA Formula  
As of July 31, 2012

Amounts for Providers reflect invoiced allowable expenditures through June 2012.

Amounts for Internal Programs reflect expenditures as of July 24, 2012.

**WIA PY11 Youth General**

Provider	Contract Dates	Contract Award	Youth In-School	Youth Out-Of-School	Total Invoiced	% Spent	Remaining Balance
			Expenditures	Expenditures			
CCSD Desert Rose-Year Round	7/1/11-9/30/12	\$ 362,000.00	\$ 146,726.18	\$ 61,650.95	\$ 208,377.13	57.56%	153,622.87
HELP of So. Nevada-Year Round	7/1/11-9/30/12	\$ 713,000.00	\$ 119,118.13	\$ 219,220.92	\$ 338,339.05	47.45%	374,660.95
HELP of So. Nevada-Year Round (addl summer \$)	4/1/12-9/30/12	\$ 1,200,000.00	\$ 80,387.11	\$ 121,925.26	\$ 202,312.37	16.86%	997,687.63
Latin Chamber-Summer Component	6/1/12-6/30/13	\$ 250,000.00	\$ 6,977.87	\$ 3,564.30	\$ 10,542.17	4.22%	239,457.83
Latin Chamber-Green Consortium	5/1/12-9/30/13	\$ 500,000.00	\$ 3,785.53	\$ 3,866.30	\$ 7,651.83	1.53%	492,348.17
Nevada Partners, Inc-Year Round	7/1/11-9/30/12	\$ 500,000.00	\$ 128,321.95	\$ 156,614.70	\$ 284,936.65	56.99%	215,063.35
Nevada Partners, Inc-Year Round (addl summer)	4/1/12-6/30/12	\$ 677,909.00	\$ 209,654.52	\$ 468,254.48	\$ 677,909.00	100.00%	-
Nevada Partners, Inc-Summer Component	6/1/12-6/30/13	\$ 500,000.00	\$ 4,363.55	\$ -	\$ 4,363.55	0.87%	495,636.45
Nye Communities Coalition-Year Round	7/1/11-9/30/12	\$ 300,000.00	\$ 74,868.07	\$ 40,466.01	\$ 115,334.08	38.44%	184,665.92
Nye Communities Coalition-Year Round (addl summer \$)	4/1/12-6/30/12	\$ 88,753.00	\$ 51,018.71	\$ 37,734.29	\$ 88,753.00	100.00%	-
Nye Communities Coalition-Summer 2011	7/1/11-9/30/11	\$ 48,514.00	\$ 34,427.16	\$ 14,019.15	\$ 48,446.31	99.86%	67.69
So. NV Children First-Year Round	7/1/11-9/30/12	\$ 125,000.00	\$ 45,932.62	\$ 64,197.07	\$ 110,129.69	88.10%	14,870.31
So. NV Children First-Summer Component	6/1/12-6/30/13	\$ 250,000.00	\$ 6,859.25	\$ 55.94	\$ 6,915.19	2.77%	243,084.81
<b>Total</b>		<b>\$ 5,515,176.00</b>	<b>\$ 912,440.65</b>	<b>\$ 1,191,569.37</b>	<b>\$ 2,104,010.02</b>	<b>38.15%</b>	<b>3,411,165.98</b>
			43%	57%			

**WIA PY11 Youth Tri County**

Provider	Contract Dates	Contract Award	Youth In-School	Youth Out-Of-School	Total Invoiced	% Spent	Remaining Balance
			Expenditures	Expenditures			
Lincoln County School District-Tri-County	7/1/11-9/30/12	\$ 100,000.00	\$ 23,113.68	\$ 32,692.76	\$ 55,806.44	55.81%	44,193.56
Nye Communities Coalition-Tri-County	7/1/11-9/30/12	\$ 150,000.00	\$ 30,331.70	\$ 41,613.40	\$ 71,945.10	47.96%	78,054.90
<b>Total</b>		<b>\$ 250,000.00</b>	<b>\$ 53,445.38</b>	<b>\$ 74,306.16</b>	<b>\$ 127,751.54</b>	<b>51.10%</b>	<b>\$ 122,248.46</b>
			42%	58%			

**WIA PY11 Internal Program Amounts**

Provider	Contract Dates	Contract Award	Youth In-School	Youth Out-Of-School	Total Invoiced	% Spent	Remaining Balance
			Expenditures	Expenditures			
RFL Graduate Advocate Initiative	7/1/11-6/30/12	\$ 900,000.00	\$ 633,011.39	\$ -	\$ 633,011.39	70.33%	266,988.61
		<b>\$ 900,000.00</b>	<b>\$ 633,011.39</b>	<b>\$ -</b>	<b>\$ 633,011.39</b>	<b>70.33%</b>	<b>266,988.61</b>
			100%	0%			

**workforce CONNECTIONS**  
**Awards and Expenditures**  
**As of July 31, 2012**

Amounts for Providers reflect invoiced allowable expenditures through June 2012.

Amounts for Internal Programs reflect expenditures as of July 24, 2012.

**WIA PY10/PY11 Governor's Reserve Youth**

Provider	Contract Dates	Contract Award	Total Invoiced	% Spent	Remaining Balance
Clark County - Summer Business Institute (Summer 2011)	5/1/11-9/30/11	\$ 299,028.00	\$ 260,471.92	87.11%	38,556.08
Clark County - Summer Business Institute (Summer 2012)	5/1/12-9/30/12	\$ 75,000.00	\$ 17,735.20	23.65%	57,264.80
Nevada Public Education Foundation	1/12/10-1/31/12	\$ 645,000.00	\$ 644,999.30	100.00%	0.70
<b>Total</b>		<b>\$ 1,019,028.00</b>	<b>\$ 923,206.42</b>	<b>90.60%</b>	<b>\$ 95,821.58</b>

