

**REVISED**

*Workforce***CONNECTIONS**

**BOARD  
AGENDA**

**October 23, 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., Ste. 200, 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.

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 the (Board, Committee or Council) 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) hours 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 ..... 5
- 4. **DISCUSSION AND POSSIBLE ACTION**: Approve the Board Meeting Minutes of September 25, 2012..... 6
- 5. **DISCUSSION AND POSSIBLE ACTION**: In accordance with the Workforce Investment Act, the Southern Nevada Workforce Investment Board designates the following required partner entities to serve as Southern Nevada One-Stop Career Center Operator with oversight and System Design by Workforce Connections: ..... 15
  - AARP Foundation Senior Community Service (SCSEP) – Title V (Older Americans)
  - GNJ Family Life Center – WIA Title I (Adult and Dislocated Worker) ..... 16
  - Goodwill Industries of Southern Nevada – WIA Title I (Adult and Dislocated Worker) ..... 18
  - Las Vegas – Clark County Urban League – Community Services Block Grant ..... 20
  - Latin Chamber of Commerce Community Foundation – WIA Title I (Adult and Dislocated Worker)..... 22
  - Nevada Partners, Inc. – WIA Title I (Adult and Dislocated Worker)..... 24
  - Southern Nevada Regional Housing Authority (Housing and Urban Development) ..... 26
- 6. **ADULT & DISLOCATED WORKER UPDATE ~ Valerie Murzl, Chair**
  - a. **INFORMATION**: Funded Partner Demographics Report ..... 28
  - b. **PRESENTATION**: Video Presentation provided by Foundation for an Independent Tomorrow (FIT) Re-Entry Program ..... 30

7. **YOUTH COUNCIL UPDATE ~ Sonja Holloway, Chair**

- a. **INFORMATION**: Youth Council Meeting Minutes of September 12, 2012 ..... 32
- b. **DISCUSSION AND POSSIBLE ACTION**: Approve the Youth Council’s recommendation to publish a Request for Proposals (RFP) in an amount not to exceed \$500,000 to provide workforce, education and training services for transitioning foster youth and/or youth with disabilities ..... 39
- c. **DISCUSSION AND POSSIBLE ACTION**: Approve the Youth Council’s recommendation to execute a no-cost extension for Nevada Partners, Inc. (NPI) PY2011 contract through June 30, 2013..... 41
- d. **INFORMATION**: Summer Component/Year-Round Educational Expenditure Report Monthly Update ..... 43
- e. **PRESENTATION**: **Graduate Advocate Initiative & MGM Resorts Int’l Work Experience Program** ~ Byron Goynes & Detrick Stanford, Corporate Philanthropy Manager – MGM Resorts Corporate Philanthropy & Community Affairs..... 47

8. **OPERATIONS UPDATE:**

- a. **INFORMATION**: Budget & Finance Committee Minutes of October 3, 2012..... 55
- b. **DISCUSSION AND POSSIBLE ACTION**: PY2012 WIA Formula Budget July 1, 2012 through June 30, 2013 and PY2012 WIA Budget Narrative..... 63
- c. **REVIEW, DISCUSS, and ACCEPT**: ..... 70
  - i. Budget vs. Actual Finance Report (Workforce Connections’ Operations) for the Period July 1, 2012 through June 30, 2013 (Formula WIA)..... 71
  - ii. PY2011/2012 Awards & Expenditures Report – Monthly Update..... 72
  - iii. Summary of Direct Grants ..... 75
  - iv. Adult & Dislocated Worker and Youth Funding Plans ..... 77
  - v. Audit Findings Report..... 79
  - vi. Standing Professional Services Contracts..... 98

- 9. **DISCUSSION AND POSSIBLE ACTION**: Professional Services Contract – Review and approve the Budget & Finance Committee’s recommendation to extend CST Project Consulting contract through January 31, 2014 for an additional \$163,440, with the total amount not to exceed \$406,614, and an option to extend one additional year..... 105

10. **EXECUTIVE DIRECTOR UPDATE ~ Ardell Galbreth**..... 108

- a. **DISCUSSION AND POSSIBLE ACTION**: Professional Services Contract Process
- b. **DISCUSSION AND POSSIBLE ACTION**: Future agenda items requested by Board members

- 11. **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 ..... 109
- 12. Board Member Comments ..... 110
- 13. 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 September 25, 2012:

*workforce***CONNECTIONS**

**BOARD MEETING  
MINUTES**

**September 25, 2012  
10:00 a.m.**

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

**Members Present**

Commissioner Bill Kirby	Commissioner Tommy Rowe	Commissioner Lawrence Weekly
Councilman Bob Coffin	Councilwoman Anita Wood	Councilwoman Peggy Leavitt
Councilwoman Gerri Schroder	Dan Gouker	Dan Rose
Dr. David Lee	Hannah Brown, Chair	Maggie Arias-Petrel
Michelle Bize	Mujahid Ramadan	Pat Maxwell
Sonja Holloway	Valerie Murzl, Vice-Chair	William Bruninga (phone)

**Members Absent**

Bill Regenhardt	Charles Perry	Commissioner Butch Borasky
Dennis Perea	Mark Edgel	Willie J. Fields
Vida Chan Lin		

**Staff Present**

Ardell Galbreth, Executive Director	Suzanne Potter	Carol Turner
Jaime Cruz	Heather DeSart	Rick Villalobos
Kim Colagioia	Byron Goynes	Madelin Arazoza
Chris Shaw	Tom Dang	Deb Collins
Janice R. Greer	Maggie Mendez	Kenadie Cobbin-Richardson

**Others Present**

Scott Marquis, Legal Counsel	Stacy Howell, FIT
Jennifer Casey, FIT	Rene Cantu, Jr., LCCCF
Vincent Miller, Goodwill	Linda Montgomery, The Learning Center
Nield Montgomery, The Learning Center	Sharon Morale, LCCCF
Keith Hosannah, DETR/ESD/WISS	Derrick Berry, DETR
LeVerne Kelley, DETR	Thresea Kaufman, NHA
Suzanne Burke, Southern Nevada Children First	Janice M. Rael, Nevada Partners, Inc.
Helicia Thomas, GNJ	Michael Simmons, GNJ
Tracey Torrence, SNRHA	Elizabeth McDaniels, Goodwill
Trnee Stephenson, LCCCF	Dr. Tiffany Tyler, Nevada Partners, Inc.

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

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

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

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

*A motion was made to approve the agenda as presented by Councilwoman Gerri Schroder and seconded by Commissioner Valerie Murzl. Motion carried.*

3. FIRST PUBLIC COMMENT SESSION

**Bill Kirby, Esmeralda County:** Commissioner Kirby announced the 11<sup>th</sup> Annual Silver Peak or Bust Hike fundraiser scheduled on October 20<sup>th</sup> in Esmeralda County to benefit students involved in extracurricular activities. All proceeds will go toward lodging, transportation and food for the students. This is 34 mile hike from Fish Lake Valley, NV to over the Silver Peak Mountains. The course will be clearly marked and volunteers will be on hand throughout the course provide assistance, water, Gatorade or a ride if necessary. Last year's hike raised \$10,000 which was used to purchase clothes for one youth who needed an outfit for graduation, sweats for the girls' basketball team, athletic equipment among other things.

**Jennifer Casey, Foundation for an Independent Tomorrow (FIT):** Ms. Casey distributed FIT's Ex-Offender Program report for July – August 2012 and stated that an updated reported will be provided monthly at the Board and Adult & Dislocated Worker Committee meetings.

**Helicia Thomas, GNJ:** Ms. Thomas acknowledged the Board staff for doing a great job with the recent One-Stop training, which she said was informative and the trainer, Greg Newton, provided innovative strategies for the One-Stop. Ms. Thomas also recognized Jeannie Kuennen for providing technical assistance to GNJ staff.

4. DISCUSSION AND POSSIBLE ACTION: Approve the Board Meeting Minutes of August 28, 2012

*A motion was made to approve the Board Meeting Minutes of August 28, 2012 as presented by Commissioner Tommy Rowe and seconded by Commissioner Bill Kirby. Motion carried.*

5. ADULT & DISLOCATED WORKER UPDATE ~ Valerie Murzl, Chair

- a. DISCUSSION AND POSSIBLE ACTION: Accept staff's recommendation to rescind \$50,000 from Nye Communities Coalition's Program Year 2011/12 contract and utilize those funds in conjunction with an additional \$50,000 in Workforce Connections WIA Formula Funds to execute a \$100,000 contract with Lincoln County School District for the purpose of administering training and employment services to Adult and Dislocated Workers in Lincoln County. The dates of the contract shall be October 1, 2012 to June 30, 2013

Heather DeSart, Workforce Connections staff reported that moving these funds will ensure that the Lincoln County services can continue for the adult population. Prior to this request, Nye Communities Coalition (NYECC) was providing these services but they have concerns about the sustainability of the program because Lincoln County is so remote. Ideally the services should be provided locally by a local service provider. Lincoln County currently has a WIA Youth contract and agreed to take on the additional WIA ADW contract and NYECC agreed to rescind the \$50,000 to provide services in Lincoln County.

Councilman Bob Coffin asked if existing services in Nye County would be affected if the money is rescinded. Ms. DeSart said no, Nye Communities Coalition still has plenty of money in their contract.

*A motion was made to accept staff's recommendation to rescind \$50,000 from Nye Communities Coalition's Program Year 2011/12 contract and utilize those funds in conjunction with an additional \$50,000 in Workforce Connections WIA Formula Funds to execute a \$100,000 contract with Lincoln County School District for the purpose of administering training and employment services to Adult and Dislocated Workers in Lincoln County was made by Commissioner Bill Kirby and seconded by Councilwoman Peggy Leavitt. Motion carried.*

- b. INFORMAION: Funded Partner Demographics Report

Ardell Galbreth commented that the number of clients served as doubled in many instances. Mujahid Ramadan asked what the organization is doing differently to affect the numbers. Funded partner contracts have increased and more funds are going out to the community, replied Galbreth.

Chair Hannah Brown congratulated Mr. Galbreth on his new appointment as Executive Director and wished Valerie Murzl a Happy Birthday.



## 6. YOUTH COUNCIL UPDATE ~ Sonja Holloway, Chair

- a. INFORMATION: Youth Council Meeting Minutes of August 8, 2012
- b. DISCUSSION AND POSSIBLE ACTION: Approve the Youth Council's recommendation of the Summer School Remaining Expenditure Strategy for the Program Year 2012 Summer Component/Year-Round Programs to incorporate an educational budget line item which specifically contributes to attainment of a high school diploma and/or GED

Rick Villalobos, Workforce Connections Staff reported that at the last Board meeting staff was directed to provide strategic expenditure options for the remaining PY2012 Summer School program funds. The Youth Council discussed three options and is recommending the option to incorporate an educational budget line item which specifically contributes to the attainment of a high school diploma and/or GED. This option is flexible and incorporates year-round activities that support and contribute to the attainment of a high school diploma and/or GED, including boot camps, tutoring, and credit retrieval.

Commissioner Lawrence Weekly asked what marketing strategies will be implemented by the Youth funded partners to ensure these funds are expended as intended.

Mr. Villalobos replied that discussions are underway regarding next year's summer school component to make sure that the organization and funded partners know by January/February 2013 the exact needs for summer school. We plan to use a voucher program to help expedite the process of enrolling youth in summer school. The school district will provide the list of summer school class offered by February 2013.

The following Youth funded partners addressed Weekly's question regarding marketing strategies:

Dr. Renee Cantu reported that Latin Chamber of Commerce Community Foundation (LCCCF) uses multiple approaches to reach out to youth, including various forms of media marketing (television, newspaper, press releases, etc.) in English and Spanish as well as outreach to churches, community groups, community partners and through sponsoring events and activities. Also, the Individual Service Strategies (ISS) is an important tool to identify youth who want and/or need summer school; however, this year due to time constraints LCCCF staff was not able to adequately process the ISS forms and identify all youth that needed summer school. Suzanne Burke, Southern Nevada Children First said that they too struggled a bit with the timelines which allowed them only ten days to put the project together; however, they did manage to enroll 11 students for summer school, which is not as high as they would have liked. Ms. Burke reported that one barrier they came across was with the parents who encouraged their youth to work and earn a paycheck rather than attend the summer school session. For next year's summer program, SNCF is considering making it mandatory that if the participants want to participate in a work experience they have to participate in summer school first so they can receive both benefits. SNCF provides ongoing tutoring for the GED and proficiency exam preparation as well as works closely with Desert Rose Adult High School to capture the population who are currently out of school to make sure they get back into school to achieve either a high school diploma or GED.

Dr. Tiffany Tyler reported that Nevada Partners, Inc. partnered with the City of Las Vegas to disseminate the information throughout the community as well as Summer Business Institute. As youth came in to enroll requesting employment opportunities, Nevada Partners required copies of school transcripts. Dr. Tyler stated that a significant barrier was the process for providing summer school vouchers. NPI enrolled over 100 youth and successfully completed their partnership with Spring Mountain Youth Camp to ensure incentives were provided to the 67 youth that completed summer school. Moving forward, NPI was awarded the In-School Youth grant to provide youth services at seven high schools most in need. The goal is to serve 67 senior high school students to ensure a successful transition to graduation. Nevada Partners will continue a partnership with the City of Las Vegas Summer Business Institute and Spring Mountain Youth Camp and will continue to provide youth with summer school assistance, proficiency exam preparation, workshops and tutoring. Youth can access services at Nevada Partners, Monday through Friday, 10am to 6pm and Saturday, 10am – 2pm. Additional workshops are held right before proficiency exam assessments each quarter.

Commissioner Weekly stressed the importance of working closely with the Board staff to ensure that all available resources are reaching the populations most in need. Clark County Summer Business Institute representatives actually go into the schools to identify youth who need services rather than wait for the youth to contact them. Discussion ensued.

Mr. Villalobos reported that Nevada Partners/Spring Mountain Youth Camp and Youth Advocate Program/Juvenile Justice Services provide resources to the re-entry and/or incarcerated youth population.

Mujahid Ramadan suggested that Mr. Villalobos contact Jack Martin at Department of Juvenile Justice Services regarding youth who are held down there for varying periods of time and how they can be connected to the Youth Program and its resources.

Dan Gouker remarked that students can receive a certificate of completion but unlike a high school diploma it is not an education tool and students that receive credit for work experience does not equate to passing the proficiency exam. Last year, Clark County School District's population was around 322,000, of which 20% of seniors were credit deficient or had not passed the proficiency exam. If 1,200 of the seniors do not pass the exam by August they are essentially lost in the system.

Dr. Tyler replied that she is pleased to hear Mr. Gouker's passion and ensured that NPI's resources go to the clients first. While the summer school numbers reflect a small magnitude of youth receiving services, it is just one of the many program components that ensure youth successfully secure high school diplomas. Dr. Tyler confirmed NPI's commitment to afford services to individuals in need and offered to provide any information to the Board that would triangulate this, including how much is spent per participant and what gains result for each individual, which NPI consistently tracks. Nevada Partners has a formal partnership with CCSD so the magnitude of clients served will increase because the system now supports the vision.

Mr. Galbreth agreed that the summer school process and awarding of funds happened too late and did not allow the funded partners to carry-out an efficient summer school plan. We understand what happened and now we know what needs to be done moving forward, said Galbreth. Staff is working on a planning initiative to ensure a successful program for the upcoming school year.

Valerie Murzl inquired about the other \$900,000 awarded to the Summer Component/Year-Round funded partners, Mr. Galbreth replied that the money is being used to deliver an array of employment and training services including work experience opportunities, mentoring, tutoring and other services required under the Workforce Investment Act.

Councilwoman Anita Wood requested staff to provide an expenditure report for the Summer Component/Year-Round funds at the next Board meeting as well as provide a monthly expenditure report for the remaining summer school funds.

Commissioner Kirby suggested that Workforce Connections could design a youth camp to attract youth and provide them with instructional material, coaching, tutoring etc. to help them pass the proficiency exam and earn a high school diploma or GED.

Mr. Galbreth agreed and stated that there are a number of ways to recruit youth who are skill deficient and the agency will endeavor to do that.

Ms. Murzl recommended that in order to mitigate this problem from reoccurring there should be a roster made in advance that the funded partners can begin filling with WIA eligible youth who have committed to summer school. That way staff can monitor the list for gaps where more youth are needed to meet our goals. If necessary, staff can solicit assistance from Board members. Ms. Murzl said she could literally produce 900 youth if necessary.

Mr. Villalobos clarified that 2095 In-School and Out-of-School youth are being served of which 920 youth will be targeted specifically for the education component; however, not all will need summer school.

Maggie Arias-Petrel stated that 10<sup>th</sup> and 11<sup>th</sup> grade high school students need to be targeted, rather than wait until students become seniors; students should pass the proficiency exam in the 11<sup>th</sup> grade.

Commissioner Weekly said he was originally going to recommend that the Board retrieve and reallocate the remaining summer school funds, but staff agreed to provide regular updates so the Board can follow the expenditures closely.

***A motion was made to approve the Youth Council's recommendation of the Summer School Remaining Expenditure Strategy for the Program Year 2012 Summer Component/Year-Round Programs to incorporate an educational budget line item which specifically contributes to attainment of a high school diploma and/or GED by Commissioner Lawrence Weekly and seconded by Councilwoman Anita Wood. Motion carried.***

## 7. OPERATIONS UPDATE:

### a. 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)

Carol Turner, Workforce Connections staff reported that no change was made to this budget since the last meeting. Ms. Turner explained the definition of carry-forward and that carry-over funds are reallocated into next year's budget.

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

Ms. Turner provided an overview of the Budget vs. Actual Finance Report. This report reflects the Workforce Connections' portion of the budget and final year-end expenditures; the total budget is \$6.2 Million. The agency spent \$1.5 Million and \$1.1 Million was reverted to carry-forward. The carry-forward, including the \$5 Million from funded partners, is already worked into the PY2012 budget for funded partner contracts for next year.

#### iii. PY2011/2012 Awards & Expenditures Report Monthly Update

Ms. Turner provided an overview of the Adult and Dislocated Worker and Youth Awards & Expenditures report that reflects invoices through July 2012.

ADW: at the time of this report, all of the invoices were received except for CCSD – Desert Rose. The report has been broken down to show prior year, current and extended contracts in separate line items. Funded partners are still using PY2011 funds and are expected to begin using PY2012 funds in a couple months.

Commissioner Kirby asked if the agency has a contingency fund to respond to critical needs in the community, should they arise.

Ms. Turner replied that there is an approximate two month balance of funds remaining from all funding sources that is available to respond to critical needs. If there is not a critical need by the January through April timeframe, these funds will be added to the new funding received for PY2013 and approved for funded partner contracts.

Youth: the PY2011 youth contracts have two months remaining: August and September. Most of the Youth funded partners are using PY2011 funds through September 30<sup>th</sup> and a couple funded partners have started using PY2012 funds. There is approximately \$1.6 Million remaining PY2011 funds; the estimated remaining funds have already been approved for next year's contracts.

Direct Grants: Clark County Summer Business Institute is wrapping up their summer program. The Department of Justice – Get Out grant has been extended to December 31, 2012. A budget modification has been submitted for the Layoff Aversion PY2012 – Rapid Response and State Energy Sector Partnership (SESP) grants through June 2013.

#### iv. Adult & Dislocated Worker and Youth Funding Plans

Ms. Turner provided an overview of the ADW and Youth Funding Plan provided on page 43/44 of the agenda packet. Ms. Turner noted that a budget column was added to the report.

#### v. Audit Findings Report

Ms. Turner provided an overview of the Audit Findings report on page 45 through 48 of the agenda packet. Recently, Piercy, Bowler, Taylor and Kern (PBTk) conducted a short interim audit and will

be conducting the official A-133 Audit on November 13<sup>th</sup>. Also this month, DETR auditors, Derrick and Dwayne, were in monitoring, DOL auditors conducted YouthBuild's annual audit and representatives from DOL were in to review the SESP grant budget modification. Currently, staff is working on year-end and getting ready for the A-133 Audit; the information is due to PBTK by October 29<sup>th</sup>. Staff is working on Financial Edge (FE) reconciliations as well as considering new financial reports that can be automated from the FE system.

Michelle Bize requested staff to prepare a summary of Workforce Connections' direct grants with a brief description of each.

vi. Standing Professional Services Contracts

Commissioner Weekly opened a discussion regarding the renewal of professional services contracts and stated that the Board has an obligation to review contracts.