**WIA PY10 Internal Programs Ongoing**

	Contract Dates	Contract Award	Total Invoiced	% Spent	Remaining Balance
Pride Re-Entry Adult - carryforward amount from PY10		\$ 230,688.63	\$ 230,688.63	100.00%	-
Caliente Youth	7/1/10-6/30/12	\$ 246,206.00	\$ 190,939.00	77.55%	55,267.00
<b>Total</b>		<b>\$ 476,894.63</b>	<b>\$ 421,627.63</b>	<b>88.41%</b>	<b>\$ 55,267.00</b>

**Direct Grants**

Program	Contract Dates	Contract Award	Total Invoiced	% Spent	Remaining Balance
Department of Justice - Get Out	10/1/12-9/30/12	\$ 692,096.00	\$ 583,235.55	84.27%	108,860.45
Health Resources and Services Admin. (HRSA)	2/8/11-9/30/12	\$ 140,509.00	\$ 140,509.00	100.00%	-
Layoff Aversion PY11 - Rapid Response	9/30/11-6/30/12	\$ 210,000.00	\$ 125,879.54	59.94%	84,120.46
Layoff Aversion PY12 - Rapid Response	7/1/12-6/30/13	\$ 250,000.00	\$ 415.24	0.17%	249,584.76
State Energy Sector Partnership (SESP)	8/10/10-1/29/13	\$ 3,503,000.00	\$ 2,443,301.57	69.75%	1,059,698.43
Youth Build PY09 - CCSD Desert Rose	4/12/10-6/30/11	\$ 161,559.11	\$ 161,559.11	100.00%	-
Youth Build PY09 - GNJ Family Life Center	1/4/10-6/30/11	\$ 552,338.93	\$ 552,338.93	100.00%	-
Youth Build PY09 - WC	7/1/09-6/30/12	\$ 386,101.96	\$ 304,886.12	78.97%	81,215.84
Youth Build PY11 - CCSD Desert Rose	7/1/11-6/30/13	\$ 158,584.00	\$ 70,584.41	44.51%	87,999.59
Youth Build PY11 - WC	6/1/11-5/31/14	\$ 941,416.00	\$ 342,868.83	36.42%	598,547.17
<b>Total</b>		<b>\$ 6,995,605.00</b>	<b>\$ 4,725,578.30</b>	<b>67.55%</b>	<b>\$ 2,270,026.70</b>

**Workforce Connections  
Adult and Dislocated Worker Funding Plan  
July 22, 2012**

	Remaining Available Funds	Projections Based on Monthly Invoices						One Year + Partial Jun 2012 TOTAL	Remaining
		Partial Jun 2012 Less than 1 Month	Jul-Sep 2012 3 Months	Oct-Dec 2012 3 Months	Jan-Mar 2013 3 Months	Apr-Jun 2013 3 Months			
<b>REVENUES (Available as of July 18, 2012)</b>									
PY2011 Adult and DW Funding	4,186,717	20,000	4,166,717				4,186,717	-	
PY2012 Adult and DW Funding (Pending BOE Approval 8/14/12)	13,164,641		13,016	3,545,733	3,570,733	3,570,733	10,700,215	2,464,426	
<b>TOTAL REVENUES</b>	<b>17,351,358</b>	<b>20,000</b>	<b>4,179,733</b>	<b>3,545,733</b>	<b>3,570,733</b>	<b>3,570,733</b>	<b>14,886,932</b>	<b>2,464,426</b>	
<b>EXPENDITURES</b>								<b>1.99 Months</b>	
<b>Service Provider Contracts</b>									
PY2011 Original Contracts			984,000				984,000		
PY2011 Adult and DW Contract Extensions (\$9.1 million)			1,750,000	2,450,000	2,450,000	2,450,000	9,100,000		
PY2012 Reentry Program (\$700,000)			175,000	175,000	175,000	175,000	700,000		
<b>Operations</b>									
Administration and Programs		20,000	758,233	758,233	758,233	758,233	3,052,932		
<b>Pending Contracts</b>									
PY2012 Lincoln County Rural Services (\$50,000)			12,500	12,500	12,500	12,500	50,000		
PY2012 One-Stop Operation (\$1.0 million)			500,000	150,000	175,000	175,000	1,000,000		
<b>TOTAL</b>		<b>20,000</b>	<b>4,179,733</b>	<b>3,545,733</b>	<b>3,570,733</b>	<b>3,570,733</b>	<b>14,886,932</b>		

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 22, 2012**

	Available Funds	Projections Based on Monthly Invoices						One Year + Partial Jun 2012 TOTAL	Remaining
		Partial Jun 2012 Less than 1 Month	Jul-Sep 2012 3 Months	Oct-Dec 2012 3 Months	Jan-Mar 2013 3 Months	Apr-Jun 2013 3 Months			
<b>REVENUES (Available as of July 18, 2012)</b>									
Governor's Reserve Incentive \$75,000	8,324	-	8,324				8,324	-	
PY2011 Youth Funding \$5,760,743	3,769,063	50,000	3,719,063				3,769,063	-	
PY2012 Youth Funding \$6,337,899 (Pending BOE Approval 8/14/2012)	6,337,899		369,937	1,716,000	1,716,000	1,831,000	5,632,937	704,962	
<b>TOTAL REVENUES</b>	<b>10,115,286</b>	<b>50,000</b>	<b>4,097,324</b>	<b>1,716,000</b>	<b>1,716,000</b>	<b>1,831,000</b>	<b>9,410,324</b>	<b>704,962</b>	
<b>EXPENDITURES</b>								<b>0.90 Months</b>	
<b>PY2011 Service Provider Contracts</b>									
Current Contracts (ending date 9/30/2012)		10,000	1,229,000				1,239,000		
Governor's Reserve - CC Summer Business Institute \$75,000			8,324				8,324		
PY2011 Lincoln County Contract Extension \$100,000			25,000	25,000	25,000	25,000	100,000		
<b>PY2011 Amendments (Board approved 3/27/12)</b>									
Nye Communities (ending 6/30/2012)							-		
Nevada Partners (ending 6/30/2012)							-		
HELP (\$1.2 million ending 9/30/2012)			900,000				900,000		
<b>PY2012 Service Provider Contracts</b>									
PY2012 Youth In-School Contracts \$1,844,000			344,000	500,000	500,000	500,000	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		20,000	500,000	100,000	100,000	215,000	935,000		
<b>Operations</b>									
Administration and Programs		20,000	466,000	466,000	466,000	466,000	1,884,000		
<b>Pending Contracts</b>									
PY2011 Out-of-School Youth Contract Extension \$200,000			50,000	50,000	50,000	50,000	200,000		
<b>TOTAL</b>		<b>50,000</b>	<b>4,097,324</b>	<b>1,716,000</b>	<b>1,716,000</b>	<b>1,831,000</b>	<b>9,410,324</b>		

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

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



**workforce CONNECTIONS**

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

Monthly Status Report  
August 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						
				(2/24/2012)	(4/29/2011)	(06/08/2010)	(09/22/2009)	(07/22/2008)						
11-1	Financial Reporting	<b>Lack of Policies and Procedures and GAAP adherence - improved from last year but still lacks effective policy and procedures</b>	August 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: Aug 2012 - Written policies and procedures were updated 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.							August 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: Aug 2012 - Revised policies and procedures to address the timely handling of transactions, will determine correct backup documentation, and will establish proper controls and reviews according to GAAP.												
		Action: Aug/Sep 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	<b>Lack or insufficient skills and knowledge to perform governmental accounting utilizing GAAP - improved from last year but still needs improvement</b>	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  
August 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	
				(2/24/2012)	(4/29/2011)	(06/08/2010)	(09/22/2009)	(07/22/2008)	
11-3	Federal Grants	<b>SEFA schedules did not agree with supporting records or documentation</b>	September 2012	X	X	X	X	X	
		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: Aug/Sep 2012 - Continue to reconcile PY11 invoice and drawdown transactions in the new FE Financial System. Document monthly procedure, review							
		Action: Ongoing - Update and reconcile FE each month through year end.							
11-4	Federal Grants	<b>Grant funds expended for purposes other than the purpose specified in drawdown.</b>	May 2012	X	X	X			
		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.									
11-5	Federal	<b>Requests for funds need to be complete, accurate, and agree to supporting documentation.</b>	March 2012	X	X				
		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 disbursal 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.									

**workforce CONNECTIONS**

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

Monthly Status Report  
August 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	
11-5 cont.		<b>Funding federal grants in advance - excessive time elapsed between receipt of funds and disbursement of funds</b>	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	<b>ARRA - timely reporting of quarterly reports</b>	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	<b>Documentation supporting program participant eligibility shall be complete, accurate, and retained</b>	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  
August 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	
				(2/24/2012)	(4/29/2011)	(06/08/2010)	(09/22/2009)	(07/22/2008)	
11-8	Federal Grants	<b>Sub-recipients awards did not contain the required information</b>	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	<b>Financial reporting of Form ETA 9130 - timely submissions</b>	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	<b>Monitoring of sub-recipients - Annual Monitoring and Tracking of Findings</b>	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.							

**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	<b>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.</b>	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	<b>Workforce Connections had an excessive amount of cash on hand.</b>	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	<b>Workforce Connections provides a monthly automobile allowance that does not separate personal and grant use of the automobile.</b>	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.	
			Action: Apr 2012 - Workforce Connections no longer paid a car allowance to the Executive Director. Local mileage reimbursements will be processed for the interim and future executive directors based on mileage logs.	
#28	Local Level - Both North and South	One Stop Operator	<b>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.</b>	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	<b>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.</b>	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	<b>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.</b>	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	<b>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.</b>	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.	

**10d. INFORMATION: Workforce Connections Standing Professional Services Contracts**

*workforce*CONNECTIONS  
PROFESSIONAL SERVICES CONTRACTS  
As of 8/18/2012

<b>Contractor/Consultant Scope of Work Summary</b>	<b>Amount of Contract</b>	<b>Procurement Method &amp; WISS/State Approval**</b>	<b>Funding Sources</b>	<b>Term of Contract</b>
<b>BLACKBAUD</b>  <b>Procurement of Fiscal Software and Fiscal Staff Training Amendment #1</b> <b>Fiscal Software Technical Assistance Amendment #2</b> <b>Fiscal Software Technical Assistance</b>	<b>\$65,041.00</b>  <b>\$8,413.90</b>  <b>\$3,758.78</b>	<b>Competitive</b>	<b>A/DW/Y Formula</b>	<b>6/15/2011 to 9/30//2012</b>
<b>CST PROJECT CONSULTING</b> <b>Development of Responses to Clear PY'09-10 A-133 Audit findings;</b>  <b>Amendment #1</b> <b>Development and Establishment of an Effective Cash Management System</b>	<b>\$74,990.00</b>  <b>\$163,184.00</b>	<b>Sole Source</b>	<b>Governor's Reserve &amp; A/DW/Y Formula</b>	<b>9-15-2011 to 4-22-2012</b>  <b>1-23-2012 to 1-23-2013</b>
<b>JANTEC</b> <b>Temporary Employment Services for workforceCONNECTIONS Temporary Employees</b>  <b>Amendment# 1</b> <b>Youth WEX Special discount</b>  <b>Amendment# 2</b> <b>Contract Renewal</b>	<b>11.38% over- head direct cost to vendor which is deducted from total amount</b>	<b>Competitive</b>	<b>A/DW/Y Formula</b>	<b>2/12/2011 To 2/12/2013</b>
<b>MACEY PRINCE CONSULTANTS</b>  <b>Fiscal &amp; Procurement Technical Assistance; Fiscal Training</b>  <b>Amendment #1</b>	<b>\$5,000.00</b>  <b>\$20,000.00</b>	<b>Competitive</b>	<b>A/DW/Y</b>	<b>9/23/2011 to 6/30/13</b>