Dan Gouker stated that he has read the entire professional services contracts and agrees that the Board needs to be more involved in the contract process.

Mr. Galbreth stated that the new Bylaws authorize the ED to incur debt in an amount not to exceed \$25,000 annually for allowable expenditures for the continued operations and functions of the Board without prior approval by the Local Elected Officials and/or the Board; however, this is not for the purpose of approving items that are already in the budget.

Per the direction of the Board, Mr. Galbreth agreed to bring all contracts and contract renewals and/or extensions to the Board for approval prior to the contract's end date.

Mr. Galbreth noted that with this new process, there will be some disruption. For example, today, the agency had planned to enter into a contract agreement with Piercy, Bowler, Taylor and Kern for audit services. The proposal was previously discussed and vetted by the Board and based on the Board's approval staff developed a contract. Staff can bring the PBTK contract to the Board; however, staff will be hard pressed for time to meet the audit requirements. Mr. Galbreth asked the Board for a reprieve for a period of time until the new process is put into motion.

Chair Hannah Brown stated that the PBTK item was discussed and approved at a previous Board meeting and staff can move forward with the contract process.

Mr. Galbreth stated that there may be other contracts in process as well that are in the budget but have not yet been presented to the Board.

Scott Marquis, Legal Counsel, recommended that the contract process be placed on the next Board agenda for discussion and possible action.

The Board discussed the details of the Prism Global Management in-house human resources (HR) consultant services contract. After some discussion, the Board realized that it would be difficult to replace this contract with a qualified HR professional at the contract rate.

Mr. Galbreth stated that in order to reduce the Board's exposure to certain risk factors, the Local Elected Officials recommended that the agency hire a professional HR representative. Since entering into the contract agreement with Prism, many HR issues have been resolved and virtually all exposure to risk factors has been eliminated.

***A motion was made to accept the Operations Update Agenda Item 7.a (i.-vi.) by Councilwoman Gerri Schroder and seconded by Sonja Holloway. Motion carried.***

8. INFORMATION: WIA One-Stop System Partners Feedback ~ Maggie Mendez

Mr. Galbreth introduced Maggie Mendez, Workforce Connections' new One-Stop System/Center Manager.

Ms. Mendez provided a brief overview of the feedback received from the recent One-Stop System training provided by Greg Newton.

Currently there are presently 11 One-Stop System Partners; seven funded partners and four non-funded partners. The One-Stop System creates a network of partners working together to share resources, data and information.

Councilwoman Schroder thanked Ms. Mendez for providing the customer feedback in the agenda packet rather than having an oral presentation which can take up a lot of time and suggested this format for future Board meetings to save time.

9. **EXECUTIVE DIRECTOR UPDATE ~ Ardell Galbreth**

a. INFORMATION: Nevada Waiver Denial – September 2012

Mr. Galbreth reported that the State's waiver for a unified statewide workforce investment board was denied by the Department of Labor; backup supporting this is provided on pages 59-61 of the agenda packet.

Councilman Bob Coffin congratulated Mr. Galbreth for getting through this stressful time. The Governor's attempt to take over the Boards forced the agency to streamline its operations and administrative costs. Coffin stated that the Department of Labor denied the State's waiver because the majority of the Local Elected Officials opposed it and not because they felt the State did not deserve to do something in this arena. The agency still needs to gain confidence from the public. Also, Coffin said he is troubled that a member of the Board who is also an employee of the State did not warn his colleagues regarding the Governor's intentions to take over this Board. Coffin said this as a conflict of interest and hopes the Board and DETR build a much better line of communication.

Mr. Galbreth agreed and stated that the Board still has challenges ahead. If the Board does not comply in every aspect with the Workforce Investment Act it is at risk of not being certified. Every two years the Governor has to recertify the local workforce investment boards and Workforce Connections is up for recertification in December.

Mr. Galbreth stated that DETR is a required partner of the Board and One-Stop System according to the Workforce Investment Act. What concerns this Board should concern all Board members including the required partners; therefore, if anything comes up it should be brought to the attention of the Board by the particular member or members involved. Galbreth stated that Dennis Perea understands this and has acknowledged that perhaps there could have been better communication between DETR and Workforce Connections in this regard.

Commissioner Kirby encouraged the Board members to take a look at the agency's professional services contracts and requested that an item be placed on the next Board agenda to review the contract process. Galbreth said staff will present this to the Local Elected Officials and stated that all contracts are approved by the State of Nevada before they are entered into, which includes all the contracts listed on the PCS report in the agenda packet.

Councilwoman Leavitt asked what responsibility the Budget & Finance Committee has with respect to contracts. Galbreth said the Budget Committee allocates the budget according to line items and staff generates contracts based on the line items, but contracts are not submitted to the Committee for approval; however, staff will be happy to submit the contracts to the Budget Committee if the Board desires.

b. INFORMATION: Southern Nevada Workforce Investment Area Industry Sectors Report

Jaime Cruz, Workforce Connections provided an update on the industry sector support. The industry sector support is an important part of Workforce Connections' Two-Year Plan that was submitted to DETR and DOL and an integral part of the One-Stop System and Comprehensive One-Stop Center. A snapshot of the sector support training through WIA PY2011 Adult & Dislocated Worker formula funds and SESP grant funds is provided in the agenda packet. A total of 1,645 participants were trained across all of the sectors under the ADW program and an additional 922 participants were trained under the SESP grant.

Heather DeSart reported that of the 1,927 participants enrolled, 1,455 were placed in employment.

Councilwoman Wood asked staff to provide quarterly performance reports for sector support training and employment outcomes.

Councilwoman Schroder requested staff to provide the meeting minutes for the sector councils.

Galbreth replied that the sector council meetings are controlled by the State of Nevada. If Workforce Connections' staff receives the minutes, they will definitely be shared with the Board. Workforce Connections' staff will serve in an ex officio role on each of the sector councils and will provide regular reports to the Board.

Mr. Galbreth clarified that the previous discussion regarding contracts was specifically geared toward Workforce Connections' Professional Services Contracts, not vendor contracts (utilities, telecommunications, wireless services, etc.) and only the Professional Services Contracts will be brought to the Board; Chair Hannah Brown concurred.

10. SECOND PUBLIC COMMENT SESSION:

**Janice Rael, Nevada Partners, Inc. (NPI):** Ms. Rael distributed a report that summarizes Nevada Partner's progress since the beginning of this program year. Ms. Rael offered to provide more information regarding NPI's enrollments and services upon request.

Councilwoman Wood requested staff to add an agenda item for Board member comments and asked when John Chamberlain would be back to finish his presentation.

Ms. DeSart said Mr. Chamberlain will be at next month's Board meeting for a strategic planning session with the Board.

Councilman Coffin commented on the lack of direction regarding getting items placed on the agenda.

Mujahid Ramadan remarked that he wanted the Re-entry item on the agenda.

Chair Hannah Brown directed staff to add an agenda item wherein Board members can comment and/or request items to be placed on the agenda.

11. Adjournment

The meeting adjourned at 12:12 p.m.

**5. DISCUSSION AND POSSIBLE ACTION:** In accordance with the Workforce Investment Act, the Southern Nevada Workforce Investment Board designates the following required partner entities to serve as Southern Nevada One-Stop Career Center Operator with oversight and System Design by Workforce Connections:

**AARP Foundation Senior Community Service (SCSEP)** – Title V (Older Americans)

**GNJ Family Life Center** – WIA Title I (Adult and Dislocated Worker)

**Goodwill Industries of Southern Nevada** – WIA Title I (Adult and Dislocated Worker)

**Las Vegas – Clark County Urban League** – Community Services Block Grant

**Latin Chamber of Commerce Community Foundation** – WIA Title I (Adult and Dislocated Worker)

**Nevada Partners, Inc.** – WIA Title I (Adult and Dislocated Worker)

**Southern Nevada Regional Housing Authority** (Housing and Urban Development)

**SOUTHERN NEVADA WORKFORCE INVESTMENT BOARD  
ONE-STOP CAREER CENTER  
CONSORTIUM OPERATING AGREEMENT**

**INTRODUCTION**

This Consortium Operating Agreement (the "Agreement") is entered into pursuant to the Memorandum of Understanding (MOU) by and among Southern Nevada Workforce Investment Board and the Southern Nevada One-Stop Center Consortium signatory partners, hereafter referred to as "the One-Stop Partners" or "partners". As set forth in this MOU, specific costs to be shared will be delineated in a local site agreement Exhibit A.

**TERM**

The term of this Agreement is effective October 1, 2012, and will continue until terminated by either or the repeal of the Workforce Investment Act, or such time as any partner or partners modify or terminate their partnership responsibilities and refers to Southern Nevada One-Stop Center(s) Consortium Partners.

**INDIRECT COST OPERATING BUDGET**

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

**INDIRECT COST OPERATING BUDGET COST ALLOCATION  
METHOD**

Pursuant to the MOU, it is agreed that each Non-Funded Workforce Investment Act, Title I.B One-Stop Career Center Partners shall pay its allocated share of indirect operational costs with monetary contributions. All One-Stop Consortium allocated operating cost must be approved by the Southern Nevada Workforce Investment Board's executive director. Such indirect costs are costs that have been incurred for common or joint purpose and cannot be directly attributable/identifiable to one or more One-Stop Center Partner.

Costs will be allocated using the Full-Time Employee (FTE) allocation method for those Consortium Partners who have worksites established within the physical One-Stop Career Center. As such, when established, Exhibit A shall set forth the cost allocation percentages chargeable and identified to each One-Stop Center Partner.



**INVOICING AND PAYMENT**

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

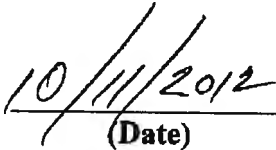
All payment is to be made to:

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


Exhibit A— Southern Nevada Workforce Investment Board One-Stop Career Center(s)  
Cost Sharing Budget

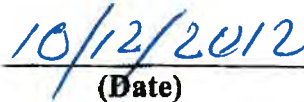
**Southern Nevada Workforce Investment Board One-Stop Career Center  
Consortium Operating Agreement  
Memorandum of Understanding  
Signature Execution**

  
\_\_\_\_\_  
(Authorized Person's Signature)

  
\_\_\_\_\_  
(Date)

  
\_\_\_\_\_  
One-Stop Career Center Partner (Agency Name)

  
\_\_\_\_\_  
Ardell Galbreth  
Executive Director  
Workforce Connections

  
\_\_\_\_\_  
(Date)

**SOUTHERN NEVADA WORKFORCE INVESTMENT BOARD  
ONE-STOP CAREER CENTER  
CONSORTIUM OPERATING AGREEMENT**

**INTRODUCTION**

This Consortium Operating Agreement (the “Agreement”) is entered into pursuant to the Memorandum of Understanding (MOU) by and among Southern Nevada Workforce Investment Board and the Southern Nevada One-Stop Center Consortium signatory partners, hereafter referred to as “the One-Stop Partners” or “partners”. As set forth in this MOU, specific costs to be shared will be delineated in a local site agreement Exhibit A.

**TERM**

The term of this Agreement is effective October 1, 2012, and will continue until terminated by either or the repeal of the Workforce Investment Act, or such time as any partner or partners modify or terminate their partnership responsibilities and refers to Southern Nevada One-Stop Center(s) Consortium Partners.

**INDIRECT COST OPERATING BUDGET**

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

**INDIRECT COST OPERATING BUDGET COST ALLOCATION  
METHOD**

Pursuant to the MOU, it is agreed that each Non-Funded Workforce Investment Act, Title I.B One-Stop Career Center Partners shall pay its allocated share of indirect operational costs with monetary contributions. All One-Stop Consortium allocated operating cost must be approved by the Southern Nevada Workforce Investment Board’s executive director. Such indirect costs are costs that have been incurred for common or joint purpose and cannot be directly attributable/identifiable to one or more One-Stop Center Partner.

Costs will be allocated using the Full-Time Employee (FTE) allocation method for those Consortium Partners who have worksites established within the physical One-Stop Career Center. As such, when established, Exhibit A shall set forth the cost allocation percentages chargeable and identified to each One-Stop Center Partner.

**INVOICING AND PAYMENT**

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

All payment is to be made to:

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


Exhibit A— Southern Nevada Workforce Investment Board One-Stop Career Center(s)  
Cost Sharing Budget

**Southern Nevada Workforce Investment Board One-Stop Career Center  
Consortium Operating Agreement  
Memorandum of Understanding  
Signature Execution**

  
\_\_\_\_\_  
(Authorized Person's Signature)

10-3-12  
\_\_\_\_\_  
(Date)

Goodwill of Southern Nevada  
\_\_\_\_\_  
One-Stop Career Center Partner (Agency Name)

  
\_\_\_\_\_  
Ardell Galbreth  
Executive Director  
Workforce Connections

10/12/2012  
\_\_\_\_\_  
(Date)

**SOUTHERN NEVADA WORKFORCE INVESTMENT BOARD  
ONE-STOP CAREER CENTER  
CONSORTIUM OPERATING AGREEMENT**

**INTRODUCTION**

This Consortium Operating Agreement (the “Agreement”) is entered into pursuant to the Memorandum of Understanding (MOU) by and among Southern Nevada Workforce Investment Board and the Southern Nevada One-Stop Center Consortium signatory partners, hereafter referred to as “the One-Stop Partners” or “partners”. As set forth in this MOU, specific costs to be shared will be delineated in a local site agreement Exhibit A.

**TERM**

The term of this Agreement is effective October 1, 2012, and will continue until terminated by either or the repeal of the Workforce Investment Act, or such time as any partner or partners modify or terminate their partnership responsibilities and refers to Southern Nevada One-Stop Center(s) Consortium Partners.

**INDIRECT COST OPERATING BUDGET**

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

**INDIRECT COST OPERATING BUDGET COST ALLOCATION  
METHOD**

Pursuant to the MOU, it is agreed that each Non-Funded Workforce Investment Act, Title I.B One-Stop Career Center Partners shall pay its allocated share of indirect operational costs with monetary contributions. All One-Stop Consortium allocated operating cost must be approved by the Southern Nevada Workforce Investment Board’s executive director. Such indirect costs are costs that have been incurred for common or joint purpose and cannot be directly attributable/identifiable to one or more One-Stop Center Partner.

Costs will be allocated using the Full-Time Employee (FTE) allocation method for those Consortium Partners who have worksites established within the physical One-Stop Career Center. As such, when established, Exhibit A shall set forth the cost allocation percentages chargeable and identified to each One-Stop Center Partner.

**INVOICING AND PAYMENT**

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

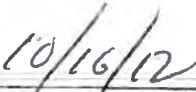
All payment is to be made to:

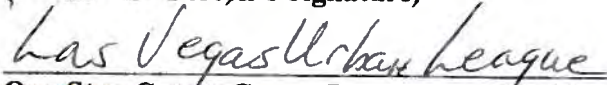
Workforce Connections  
Financial Department  
7251 West Lake Mead Blvd., Suite 200  
Las Vegas, Nevada 89128

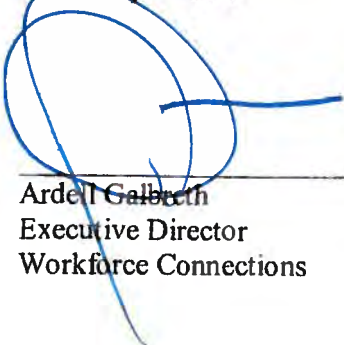
Exhibit A— Southern Nevada Workforce Investment Board One-Stop Career Center(s)  
Cost Sharing Budget

**Southern Nevada Workforce Investment Board One-Stop Career Center  
Consortium Operating Agreement  
Memorandum of Understanding  
Signature Execution**

  
\_\_\_\_\_  
(Authorized Person's Signature)

  
\_\_\_\_\_  
(Date)

  
\_\_\_\_\_  
One-Stop Career Center Partner (Agency Name)

  
\_\_\_\_\_  
Ardel Galbreath  
Executive Director  
Workforce Connections

  
\_\_\_\_\_  
(Date)

**SOUTHERN NEVADA WORKFORCE INVESTMENT BOARD  
ONE-STOP CAREER CENTER  
CONSORTIUM OPERATING AGREEMENT**

**INTRODUCTION**

This Consortium Operating Agreement (the "Agreement") is entered into pursuant to the Memorandum of Understanding (MOU) by and among Southern Nevada Workforce Investment Board and the Southern Nevada One-Stop Center Consortium signatory partners, hereafter referred to as "the One-Stop Partners" or "partners". As set forth in this MOU, specific costs to be shared will be delineated in a local site agreement Exhibit A.

**TERM**

The term of this Agreement is effective October 1, 2012, and will continue until terminated by either or the repeal of the Workforce Investment Act, or such time as any partner or partners modify or terminate their partnership responsibilities and refers to Southern Nevada One-Stop Center(s) Consortium Partners.

**INDIRECT COST OPERATING BUDGET**

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

**INDIRECT COST OPERATING BUDGET COST ALLOCATION  
METHOD**

Pursuant to the MOU, it is agreed that each Non-Funded Workforce Investment Act, Title I.B One-Stop Career Center Partners shall pay its allocated share of indirect operational costs with monetary contributions. All One-Stop Consortium allocated operating cost must be approved by the Southern Nevada Workforce Investment Board's executive director. Such indirect costs are costs that have been incurred for common or joint purpose and cannot be directly attributable/identifiable to one or more One-Stop Center Partner.

Costs will be allocated using the Full-Time Employee (FTE) allocation method for those Consortium Partners who have worksites established within the physical One-Stop Career Center. As such, when established, Exhibit A shall set forth the cost allocation percentages chargeable and identified to each One-Stop Center Partner.

**INVOICING AND PAYMENT**

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

All payment is to be made to:


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

Exhibit A— Southern Nevada Workforce Investment Board One-Stop Career Center(s)  
Cost Sharing Budget

**Southern Nevada Workforce Investment Board One-Stop Career Center  
Local Site Budget Operating Agreement  
Memorandum of Understanding  
Signature Execution**

  
\_\_\_\_\_  
(Authorized Person's Signature) 10/1/12  
\_\_\_\_\_  
(Date)

*Catin Chamber Foundation*  
\_\_\_\_\_  
One-Stop Career Center Partner (Agency Name)

  
\_\_\_\_\_  
Ardell Galbreth  
Executive Director  
Workforce Connections 10/05/2012  
\_\_\_\_\_  
(Date)

**SOUTHERN NEVADA WORKFORCE INVESTMENT BOARD  
ONE-STOP CAREER CENTER  
CONSORTIUM OPERATING AGREEMENT**

**INTRODUCTION**

This Consortium Operating Agreement (the "Agreement") is entered into pursuant to the Memorandum of Understanding (MOU) by and among Southern Nevada Workforce Investment Board and the Southern Nevada One-Stop Center Consortium signatory partners, hereafter referred to as "the One-Stop Partners" or "partners". As set forth in this MOU, specific costs to be shared will be delineated in a local site agreement Exhibit A.

**TERM**

The term of this Agreement is effective October 1, 2012, and will continue until terminated by either or the repeal of the Workforce Investment Act, or such time as any partner or partners modify or terminate their partnership responsibilities and refers to Southern Nevada One-Stop Center(s) Consortium Partners.

**INDIRECT COST OPERATING BUDGET**

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

**INDIRECT COST OPERATING BUDGET COST ALLOCATION  
METHOD**

Pursuant to the MOU, it is agreed that each Non-Funded Workforce Investment Act, Title I.B One-Stop Career Center Partners shall pay its allocated share of indirect operational costs with monetary contributions. All One-Stop Consortium allocated operating cost must be approved by the Southern Nevada Workforce Investment Board's executive director. Such indirect costs are costs that have been incurred for common or joint purpose and cannot be directly attributable/identifiable to one or more One-Stop Center Partner.

Costs will be allocated using the Full-Time Employee (FTE) allocation method for those Consortium Partners who have worksites established within the physical One-Stop Career Center. As such, when established, Exhibit A shall set forth the cost allocation percentages chargeable and identified to each One-Stop Center Partner.