<b>MARQUIS AURBACH COFFING</b> <b>Board Legal Counsel</b>	\$100 to \$425 per hour	Sole Source	A/DW/Y Formula	5-18-2009 to 2-24-2013
<b>Second Contract</b> <b>Board/Staff Legal Counsel</b>	\$100 to \$250 per hour	Competitive		
<b>GREG NEWTON ASSOCIATES</b> <b>One Stop Planning Consultant</b>	\$25,200.00	Sole Source	A/DW/Y Formula	8-1-2012 to 6-30-2013
<b>PRISM GLOBAL MANAGMENT</b> <b>In-House HR Consultant Services</b>	\$40,000.00	Competitive	A/DW/Y Formula	10-1-2011 to 6-20-2013
<b>Amendment #1</b>	\$27,000.00			
<b>Amendment #2</b>	\$10,000.00			
<b>TAKA KAJIYAMA</b> <b>NV Trac Maintenance Consultant</b>	\$40,000.00	Sole Source	A/DW/Y Formula	3/1/2012 to 6-30-2013
<b>Amendment #1</b>	\$9,000.00			
<b>Amendment #2</b>	\$15,000.00			
<b>Amendment #3</b>	\$5,400.00			
<b>Amendment #4</b>	\$78,000.00			
<b>NV Trac Maintenance Consultant &amp; Staff Training of NV Tract Edits and Maintenance</b>				
<b>JOHN CHAMBERLIN</b> <b>ARRA/WIA Program/Fiscal Attorney-at-Law</b>	\$20,000.00	Sole Source	A/DW/Y Formula	4/1/20078 to 6/30/2013
<b>Amendment #1</b>	\$25,000.00			
<b>WIA Staff Technical Assistance &amp; LEO Technical Assistance</b>				
<b>Amendment #2</b>	\$20,000.00			
<b>Board &amp; Staff Technical Assistance for Program Year 2012 Strategic Plan</b>				

\*\* 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 which states as follows: Professional services with state prior authorization costs of outside professional services rendered by individuals or organizations are allowable. The procurement of noncompetitive proposals (sole source) may be used when the awarding agency (DETR) authorizes noncompetitive proposals; CFR 97.36 (d), (4), (C)

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

**11. INTERIM EXECUTIVE DIRECTOR UPDATES ~ Ardell Galbreth**

**a. INFORMATION: State of Nevada Integrated Workforce Plan**

**Update Status**  
**State of Nevada**  
**Integrated Workforce Plan**

While navigating the State of Nevada Department of Employment, Training and Rehabilitation (DETR) website, staff noticed that the initial State Integrated Workforce Plan had been revised to include two Local Workforce Investment Boards. It was also noted that several areas in the plan dealing with workforce development initiatives were revised. Even though the plan eliminates the notion to establish one single workforce investment board to be governed at the state level, the newly revised following are other concerns outlined in the state workforce plan:

- The plan illustrates the Governor’s vision to address the challenges of many people being served by workforce partners outside of the One-Stop System. The Governor is correct in this regard because currently, the State of Nevada has no coordinated, collaborative One-Stop System in place.
  - This deficiency was highlighted during a recent U.S. Department of Labor (DOL) on-site monitoring review visit.
  - Recognizing the need for a local area One-Stop System, initiatives have been taken by Workforce Connections to launch a Southern Nevada Workforce Investment Area One-Stop System—to include executing Memorandums of Understanding (MOUs) in September 2012.
  - After launching the local area’s One-Stop System in September 2012, Workforce Connections has a projected Comprehensive One-Stop Center launch date of January 2013
- The plan highlights questions such as “how can One-Stop Career Centers help to provide better quality career guidance directly to students, job seekers and their counselors”.

- The focal point for addressing such issues is the establishment of Comprehensive One-Stop Centers throughout the state in both Northern and Southern Workforce Investment Areas by both Local Boards.
- This is an objective of Workforce Connections as it develops integrated, comprehensive workforce development services with a focus on industry sectors.
- The state plan indicates that Workforce Investment Act (WIA) One-Stop System partners' resources have been identified and leveraged to avoid duplication of services as outlined in MOUs and state policies; however, at this time, although Workforce Connections is making significant progress, no such MOUs establishing One-Stop System partnership exist.
- The plan indicates that there are Comprehensive One-Stop Centers in both northern and southern workforce investment areas, yet without the execution of MOUs creating collaborative partnerships for the purpose of delivering employment and training services, no Comprehensive One-Stop Centers exist in the State of Nevada

It is clear that the State of Nevada intends to comply with WIA and Workforce Connections looks forward to a collaborative partnership to better serve Southern Nevada residents. Such a partnership should be built on trust along with solid commitments to effectively align resources and workforce initiatives to provide quality services to both businesses and job seekers.

**11b. INFORMATION: Responding to Unlicensed Health Care in Nevada**

# RESPONDING TO UNLICENSED HEALTH CARE IN NEVADA: A Plan for Action

June, 2012

A Report to Nevada Attorney General Catherine Cortez-Masto,  
The Nevada Public Health Foundation and  
The Nevada State Health Division  
By Frankie Sue Del Papa

## **INTRODUCTION**

In response to a significant number of illegal surgeries, other unlicensed health care, and incident reports, including death, primarily in Nevada's Latino community, the Nevada State Health Division initiated a statewide review. This led to a partnership opportunity between the Nevada Attorney General's office and the Nevada Public Health Foundation. In turn, the Latino Research Center at the University of Nevada Reno, was tasked with creating a cultural awareness program to inform the community about this problem and create educational materials to address this issue in Nevada. Former Nevada Attorney General, Frankie Sue Del Papa, was asked to assist in the formation of a task force of stakeholders including among others, representatives of Nevada's Health and Law Enforcement communities, the Mexican Consulate, Congressional delegation staff, the Ombudsman of Consumer Affairs, and a host of other interested individuals to identify challenges, solutions, a timeline and implementation route to better address this issue in Nevada. The Ad Hoc Unlicensed Health Care Task Force met three times to discuss the resources available in Nevada to address the steps needed to combat unlicensed health care practices. The video teleconferenced meetings were held February 28, 2012, March 28, 2012, and April 24, 2012. Minutes of the meetings are available upon request. In addition, relevant information and best practices being used throughout Nevada and the country were reviewed and analyzed over six months.

This Action Plan is a result of this process.

## **SCOPE OF THE PROBLEM**

What is occurring in Nevada is also occurring in many other states. Florida appears to be the most advanced in meeting the challenge of unlicensed health care, in that Florida has a comprehensive unlicensed activity (ULA) program as a part of its Division of Medical Quality Assurance within the Florida Department of Health. California has also been very active in this regard. There is an Enforcement Unit within their Medical Board. Some of their activities have been curtailed due to resource challenges. Information regarding activities in other states is limited and has been difficult to obtain.

Florida's program is funded by a \$5 per health licensee initial and renewal fee which funds efforts to combat unlicensed activity.

A copy of Florida's ULA Program can be found on the Health Division Website at <http://health.nv.gov/>.

A member of the Task Force, third year Boyd School of Law student (now graduate), Jason Bacigalupi, participated and completed a legal overview of the issue and a 50 State Statutory Review. The 50 State Statutory Review can be found at:

[http://health.nv.gov/PDFs/unlicensedMedicalActivity/Table of Medical Practice Acts.pdf](http://health.nv.gov/PDFs/unlicensedMedicalActivity/Table%20of%20Medical%20Practice%20Acts.pdf)

The legal overview titled *A Uniform Approach to the Unlicensed Practice of Medicine* can be found at:

[http://health.nv.gov/PDFs/unlicensedMedicalActivity/A UniformApproachtotheUnlicensed PracticeofMedicine.pdf](http://health.nv.gov/PDFs/unlicensedMedicalActivity/A%20UniformApproachtotheUnlicensedPracticeofMedicine.pdf)

The public health mission is about shaping change that yields healthier lives in healthier communities. Dr. Tracey Green, State Health Officer, articulated the inherent complexities regarding cultural differences and access to care and the fact that there is no single cause or single solution regarding unlicensed health care in Nevada.

There were many concerns expressed about under reporting of unlicensed activity, as well as fear of reporting. In addition to reporting to law enforcement, one major step forward for Nevada is the Nevada Health Division's enhanced efforts regarding reporting of unlicensed health care. Nevada 2-1-1 agreed to make its services available to take reports regarding unlicensed health care activity. Calls or texts to 2-1-1 are fast, convenient and confidential. An explanation of Nevada 2-1-1 reporting can be found at:

[http://health.nv.gov/PDFs/unlicensedMedicalActivity/2-1-1 InstructionsandInformation.pdf](http://health.nv.gov/PDFs/unlicensedMedicalActivity/2-1-1%20InstructionsandInformation.pdf)

A significant number of entities from Nevada's Health Care Community were helpful in the process discussed herein and are engaged and mindful of the role they can play in responding to the issue of unlicensed care. Of particular note were the efforts of the Pharmacy Board which regularly participates in multi-agency projects and provides cross training, the Nevada State Board of Dental Examiners which has an outstanding lengthy record of investigating and otherwise handling unlicensed care, as well as the Cosmetology Board which gave some particularly thoughtful insights and recommendations. The Nevada State Medical Association participated in the Task Force deliberations and supports the report and the work to protect Nevadans from unlicensed health care.

Brett Kandt, Executive Director of Nevada's Prosecution Advisory Council and Special Deputy Attorney General, along with the Las Vegas Metropolitan Police Department deserve special recognition regarding this project. They have worked with other members of Nevada's Law Enforcement Community in participating in the task force process and discussing new legislation to be proposed during the 2013 Nevada Legislative Session. They have also been instrumental in outreach to Nevada's Sheriffs and Chiefs, the District Attorney's Association, and other officials at the local, state and federal levels. The proposed legislation can be found at:

<http://health.nv.gov/PDFs/unlicensedMedicalActivity/UnlicensedHealthcareLegislation.pdf>

A copy of the Complaint Flow Chart can be found at:

<http://health.nv.gov/PDFs/unlicensedMedicalActivity/CJSFlowChart.pdf>



A copy of the Homeland Security Tip Line Process can be found at:

[http://health.nv.gov/PDFs/unlicensedMedicalActivity/HSI\\_TipLineBrochure.pdf](http://health.nv.gov/PDFs/unlicensedMedicalActivity/HSI_TipLineBrochure.pdf)

The work of the Latino Research Center at the University of Nevada Reno has been invaluable in addressing the issue of unlicensed care and in providing access to resources. A compilation of the body of their efforts including key recommendations can be found in their final report at:

<http://health.nv.gov/PDFs/unlicensedMedicalActivity/LatinoResearchCenterFinalReport.pdf>

Copies of the media materials which include posters and brochures related to, “NO a los Medicos Clandestinos!” (Say No to Unlicensed Physicians) can be found at:

<http://health.nv.gov/unlicensedmedactivity.htm>

Most importantly, a compilation of those organizations and individuals in the Latino community interested and engaged in these issues was named the “Latino Master List,” and can be found at: <http://health.nv.gov/unlicensedmedactivity.htm>

## **DEMOGRAPHICS**

It is important to understand the scope of the problem in relation to relevant demographics, both on the state and national levels. Data from the 2010 Census provide insights to our ethnically diverse nation. More than half the growth in the total population of the United States between 2000 and 2010 was due to the increase in the Hispanic population.

Nevada’s diverse Hispanic population was reported to be 716,501 or 26.5 percent of the total population in the 2010 Census. It grew from 393,970 or 19.7 percent in 2000.

State and National Census data can be found at:

<http://health.nv.gov/unlicensedmedactivity.htm>

## **ON-GOING EFFORTS**

Both the efforts of the Nevada State Health Division and the Nevada Attorney General’s office are to be commended for the commitment and concern shown in initiating and continuing the progress to address unlicensed care in this time of limited resources.