**INVOICING AND PAYMENT**

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

All payment is to be made to:

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


Exhibit A— Southern Nevada Workforce Investment Board One-Stop Career Center(s)  
Cost Sharing Budget

**Southern Nevada Workforce Investment Board One-Stop Career Center  
Consortium Operating Agreement  
Memorandum of Understanding  
Signature Execution**

  
\_\_\_\_\_  
(Authorized Person's Signature)

9/24/12  
(Date)

Nevada Partners Inc.  
One-Stop Career Center Partner (Agency Name)

  
\_\_\_\_\_  
Ardell Galbreth  
Executive Director  
Workforce Connections

10/17/2012  
(Date)

**SOUTHERN NEVADA WORKFORCE INVESTMENT BOARD  
ONE-STOP CAREER CENTER  
CONSORTIUM OPERATING AGREEMENT**

**INTRODUCTION**

This Consortium Operating Agreement (the “Agreement”) is entered into pursuant to the Memorandum of Understanding (MOU) by and among Southern Nevada Workforce Investment Board and the Southern Nevada One-Stop Center Consortium signatory partners, hereafter referred to as “the One-Stop Partners” or “partners”. As set forth in this MOU, specific costs to be shared will be delineated in a local site agreement Exhibit A.

**TERM**

The term of this Agreement is effective October 1, 2012, and will continue until terminated by either or the repeal of the Workforce Investment Act, or such time as any partner or partners modify or terminate their partnership responsibilities and refers to Southern Nevada One-Stop Center(s) Consortium Partners.

**INDIRECT COST OPERATING BUDGET**

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

**INDIRECT COST OPERATING BUDGET COST ALLOCATION**

**METHOD**

Pursuant to the MOU, it is agreed that each Non-Funded Workforce Investment Act, Title I.B One-Stop Career Center Partners shall pay its allocated share of indirect operational costs with monetary contributions. All One-Stop Consortium allocated operating cost must be approved by the Southern Nevada Workforce Investment Board’s executive director. Such indirect costs are costs that have been incurred for common or joint purpose and cannot be directly attributable/identifiable to one or more One-Stop Center Partner.

Costs will be allocated using the Full-Time Employee (FTE) allocation method for those Consortium Partners who have worksites established within the physical One-Stop Career Center. As such, when established, Exhibit A shall set forth the cost allocation percentages chargeable and identified to each One-Stop Center Partner.

**INVOICING AND PAYMENT**

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

All payment is to be made to:

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


Exhibit A— Southern Nevada Workforce Investment Board One-Stop Career Center(s)  
Cost Sharing Budget

**Southern Nevada Workforce Investment Board One-Stop Career Center  
Consortium Operating Agreement  
Memorandum of Understanding  
Signature Execution**

  
\_\_\_\_\_  
(Authorized Person's Signature)

10/14/12  
\_\_\_\_\_  
(Date)

Southern Nevada Regional Housing Authority  
\_\_\_\_\_  
One-Stop Career Center Partner (Agency Name)

  
\_\_\_\_\_  
Ardell Galbreth  
Executive Director  
Workforce Connections

10/11/2012  
\_\_\_\_\_  
(Date)

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

- a. INFORMATION: Funded Partner Demographics Report

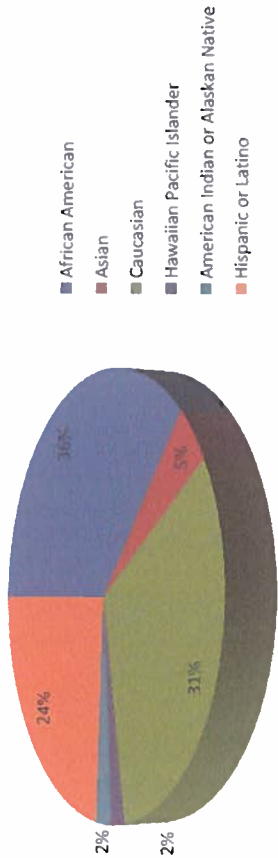
### New Enrolled Customers First Quarter PY 12 July 1, 2012 - September 30, 2012



Source: NVTrac 10/15/12

\*All WIA customers included

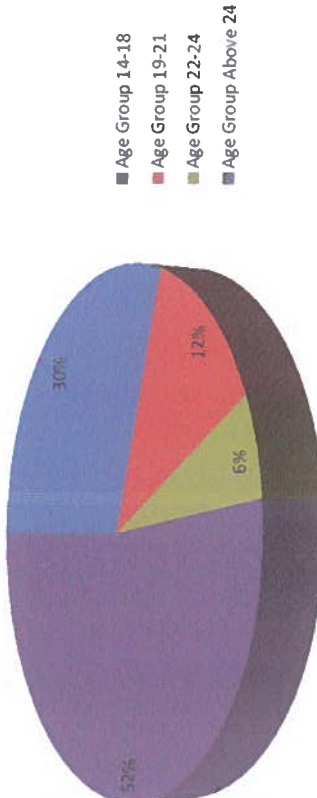
### Demographics First Quarter PY 12 - Race



Source: NVTrac 10/15/12

\*All WIA customers included

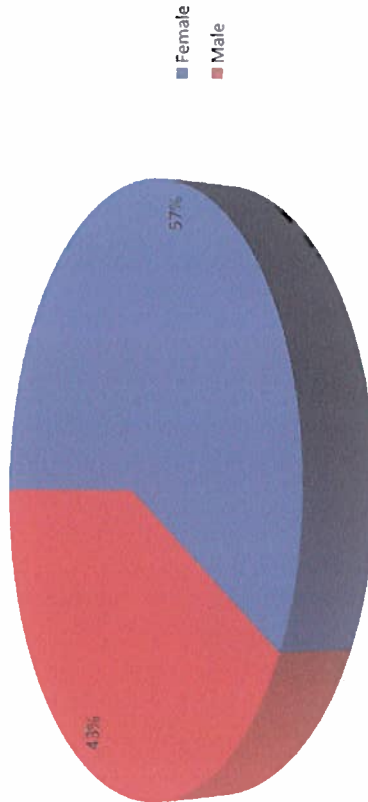
### Demographics First Quarter PY 12 - Age



Source: NVTrac 10/15/12

\*All WIA customers included

### Demographics First Quarter PY 12 - Gender



Source: NVTrac 10/15/12

\*All WIA customers included

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

- b. PRESENTATION: Video Presentation provided by Foundation for an Independent Tomorrow (FIT) Re-Entry Program

**Outline of FIT Re-Entry Initiative Program**

As of July 1, 2012, Foundation for Independent Tomorrow (FIT) was funded by Workforce Connections to conduct a Re-Entry Initiative. This program equips former prison inmates to overcome barriers to employment. In this 4 minute 10 second video, real clients in the program relay their experiences in the Re-Entry Initiative and in coping with re-entry.

**7a. YOUTH COUNCIL UPDATE ~ SONJA HOLLOWAY, CHAIR**

- a. INFORMATION: Youth Council Meeting Minutes of September 12, 2012



## MINUTES

### Youth Council Meeting September 12, 2012 11:00 a.m.

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

#### **Members Present**

Sonja Holloway, Chair Stavan Corbett	Vida Chan Lin	Dan Rose	Willie J. Fields
---	---------------	----------	------------------

#### **Members Absent**

None

#### **Staff Present**

Ardell Galbreth Clentine January Jennifer Padilla	Suzanne Potter Rick Villalobos Kimberly Colagioia	Carol Turner Jim Kostecki	Heather DeSart Byron Goynes
---	---	------------------------------	--------------------------------

#### **Others Present**

Sharon Morales, LCCCF Sonia McTaggart-Anderson, Andson Foundation Denise Gee, HELP of Southern Nevada Keith Hosannah, DETR WISS Arneller Mullins, Nevada Partners, Inc. Dr. Tiffany Tyler, Nevada Partners, Inc. Stacey Bostwick, SNRHA Capucine Holmes, LCCCF	Matt Hirsch, Andson Foundations Anthony McTaggart, Andson Foundation Terrie D'Antonio, HELP of Southern Nevada Michael Simmons, GNJ Family Life Center Sharaf Rogers, Nevada Partners, Inc. LaTanya Runnells, Nevada Partners, Inc. Pamela R. Posten, HELP of Southern Nevada Donna Bensing, New Horizons CLC
---	--

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

#### 1. - CALL TO ORDER:

The meeting was called to order by Chair Sonja Holloway at 11:05 a.m. Staff confirmed the meeting had been properly noticed and posted in accordance with the Nevada Open Meeting Law. Roll call was taken and a quorum present.

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

***MOTION: A motion was made to approve the agenda as presented by Willie J. Fields and seconded by Dan Rose. Motion carried.***

#### 3. - FIRST PUBLIC COMMENT SESSION

**Dr. Tiffany Tyler, Nevada Partners, Inc. (NPI)** – Nevada Partners, Inc. received a grant to begin on June 1 to provide services to adjudicated youth at Spring Mountain Youth Camp (SMYC) and partnered with Clark County Summer Business Institute (SBI) to prep their

youth prior to entering the SBI process and partnered with the City of Las Vegas Batteries Included program to provide services to address the high youth unemployment rate during the summer. Upon being awarded the grant, the Workforce Connections' Board directed NPI and other Youth Funded Partners to set aside 10% of their grant for summer school activities; however, Dr. Tyler noted that expending 10% of their grant on summer school assistance would have exceeded the number of clients they were required to serve by 50. NPI's contract was to serve 200 clients, which they exceeded. Dr. Tyler noted that having received their contract three months after the summer school registration process started in the school district posed certain challenges. To overcome these challenges, NPI held weekly summer school registrations, distributed flyers about their program community wide and attended Commissioner Weekly's town hall meeting to notify others that NPI had received funds to assist youth with summer school.

**Sharaf Rogers, Nevada Partners, Inc.** – Ms. Rogers reported that NPI had some issues with the Summer School funds received this summer due to untimely receipt of information and funds, which limited their ability to identify, outreach and provide summer school assistance to the youth, who were required to register for summer school through school counselors before NPI could pay for any classes.

Ardell Galbreth, Executive Director stated that staff has already begun to address these issues to ensure the process begins in a timely manner to allow the funded partners time to identify, enroll, and register youth in summer school activities.

**Sharon Morales, Latin Chamber of Commerce Community Foundation (LCCCF) & Stacey Bostwick, Southern Nevada Regional Housing Authority (SNRHA)** – Latin Chamber of Commerce Community Foundation and the Southern Nevada Regional Housing Authority are working together on the GIFT program. Ms. Morales (LCCCF) and Ms. Bostwick (SNRHA) had the opportunity to set-up summer work experiences throughout the valley this summer with various employers. Rocky McGee from Sierra Air and Adriana Johnson, a WEX participant at Sierra Air, shared about their experience from an employer and participant perspective.

4. – DISCUSSION and POSSIBLE ACTION: Approve the Youth Council Meeting Minutes of August 8, 2012

***MOTION: A motion was made to approve the Youth Council Meeting Minutes of August 8, 2012 as presented by Willie J. Fields and seconded by Vida Chan Lin. Motion carried.***

5. – INFORMATION: Welcome Stavan Corbett to the Youth Council

Stavan Corbett was welcomed and shared a few words with the Youth Council. Mr. Corbett currently serves as President on the Nevada State Board of Education District 5 and has prior work experience as a WIA case manager.

6. – INFORMATION: Sgt. Mark Sharp retired from the Las Vegas Metro Police Department and resigned from the Youth Council. A new representative from LVMPD will be considered to replace Sgt. Sharp.

Executive Director Galbreth expressed his appreciation for Sgt. Sharp and the other members of the Youth Council all of whom are deeply engaged with helping our youth. Because of the Youth Council members, the Youth Department is excelling in every way possible – hitting all performance measures, connecting with the youth and getting them into employment and training programs and addressing educational skills deficiencies.

Ricardo Villalobos, Youth Director, offered to prepare a letter of appreciation for Sgt. Sharp and submit it to Ms. Holloway for signature.

7. – DISCUSSION and POSSIBLE ACTION: Nomination and Appointment of new Vice-Chair

Chairwoman Sonja Holloway opened the floor for nominations for Vice-Chair. Dan Rose nominated Willie J. Fields; a vote was taken, all members were in favor.

8. – DISCUSSION and POSSIBLE ACTION: Approve one of the Summer School Remaining Expenditure Strategies

Mr. Villalobos provided an overview and the pros and cons for the three staff recommended strategy options to expend remaining Summer School funds, including:

1. Keep remaining 10% within each Summer Component/Year-Round Funded Partner budget aside for Summer School 2013
2. Utilize remaining 10% for credit retrieval/high school proficiency exam activities
3. Incorporate educational line item which specifically contributes to attainment of high school diploma

Mr. Villalobos reported a significant challenge with the summer school program this summer was starting the process too late. Funded partner's budgets and program scopes were not approved until April, which is too late in the year to properly identify and recruit WIA eligible youth. Moving forward, the process will begin earlier to allow funded partners sufficient time recruit WIA eligible youth. Also, a summer school voucher process will be in place to help expedite the process for enrolling youth in summer school classes.

Mr. Villalobos noted that out of the 400 expected enrollments, not all would require summer school. Only credit deficient youth and youth who had issues with the high school proficiency exam were identified for summer school. Other credit was gained through work experience credit, which is an equivalent of .5 credits.

Executive Director Galbreth stated that all three options are solid for moving our youth forward academically and commended the Youth Staff for their good work.

Dan Rose suggested that the funded partners provide input in this matter, Dr. Tiffany Tyler (NPI), Monique Harris (SNCF), and Sharon Morales (LCCCF) provided input and they all recommended expenditure strategy option 3 for its flexibility to provide youth all types of support that contributes to the attainment of a high school diploma.

Executive Director Galbreth suggested that the Youth Council direct staff to start planning for next year's summer school initiative as early as January 2013.

Staven Corbett stated that currently there are not enough diverse offerings for summer school so many youth who needed certain classes to make up credits were not able to do so because the classes were just not available. Mr. Corbett suggested that with coordination and data collection on some of the youth, certain classes can be offered to increase participation and provide support that specifically meets the needs of youth that are credit deficient. Mr. Corbett stated that although he does not know precisely how the process will look, he is available to assist in any way he can.

***A motion was made to approve strategy option 3 (incorporate educational line item which specifically contributes to attainment of HSD) by Willie J. Fields and seconded by Staven Corbett. Motion carried.***

9. – INFORMATION: Youth Funding Plan – August 2012

Carol Turner, Workforce Connections staff, provided an informational overview of the Youth Funding Plan on page 18 of the agenda packet. Ms. Turner noted that the report includes all of the July invoices through August 22<sup>nd</sup>. SBI has a small balance which is expected to be expended in their August invoice. There is a small amount of PY2011 Youth funds remaining, which should be expended by October, and by the second quarter of program year 2012, funded partners will begin expending PY2012 Youth funds and essentially, spending will be back on track. Approximately \$1.6 Million is remaining in funded partner contracts that end of September 30<sup>th</sup>. The only contract pending is for NPI's carry-forward youth in the Out-of-School Program.

10. – INFORMATION: Awards & Expenditures Report – August 2012

Jim Kostecki, Workforce Connections staff, provided an informational overview of the Awards & Expenditures Report on page 20 of the agenda packet. Mr. Kostecki noted that the report format has been updated; each contract is on a separate line item and contract dates have been added. Staff will continue to review and revise this report as needed.

This report includes all expenditures through July 2012, with the exception of CCSD, which was received after this report was produced. HELP of Southern Nevada has until September 30<sup>th</sup> to spend their existing PY2011 and they are on schedule to begin spending PY2012 funds by October 1<sup>st</sup>.

11. – INFORMATION: Negotiated Common Measures for Program Year 2012

Mr. Villalobos presented he statewide WIA Common Measures negotiated performance levels for PY2012:

<b>Common Measure</b>	<b>PY2011</b>	<b>PY2012 Negotiated</b>
<i>Placement in Education/Employment</i>	40%	47%
<i>Attainment of Degree/Certificate</i>	40%	47%
<i>Literacy/Numeracy Gains</i>	29%	29%

Heather DeSart, Workforce Connections Staff, reported that performance measures are negotiated every year by DETR and DOL, with input from the Southern and Northern Local Workforce Boards.

12. – INFORMATION: Graduate Advocate Initiative / MGM Resorts Int'l Work Experience

Byron Goynes, Workforce Connections staff, provided an overview and presentation on the Reclaim your Future Initiative.

Last year there was a big push in Southern Nevada to increase the graduation rate. The class of 2012, comprised of 20,969 senior high school students, had 10,766 students who were credit deficient and/or did not pass the High School Proficiency Exam. Superintendent Dwight Jones came on board with a focus to increase graduation outcomes; hence the Reclaim your Future initiative. Jones solicited organizations and business professionals to literally walk around neighborhoods and knock on doors where youth live that have dropped out of the school system. They specifically targeted senior students who had not reported to school this year. As a result, approximately 2,000 youth were reengaged at some capacity with their school. A partnership was developed with the Clark County School District, United Way of Southern Nevada, and Workforce Connections as well as funded partner, HELP of Southern Nevada. Ten schools have been identified with the highest drop-out rate as well as 2,000 students who need services through the Reclaim your Future Initiative. Through the

program over 300 students were assisted and received their high school diploma and some participated in four week work experiences.

One of the partners, MGM Resorts International hosted a breakfast for all 2,000 youth. With this partnership approximately 50 youth had the opportunity to be involved with MGM's four-week paid internship program and an estimated four to five youth were offered full-time employment at MGM Resorts.

Dietrich Sanford, MGM Resorts International Corporate Philanthropy Manager, expressed his gratitude for this partnership and opportunity to positively impact the community by hosting this summer work experience program at the MGM Resorts. Ten MGM properties hosted the program and sponsored youth in several areas including housekeeping, wedding chapel, the Shark Reef, legal, human resources and other non-gaming departments within the organization. The youth were mentored by department vice presidents, executives and supervisors and they all received a six hour workshop focused on job readiness and work skills. Mr. Sanford said the program was successful overall and MGM is looking forward to partnering again next summer.

Larry Lovelett, HELP of Southern Nevada shared about the program and working with the youth. Mr. Lovelett has worked with homeless youth for the past five years and has been involved with youth programs for about ten years. Two youth participants, Claudia and Jaime, participated in the Youth Internship Program and shared how completing the program has made a difference in their life.

Nevada Partners, Inc. has since joined the Reclaim your Future initiative and on Saturday, September 15<sup>th</sup> they will join Mr. Goynes and others to conduct another door-to-door solicitation for youth who have not shown up for the 2013 school year.

Mr. Goynes provide a video presentation highlighting the MGM Resort International Youth Internship Program.

Mr. Villalobos commended Mr. Goynes and the Youth Department staff for their efforts behind the scenes that made this program possible, HELP of Southern Nevada for their support and MGM Resorts International for facilitating the program.

13. – INFORMATION: Youth Department Director's Report ~ Ricardo Villalobos

Mr. Villalobos reported that senior students that did not graduate on schedule will have the opportunity as super seniors (5<sup>th</sup> year seniors) to continue their education the following year to obtain a legitimate high school diploma. The option for these senior students is to enroll in Adult Education.

Mr. Villalobos and Ms. DeSart attended a partnership pilot working session hosted by the Southern Nevada Regional Planning Coalition/Committee on Youth. The purpose was to bring together policy and program experts to discuss a cross-system collaborative to specifically target multiple system users, such as WIA, Foster Care, Housing, and Welfare recipients. Ms. DeSart stated that the idea is to saturate not duplicate services to our youth and provide them with everything they possibly need without duplicating services from multiple agencies.

14. – SECTION PUBLIC COMMENT SESSION

**Matt Hirsh, Andson Foundation**: Mr. Hirsch introduced two of his colleagues from the Andson Foundation, Sonia McTaggart-Anderson and Anthony McTaggart. Ms. Anderson is the Founder and Director of the Andson Foundation and Mr. McTaggart is the Co-founder and Director of Programs. The Foundation provides tutoring throughout the Boys & Girls

Clubs of Henderson and St. Jude's Ranch and also specializes in financial education and empowerment for youth and young adults in partnership with United Way of Southern Nevada. For the past two years, the Andson Foundations has provided afterschool tutoring by CCSD certified tutors, Monday through Thursday at seven sights, soon to be nine. The Foundation is privately funded with seed funding to begin its operations. As the Foundation grows and is able to demonstrate the quality of it services, other funding streams will be sought.

15. – Adjournment

The meeting adjourned at 12:15 p.m.