1. The first recommendation is that the Health Division maintain the momentum (particularly through the next Legislative Session) that has been established regarding this issue by continuing to communicate, collaborate, and cooperate with the so-called Health Community of Nevada, including but not limited to the health related Boards and Commissions, many of whom have already made strides in improving their own ability to respond to the issue.

April is National Minority Health Month and the first week of April is National Public Health Week. These dates should be utilized as a reminder to double back to these issues and to include outreach to Nevada's Health Community and other interested parties.

2. The second recommendation is for the Health Division, in concert with Nevada's Health Community to meet periodically to monitor the problem and continue to identify solutions. Periodic outreach to other partners such as the Legislative Hispanic Caucus, committees of the Nevada Legislature with primary jurisdiction for issues related to health care and professional licensing, the Ombudsman of Consumer Affairs and the Commission on Minority Affairs is important. Particular attention to various concerns regarding possible ramifications surrounding the reporting of unlicensed activity is advised.

3. The third recommendation is for the Health Division and the Attorney General's office, as well as the Nevada Legislature, to support, encourage, and facilitate the Executive Directors of the major health care boards to meet regularly to see how they can best share resources and training as well as discuss on-going efforts to address the issue of unlicensed health care. There is support for having a statute in place to aid a coordinated effort between certain boards and law enforcement as well as support for fining authorization and inclusion where appropriate for boards to obtain remuneration for investigative costs.

4. The fourth recommendation is for the Health Division and the Attorney General's office to consider supporting legislation giving certain Health Boards and Commissions the authority to conduct unannounced inspections. Supportive legislation giving those boards the authority to issue citations and prosecute violations of the scope of practice when appropriate should also be considered.

5. The fifth recommendation is for the Health Division and Attorney General's office to reexamine the definition of "direct supervision" between supervising physicians and medical assistants.

6. The sixth recommendation is for the State Health Officer to annually attend one state-wide meeting of the Sheriffs and Chiefs so as to help keep the lines of communication open between the Health Community of Nevada and the Law Enforcement Community.

7. The seventh recommendation is for the continued sharing of resources between the urban and rural parts of Nevada. The Las Vegas Metropolitan Police Department deserves recognition for its efforts to share training and information regarding Nevada's immigrant community regarding unlicensed health care in Nevada. Often there are resources available in urban areas that the rural areas do not have. It is also helpful during periodic reviews of policies and training to give attention to the changing demographics of Nevada.

8. The eighth recommendation is for continued recognition of the important role the Attorney General's office plays in facilitating and coordinating the information flow between local, state and federal law enforcement. The Prosecution Advisory Council plays a crucial role in the alignment of assets and building on shared strengths.

9. The ninth recommendation is for the Health Division to conduct an annual review of resources available to Nevada's most vulnerable populations and to prepare a report to share with other partners, including Nevada's Health Community, the media, and other entities such as the Mexican Consulate, Nevada's Congressional Delegation and anyone on the frontline of serving Nevada's vulnerable populations.

10. The tenth recommendation is for the Health Division to stay engaged with Nevada's Faith Community to share information and to keep the lines of communication open to Nevada's Hispanic communities and other vulnerable populations.

11. The eleventh recommendation is to encourage all of Nevada's health related licensing boards and commissions to share with their respective national associations this action plan and/or the fact that an initiative regarding unlicensed health care was undertaken to invite conversation and additional information from other statewide or other national groups.

12. The twelfth recommendation is for the Attorney General to share this plan with her colleagues in the National Association of Attorneys General and the Conference of Western Attorneys General, so as to both inform and invite further discussion of this important public policy issue.

13. The thirteenth recommendation is that this plan be distributed to other interested state legislatures through the national conference of state legislatures and other nationally recognized legislative forums.

14. The fourteenth recommendation is that this plan be distributed to Nevada's Congressional Delegation.

15. The fifteenth recommendation is that this plan be distributed to the Nevada Governor's office so it can be shared as appropriate with his colleagues and the staff of the National Governors Association, again to inform and invite discussion. It should be noted that the Governor's office has in the past held meetings with agencies and/or health care boards to discuss ways to address the issue of unlicensed health care and related issues.

## **CONCLUSION**

Nevada's demographics and the incidents that have occurred point to the fact that unlicensed health care is a serious and growing issue. There are also important related issues such as scams regarding immigration services, and the repeatedly mentioned access to care by Nevada's uninsured and under-insured that are beyond the scope of this Action Plan.

However unlicensed health care is an issue that will no doubt be dealt with by the 2013 Legislative Session. Outreach to and involvement with Nevada's Latino Community and

those who are trusted to give advice to Nevada's immigrant community is needed if we are to better protect Nevada citizens from unlicensed health providers.

There is no one solution, but the best path going forward includes public-private partnerships and shared resources. A coalition dealing with a related issue recently used the slogan, "The wrong help can hurt." It is up to all of us who were involved in this process to see to it that positive change continues to occur and to remember that a victim is a victim is a victim and that unlicensed health care is against the law.

Notes:

There are many people who have contributed to this project. Special acknowledgements are due to Jean Kvam from the Health Division for her enthusiasm and dedication and also Drew Bradley from the Latino Research Center for her hard work and caring. Nevada's Attorney General, Catherine Cortez-Masto also deserves mention for her leadership and for funding this project.

Anyone who has questions, comments, or suggestions can direct them to Frankie Sue Del Papa, [renofsdp@aol.com](mailto:renofsdp@aol.com) 775-322-1323.

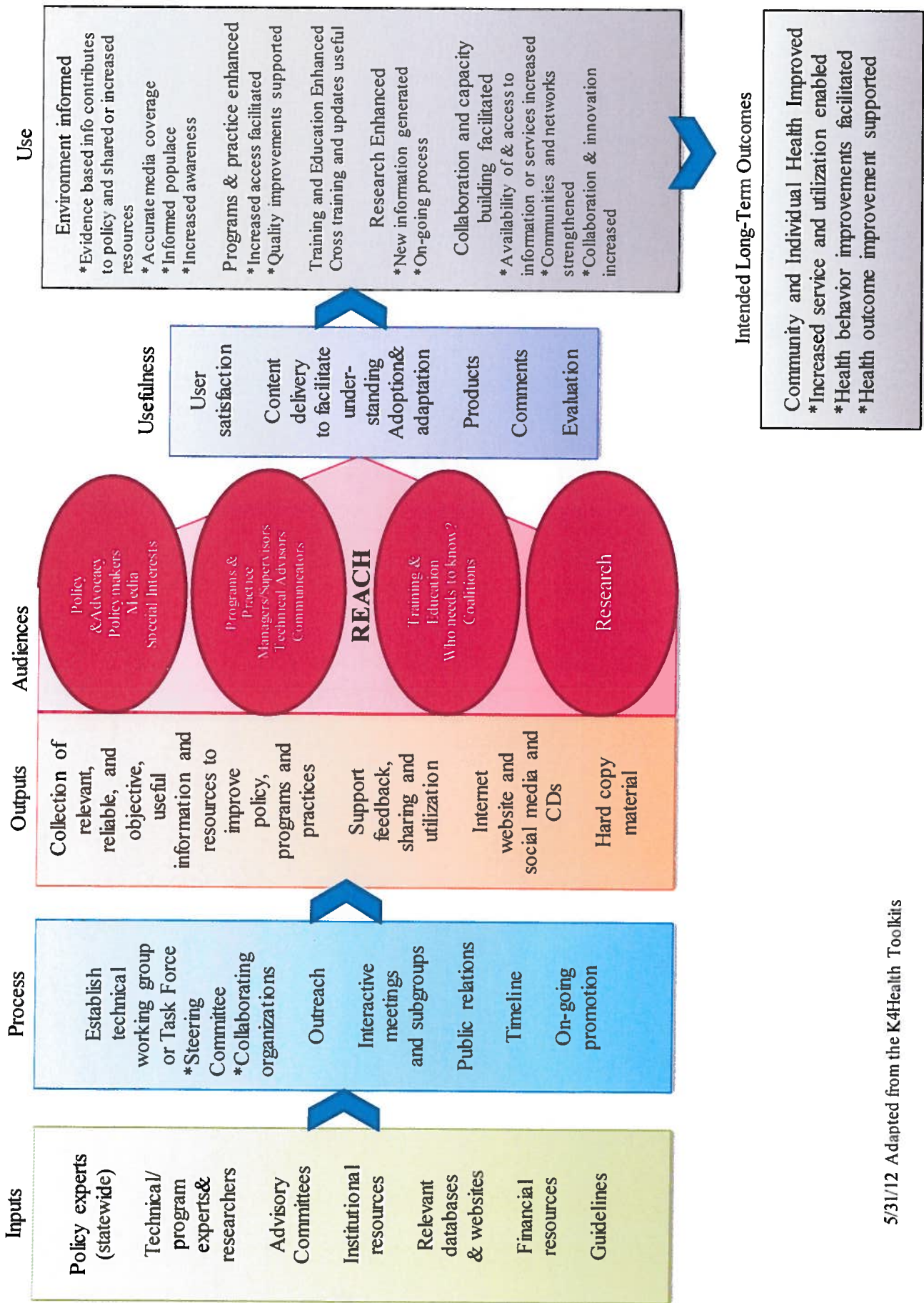
A short follow up evaluation will be done following the 2013 Nevada Legislative Session including a survey of all Nevada health related boards and commissions regarding steps they have taken to advance the objectives of responding to unlicensed health care.

## ACTION PLAN CONCEPT AND TOOLKIT AT A GLANCE

A *Toolkit At a Glance* is attached as a summary outline that discusses how to develop an Action Plan, represented through a conceptual framework chart outlining the steps necessary to develop a plan addressing the problems and challenges of a public health issue. The Toolkit is useful in facilitating and creating a process to address any number of matters and to bring about public-private partnerships. A one page summary of the efforts of the Unlicensed Health Care Task Force is also included.

## ACTION PLAN CONCEPT AND TOOLKIT AT A GLANCE

Conceptual framework for producing a Toolkit to address the problem and/or challenges of public health issues.



5/31/12 Adapted from the K4Health Toolkits

**SUMMARY****UNLICENSED HEALTH CARE IN NEVADA'S LATINO COMMUNITY**

What Nevada can do to address this issue

**IN BRIEF**

In response to a significant number of reports involving illegal health care in Nevada's Latino community, including death, an initiative was undertaken to create a cultural awareness program revolving around the issue of unlicensed health care. The initiative included discussions among community stakeholders, law enforcement, the Nevada State Health Division, and political leaders in order to identify immediate solutions, create an on-going process to increase collaboration and communication in developing a cohesive response to the growing incidences of these practices, and to communicate to the public at large the dangers of engaging unlicensed health care practitioners.

***RESPONDING TO UNLICENSED HEALTH CARE IN NEVADA: A Plan for Action*** is the result.

The full Plan includes a 50 State Statutory Review and an in-depth report about unlicensed activity. The Nevada Legislature is expected to address this issue during the 2013 Session.

The Plan includes many recommendations and strategies designed to educate policy makers and the public, and to increase cooperation between Nevada's Health and Law Enforcement Communities.

The Plan includes 2010 Census information that shows 26.5% of the population in Nevada are members of the Latino Community.

The Plan also includes a compilation of the extensive work the Latino Research Center of the University of Nevada, Reno has done on this project and the "NO a los Medicos Clandestinos" campaign.

2-1-1 in Nevada is now available to take reports of illegal health care activity.

**CONCLUSION**

Nevada is not the only state facing this problem. Unlicensed health care is a serious and growing issue and is against the law. Those who are interested in improving health care should also be interested in stopping unlicensed health care.