**7. YOUTH COUNCIL UPDATE ~ SONJA HOLLOWAY, CHAIR**

- b. DISCUSSION AND POSSIBLE ACTION: Approve the Youth Council's recommendation to publish a Request for Proposals (RFP) in an amount not to exceed \$500,000 to provide workforce, education and training services for transitioning foster youth and/or youth with disabilities

Approve the Youth Council's recommendation to publish a Request for Proposals (RFP) in an amount not to exceed \$500,000 to provide workforce, education and training services for transitioning foster youth and/or youth with disabilities

Proposals will be requested through a competitive procurement. All information regarding this RFP including specifications, forms, timelines and any addendums will be available via the *workforce*CONNECTIONS website at [www.nyworkforceconnections.org](http://www.nyworkforceconnections.org).



**7. YOUTH COUNCIL UPDATE ~ SONJA HOLLOWAY, CHAIR**

- c. DISCUSSION AND POSSIBLE ACTION: Approve the Youth Council's recommendation to execute a no-cost extension for Nevada Partners, Inc. (NPI) PY2011 contract through June 30, 2013

**Nevada Partners Inc. – No Cost Extension**

<b>Program Year:</b>	PY2011
<b>Program/Agency Name:</b>	Nevada Partners, Inc. – WIA Year Round Youth Program
<b>Location:</b>	710 W. Lake Mead Blvd. North Las Vegas, NV 89030
<b>Program Type:</b> <i>(Please note the funding stream)</i>	WIA Youth Formula
<b>Program Dates:</b>	October 30, 2012 – June 30, 2013
<b>Target Population:</b>	16 – 21 year old youth aging out of foster care, adjudicated youth, youth at risk of dropping out of high school, pregnant and parenting teens and homeless youth.
<b>Program Description:</b>	WIA youth from NLV, LV, and Henderson will be provided with intensive job placement assistance, college and career counseling services, education assistance (obtaining GED/High School Diploma) and training, and leadership development activities. The WIA 10 program elements will be implemented in the program for example, tutoring will include college and career counseling services, supplemental education assistance and training, GED exam preparation, bi-weekly employability training, SAT and ACT preparation, and quarterly CASAS assessments are included in the program.
<b>Contact Person &amp; Info.:</b>	Tiffany Tyler: <a href="mailto:ttyler@nevadapartners.org">ttyler@nevadapartners.org</a>

**7. YOUTH COUNCIL UPDATE ~ SONJA HOLLOWAY, CHAIR**

- d. INFORMATION: Summer Component/Year-Round Educational Expenditure Report – Monthly Update

**Monthly Update**

**Summer Component/Year-Round Program**

<b>Program Year:</b>	PY2012
<b>Program/Agency Name:</b>	Latin Chamber
<b>Expected Enrollment</b>	100
<b>Current Enrollment</b>	ISY – 72 OSY – 30
<b>Outreach</b>	We have outreached through press releases ,informational sessions, Television (Univision and Telemundo), radio (KRLVAM), newspapers (El Tiempo), Clark County juvenile justice services, Women's Resource Medical Center, Nevada partnership for Homeless youth, Desert Rose High School, Clark County School District Office of, Adult Education High School, the Latin Chamber of Commerce ,City of Las Vegas, East Valley Family Services, Pearson Center, Victory Outreach, Boys and Girls Clubs, Boy Scouts of America, and churches.
<b>10% Educational Line Item Amount</b>	\$1,425.00 summer school, \$1,625.00 summer work experience, which resulted in a ½ high school credit.
<b>Amount of 10% Educational Line Item Expended to date:</b>	\$3,050.00 Total
<b>Educational Services Provided</b>	Summer school and summer work study credit
<b>Other</b>	We will use the remaining educational funding to assist participants who need GED Prep classes, credit retrieval, and assistance with passing their high school proficiency's.

**Monthly Update**

**Summer Component/Year-Round Program**

<b>Program Year:</b>	PY2012
<b>Program/Agency Name:</b>	Nevada Partners
<b>Expected Enrollment</b>	200
<b>Current Enrollment:</b>	In-School = 133 Out-of-School= 4
<b>Outreach</b>	<ul style="list-style-type: none"> <li>• Outreaching to OSY at public housing and low income housing with our partnership with Southern Nevada Regional Housing Authority.</li> <li>• Monthly orientations at Desert Rose and Nevada Partners</li> </ul>
<b>10% Educational Line Item Amount</b>	We have expended/obligated \$5,102 for YIS summer school costs and \$94 for YOS summer school costs.
<b>Amount of 10% Educational Line Item Expended to date:</b>	We have expended/obligated \$24,713 in YIS WEXes under this grant. There are no YOS WEXes. The total number of WEXes has been 33.
<b>Educational Services Provided</b>	<ul style="list-style-type: none"> <li>• Supporting Independent Studies</li> <li>• Referring youth to tutoring to address proficiency exams and basic skills.</li> <li>• Coordinating upcoming proficiency boot camps at NPI locations</li> </ul>
<b>Other</b>	Upcoming College Tour

**Monthly Update**

**Summer Component/Year-Round Program**

<b>Program Year:</b>	PY2012
<b>Program/Agency Name:</b>	Southern Nevada Children First
<b>Expected Enrollment</b>	100
<b>Current Enrollment</b>	79
<b>Outreach</b>	<p>Our outreach activities included and continue to include (but are not limited to)–</p> <ul style="list-style-type: none"> <li>• Information about the program and summer youth scholarships and WEX sent to each high school counselor</li> <li>• We have opened relationship with the local high schools and title one coordinators for them to refer out of school youth to us.</li> <li>• This month we are holding a community outreach Halloween BBQ to at the Doolittle center.</li> <li>• We have canvassed known local section 8 areas to assist in finding out of school youth.</li> <li>• Flyers and information given to local churches.</li> </ul>
<b>10% Educational Line Item Amount</b>	\$25,000
<b>Amount of 10% Educational Line Item Expended to date:</b>	\$1894
<b>Educational Services Provided</b>	<p>Our plans to expend the remaining funds will include but will not be limited to:</p> <ul style="list-style-type: none"> <li>• GED and Proficiency preparation classes</li> <li>• Tutoring</li> <li>• Online classes</li> <li>• Credit retrieval courses</li> <li>• Educational visits to include – This month (October)</li> <li>• Event planning (to encourage critical thinking) Our youth will be shadowing event staff at the Shriners golf tournament to learn what it takes to pull that kind of an event together and the components required.</li> <li>• Finance and Banking classes (to encourage the use of Math skills)</li> <li>• Shopping exercises (to encourage the use of Math Skills)</li> <li>• The practical/educational exercises are used as a method to consolidate the knowledge in a practical manner, that they have learned in the classroom environment.</li> </ul>
<b>Other</b>	<p>Summer Work Experience – Total Expenditure to date is \$57908.82. (These funds were separate to the Summer School Allocation).</p>

**7. YOUTH COUNCIL UPDATE ~ SONJA HOLLOWAY, CHAIR**

**e. PRESENTATION:** Graduate Advocate Initiative/MGM Resorts Int'l Work Experience Program ~ Byron Goynes, Workforce Connections & Detrick Stanford, Corporate Philanthropy Manager – MGM Resorts Corporate Philanthropy & Community Affairs



# **MGM RESORTS**

## **INTERNATIONAL™**

Youth Internship Program  
Graduation Ceremony  
Wednesday August 15, 2012  
3:00 pm – 4:30 pm

**Christina Leathers**

Program Advisor | Opening Remarks  
MGM Resorts International

**Larry Lovelett**

HELP of Southern Nevada

**Byron Goynes**

workforce CONNECTIONS

**Mark Moore**

Honorary Guest Speaker  
MGM Resorts International

**Shalaun Wright**

Honorary Class Speaker | Class Video

**Jocelyn Bluit-Fisher, Denise Gee, and Bryon Goynes**

Certificates of Completion | Closing Remarks



## Momentum News and information from the MGM Resorts International Newsroom

### Future of the workforce: MGM Resorts summer youth interns graduate

August 17, 2012 by [Victoria Gonzalez](#) [Leave a Comment](#)



More than 40 recently graduated local high school students who joined the Company back in July for a five-week summer job program, graduated Thursday afternoon.

LAS VEGAS – Mark Moore, ARIA Assistant Director of Security, shared a few tips with the Company’s graduating summer youth interns Thursday afternoon.

Appreciate everything, especially the small things. Have a good attitude. Set attainable goals. Seek to improve yourself. Accept failure, you won’t get a fairytale ending each time. And, most important: “You are my future and everyone else’s in this room as well,” Mr. Moore, honorary guest speaker, said. “I don’t mess around with my future.”

He was speaking to more than 40 recently graduated local high school students who joined the Company back in July for a five-week summer job program. A partnership between Workforce Connections, HELP of Southern Nevada, and Clark County School District, the summer internships allowed students to work alongside different departments in properties across The Strip.

Shalaun Wright, honorary class speaker who spent her summer with the Corporate Human Resources department, is an aspiring fashion stylist but was glad to get the corporate experience. In a few weeks, she starts at College of Southern Nevada where she plans to get an associate degree in business before attending the Fashion Institute of Design and Merchandising.

“It’s exciting to have graduated (from the internship), but also bittersweet. I really enjoyed meeting and learning from everyone’s advice on being successful,” Ms. Wright said. “I still want to be a fashion stylist but I want to work for myself now and working here (this summer) gave me the knowledge to look at things the professional way.”

To learn more about program, [click here](#).



Sign In / Register ▾ Advertise | Subscriptions | Email alerts | e-Edition

Follow us

Tuesday, Sep. 4, 2012  
Partly Sunny, 100°  
Weather Forecast 

HOME NEWS SPORTS BUSINESS LIFESTYLES HEALTH ENTERTAINMENT TRAVEL OPINION OBITUARIES



**Pick the Pros**  
FOOTBALL CONTEST  
**FREE CONTEST** | **\$500,000 GUARANTEED** | **\$1 MILLION SEASON KICKER**

### Living

Comments (1) | Add a comment  
Back to: Living

## MGM Resorts internship program helps high school grads



MARTIN S. FUENTES/LAS VEGAS REVIEW-JOURNAL  
Intern Jessica Grant-Edwards, 18, feeds the fishes at the Mandalay Bay. [\(enlarge to view more\)](#)

*Correction:* 08/24/2012 -- A story in the Living section on Aug. 19 about high school interns at MGM Resorts referred to Jocelyn Bluitt-Fisher by the wrong title. She is director of corporate philanthropy and community affairs.

#### Tools

BY SONYA PADGETT [Like](#) [Tweet](#)  
LAS VEGAS REVIEW-JOURNAL

Posted: Aug. 19, 2012 | 2:02 a.m.  
Updated: Aug. 23, 2012 | 11:45 p.m.

[Email](#)  
[Print](#) [Share](#)



**KEURIG**  
BREWED

Look for the only mark of genuine Keurig quality.

**LEARN MORE**



One by one, 47 recent high school graduates stood in front of a crowded training room at MGM Resorts International's corporate office and answered a series of questions about their futures.

Where do you see yourself in five years? What career do you want? Where will you live and what kind of car will you drive? And, most importantly, how do you expect to pay for it all?

Perhaps not surprisingly, some of these young adults gave answers inspired by reality television.

"I watch 'The Hills,' " one well-dressed young woman said to Becky West, human resources director for Circus Circus, Gold Strike and Railroad Pass and the leader of this life skills class.

The young woman planned to be a personal stylist and fashion consultant. A cast member of "The Hills" launched her own style career by landing an internship with Vogue magazine. If she could make it in the competitive industry of celebrity style consultants, a young, recent high school graduate from Las Vegas could, too. Right?

West, who watches the same TV show, injected a dose of reality into the young woman's plans. Such a scenario, she explained, is unlikely when you aren't famous and lack industry connections. Although it isn't impossible to land a high-profile fashion internship, she added, it's always smart to have a backup plan.

The new graduates, all members of the "Reclaim Your Future" program, which helps at-risk students graduate from high school, were a few days into internships at MGM properties. Every Friday throughout their five-week program, they gathered in a classroom to receive the kind of guidance that even well-established adults could benefit from. The program ended last week.

MGM Resorts was one of several local companies that partnered with Workforce Connections Las Vegas to be part of the summer program.

The latest Bureau of Labor statistics show that the national teen unemployment rate has held steady at 24 percent during the past

Save RSS



RELATED CONTENT

MGM Resorts International's creditworthiness strengthened

MGM Resorts announces plans for nongaming hotel in China

MGM Resorts Got Talent

MGM Resorts narrows third-quarter net loss

Fitch upgrades debt covering MGM Resorts International

MGM Resorts plans Bellagio, MGM Grand hotels in Mumbai, India

MGM Resorts International will report earnings May 4

Kerkorian to leave MGM Resorts board in June

MGM Resorts to gain majority ownership of MGM Grand Macau

MGM reinvents loyalty program



Download The App!

year. Combined with Nevada's low graduation rate, 56 percent, local teens are at a disadvantage in the workforce, said Byron Goynes, community and employment liaison for Workforce Connections, a U.S. Department of Labor board that distributes funds to help train and employ Southern Nevadans.

All of the interns in the "Reclaim Your Future" program had been at risk of not graduating a year ago, he said. Through a series of training seminars, coaching and tutoring, they were put on track to graduate this year. Their reward for finishing high school was a paid internship where they could learn what it meant to have a job and what kind of training and education they would need to build a career, he added.

This was the first time the company took on interns directly out of high school, said Jocelyn Bluitt-Fisher, vice president of corporate diversity and community affairs for MGM Resorts.

"We hope to show the students what's next," Bluitt-Fisher said. "Now that they've graduated, we want to give them exposure to job opportunities ... we have in the company."

Even though MGM is a gaming company, Bluitt-Fisher said, there is a wide variety of careers that make up the corporation. Graduates were placed in nongaming departments including corporate philanthropy, spas, pools, special events and attractions.

Jessica Grant-Edwards, 18, was the envy of her peers as she landed one of the more coveted internships at Shark Reef at Mandalay Bay.

She had never been to the aquarium and had never imagined that someone could have a career working with fish in Las Vegas.

"This is so cool," she said as she prepared to feed some of the fish on a recent Friday.

Though she wants to be a therapist one day, she is starting to think of other possibilities, maybe something working with animals.

In addition to the jobs, the interns received training in business etiquette, how to do interviews, write resumes, search for a job, network and other areas, West said. They talked about the graduates' five- and 10-year plans. They helped them realize that driving a new luxury car right out of high school wasn't a practical choice for everyone.

Ivan Poma, 18, was assigned to corporate events, the department that is tasked with planning a variety of large-scale events, including New Year's Eve celebrations, conventions and more. He enjoys working with his hands and hopes to one day work in a creative field where he invents things. But the life skills training helped him realize that he will need to get a job to earn money so that he can eventually go to college.

"That really opened my eyes," Poma said of the life skills seminar. "I've really got to start planning."



Contact reporter Sonya Padgett at [spadgett@reviewjournal.com](mailto:spadgett@reviewjournal.com) or 702-380-4564. Follow @StripSonya on Twitter.

**Trending topics:**byron goynes | high school | interns | Ivan poma | jessica grant-edwards | jocelyn bluit-fisher | Las Vegas | mgm grand | MGM resorts internship program | photos color fuentes | reclaim your future program | Sonya Padgett

## Comments

Registration Notice: The Review-Journal has implemented a new registration procedure that requires all existing and new accounts to validate and login using Facebook. Visit the [Registration FAQ](#) for more information.

### Terms & Conditions

The following comments are provided by readers and are the sole responsibility of the authors. The Review-Journal does not review comments before publication nor guarantee their accuracy. By publishing a comment here you agree to abide by the **comment policy**. If you see a comment that violates the policy, please use the Report Abuse button.

Some comments may not display immediately due to an automatic filter. These comments will be reviewed within 24 hours. **Please do not submit a comment more than once.**

### Sign In to Comment

Please sign in or register to comment. For more information visit the [Registration FAQ](#).

Note: Comments made by reporters and editors of the Las Vegas Review-Journal are presented with a yellow background.



**Bronson Frick**

Aug. 21, 2012 | 12:41 p.m.

This program doesn't just give "exposure to job opportunities" but also exposes new generations of young people to life-long careers in smoke-filled environments. For the health of everyone in the casino industry job sector, these workplaces should be 100% smokefree. Smoking sections and even sophisticated ventilation systems do not eliminate the serious health hazards of secondhand smoke. Everyone deserves the right to breathe clean air at work - regardless of the color of their collar.

Contact the R-J  
Report a news tip/press release  
Privacy Statement

Subscribe  
Send a letter to the editor  
 RSS

Report a delivery problem  
Feedback  
 Twitter

Put the paper on  
Jobs at the R-J  
 Facebook

Copyright © Stephens Media LLC 1997 - 2012

**8. OPERATIONS UPDATE**

**a. INFORMATION:** Budget & Finance Committee Minutes of October 3, 2012

*workforce***CONNECTIONS**  
**MINUTES**

of the meeting of the

**BUDGET & FINANCE COMMITTEE**  
Wednesday, October 3, 2012

The Budget & Finance Committee held a public meeting on October 3, 2012, beginning at 10:11 a.m. at the following location:

At its principal office at 7251 West Lake Mead Blvd., Suite 200,  
Conference Room 200, Las Vegas, Nevada.

The site was connected by speaker telephone and voice stream link. The public was invited to attend at this location.

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

The meeting was called to order by Vice-Chair, Hannah Brown. Present were Chair, Councilwoman Gerri Schroder (via telephone), Bill Bruninga (via telephone), Dan Gouker, and Commissioner William Kirby (via telephone).

Absent was Vida Chan Lin.

Staff confirmed the agenda; meeting date/time/location had been properly noticed and posted in accordance with the Nevada Open Meeting Law. Present were various staff members of *workforce***CONNECTIONS** and members of the public were asked to sign in, and the sign in sheets are attached to the original minutes as Exhibit A.

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

*A motion to approve the agenda as presented was made by Commissioner William Kirby and seconded by Dan Gouker. Motion carried.*

3. Public Comment (1<sup>st</sup> period).

Members of the public may now comment on any matter posted on this Agenda, which is before this committee 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.

*The Vice-Chair opened the meeting to Public Comment to members of the public. No members of the public made comment and therefore the Public Comment Session was closed by Hannah Brown, Vice-Chair presiding.*



4. Approval of minutes of the previous Budget & Finance Committee meeting of July 31, 2012.

*A motion to approve the meeting minutes of July 31, 2012 as presented was made by Dan Gouker and seconded by Commissioner William Kirby. Motion carried.*

5. Discussion and Possible Action: PY2012 WIA Formula Budget July 1, 2012 through June 30, 2013 and PY2012 WIA Budget Narrative.

Carol Turner, financial staff presented the PY2012 WIA Formula Budget with no revision to revenues and its associated PY2012 WIA Budget Narrative.

- No change to estimated revenues.
- A recommendation to combine two line items into one through the Financial Edge (FE) system: Equipment Repairs – line item 7075 and Facilities Maintenance – line item 7075 with no funding added to these two line items.
- Admin Support Contracts – line item 7080 will decrease \$25,000, the Executive Search is no longer necessary and moved to line item Strategic Initiative – WIA – line item 8900.
- Program Support Contracts – line item 7085 will increase \$70,000 for the One-Stop strategic planning training that occurred in August/September and Web Development for the new One-Stop System and NVTrac.
- Payroll Services and Bank Fees – line items 7130/7135 will increase \$10,000 estimated increase in bank fees. The Executive Director has a meeting set with Wells Fargo Bank to discuss a reduction in fees. Discussion ensued regarding the continued efforts to receive reduced fees for Payroll Services and Bank Fees through Wells Fargo Bank. If negotiations are unsuccessful, *workforce*CONNECTIONS staff will consider publishing an RFP to review options from other financial institutions (i.e. Zion Bank, Nevada State Bank, Bank of Nevada, etc.) for lower rates for the same products and services.
- Strategic Initiative – WIA – line item 8900 a decrease of \$55,000 to fund program contracts and these funds are available for future Board initiatives.

*A motion was made to approve the PY2012 WIA Budget July 1, 2012 through June 30, 2013 and PY2012 WIA Budget Narrative as presented by Dan Gouker and seconded by Bill Bruninga. Motion carried.*

6. Review, Discuss, and Accept Reports:
- a. Budget vs. Actual Finance Report (Workforce Connections' Operations) for the period July 1, 2012 through June 30, 2013 (Formula WIA)

Carol reported on the PY2012 WIA Formula Expenses Administrative and Program Operating Budget on page 15 of the agenda packet. Line item 7080/7085 – Program Support

Contracts for the One-Stop System/Center training and the NVTrac system maintenance is exceeding projections. Carol further stated that the percentage of Program Year Concluded is 8.33% well within budget for one month on all line items.

b. PY2011/PY2012 Awards & Expenditures - Monthly Update

Carol presented the PY2011/PY2012 Awards and Expenditures for Adult/Dislocated Worker and Youth through August invoices on pages 16-18 of the agenda packet.

	Adult Expenditures	Dislocated Worker Expenditures	% Spent
WIA PY2011-PY2012 Adult & DW Green Sector	58%	42%	49.58%
WIA PY2011-PY2012 Adult & DW Health Sector	68%	32%	37.42%
WIA PY2011-PY2012 Adult & DW Rural Services	56%	44%	40.24%
WIA PY2012 Adult & DW Re-Entry Services	100%	0%	5.17%
<b>Total PY2011-PY2012 Adult &amp; Dislocated Worker</b>	<b>62%</b>	<b>38%</b>	<b>40.86%</b>
	Youth In-School	Youth Out-Of-School	% Spent
WIA PY2011 Youth General	47%	53%	31.23%
WIA PY2011 Youth Tri County	56%	44%	47.69%
WIA PY2011 Youth Re-Entry Advocate Programs	0%	100%	3.93%
<b>Total PY2011 Youth</b>	<b>48%</b>	<b>52%</b>	<b>31.88%</b>
<b>Direct Grants PY2010/PY2011</b>			<b>% Spent</b>
WIA PY2010/PY2011 Governor's Reserve Youth			71.54%
Direct Adult & DW Grants			70.17%

Carol stated staff is transitioning from the prior year contract amounts into the present year funding. Continuing contracts are broken down into two lines (for transparency purposes) for each contract. Carol further identified a new Service Provider to WIA as a replacement to Caliente – The Youth Re-Entry Advocate Program that services the In-School younger than 18 years of age group.

Councilwoman Gerri Schroder, Chair of the Budget & Finance Committee joined the meeting via telephone at 10:35 a.m.

Hannah Brown queried if the Department of Justice – Get Out program grant is automatically renewed or does *workforceCONNECTIONS* request renewal. Heather DeSart, Deputy Director responded that the Department of Justice has not released another opportunity to bid for those funds. If they do, staff will certainly pursue the funds. *workforceCONNECTIONS* has a no-cost extension attached to this grant until December 31, 2012.

c. Adult/Dislocated Worker and Youth Funding Plans

Carol presented and identified each line item listed in the Adult/Dislocated Worker and Youth Funding Plan on page 19 and 20 of the agenda packet. Additional columns have been included since there is less quarters to reflect on the report: Budget; Remaining Available

Funds; Projections Based on Monthly Invoices (for four quarters); Projected PY2012 Total, and Remaining are in the construct of the report.

Dan Gouker queried the dollar amount for the One-Stop Operation. Ardell Galbreth responded that *workforceCONNECTIONS* would be opening a One-Stop Center/System with the associated operating costs:

- Lease agreement
- Operating costs (infrastructure-data automation, partners support services, utilities, furniture/equipment, etc.)
- Tenant improvements
- 3 Personnel have been hired to date

Ardell stated his anticipation to enter into a lease agreement for a specific location prior to the end of 2012. He further stated that the concern is to ensure that *workforceCONNECTIONS* is in full compliance in accordance with the Workforce Investment Act by the end of the year due to *workforceCONNECTIONS*' Board Recertification on or about December 31, 2012. If *workforceCONNECTIONS* has a fully executed lease agreement with the operating schedule and expenses outlined within, the request for Recertification should be sufficient to satisfy the U.S. DOL requirements. If *workforceCONNECTIONS* does not have this information outlined for the One-Stop requirement, it could be problematic and staff would work with the State on this issue.

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

Carol presented the monthly report of Audit Findings for Program Year 2010 (Year Ended June 30, 2011) October 2012 Report updates on pages 21 – 24 of the agenda packet. The Schedule of Expenditures of Federal Awards (SEFA) report is due on October 29, 2012 to the auditors. Fiscal is wrapping up reconciliations and producing a new report for the Audit team. The audit will begin on November 13, 2012. The auditors completed preliminary work in September and provided a list of items to produce for their upcoming audit in November.

*workforceCONNECTIONS* staff will work diligently to ensure that the auditors “sample” documents versus 100%. *workforceCONNECTIONS* staff ran programs in-house so there will be additional Client Eligibility files to audit.

Carol stated that she anticipates 5-6 of the findings removed, that significant progress on the balance of the findings will occur with a probable balance of 4-5 findings (a significant reduction to the list) remaining. Whether the auditors will give *workforceCONNECTIONS* credit for having a CPA on board when he started on February 29, 2012 will depend on the auditors as well.

Ardell stated *workforceCONNECTIONS* is in a better position with regard to the Fiscal Department and audits that the majority of the findings certainly will disappear. Example of a finding that would reoccur: The manner in which *workforceCONNECTIONS* receives its cash from the State and the timeline to expend. Unless

**workforceCONNECTIONS** has some form of unrestricted reserve funding or have direct EFT access to draw the money down when needed, there is going to be a time lag when the drawn funds are expended after receipt. Ardell stated that the Board has an opportunity to explain a finding, why the finding exists, and the corrective action taken.

Commissioner William Kirby queried if the Service Providers were turning in their reports timely. The big contention was that the delay compromised the ability to get ready for the year-end when contributors are late. Carol responded that this was a much simpler year-end because the contracts ended on June 30, 2012. The Service Providers do not have the 60-day period for closeout it is considered a regular month (30 days) and the providers have submitted all of their invoices to date. Staff has issued inventory sheets and those are the only 'Pink Papers' issued in the last 3 months.

**e. PBTk Scope of Work Update**

Carol presented the executed Letter of Engagement with the appropriate estimated fee schedule attached on pages 25 – 27 of the agenda packet with a total fee amount of \$75,724.

**f. DETR 2011 Final Report of Technical Assistance Review of *workforceCONNECTIONS*' Fiscal Operations**

Carol presented the Nevada Department of Employment, Training and Rehabilitation 2011 Final Report of the Technical Assistance Review of NVWorkforce Connections' Fiscal Operations from the audit conducted in September 2011 for the prior year books with positive results.

Jim Kostecki stated that aside from PBTk auditors conducting audits, DETR Auditors (impressed with the function/detail of the FE system and the results that can be expected from the system), YouthBuild auditor from the Department of Labor, and U.S. DOL Auditor for SESP all audited all within the 2-3 week timeframe in September.

Councilwoman Schroder stated that some of the findings are administrative and wanted to confirm that staff is properly trained in the job duties as a result of the report findings. Ardell responded that the staff is "well qualified and well trained" and there is excellent oversight by Jim Kostecki, Finance Manager and Carol Turner, Finance staff with marked improvement in the fiscal department.

***A motion was made to accept the reports as presented by Bill Bruninga and seconded by Dan Gouker. Motion carried.***

**7. Discussion and Possible Action: Professional Services Contract – Review and approve staff's recommendation to extend CST Project Consulting contract through January 31, 2014 in an additional amount of \$163,440.00 with a total amount not to exceed \$406,614.00 and an option to extend one additional year.**

Ardell presented and read the recommendation from staff for the Professional Services Contract to extend CST Project Consulting and the associated Scope of Work. Discussion ensued and a thank you extended to Carol Turner for the work she has executed to date.

***A motion was made to approve the recommendation from staff to extend the contract for CST Project Consulting through January 2014 as presented by Councilwoman Gerri Schroder and seconded by Commissioner William Kirby. Motion carried.***

8. Discussion and Possible Action: Budget and Finance Committee 2013 Calendar of meeting dates/time.

Ardell presented the Budget & Finance Committee 2013 Calendar to the committee for review and consideration. As a result, the committee requested that staff modify the date for the July meeting (move it back another week was suggested) and forward the revised calendar to the Committee members.

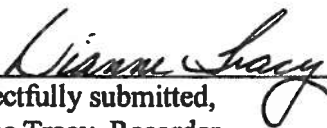
***A motion was made to accept the Budget & Finance Committee 2013 Calendar with the recommended suggestion, modify the calendar, and forward the modification to the Committee members by Dan Gouker and seconded by Councilwoman Gerri Schroder. Motion carried.***

9. Public Comment and Discussion (2<sup>nd</sup> period).

Members of the public may now comment on any matter or topic, which is relevant to or within the authority or jurisdiction of the Committee. 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.

***The Vice-Chair opened the meeting to Public Comment to members of the public. No members of the public made comment and therefore the Public Comment Session was closed by Hannah Brown, Vice-Chair presiding.***

10. Adjournment unanimously approved at 11:49 a.m.

  
Respectfully submitted,  
Dianne Tracy, Recorder

**BUDGET COMMITTEE 2013 CALENDAR - REVISED**

Wednesday, January 16, 2013	10:00am
Wednesday, February 6, 2013	10:00am
Wednesday, March 6, 2013	10:00am
Wednesday, April 3, 2013	10:00am
Wednesday, May 1, 2013	10:00am
Wednesday, June 5, 2013	10:00am
Tuesday, July 9, 2013	11:30am -- (working lunch)
Wednesday, August 7, 2013	10:00am
Wednesday, September 4, 2013	10:00am
Wednesday, October 2, 2013	10:00am
Wednesday, November 6, 2013	10:00am
Wednesday, December 4, 2013	10:00am

**8b. DISCUSSION AND POSSIBLE ACTION: PY2012 WIA Formula Budget July 1, 2012 through June 30, 2013 and PY2012 WIA Budget Narrative**

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

Revenue by Funding Stream	Approved Budget PY2012	Proposed Budget PY2012	\$ Change	Available for LWIB Operations		TOTAL
				10% Admin	10% Program	
PY2012 Adult	6,316,715	6,316,715	-	631,672	631,672	6,316,715
PY2012 Dislocated Worker	6,847,926	6,847,926	-	684,793	684,793	6,847,926
PY2012 Youth	6,337,899	6,337,899	-	633,790	633,790	6,337,899
PY2011 Adult Carry Forward	1,000,000	1,000,000	-	100,000	100,000	1,000,000
PY2011 Dislocated Worker Carry Forward	1,000,000	1,000,000	-	100,000	100,000	1,000,000
PY2011 Youth Carry Forward	3,000,000	3,000,000	-	300,000	300,000	3,000,000
Other Revenues (Interest)	25	25	-		25	25
Governor's Reserve - Strategic Initiative			-		-	-
<b>Total Revenue by Funding Stream</b>	<b>\$ 24,502,565</b>	<b>\$ 24,502,565</b>	<b>\$ -</b>	<b>\$ 2,450,255</b>	<b>\$ 2,450,280</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			TOTAL
Adult Services	5,853,371	5,853,371	-			5,853,371
Dislocated Worker Services	6,278,340	6,278,340	-			6,278,340
Youth Services	7,470,319	7,470,319	-			7,470,319
<b>Subtotal Community Resource Allocations</b>	<b>\$ 19,602,030</b>	<b>\$ 19,602,030</b>	<b>\$ -</b>			<b>\$ 19,602,030</b>

Board Operations	Approved Budget PY2012	Proposed Budget PY2012	\$ Change	Admin	Program	Total
Subtotal Operating Expenditures	4,900,535	4,900,535	-	1,857,034	3,043,501	4,900,535
<b>Total Expenditures</b>	<b>\$ 24,502,565</b>	<b>\$ 24,502,565</b>		<b>\$ 1,857,034</b>	<b>\$ 3,043,501</b>	<b>\$ 24,502,565</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ 593,221</b>	<b>\$ (593,221)</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 - October 2012)**

Board Operations	Authorized FTE	Actual FTE	Approved Budget PY2012	Proposed Budget PY2012	\$ Change	Admin	Program	Total
6500 Salaries	28.88	25.88	2,413,763	2,413,763	-	796,542	1,617,221	2,413,763
7000 Accounting and Auditing			350,000	350,000	-	350,000	-	350,000
7005 Legal Fees			50,000	50,000	-	50,000	-	50,000
7010 Legal Publication Advertising			18,000	18,000	-	5,040	12,960	18,000
7020 Licenses and Permits			3,000	3,000	-	840	2,160	3,000
7025 Dues and Subscriptions			12,000	12,000	-	3,360	8,640	12,000
7030 Postage and Delivery			3,000	3,000	-	840	2,160	3,000
7035 Printing and Reproduction			12,000	12,000	-	3,360	8,640	12,000
7040 Office Supplies			15,000	15,000	-	4,200	10,800	15,000
7045 Systems Communications			50,000	50,000	-	14,000	36,000	50,000
7050 Tuition, Training, and Seminars - Staff			40,000	40,000	-	11,200	28,800	40,000
7055 Travel and Mileage - Staff			30,000	30,000	-	8,400	21,600	30,000
7060 Utilities (included in Rent)			-	-	-	-	-	-
7065 Telephone			30,000	30,000	-	8,400	21,600	30,000
7070 Rent (Offices)			365,348	365,348	-	102,297	263,051	365,348
7075 Equipment Repairs			1,500	-	(1,500)	-	-	-
7075 Facilities Maintenance			5,000	6,500	1,500	1,820	4,680	6,500
7080 Admin Support Contracts			145,000	120,000	(25,000)	120,000	-	120,000
7085 Program Support Contracts			30,000	100,000	70,000	-	100,000	100,000
7090 Non-Board Meetings and Outreach			30,000	30,000	-	8,400	21,600	30,000
7095 Board Meetings and Travel			8,000	8,000	-	-	8,000	8,000
7100 Insurance			40,000	40,000	-	11,200	28,800	40,000
7100-7120 Employee Fringe Benefits			809,818	809,818	-	267,240	542,578	809,818
7125 Employer Payroll Taxes			71,804	71,804	-	23,695	48,109	71,804
7130/7135 Payroll Services and Bank Fees			6,000	16,000	10,000	16,000	-	16,000
7200 Equipment - Operating Leases			15,000	15,000	-	4,200	10,800	15,000
7600 Youth Program Activities			15,000	15,000	-	-	15,000	15,000
7605 Adult/DW Program Activities			15,000	15,000	-	-	15,000	15,000
8500 Capital - Equipment and Furniture			75,000	75,000	-	21,000	54,000	75,000
8510 Capital - Software NVTrac - Data System			100,000	100,000	-	-	100,000	100,000
8900 Strategic Initiative - WIA			141,302	86,302	(55,000)	-	86,302	86,302
<b>Subtotal Board Operations</b>			<b>4,900,535</b>	<b>4,900,535</b>	<b>-</b>	<b>1,832,034</b>	<b>3,068,501</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 – Community Resource Allocation:**

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 \$1,750,000 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 and an extension for Nye Community Coalition youth program in the amount of \$150,000.

**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

- 6500 - Salaries: \$2,413,763** – Allocated costs for administrative and program staff salaries.
- 7000 - Accounting and Auditing: \$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 |
- 7005 Legal 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.
- 7010 Legal Publication Advertising: \$18,000** – Allocated costs for legal publications including job postings, Request for Proposals notices, and controlled advertisements.
- 7020 Licenses and Permits: \$3,000** – Allocated costs for software licenses and permits associated with new computers or purchased upgrades for current software.
- 7025 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.
- 7030 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.
- 7035 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.
- 7040 Office Supplies: \$15,000** – Allocated costs for various office supplies needed for every day operations.
- 7045 Systems Communications: \$50,000** – Allocated costs for support systems such as data backup, T-1 lines, and web hosting for internal e-mail support.
- 7050 Tuition, 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.
- 7055 Travel and Mileage (Staff): \$30,000** – 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.
- 7060 Utilities: \$0** – Allocated costs for utilities which are currently included in the monthly lease agreement.

- 7065 Telephone: \$30,000** – Allocated costs for all activities related to telephone services including local and long distance phone charges and wireless communication.
- 7070 Rent (Offices): \$365,348** – Allocated costs for Workforce Connections’ office space for staff in support of the Board’s administrative and programmatic functions.
- 7075 Equipment Repairs: \$0 – a decrease of \$1,500** – Allocated costs for equipment repair or breakdowns. This account line also provides funds for repairs to our green training vehicle. This decrease combines the Equipment Repairs line item with the Facilities Maintenance line item of the same account code.
- 7075 Facilities Maintenance: \$6,500 – an increase of \$1,500** – Allocated costs for facility repairs or maintenance not included in the monthly rent payments for Workforce Connections’ administration offices. This increase combines the Equipment Repairs line item with the Facilities Maintenance line item of the same account code.
- 7080 Admin Support Contracts: \$120,000 – a decrease of \$25,000**– Allocated costs for administrative support agreements and temporary staffing with focus on administrative, fiscal, and personnel management. A decrease in the amount of \$25,000 for an Executive Director search that was not necessary.
- 7085 Program Support Contracts: \$100,000 – an increase of \$70,000** – Allocated costs for program support agreements and temporary staffing to support program and data support activities. This increase will fund one-stop strategic planning training and web development for the one-stop and Workforce Connections website.
- 7090 Non-Board Meetings and Outreach: \$30,000** – Allocated costs for business and employer outreach initiatives to attract businesses and establish partnerships for workforce development and employer services.
- 7095 Board Meetings and Travel: \$8,000** – Allocated costs for facility and event related charges tied to board and committee meetings and Board travel to grant activities.
- 7100 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.
- 7100-7120 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.
- 7125 - Employer Payroll Taxes: \$71,804** – Allocated costs for employer payroll taxes which are calculated at 3% of total salaries.

**7130-7135 Bank/Payroll Services: \$16,000 – an increase of \$10,000** – Allocated costs for various banking services which include wire transfers, ACH payments, and payroll services. This 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.

Bank Fees	\$9,000
Payroll Services	\$7,000

**7200 Equipment – Operating Leases: \$15,000** – Allocated costs for existing leases on copiers and postage meter equipment as well as any rental equipment needed in daily operations.

**7600 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.

**7605 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.

**8500 Capital – Equipment and Furniture: \$75,000** – Allocated costs for equipment and furniture including computers, servers, and furniture for administrative and programmatic support staff.

**8510 Capital – Software NVTrac Data System: \$100,000** – Allocated costs for contractual expenditures related to the completion and maintenance of the NVTrac data tracking system.

**8900 Strategic Initiatives: \$86,302 – a decrease of \$55,000** – 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. These funds are available to be allocated for future workforce initiatives approved by the Board. A decrease in the amount of \$80,000 will fund Program Support Contracts for one-stop strategic planning training and web development for the one-stop and Workforce Connections website as well as additional Payroll Services and Bank Fees for semi-annual bank fees and Paylocity payroll check and tax payment services. An increase in the amount of \$25,000 for an Executive Director search that was not necessary.