# ATENCIÓN MEDICA SIN LICENCIA EN LA COMUNIDAD HISPANA DE NEVADA

## Que puede hacer Nevada para abordar el problema

### En breve

En respuesta al gran número de reportes involucrados con atención médica ilegal en la comunidad hispana de Nevada, incluyendo reportes de muerte, se ha puesto en marcha una iniciativa de concientización en torno al problema de atención médica ilegal. La iniciativa incluyó discusiones entre las partes interesadas dentro de la comunidad, las fuerzas de seguridad y el orden, la división de salud del estado de Nevada, y líderes políticos para identificar soluciones inmediatas, crear un procedimiento que incremente la colaboración y la comunicación para desarrollar una respuesta cohesiva y responder a la creciente incidencia de estas prácticas, y para comunicarle al público el peligro de involucrarse con médicos clandestinos.

**Respondiendo a la práctica médica sin licencia en Nevada : *Un Plan Por Acción* es el resultado**

El Plan entero incluye una revisión del estatuto legal de 50 estados y un reporte a fondo sobre actividades ilegales. Se espera que la legislatura de Nevada aborde el problema durante el periodo de sesiones del 2013.

El Plan incluye varias recomendaciones y estrategias destinadas a educar tanto a legisladores como a los al público en general y para aumentar cooperación entre la salud de Nevada y las comunidades de la agencias del orden.

El Plan incluye información del Censo del 2010 que indica que el 26.5% de la población en Nevada son miembros de la comunidad Latina.

El Plan también incluye una compilación de el extensivo trabajo llevado a cabo por el Centro de Investigación Latino de la Universidad de Reno, Nevada en este proyecto y la campaña "NO a los Médicos Clandestinos."

2-1-1 en Nevada ahora está disponible para tomar reportes concernientes a actividades de atención médica ilegal.

### Conclusión

Nevada no es el único estado enfrentando este problema. Las prácticas de atención médica sin licencia son un problema grave y creciente y están reñidas con la ley. Aquellos interesados en mejorar el sistema de salud también deberían estar interesados en detener la práctica de la medicina sin licencia.



- 12. DISCUSSION and POSSIBLE ACTION: Recommend to the Southern Nevada Workforce Investment Area Local Elected Officials to Appoint Interim Executive Director Ardell Galbreth as Permanent Executive Director of Workforce Connections (Southern Nevada Workforce Investment Board)**

## RESUME

Ardell Galbreth

Las Vegas, Nevada 89139-6890

Home Phone:

Cell Phone:

## OBJECTIVE

Active role in executive leadership and team building in support of workforce development management and service delivery oversight initiatives

## SUMMARY OF QUALIFICATIONS

- MBA degree—with over 20 years of progressive workforce development and training systems implementation supported by a solid administrative and business development background
- Bachelor's degree in management studies, with over 15 years of executive management in workforce development
- Wrote, edited, and published handouts outlining workforce development systems and employment services programs
- Testified before U.S. Congress regarding resource issues and challenges impacting the nation's workforce development and services delivery system
- Facilitated Nevada-Arizona Workforce Development Summit with emphasis on partnerships and resource leveraging
- Provided liaison and technical assistance throughout the State of Nevada in the areas of workforce development
- Served as facilitator for special interest groups with emphasis in workforce development, career exploration and business ownership initiatives
- Averted Workforce Connections disallowed costs through research and examination of applicable workforce regulations and laws supporting stand-in cost activities while managing a budget in excess of \$25 million

## PROFESSIONAL EXPERIENCE

- Performed a case study which improved workforce development services productivity by more than 300% in 186 areas
- Developed fiscal resource publications and checklist guides for workforce development practitioners
- Reviews, monitors, and oversees the tracking and usage of workforce development services, resources and costs
- Developed, wrote, and successfully implemented workforce development strategic plans for the State of Nevada
- Analyzes alternatives and makes solid recommendations regarding personnel utilization, productivity, facilities, policies, procedures, and implementation of workforce development services
- Confers with, and briefs senior level executives and governmental officials regarding policy implementation and workforce development production goals and analysis
- Performs specific management support activities such as coordinating and facilitating executive boards in the area of workforce development services and activities
- Represents senior officials in executive level management during meetings and at social functions

## LEADERSHIP QUALITIES

- Provided leadership guidance through effective team-building and administrative management
- Led over 43,000 Air Force airmen with multiple career and educational disciplines
- Communicates advice and instructions which influence employees attitudes to achieve mission goals

## EMPLOYMENT HISTORY

2012 – Present	Interim Executive Director, Workforce Connections, Las Vegas, Nevada
2010 – 2012	Deputy Director, Workforce Connections, Las Vegas, Nevada
2006 – 2010	Deputy Director, Nevada’s Department of Employment, Training and Rehabilitation Las Vegas, Nevada
2002 – 2006	Deputy Executive Director, Southern Nevada Workforce Investment Board Las Vegas, Nevada
2001 – 2002	Director, Veterans Employment & Training Services, U.S. Department of Labor Carson City and Las Vegas, Nevada
1998 – 2001	Management Analyst, Department of Employment, Training & Rehabilitation, Employment Security Division, Workforce Investment Support Services Las Vegas, Nevada
1996 – 1998	Credit Union Financial Services Supervisor Las Vegas, Nevada
1994 – 1996	Command Senior Enlisted Advisor Davis-Monthan Air Force Base, Tucson, Arizona
1988 – 1994	Command Senior Enlisted Advisor Nellis Air Force Base, Las Vegas, Nevada
1986 - 1988	Chief Enlisted Manager – European Region Headquarters, Army and Air Force Exchange Service, Munich, Germany

## EDUCATION/CERTIFICATIONS

M.B.A. - University of Phoenix

B.S. in Management Studies - University of Maryland

A.A. in Business Management - Georgia Military College

A.A.S. in Hotel and Lodging Management - U.S. Air Force

Certified Public Manager – State of Nevada

## **PUBLISHED MANUSCRIPTS**

Enlisted Leadership—Charting the Stripes (1994)

Ethics in Administration (1981)

**13. 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**