**8c. REVIEW, DISCUSS, and ACCEPT:**

- i. Budget vs. Actual Finance Report (Workforce Connections' Operations) for the Period July 1, 2012 through June 30, 2013 (Formula WIA)
- ii. PY2011/2012 Awards & Expenditures Report – Monthly Update
- iii. Summary of Direct Grants
- iv. Adult & Dislocated Worker and Youth Funding Plans
- v. Audit Findings Report
- vi. Standing Professional Services Contracts

**JULY 2012 REPORT**

**workforce CONNECTIONS**

PY2012 WIA Formula Expenses

Administrative and Program Operating Budget

For the Period : July 1, 2012 through June 30, 2013

**% of Program Year Concluded 8.33%**

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
6500	Salaries	796,542	1,617,221	2,413,763	23,179	91,568	114,747	773,363	1,525,653	2,299,016	2.91%	5.66%	4.75%
7000	Accounting and Auditing	350,000	0	350,000	15,511	0	15,511	334,489	0	334,489	4.43%	0.00%	4.43%
7005	Legal Fees	50,000	0	50,000	230	514	743	49,770	-514	49,257	0.46%	0.00%	1.49%
7010	Legal Publication Advertising	5,040	12,960	18,000	0	0	0	5,040	12,960	18,000	0.00%	0.00%	0.00%
7020	Licenses and Permits	840	2,160	3,000	60	135	195	780	2,025	2,805	7.16%	6.23%	6.49%
7025	Dues and Subscriptions	3,360	8,640	12,000	190	425	615	3,170	8,215	11,385	5.66%	4.92%	5.13%
7030	Postage & Delivery	840	2,160	3,000	27	61	88	813	2,099	2,912	3.21%	2.82%	2.93%
7035	Printing and Reproduction	3,360	8,640	12,000	0	0	0	3,360	8,640	12,000	0.00%	0.00%	0.00%
7040	Office Supplies	4,200	10,800	15,000	133	298	431	4,067	10,502	14,569	3.17%	2.76%	2.87%
7045	System Communications	14,000	36,000	50,000	1,058	2,368	3,426	12,942	33,632	46,574	7.56%	6.58%	6.85%
7050	Tuition, Training and Seminars	11,200	28,800	40,000	101	225	325	11,099	28,575	39,675	0.90%	0.78%	0.81%
7055	Travel and Mileage (Staff)	8,400	21,600	30,000	220	489	709	8,180	21,111	29,291	2.62%	2.26%	2.36%
7060	Utilities (Included in Rent)	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%
7065	Telephone	8,400	21,600	30,000	312	697	1,009	8,088	20,903	28,991	3.71%	3.23%	3.36%
7070	Rent	102,297	263,051	365,348	6,572	14,704	21,276	95,725	248,347	344,072	6.42%	5.59%	5.82%
7075	Facilities Maintenance	1,820	4,680	6,500	0	60	60	1,820	4,620	6,440	0.00%	1.27%	0.92%
7080/7085	Support Contracts	145,000	30,000	175,000	20,693	6,419	27,112	124,307	23,581	147,888	14.27%	21.40%	15.49%
7090	Non-Board Meetings & Outreach	8,400	21,600	30,000	63	140	203	8,337	21,460	29,797	0.74%	0.65%	0.68%
7095	Board Meetings and Travel	0	8,000	8,000	0	98	98	0	7,902	7,902	0.00%	1.22%	1.22%
7100	Insurance	11,200	28,800	40,000	0	0	0	11,200	28,800	40,000	0.00%	0.00%	0.00%
7120	Employee Fringe Benefits	267,240	542,578	809,818	10,924	24,440	35,364	256,316	518,138	774,454	4.09%	4.50%	4.37%
7125	Employer Payroll Taxes	23,695	48,109	71,804	592	1,326	1,918	23,103	46,783	69,886	2.50%	2.76%	2.67%
7130/7135	Payroll Services and Bank Fees	6,000	0	6,000	275	0	275	5,725	0	5,725	4.59%	0.00%	4.59%
7200	Equipment - Operating Leases	4,200	10,800	15,000	246	550	796	3,954	10,250	14,204	5.86%	5.09%	5.31%
7600	Youth Program Activities	0	15,000	15,000	0	0	0	0	15,000	15,000	0.00%	0.00%	0.00%
7605	Adult/DW Program Activities	0	15,000	15,000	0	0	0	0	15,000	15,000	0.00%	0.00%	0.00%
8500	Equipment and Furniture	21,000	54,000	75,000	114	257	371	20,886	53,743	74,629	0.54%	0.48%	0.49%
8510	Software - NV Trac Data System	0	100,000	100,000	0	0	0	0	100,000	100,000	0.00%	0.00%	0.00%
8900	Strategic Initiative (Operations)	0	141,302	141,302	0	0	0	0	141,302	141,302	0.00%	0.00%	0.00%
	<b>Total</b>	<b>1,847,034</b>	<b>3,053,501</b>	<b>4,900,535</b>	<b>80,499</b>	<b>144,772</b>	<b>225,271</b>	<b>1,766,535</b>	<b>2,908,729</b>	<b>4,675,264</b>	<b>4.36%</b>	<b>4.74%</b>	<b>4.60%</b>

**7080 / 7085 Support Contracts --** Program support contracts for the one-stop system as well as NVTrac system maintenance are higher than projected, the budget will be modified in October.

Legend	
	Correct Now
	Watch
	OK

**workforce CONNECTIONS**  
**Awards and Expenditures**  
**Program Year 2011/2012 Adult/Dislocated Worker Programs**  
**September 30, 2012**

Amounts for Providers reflect invoiced allowable expenditures through August 2012. Starred lines only reflect expenditures through July 2012.

Amounts for Internal Programs reflect expenditures as of September 25, 2012.

All Contracts have an ending date of June 30, 2013 unless noted.

**WIA PY11-PY12 Adult and Dislocated Worker Green Sector**

Provider	Contract Award	Adult Expenditures	DW Expenditures	Total Invoiced	% Spent	Remaining Balance	PY11-12	
							SESP Expenses	
Bridge Counseling Associates	\$ 500,000	\$ 281,836	\$ 218,164	\$ 500,000	100.00%	\$ -	\$ 54,500	
Bridge Counseling Associates-PY12 extension	\$ 700,000	\$ 38,311	\$ 18,819	\$ 57,130	8.16%	\$ 642,870		See above line
GNJ Family Life Center	\$ 600,000	\$ 300,000	\$ 300,000	\$ 600,000	100.00%	\$ -	\$ 33,000	
GNJ Family Life Center-PY12 extension	\$ 1,200,000	\$ 74,601	\$ 28,091	\$ 102,692	8.56%	\$ 1,097,308		See above line
Goodwill of Southern Nevada	\$ 600,000	\$ 300,000	\$ 183,626	\$ 483,626	80.60%	\$ 116,374	\$ 31,851	
Goodwill of Southern Nevada-PY12 extension	\$ 1,200,000	\$ 202,035	\$ -	\$ 202,035	16.84%	\$ 997,965		See above line
Latin Chamber Foundation	\$ 600,000	\$ 299,131	\$ 205,591	\$ 504,722	84.12%	\$ 95,278	\$ 67,138	
Nevada Partners, Inc	\$ 600,000	\$ 300,000	\$ 300,000	\$ 600,000	100.00%	\$ -	\$ 37,832	
So. NV Regional Housing Authority	\$ 175,000	\$ 65,834	\$ 59,061	\$ 124,895	71.37%	\$ 50,105	\$ 7,008	
<b>Total</b>	<b>\$ 6,175,000</b>	<b>\$ 1,861,748</b>	<b>\$ 1,313,352</b>	<b>\$ 3,175,100</b>	<b>51.42%</b>	<b>\$ 2,999,900</b>	<b>\$ 231,328</b>	
		59%	41%					

**WIA PY11-PY12 Adult and Dislocated Worker Health Sector**

Provider	Contract Award	Adult Expenditures	DW Expenditures	Total Invoiced	% Spent	Remaining Balance	PY11-12	
							SESP Expenses	
CCSD - Desert Rose (contract ends 12/31/2012)	\$ 500,000	\$ 209,907	\$ 95,808	\$ 305,715	61.14%	\$ 194,285	\$ -	
Foundation for an Independent Tomorrow	\$ 600,000	\$ 300,000	\$ 300,000	\$ 600,000	100.00%	\$ -	\$ 1,000	
Foundation for an Independent Tomorrow-PY12 extension	\$ 1,200,000	\$ 116,526	\$ 53,861	\$ 170,387	14.20%	\$ 1,029,613		See above line
Latin Chamber Foundation	\$ 600,000	\$ 332,796	\$ 225,843	\$ 558,639	93.11%	\$ 41,361		See Green Above
Latin Chamber Foundation-PY12 extension	\$ 1,200,000	\$ -	\$ -	\$ -	0.00%	\$ 1,200,000		See Green Above
Nevada Hospital Association	\$ 600,000	\$ 550,291	\$ 23,666	\$ 573,957	95.66%	\$ 26,043	\$ -	
Nevada Hospital Association-PY12 extension	\$ 900,000	\$ -	\$ -	\$ -	0.00%	\$ 900,000		See above line
Nevada Partners, Inc	\$ 600,000	\$ 300,000	\$ 224,737	\$ 524,737	87.46%	\$ 75,263		See Green Above
Nevada Partners, Inc-PY12 extension	\$ 1,200,000	\$ 178,933	\$ -	\$ 178,933	14.91%	\$ 1,021,067		See Green Above
So. NV Regional Housing Authority	\$ 175,000	\$ 87,500	\$ 83,744	\$ 171,244	97.85%	\$ 3,756		See Green Above
So. NV Regional Housing Authority-PY12 extension	\$ 500,000	\$ 27,324	\$ -	\$ 27,324	5.46%	\$ 472,676		See Green Above
<b>Total</b>	<b>\$ 8,075,000</b>	<b>\$ 2,103,277</b>	<b>\$ 1,007,659</b>	<b>\$ 3,110,936</b>	<b>38.53%</b>	<b>\$ 4,964,064</b>	<b>\$ 1,000</b>	
		68%	32%					

**WIA PY11-PY12 Adult and Dislocated Worker Rural Services**

Provider	Contract Award	Adult Expenditures	DW Expenditures	Total Invoiced	% Spent	Remaining Balance	PY11-12	
							SESP Expenses	
Nye Communities Coalition	\$ 750,000	\$ 392,268	\$ 312,010	\$ 704,277	93.90%	\$ 45,723	\$ 13,306	
Nye Communities Coalition-PY12 extension	\$ 1,000,000	\$ -	\$ -	\$ -	0.00%	\$ 1,000,000		See above line
<b>Total</b>	<b>\$ 1,750,000</b>	<b>\$ 392,268</b>	<b>\$ 312,010</b>	<b>\$ 704,277</b>	<b>40.24%</b>	<b>\$ 1,045,723</b>	<b>\$ 13,306</b>	
		56%	44%					

**WIA PY12 Adult and Dislocated Worker Re-Entry Services**

Provider	Contract Award	Adult Expenditures	DW Expenditures	Total Invoiced	% Spent	Remaining Balance	
Foundation for an Independent Tomorrow	\$ 700,000	\$ 36,182	\$ -	\$ 36,182	5.17%	\$ 663,818	
<b>Total</b>	<b>\$ 700,000</b>	<b>\$ 36,182</b>	<b>\$ -</b>	<b>\$ 36,182</b>	<b>5.17%</b>	<b>\$ 663,818</b>	
		100%	0%				

<b>Total PY11-PY12 Adult/DW</b>	<b>\$ 16,700,000</b>	<b>\$ 4,393,474</b>	<b>\$ 2,633,020</b>	<b>\$ 7,026,495</b>	<b>42.07%</b>	<b>\$ 9,673,505</b>	
		63%	37%				



**workforce CONNECTIONS  
Awards and Expenditures  
Program Year 2011/2012 Youth Programs  
September 30, 2012**

Amounts for Providers reflect invoiced allowable expenditures through August 2012. Starred lines only reflect expenditures through July 2012.

Amounts for Internal Programs reflect expenditures as of September 25, 2012.

**WIA PY11-12 Youth General**

Provider	Contract Dates	Contract Award	Youth In-School Expenditures	Youth Out-Of-School Expenditures	Total Invoiced	% Spent	Remaining Balance
CCSD Desert Rose-PY11 Year Round	7/1/11-9/30/12	\$ 362,000.00	\$ 187,660	\$ 80,831	\$ 268,490	74.17%	\$ 93,510
GNJ Family Life Center-PY12 Youth Out of School	7/1/12-6/30/13	\$ 600,000.00	\$ -	\$ 44,913	\$ 44,913	7.49%	\$ 555,087
HELP of So. Nevada-PY11 Year Round	7/1/11-9/30/12	\$ 713,000.00	\$ 120,253	\$ 221,313	\$ 341,565	47.91%	\$ 371,435
HELP of So. Nevada-PY11 Year Round (addl summer \$)	4/1/12-9/30/12	\$ 1,200,000.00	\$ 289,294	\$ 340,836	\$ 630,129	52.51%	\$ 569,871
HELP of So. Nevada-PY12 Youth In School	7/1/12-6/30/13	\$ 922,000.00	\$ -	\$ -	\$ -	0.00%	\$ 922,000
HELP of So. Nevada-PY12 Youth Out of School	7/1/12-6/30/13	\$ 375,000.00	\$ -	\$ -	\$ -	0.00%	\$ 375,000
Latin Chamber Foundation-PY11 Summer Component	6/1/12-6/30/13	\$ 250,000.00	\$ 97,250	\$ 40,280	\$ 137,530	55.01%	\$ 112,470
Latin Chamber Foundation-PY11 Green Consortium	5/1/12-9/30/13	\$ 500,000.00	\$ 13,573	\$ 12,888	\$ 26,461	5.29%	\$ 473,539
Latin Chamber Foundation-PY12 Youth Out of School	7/1/12-6/30/13	\$ 400,000.00	\$ -	\$ 2,349	\$ 2,349	0.59%	\$ 397,651
Nevada Partners, Inc-PY11 Year Round	7/1/11-9/30/12	\$ 500,000.00	\$ 167,818	\$ 171,074	\$ 338,892	67.78%	\$ 161,108
Nevada Partners, Inc-PY11 Year Round (addl summer \$)	4/1/12-6/30/12	\$ 677,909.00	\$ 197,869	\$ 480,040	\$ 677,909	100.00%	\$ -
Nevada Partners, Inc-PY11 Summer Component	6/1/12-6/30/13	\$ 500,000.00	\$ 109,403	\$ 10,436	\$ 119,839	23.97%	\$ 380,161
Nevada Partners, Inc-PY12 Youth In School	7/1/12-6/30/13	\$ 922,000.00	\$ 17,918	\$ -	\$ 17,918	1.94%	\$ 904,082
So. NV Children First-PY11 Year Round	7/1/11-9/30/12	\$ 125,000.00	\$ 48,926	\$ 70,595	\$ 119,520	95.62%	\$ 5,480
So. NV Children First-PY11 Summer Component	6/1/12-6/30/13	\$ 250,000.00	\$ 119,368	\$ 6,168	\$ 125,536	50.21%	\$ 124,464
So. NV Children First-PY12 Out of School	7/1/12-6/30/13	\$ 375,000.00	\$ -	\$ 16,234	\$ 16,234	4.33%	\$ 358,766
<b>Total</b>		<b>\$ 8,671,909.00</b>	<b>\$ 1,369,331</b>	<b>\$ 1,497,955</b>	<b>\$ 2,867,286</b>	<b>33.06%</b>	<b>\$ 5,804,623</b>
			48%	52%			

**WIA PY11-12 Youth Rural and Tri-County**

Provider	Contract Dates	Contract Award	Youth In-School Expenditures	Youth Out-Of-School Expenditures	Total Invoiced	% Spent	Remaining Balance
Lincoln County School District-Tri-County-PY11 Year Round	7/1/11-6/30/13	\$ 100,000.00	\$ 32,576	\$ 50,434	\$ 83,010	83.01%	\$ 16,990
Lincoln County School District-Tri-County-PY11 Extension	7/1/11-6/30/13	\$ 100,000.00	\$ -	\$ -	\$ -	0.00%	\$ 100,000
Nye Communities Coalition-PY11 Year Round	7/1/11-6/30/13	\$ 300,000.00	\$ 91,836	\$ 49,947	\$ 141,784	47.26%	\$ 158,216
Nye Communities Coalition-PY11 Year Round (addl summer \$)	4/1/12-6/30/12	\$ 88,753.00	\$ 53,393	\$ 35,360	\$ 88,753	100.00%	\$ -
Nye Communities Coalition-PY11 Extension	7/1/11-6/30/13	\$ 150,000.00	\$ -	\$ -	\$ -	0.00%	\$ 150,000
Nye Communities Coalition-Tri-County	7/1/11-9/30/12	\$ 150,000.00	\$ 67,908	\$ 62,024	\$ 129,931	86.62%	\$ 20,069
<b>Total</b>		<b>\$ 888,753.00</b>	<b>\$ 245,712</b>	<b>\$ 197,765</b>	<b>\$ 443,478</b>	<b>49.90%</b>	<b>\$ 445,275</b>
			55%	45%			

**WIA PY12 Youth Re-Entry**

Provider	Contract Dates	Contract Award	Youth In-School Expenditures	Youth Out-Of-School Expenditures	Total Invoiced	% Spent	Remaining Balance
Youth Advocate Programs	7/1/12-6/30/13	\$ 300,000.00	\$ -	\$ 11,804	\$ 11,804	3.93%	\$ 288,196
<b>Total</b>		<b>\$ 300,000.00</b>	<b>\$ -</b>	<b>\$ 11,804</b>	<b>\$ 11,804</b>	<b>3.93%</b>	<b>\$ 288,196</b>
			0%	100%			

<b>Total Youth</b>		<b>\$ 9,860,662.00</b>	<b>1,615,043</b>	<b>1,707,524</b>	<b>3,322,568</b>	<b>33.70%</b>	<b>\$ 6,538,094</b>
			49%	51%			

**workforce CONNECTIONS**  
**Awards and Expenditures**  
**Program Year 2011/2012 Direct Programs**  
**September 30, 2012**

Amounts for Providers reflect invoiced allowable expenditures through August 2012. Starred lines only reflect expenditures through July 2012.

Amounts for Internal Programs reflect expenditures as of September 25, 2012.

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

<b>Provider</b>	<b>Contract Dates</b>	<b>Contract Award</b>	<b>Total Invoiced</b>	<b>% Spent</b>	<b>Remaining Balance</b>
Clark County - Summer Business Institute	5/1/12-9/30/12	75,000	\$ 73,095	97.46%	1,905.01
<b>Total</b>		<b>75,000</b>	<b>\$ 73,095</b>	<b>97.46%</b>	<b>\$ 1,905.01</b>

**Direct Grants**

<b>Program</b>	<b>WC FTE</b>	<b>Contract Dates</b>	<b>Contract Award</b>	<b>Total Expended</b>	<b>% Spent</b>	<b>Remaining Balance</b>
Department of Justice - Get Out	0.40	10/1/12-12/31/2012	692,096	\$ 639,659	92.42%	52,437.28
Health Resources and Services Admin. (HRSA)	0	2/8/11-9/30/12	140,509	\$ 135,404	96.37%	5,105.11
Layoff Aversion PY12 - Rapid Response	2.00	7/1/12-6/30/13	250,000	\$ 34,142	13.66%	215,858.21
State Energy Sector Partnership (SESP)	3.60	8/10/10-1/29/13	3,503,000	\$ 2,687,831	76.73%	815,169.12
US Fish & Wildlife - WC	0	6/28/11-12/31/16	11,029	\$ 11,029	100.00%	-
US Fish & Wildlife - So. NV Children First	0	6/1/12-9/30/12	16,471	\$ 6,015	36.52%	10,456.25
Youth Build PY11 - CCSD Desert Rose	0	7/1/11-6/30/13	158,584	\$ 84,701	53.41%	73,882.66
Youth Build PY11 - WC	3.50	6/1/11-5/31/14	941,416	\$ 410,098	43.56%	531,318.22
<b>Total</b>	<b>9.50</b>		<b>5,713,105</b>	<b>\$ 4,008,878</b>	<b>70.17%</b>	<b>\$ 1,704,226.85</b>

## Summary of Direct Grants

### WIA Adult & DISLOCATED WORKERS (ADW)

During the program year PY2012, Workforce Connections awarded WIA ADW contract extensions for specific sector driven workforce development initiatives, resulting in successful training and placements in Energy, Healthcare, Hospitality/Gaming, Manufacturing, Transportation/Logistics, IT, Eco-Business, and Mining. The sectors were identified in the State of Nevada's new economic development plan revealed in January 2012. Technology-based employers are utilizing on-the-job (OJT) training opportunities to re-tool Southern Nevada's workforce with skills specific to their business. Our WIA funded network is leveraging the SESP grant to better serve job seekers.

### WIA YOUTH

The Workforce Investment Act is a federally funded program designed to increase employment, educational opportunities, occupational skill attainment and training to eligible low-income youth ages 14-21 that has at least one of six barriers to employment:

1. School dropout
2. Basic Skills deficient
3. Pregnant or parenting
4. Homeless, Runaway, or Foster child
5. Offender
6. An individual who requires additional assistance to complete an educational program, or secure and hold employment; locally defined as...

The WIA vision for youth is that all youth acquire the necessary skills and work experience to successfully transition into adulthood, careers, and further education and training.

The focal point of the Youth Program is to increase the focus on longer term academic and occupational learning opportunities and provide long-term comprehensive service strategies and to graduate youth.

### SESP GRANT

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

### YOUTHBUILD

YouthBuild is a national program funded by the Department of Labor focused on supporting challenged youth, most who have dropped out of high school, in achieving academic success while receiving vocational training. YouthBuild students are committed to civic engagement and community service through projects building affordable housing and advocating for the community. YouthBuild students

## Summary of Direct Grants

divide their time between school and the construction site. Students prepare for high school diplomas, GEDs, vocational school, apprenticeships, college, and careers. The curriculum integrates academics with life skills, in small classes that allow for one-on-one attention to students.

### **DEPARTMENT OF JUSTICE (DOJ)-GET OUT PROGRAM**

Workforce Connections was awarded fund from the FY2010 Second Chance Act Funds to fund “The GET OUT” program. The project consists of six primary components: 1) NDOC identifies inmates within 12 to 18 months of release who would likely benefit from participation; 2) Solar Institute conducts photo voltaic technology training to those inmates prior to release; and 3) upon release participants who successfully complete training are assisted with licensing fees with the State of Nevada and are referred to the WIA ADW Funded Partners for further employment assistance. This grant is in the final stages and this project will be completing on December 31, 2012.

### **U.S. FISH & WILDLIFE PROGRAM**

The U.S. Fish and Wildlife Summer Youth Workforce Experience was granted to Southern Nevada Children First . The targeted population is four Native American youth. Two positions were located on the Desert National Wildlife Refuge and the other two positions were located at the Moapa Valley National Wildlife Refuge and Pahrangat National Wildlife Refuge. This is a student intern temporary appointment, summer work force opportunity. The incumbents of these positions serve as Biological Science Technicians in support of U.S. Fish and Wildlife Service, Refuge programs.

**Workforce Connections  
Youth Funding Plan  
September 27, 2012**

	Budget	Available Funds	Projections Based on Monthly Invoices				Projected PY2012 TOTAL	Remaining
			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 September 24, 2012)</b>								
Governor's Reserve Incentive	75,000	8,324	8,324				8,324	-
PY2011 Youth Funding	5,760,743	2,541,906	2,448,447	93,459			2,541,906	-
PY2012 Youth Funding (Approved by BOE 8/14/2012)	6,337,899	6,337,899		1,506,541	1,600,000	1,860,000	4,966,541	1,371,358
<b>TOTAL REVENUES</b>	<b>12,173,642</b>	<b>8,888,129</b>	<b>2,456,771</b>	<b>1,600,000</b>	<b>1,600,000</b>	<b>1,860,000</b>	<b>7,516,771</b>	<b>1,371,358</b>
<b>EXPENDITURES</b>								<b>2.66 Months</b>
<b>PY2011 Service Provider Contracts</b>								
Current Contracts (ending date 9/30/2012)	1,850,000	704,718	412,500				412,500	
PY2011 Latin Chamber Green Consortium (ending date 9/30/2013)	500,000	488,260	15,000	90,000	90,000	90,000	285,000	
Governor's Reserve - CC Summer Business Institute	75,000	8,324	8,324				8,324	
PY2011 Lincoln County (Contract Extension)	200,000	136,595	7,500	30,000	30,000	30,000	97,500	
PY2011 Nye County (Contract Extension)	450,000	308,216	32,505	75,000	75,000	75,000	257,505	
<b>PY2011 Amendments (Board approved 3/27/12)</b>								
Nye Communities (ending 6/30/2012)	88,753	-					-	
Nevada Partners (ending 6/30/2012)	677,909	-					-	
HELP (ending 9/30/2012)	1,200,000	569,871	160,000				160,000	
<b>PY2012 Service Provider Contracts</b>								
PY2012 Youth In-School Contracts	1,844,000	1,826,082	150,000	425,000	425,000	425,000	1,425,000	
PY2012 Youth Out-of-School Contracts	1,750,000	1,688,596	72,125	430,000	430,000	430,000	1,362,125	
PY2012 Youth Re-entry	300,000	288,196	15,000	45,000	45,000	45,000	150,000	
PY2012 Youth Summer Component/Year Round	1,000,000	706,342	145,000	90,000	90,000	350,000	675,000	
<b>Operations</b>								
Administration and Programs	1,867,580	1,675,039	115,000	415,000	415,000	415,000	1,360,000	
<b>Pending Contracts</b>								
None							-	
<b>TOTAL</b>			<b>1,132,954</b>	<b>1,600,000</b>	<b>1,600,000</b>	<b>1,860,000</b>	<b>6,192,954</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  
Adult and Dislocated Worker Funding Plan  
September 27, 2012**

	Budget	Remaining Available Funds	Projections Based on Monthly Invoices				Projected PY2012 TOTAL	Remaining
			Jul-Sep 2012 Partial	Oct-Dec 2012 3 Months	Jan-Mar 2013 3 Months	Apr-Jun 2013 3 Months		
<b>REVENUES (Available as of September 24, 2012)</b>								
PY2011 Adult and DW Funding	12,439,868	2,805,656	1,425,988	1,379,668			2,805,656	-
PY2012 Adult and DW Funding (Approved by BOE 08/14/12)	13,164,641	13,164,641		2,671,332	3,880,000	4,338,460	10,889,792	2,274,849
<b>TOTAL REVENUES</b>	<b>25,604,509</b>	<b>15,970,297</b>	<b>1,425,988</b>	<b>4,051,000</b>	<b>3,880,000</b>	<b>4,338,460</b>	<b>13,695,448</b>	<b>2,274,849</b>
<b>EXPENDITURES</b>								<b>1.99 Months</b>
<b>Service Provider Contracts</b>								
PY2011 Original Contracts	6,900,000	621,988	621,988				621,988	
PY2011 Adult and DW (Contract Extensions to June 2013)	9,100,000	8,590,858	450,000	2,600,000	2,600,000	2,940,858	8,590,858	
PY2012 Reentry Program	700,000	663,818	50,000	185,000	185,000	243,818	663,818	
<b>Operations</b>								
Administration and Programs	3,032,928	2,718,784	280,000	810,000	810,000	818,784	2,718,784	
PY2012 One-Stop Operation	1,000,000	1,000,000	24,000	426,000	250,000	300,000	1,000,000	
<b>Pending Contracts</b>								
PY2012 Lincoln County Rural Services	100,000			30,000	35,000	35,000	100,000	
<b>TOTAL</b>			<b>1,425,988</b>	<b>4,051,000</b>	<b>3,880,000</b>	<b>4,338,460</b>	<b>13,695,448</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  
October 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: Sep 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 July 2011 and new policies for Financial Edge are in place July 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					
		Action: Aug 2012 - Review program closeout procedure that ensures final draws, reports, and closing documents are submitted timely.												
		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: Oct 2012/Jan 2013 - Develop new monthly/quarterly financial status reports.												
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  
October 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>	October 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: Sep/Oct 2012 - Continue to reconcile PY11 invoice and drawdown transactions in FE. Document monthly procedure, review and approval.						
		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: Sep/Oct 2012 - Continue to 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 disbursement of funds.						
		Action: May 2012 - DETR continues to decrease (improve) the amount of time between draw requests and receipt of revenues.						
		Finding Status: Jun 2012 - Request for funds are reconciled to FE in the new monthly reconciliation process to be completed in Jul 2012. This finding should reflect substantial progress for the June 30, 2012 audit.						
Action: Ongoing - The Finance Manager and Interim Executive Director will continue to work with DETR to review and improve the drawdown payment process.								



**workforce CONNECTIONS**

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

Monthly Status Report  
October 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)	
11-5 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  
October 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.									

BRIAN SANDOVAL  
GOVERNOR

FRANK R. WOODBECK  
DIRECTOR



OFFICE OF THE DIRECTOR

Date: September 25, 2012

To: Ardell Galbreth, Executive Director, NVWorkforceConnections

From: Dennis Perea, Deputy Director, Department of Employment, Training and Rehabilitation

cc: Frank Woodbeck, DETR, Director  
 Renee Olson, DETR, ESD Administrator  
 Lynda Parven, DETR, ESD Deputy Administrator  
 Duane Anderson, DETR, Chief Auditor  
 Grant Nielsen, DETR, Chief of WISS  
 Derrick Berry, DETR, Program Specialist

Subj: 2011 Final Report of the Technical Assistance Review of NVWorkforce Connections' Fiscal Operations

This memo presents the findings contained within the Final Report of the Department of Employment, Training and Rehabilitation's (DETR) Internal Audit's (Audits) technical assistance review over the NVWorkforceConnections' fiscal procedures and operations.

Background

The mission of the NVWorkforceConnections (Southern Board) is to assist those individuals needing job training and/or seeking employment. The Southern Board seeks to develop a world-class workforce by providing direct access to essential training and apprenticeships, and by using other key strategies designed to match workers to employers so as to make a difference in their lives. Critical to this end is the Southern Board's ability to partner with key service providers, blending together aspects of each entity and then bringing forth a comprehensive package of services for delivery to Nevada's workforce.

The Southern Board serves the cities of Las Vegas, North Las Vegas, Henderson and Boulder City and the Counties of Clark, Lincoln, Nye and Esmeralda.

DETR and the Southern Board also work together as partners in moving forward and achieving the Southern Board's goals and objectives. However, it is important to note that DETR has additional responsibilities from a state /federal perspective as well, one of which includes providing continual monitoring /oversight efforts over the Southern Board's program /fiscal operations. This review helps to accomplish this end.

### Purpose /Scope of Review

The purpose of DETR Audit's review of the Southern Board's fiscal procedures and operations is to: 1) provide overall technical assistance, 2) maintain the required levels of monitoring /oversight, and 3) ensure compliance to existing State/Federal laws and regulations. During the review, Audits also worked with the Southern Board's Single Audit auditors in a cooperative and coordinated effort to ensure these purposes were met. During the review, Audits reviewed the work of the Single Audit auditors and wherever possible, accepted their work for efficiency sake and to minimize duplicated efforts.

The Southern Board's fiscal processes and procedures were reviewed for accuracy, completeness and compliance to applicable State /Federal laws and regulations.

DETR Audits sample tested 112 expenditure transactions totaling \$958,305 for accuracy, appropriateness, completeness and compliance to laws and regulations. The period of review was the fiscal /program year July 2009 through May 2011. However, depending on the audit test results, expansion of the test period may have been necessary in some instances, on an exception basis only.

The report is divided into 2 Sections, as follows:

- Observations Section – these report on issues /concerns that are not 1) directly a part of the Southern Board's operations and/or 2) given the same urgency level as an audit finding.
- Findings Section – these report on issues /concerns that require the Southern Board management to take immediate corrective action of one kind or another.

### Issues and Recommendations

Based on the results of the review, DETR Audits found that the Southern Board continued to make steady progress in establishing and maintaining an acceptable system of fiscal controls and procedures. During the audit, the Southern Board made numerous organizational changes designed to help re-structure the Board's fiscal operations so that the required corrective actions (whether they are related to corrective actions and/or normal actions), can be developed, implemented and achieved in a timely manner.

Nonetheless, while the Southern Board did make steady progress, there continue to be areas, per the review (and other audits), where improvement /attention needs to be provided. Specifically:

### Observations Section

#### **1. Board Committee Meeting Issues**

A review of various Board Committee Meeting minutes disclosed a number of issues /concerns which need to be addressed as follows:

##### **A. Emerging Markets/Partnership Resource Development (EM/PRD) Committee**

A review of the minutes for the EM/PRD Committee found that the minutes were often incomplete and/or confusing. In addition, it was difficult determining the exact make-up of the committee and as a result, it was difficult determining whether or not, a required quorum was reached. Specific problems were as follows:

- Unable to determine exact make-up of committee – varied significantly from 5 to 14 members.....it appears that the membership was normally 7 to 8 members
- Unable to determine if quorum was reached due to fact that membership varied so widely
- Not all meeting minutes were posted on the Website and sometimes, a prior meeting was posted more than once
- Detailed information on the meeting minutes was not always accurate (sometimes, information from previous minutes was included in error).

**B. Adult & Dislocated Worker (A&DW) Committee**

A review of the minutes for the A&DW Committee found that the minutes were often incomplete and/or confusing. In addition, as noted previously for the EM/PRD Committee, it was again difficult determining the exact make-up of the committee and as a result, it was difficult determining whether or not, a required quorum was reached (see issues noted below). Specific problems were as follows:

- Many committee members did not regularly attend committee meetings. Some missed several meetings and some missed 3 or more in a row and were not removed from the Committee per the Southern Board policies.
- Unable to determine exact make-up of committee – varied significantly
- There was one instance found where a quorum was questionable..... refer to the 1/12/11 meeting
- Not all meeting minutes were posted on the Website and sometimes, a prior meeting was posted more than once
- Detailed information on the meeting minutes was not always accurate (sometimes, information from previous minutes was included in error).

NRS 241.020 (Open Meeting Law) states in part that all meetings of public bodies must be open and public, and all persons must be permitted to attend any meeting of these public bodies.

NRS 241.0355 states in part, that a public body that is required to be composed on elected officials only may not take action by vote unless at least a majority of all the members of the public body vote in favor of the action.

NRS 241.036 states in part, that the action of any public body taken in violation of any provision of this chapter is "void."

**Recommendations**

DETR Audits recommends that NWWorkForceConnections management work to improve the overall reporting of minutes for the Southern Board and associated Committee meetings. In addition, the required "attendance of members" for both Board and Committee Meetings should also be re-emphasized. Meetings where a "quorum" has not been reached should be cancelled and re-scheduled for a later date. Any business actions transacted at meetings where a "quorum" has not been reached would be considered null and void.



**NVWorkforceConnections' Response**

- Each committee is comprised of several members – some of which are appointed, removed/resigned for various reasons. Official meeting minutes indicate the number and who are appointed to serve as a committee member. Copies of the meeting minutes were provided to the assigned auditor.
- A quorum can be determined based on the number and names of the individuals indicated in the recorded meeting minutes. No votes or actions were taken on any agenda item without a quorum.
- An initial review of WorkforceConnections' website did not include the most current meeting minutes; however, immediate corrective action was made and now all meeting minutes are promptly posted on WorkforceConnections' website.
- After reviewing recorded meeting minutes, there was no evidence of recording errors or information duplication.
- In accordance with WorkforceConnections' bylaws, some committee members have been removed due to absenteeism.

**DETR Audits' Response**

DETR Audits' agrees with NVWorkforceConnections' response and reiterates the need for accurate and timely recording/reporting of minutes. It should be noted that in reviewing available documentation, DETR Audits feels that due to the lack of updated information (whether online or at the meetings themselves), the determination of "current" committee membership and whether or not, a quorum occurred became difficult, at times. The new change to have meeting minutes posted promptly /accurately should help alleviate this difficulty.

Plus, the removal of committee members who repeatedly failed to attend required meetings sends a needed message to those remaining members that their commitment is necessary.

**2. Cost Allocation Issues**

A review of the current Cost Allocation (CA) plan disclosed some potential issues /concerns. The CA plan states that the Southern Board allows another 16% for program administration (beyond the 10% administration limit) but the basis for this is not sufficiently justified /documented. DETR Audits recognizes there may be some flexibility related to the "program administration rate" as determined beyond that of the 10% limit allowed for the Local Board but the rationale for allowing a higher rate needs to be periodically re-examined and re-evaluated (so that administrative-type expenditures can be sufficiently controlled). Should NVWorkforceConnections' allow for situations where the program administration rate is higher than 10%, then this situation should be properly documented, justified and approved (by the State).

In addition, the CA plan also states that the YouthBuild and the Dept of Justice grants do not receive any allocated portions of operational costs. DETR Audits questions this because, regardless of the allowableness of the expenses, all grants typically, are required to receive an allocated portion of the operational indirect costs, unless the grants are allowed some kind of special circumstances.

Office of Management & Budget (OMB) Circular A-87, Cost Principles for State, Local and Indian Tribal Governments, states in part that although this Circular ***adopts the concept of full allocation of indirect costs***, there are some Federal statutes which restrict the reimbursement of certain indirect costs. Where such restrictions exist, it may be necessary to develop a special rate for the affected award. Where a “restricted” rate is required, the procedure for developing a non-restricted rate will be used except for the additional step of the elimination from the indirect cost pool those costs for which the law prohibits reimbursement.

### **Recommendations**

DETR Audits recommends that NVWorkforceConnections management develop and implement the following:

- A documented basis which supports a “program administration” rate higher than 10%,
- A revised Cost Allocation plan that allocates indirect operational costs to all grants or obtain a written statement and/or approval from the Federal Grantor agency allowing for the exclusion of certain costs (either direct or indirect) in the grant proposal.

### **NVWorkforceConnections’ Response**

- WorkforceConnections’ has reduced its administrative and programmatic budget allocation to no more than 20% for each Program Year, i.e., 10% administrative allocation and 10% programmatic. Beyond this, concerted fiscal accountability action has been initiated to ensure more funds and resources are allocated to community services activities.
- A revised Cost Allocation Plan has been prepared that reflects 10% programmatic allocation along with streamlined fiscal accountability.
- With regard to the YouthBuild and Department of Justice grants, a significant error was made with the issuance/award of these grants and WorkforceConnections’ management staff is attempting to work with associated federal grant officers to make corrections.
- After reviewing recorded meeting minutes, there was no evidence of recording errors or information.

### **DETR Audits’ Response**

DETR Audits’ agrees with NVWorkforceConnections’ response and applauds the cost cutting measures that have been made, however, management may still want to consider further cost cutting efforts once the situation has stabilized. The ability to increase actual funding and resources at the sub-recipient level is critical for maximizing outreach efforts towards clients.

### 3. **Audit and Audit Resolution Process**

A review of the audit and audit resolution process disclosed continuing problems as follows:

- Delinquent Single Audits - the required Annual Single Audits have a completion deadline and this has not always been met. However, it should be noted that nearly all requested time extensions did receive prior approval from DETR Audits, at least initially. There were a couple of instances where approvals for further extensions of time may not have been requested.
- Repeated Audit Findings & Lacking Corrective Actions - there has been a history of repeated audit findings and a general lack of corrective actions. And while it appears that the NVWorkforceConnections management is strongly pushing the implementation of corrective actions, this effort must continue until the audit findings are fully resolved, especially those that have been repeating.

To ensure that the required system of internal controls is developed /established /maintained, it is critical that audits are performed timely and that audit findings are dealt with and corrected in a timely fashion. Repeated audit findings, especially fiscal findings that have significant impact, show that the management system in place is lacking and needs more emphasis.

Workforce Investment Act (WIA) State Compliance Policies, Section 3.2 (II)(B) states that the Local Workforce Investment Boards and their subrecipients must ensure that they are in compliance with all audit requirements such as having a timely audit conducted in accordance with the Single Audit Act of 1984.....

#### **Recommendations**

DETR Audits recommends that NVWorkforceConnections management ensure that the required audits are completed timely and any associated audit findings are dealt with and corrective measures implemented as quickly as possible.

#### **NVWorkforceConnections' Response**

- WorkforceConnections' has hired additional staff including a new Finance Manager with a CPA, a Senior Financial Analyst, and a fiscal consultant as well as instituted financial accountability and process controls to detect and correct financial transaction errors. For the first time in many years, the PY2010 Single Audit was completed and delivered on time—actually ahead of schedule.
- To eliminate repeated/recurring audit findings, WorkforceConnections' management has developed key monitoring and process review controls along with monthly reports to WorkforceConnections' budget committee and Board of Directors. Such reports detail and highlight the status of each audit finding and associated corrective action with corresponding projected corrective action completion date.

#### **DETR Audits' Response**

DETR Audits' agrees with NVWorkforceConnections' response.



## Findings Section

### 1. Internal Control Issues

Control over contracts needs to be improved. Contractors were not always held accountable for their contract budgets and/or deliverables. Specifically:

#### A. Paying for Duplicated or Excessive Contract Services

There were several contracts where “**duplicated or excessive**” contract services were paid for because the contractor appears to have incorrectly estimated the potential project costs and ultimately, needed more funding to complete the work. Contractors that estimate their projected costs too low should not be rewarded, but rather should be held accountable for their cost projections. For each case listed, the contract was processed as a “sole source” contract. Specifically, the contracts in question are as follows:

- The Strategic Progress contract had four (4) separate amendments which increased funding, from an original amount of \$6,000 to over \$40,000. It appears that many of the work deliverables were paid for more than once because they were included in subsequent amendments. In one instance, the scope of work /deliverables identified in Amendment #1 was essentially the same as that identified in Amendment #2, except that the contractor was to be paid more. **This contract was processed as a “sole source” contract.**
- The SQLTek (Kelly Jain) contract had at least one amendment which increased funding from \$60,000 to over \$170,000. It appears that various aspects of the scope of work from the original contract were also included in the scope of work for Amendment #1. Unfortunately, the details for the scope of work in Amendment #1 were not very detailed and comparing them to the original contract was at times, difficult but a few comparisons can still be made. For instance, the scope of work in the original contract and amendment #1 contained items for training users /staff. In addition, both the original contract and amendment #1 contained items for defining, documenting, building, mapping and connecting or interfacing which related to key aspects of the new tracking system. However, the lack of any valid details in the scope of work/deliverables would not allow for any further comparisons to be made. **This contract was processed as a “sole source” contract.**
- The Tribal Minds contract had three (3) separate amendments which increased funding, from an original amount of \$20,000 to \$77,000. The Tribal Minds contract provided services for the Project 5000 effort. It appears that many of the work deliverables were paid for more than once because they were included in subsequent amendments. For example, the scope of work /deliverables identified in Amendment #2 was essentially the same as that identified in Amendment #3.

CFR 29 – Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, Subpart C, Sec 97.36 (b) (4) states in part that Grantee and subgrantee procedures will provide for a review of proposed procurements to “avoid” purchase of unnecessary or duplicative items.

Office of Management & Budget (OMB) Circular A-87, attachment A, states in part that governmental units are responsible for the efficient and effective administration of Federal awards through the application of sound management practices. Furthermore, OMB Circular A-87 states in part that to be allowed under Federal awards, costs must meet general criteria, including, but not limited to, being necessary and reasonable. The duplication of services /costs is inconsistent with the general principles of non-duplication and efficiency in the WIA statute, regulations and OMB Circulars.

**B. Questionable Expenses**

Our review found questionable business expenses totaling \$638 as follows:

- o Finance charges and/or late fees were incurred totaling \$315. In general, these costs were unnecessary and the expense should have been paid in full.
- o Two (2) Garmin Navigation units were purchased for \$323, but their business purpose was not made clear and less costly alternatives were available.

Good internal controls and good business practices dictate that adequate controls over expenditures /payments be established.

WIA State Compliance Policies, Financial Section, Allowable Costs, Section 3.1 states that the cost of legal expenses required for the administration of WIA programs is allowable.

29 CFR, Subpart C, Sec 97.20 (b)(3), Standards for Financial Management Systems – Internal Control, states in part that effective control and accountability must be maintained for all grant and subgrant cash, real and personal property, and other assets. Grantees and subgrantees must adequately safeguard all such property and must assure that it is used solely for authorized purposes.

**C. Invoices Lacking Prior Fiscal Approval**

A number of paid invoices lacked prior fiscal approval (ie, not given before the actual payment was scheduled (for proper planning /budgeting)). Without obtaining the required prior fiscal approvals, the necessary fiscal controls needed to oversee critical areas of budgeting and fiscal compliance are bypassed and/or diminished.

29 CFR, Subpart C, Sec 97.20 (b)(3), Standards for Financial Management Systems – Internal Control, states in part that effective control and accountability must be maintained for all grant and subgrant cash, real and personal property, and other assets. Grantees and subgrantees must adequately safeguard all such property and must assure that it is used solely for authorized purposes.

- D. Costs not distributed and/or reported** – A review of the NVWorkforceConnections' Expenditure Report for June 30, 2011 showed that there was a balance of over \$14,000 left in the 9999 general ledger "suspense" or "holding" account. This means that these expenditures were not properly distributed to their real accounts and as a result, have not been fully recognized and reported as expenditures through June 2011. NVWorkforceConnections' fiscal staff indicated that these expenditures were fully distributed later as "audit adjusting" entries but while DETR Audits did observe subsequent adjustments totaling about \$200,000; support was lacking for the \$14,000 balance remaining in account 9999.

29 CFR, Subpart C, Sec 97.20(b)(1) – Financial Reporting - states in part that accurate, current and complete disclosure of the financial results of financially assisted activities must be made in accordance with the financial reporting requirements of the grant or subgrant.

### **Recommendations**

DETR Audits recommends that NVWorkforceConnections management ensure that:

- A.** Proper contract procedures are followed, especially when contract amendments are involved. Approval of contract deliverables that are considered "duplicative or excessive" in nature, should not be allowed.

When specifying any new "scope of work" items, an effort must be made to ensure that the new contract deliverables are clearly delineated in the amended contract specifications and not simply identified as the same "scope of work" items from a previous amendment, etc.

- B.** Expenses for items totaling \$623 that could be considered as either "personal" or "business" should have adequate documentation available to show their legitimate "business" purpose (and are necessary), otherwise, they cannot be funded by state /federal dollars.
- C.** Prior fiscal approvals should be obtained for all invoices that are processed /paid.
- D.** The balance of \$14,000 plus of expenditures left in the "suspense" account #9999 gets properly allocated /distributed /reported for the 2011 fiscal year.

**WorkforceConnections' Response**

For Item A - please note that such duplication of contract services was at the request of the Governor's Workforce Investment Board using Governor's discretionary funds. In an effort to instill collaborative, supportive workforce development initiatives to follow the state's request, WorkforceConnections responded by promptly executing contract at the direction of the Governor's Workforce Investment Board.

For items B thru D, WorkforceConnections did not respond in writing, however, per prior discussions with WorkforceConnections' management, for Items B & C, all expenses will be properly signed off/approved to ensure they have legitimate business purposes. And for Item D, all expenditures held in the "suspense" account #9999 will be properly allocated to their correct expenditure categories /accounts prior to account closure activities.

**DETR Audits' Response**

For Item A, DETR Audits' takes notice of NVWorkforceConnections' response and will endeavor to inform DETR executive management of any potential concerns in the future.

**2. Bank Account /Reconciliation Issues**

DETR Audits' review of the NVWorkforceConnections' bank statements and related bank account reconciliations disclosed a number of issues as follows:

- Cancelled checks were not available for review. Without having the ability to review cancelled checks, the overall control offered by the periodic bank account reconciliation is diminished, thereby, increasing the overall risk to the organization.
- The bank accounts were not maintained in interest-bearing accounts as required.

Good internal controls and good business practices dictate that adequate controls over expenditures /payments be established.

29 CFR, Part 97.20 (b)(3), Standards for Financial Management Systems – Internal Control, states in part that effective control and accountability must be maintained for all grant and subgrant cash, real and personal property, and other assets. Grantees and subgrantees must adequately safeguard all such property and must assure that it is used solely for authorized purposes.

**Recommendations**

DETR Audits recommends that NVWorkForceConnections management improve overall control over its bank account and bank account reconciliation procedures. Specifically,

- Copies of cancelled checks should be obtained and made a part of the periodic bank account reconciliation process.

Note: NVWorkforceConnections fiscal staff indicated that cancelled check information will be available for review after December 2011.

- The bank accounts should be maintained in interest-bearing accounts and all interest earnings included as program income.

Note: NVWorkforceConnections fiscal staff indicated the bank accounts were converted to “interest bearing” accounts in December 2011.

#### **NVWorkforceConnections’ Response**

WorkforceConnections has instituted strong fiscal controls with monthly bank reconciliation with cancelled checks and information available for review. With the implementation of the WorkforceConnections’ new financial software, detailed financial transactions and information is available for review with instant retrieval of data and system reports.

#### **DETR Audits’ Response**

DETR Audits’ agrees with NVWorkforceConnections’ response.

### **3. Cash Management Issues**

The Southern Board management needs to improve its processes concerning the issue of cash advances to sub-recipients. A number of problems were disclosed as follows:

- Multiple sub-recipient requests for advances were processed following the initial working capital advance used to start the program year.
- Multiple sub-recipient requests for advances were processed even though, prior advances were still outstanding and/or had not been properly reconciled in the Board’s records.

Good internal controls and good business practices dictate that adequate controls over expenditures /payments be established.

29 CFR, Part 97.20 (b)(3), Standards for Financial Management Systems – Internal Control, states in part that effective control and accountability must be maintained for all grant and subgrant cash, real and personal property, and other assets. Grantees and subgrantees must adequately safeguard all such property and must assure that it is used solely for authorized purposes.

#### **Recommendations**

DETR Audits recommends that NVWorkforceConnections management establish tighter controls over the advances made to its sub-recipients, especially in those situations, when multiple advances have already been made.

Note: DETR Audits recognizes that the NVWorkforceConnections fiscal staff have developed and implemented tighter controls since the start of our review and it is hoped that this will be sufficient to improve controls in this area.

#### **NVWorkforceConnections’ Response**

WorkforceConnections has instituted strong fiscal controls and accountability. Even with the uncertain cash draw timeline from DETR, WorkforceConnections’ financial staff has developed a solid systematic process to manage its cash account effective in response to operational and employment and training services delivery.

**DETR Audits' Response**

DETR Audits' withholds a response until the new controls /system can be sufficiently evaluated.

**4. Procurement Issues**

In general, the Southern Board followed the appropriate procedures in their RFP processes as their processes were fairly accurate, and in compliance with laws and regulations. However, Audits did identify some areas that need correction and/or improvement. Specifically, they are as follows:

- Proper Employee Code of Conduct needs to be emphasized to all staff who participate in the RFP processes.
- A final management review of the final RFP ratings was not always done that would identify any anomalies and/or wide range discrepancies in final rating scores.

29 CFR, Part 97.20 (b)(3), Standards for Financial Management Systems – Internal Control, states in part that effective control and accountability must be maintained for all grant and subgrant cash, real and personal property, and other assets. Grantees and subgrantees must adequately safeguard all such property and must assure that it is used solely for authorized purposes.

29 CFR, Part 97.36 (c)(1), Procurement Standards – Competition states in part, that all procurement transactions will be conducted in a manner providing full and open competition consistent with the standards of Sec. 97.36.

**Recommendations**

DETR Audits recommends that NVWorkforceConnections management develop and /or establish the following:

- Proper Employee Code of Conduct needs to be emphasized to all staff who participate in the RFP processes.
- A final management review of the final ratings needs to be done so that any wide range discrepancies in final rating scores are addressed and/or can be appropriately explained. This will help to ensure a consistent application of the evaluation criteria currently in place.

**NVWorkforceConnections' Response**

Since the onset of DETR's audit, WorkforceConnections has implemented additional controls and checkpoints process in publishing and processing Request for Proposal. Each proposal review/evaluator is thoroughly briefed and acknowledges WorkforceConnections' Code of Conduct Standards in writing. Final ratings are reviewed and approved by the executive director or assigned deputy director.

**DETR Audits' Response**

DETR Audits' agrees with NVWorkforceConnections' response.

## 5. Fixed Assets/Inventory Issues

A review of the Southern Board's inventory disclosed some issues/concerns. Specifically, NVWorkforceConnections needs to have a better plan for its projected PC server purchases and accountability over its PC inventory needs to be improved as well.

### A. Need an Improved PC Purchasing Plan

A minimum of thirteen (13) PC servers were bought since December 2009 (about a 2 year period). These PC servers were all bought individually (or on a piece-meal basis). This seems to be a high number, however, the circumstances (ie, advent of ARRA) may have dictated that these servers were needed. In the future, it would be helpful if the NVWorkforceConnections' "IT purchasing plan" included specific PC server purchases, if possible.

### B. Need to Improve PC Accountability

DETR Audits found a number of problems with the PC inventory as follows:

- Key inventory items lacked critical identifying information, such as an id number or serial number, etc. Also, the specific location was lacking as well. For example, PC servers located in the Data Center need to be reported with additional information that show such assets are located in the Data Center. Plus, a Dell R710 Server for provider "NPI" did not have a specific Inventory Account number. This causes accountability problems and makes performing a physical inventory difficult.
- A sample physical inventory disclosed problems locating certain PC servers, as they either could not be located or were listed incorrectly in the inventory records. The specific items were as follows:
  - Dell Poweredge 2850 Server - Item # 1JPFQ81
  - Dell Poweredge R710 Server – Item # FLS3VL1
  - Dell Poweredge R510 Server – Item # CJ5FWL1
- **Note:** *While IT staff did indicate that these servers were eventually found, the differing response as to their location continues to cause questions about their whereabouts and needs to be followed up.*
- Several current inventory account numbers in the inventory system did not tie back /reconcile easily to other detailed records maintained separately by the IT Section.

WIA State Compliance Policies, Property Management, Section 3.11 states in part that Grantees must maintain an inventory of all real or nonexpendable personal property, which was purchased with WIA funds.....In addition, the Grantees must perform on-site property reviews to determine that property is appropriately tagged and that state and local property management procedures are established and adhered to and .....to ensure that a property inventory is taken annually and that property records are reconciled.

29 CFR, Part 97.32 (d)(1), Equipment, states that property records must be maintained that include a description of the property, a serial number or other identification number, the source of property, who holds title, the acquisition date, and the cost of the property, the location.....etc.....

29 CFR, Part 97.32 (d)(2), Equipment, states that a physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.

29 CFR, Part 97.32 (d)(3), Equipment, states that a control system must be developed to ensure adequate safeguards to prevent loss, damage or theft of the property. Any loss, damage or theft shall be investigated.

**Recommendations:**

DETR Audits recommends the following steps be taken by NVWorkforceConnections management.

- Develop an improved overall plan for future IT equipment needs, especially with a focus on any projected PC server needs.
- Tag and account for all equipment, including expensive PC servers. Additional identifying information (such as Tag #'s, specific location (ie, Data Center versus Board HQ), serial number, etc) must be added to the current inventory to adequately identify the PC equipment.
- Emphasize the fact that updated inventory controls and procedures are crucial to safeguarding assets. Fiscal staff must reconcile the 2 inventory databases (worksheets) currently maintained and **merge them into one official inventory record that is accurate, complete and reliable.**
- In addition, fiscal staff need to perform the required detailed investigative steps (and document what is done and the outcome) when any equipment (especially personal computers, laptops, servers) is reported to be lost and/or missing.

**NVWorkforceConnections' Response**

For Item A – Please note that the equipment listed/indicated on the inventory report are/were not all servers. WorkforceConnections purchased an array of IT equipment, i.e., from internet routers to desktop computers to servers; however, many of the purchases were in support of and assigned to WorkforceConnections' service providers.

For Item B – WorkforceConnections has developed an IT utilization plan whereby computers and other IT equipment are purchased or replaced during timely equipment life cycles. Additionally, inventory controls have been strengthened with added assurance that all appropriate equipment is properly accounted for by designated locations.



**DETR Audits' Response**

DETR Audits' agrees with NVWorkforceConnections' response but also strongly suggests additional elements as follows:

- With respect to Item A, controls can be improved by having individuals "separate and distinct from IT staff" to perform the required annual physical equipment inventories. In addition, IT equipment having values greater than \$5,000 (as well as having greater levels of portability) should be handled under the strictest of protocols. And whenever situations occur where IT equipment and/or other expensive equipment turns up missing or cannot be easily located or identified, immediate actions should be taken.
- With respect to Item B, controls can be improved by having one equipment inventory instead of two. Efforts should be undertaken to verify the accuracy of the existing inventories while working to combine them. In addition, all equipment (meeting the criteria established by the Board) needs to be identified with a specific, unique account code /identifier (ie, Tag #) and reported.

*workforce*CONNECTIONS  
PROFESSIONAL SERVICES CONTRACTS  
As of 10/10/2012

Contractor/Consultant Scope of Work Summary	Amount of Contract	Procurement Method & WISS/State Approval**	Funding Sources	Term of Contract
<p style="text-align: center;"><b>BLACKBAUD</b></p> <p style="text-align: center;"><b>Procurement of Fiscal Software and Fiscal Staff Training Amendment #1</b></p> <p style="text-align: center;"><b>Fiscal Software Technical Assistance Amendment #2</b></p> <p style="text-align: center;"><b>Fiscal Software Technical Assistance</b></p> <p style="text-align: center;"><b>ANNUAL MAINTENANCE AGREEMENT</b></p> <p style="text-align: center;"><b>Maintain existing Software</b></p>	<p>\$65,041.00</p> <p>\$8,413.90</p> <p>\$3,758.78</p> <p>\$14,343.21</p>	Competitive	A/DW/Y Formula	<p>6/15/2011 to 9/30/2012</p> <p>4-9-2012 to 4-9-2013</p>
<p style="text-align: center;"><b>CST PROJECT CONSULTING</b></p> <p style="text-align: center;"><b>Development of Responses to Clear PY'09-10 A-133 Audit findings;</b></p> <p style="text-align: center;"><b>Amendment #1</b></p> <p style="text-align: center;"><b>Development and Establishment of an Effective Cash Management System</b></p>	<p>\$74,990.00</p> <p>\$163,184.00</p>	Sole Source	Governor's Reserve & A/DW/Y Formula	<p>9-15-2011 to 4-22-2012</p> <p>1-23-2012 to 1-23-2013</p>
<p style="text-align: center;"><b>JANTEC</b></p> <p style="text-align: center;"><b>Temporary Employment Services for workforceCONNECTIONS Temporary Employees</b></p> <p style="text-align: center;"><b>Amendment# 1</b></p> <p style="text-align: center;"><b>Youth WEX Special discount</b></p> <p style="text-align: center;"><b>Amendment# 2</b></p> <p style="text-align: center;"><b>Contract Renewal</b></p>	11.38% over- head direct cost to vendor which is deducted from total amount	Competitive	A/DW/Y Formula	<p>2/12/2011 To 2/12/2013</p>
<p style="text-align: center;"><b>MACEY PRINCE CONSULTANTS</b></p> <p style="text-align: center;"><b>Fiscal &amp; Procurement Technical Assistance</b></p> <p style="text-align: center;"><b>Amendment #1</b></p> <p style="text-align: center;"><b>Funded Partners &amp; DETR Fiscal Training</b></p>	<p>\$5,000.00</p> <p>\$20,000.00</p>	Competitive	A/DW/Y	<p>9/23/2011 to 6/30/13</p>

<b>MARQUIS AURBACH COFFIN</b> <b>Board Legal Counsel</b>  <b>Second Contract</b> <b>Board/Staff Legal Counsel</b>	<b>\$100 to \$425</b> <b>per hour</b>  <b>\$100 to \$250</b> <b>per hour</b> <b>not to exceed</b> <b>\$100,000.00</b>	<b>Sole Source</b>  <b>Competitive</b>	<b>A/DW/Y</b> <b>Formula</b>	<b>5-18-2009</b> <b>to</b> <b>2-24-2012</b>  <b>2-25-2012</b> <b>to</b> <b>2-25-2013</b>
<b>GREG NEWTON ASSOCIATES</b> <b>One Stop System Planning Training</b>  <b>Amendment # 1</b> <b>One Stop System Training for</b> <b>mandated Partners</b>	<b>\$25,200.00</b>  <b>\$8,400.00</b>	<b>Sole Source</b>	<b>A/DW/Y</b> <b>Formula</b>	<b>8-1-2012</b> <b>to</b> <b>6-30-2013</b>
<b>PRISM GLOBAL MANAGMENT</b> <b>HR Consultant Services</b> <b>Amendment #1</b> <b>HR Consultant Services</b> <b>Amendment #2</b> <b>Staff HR Training</b> <b>Amendment #3</b> <b>Renewal of HR Consultant Services</b>	<b>\$40,000.00</b>  <b>\$27,000.00</b>  <b>8,000.00</b>  <b>\$82,000.00</b> <b>per year; not</b> <b>to exceed for</b> <b>two (2) years</b> <b>\$164,000.00</b>	<b>Competitive</b>	<b>A/DW/Y</b> <b>Formula</b>	<b>10-1-2011</b> <b>to</b> <b>6-30-2014</b>
<b>TAKA KAJIYAMA</b> <b>NV Trac Maintenance Consultant</b> <b>Amendment #1</b> <b>NV Trac Maintenance</b> <b>Amendment #2</b> <b>NV Trac Maintenance</b> <b>Amendment #3</b> <b>NV Trac Maintenance</b> <b>Amendment #4</b> <b>NV Trac</b> <b>IT Consultant &amp; Staff IT Training of</b> <b>NV Tract Edits and Maintenance</b>	<b>\$40,000.00</b>  <b>\$9,000.00</b>  <b>\$15,000.00</b>  <b>\$5,400.00</b>  <b>\$78,000.00</b>	<b>Sole Source</b>	<b>A/DW/Y</b> <b>Formula</b>	<b>3/1/2012</b> <b>to</b> <b>6-30-2013</b>

<p><b>JOHN CHAMBERLIN</b>  <b>ARRA/WIA Program/Fiscal Attorney</b>  <b>Technical Assistance</b></p> <p><b>Amendment #1</b>  <b>Procurement Technical Assistance &amp;</b>  <b>SNWA LEO Technical Assistance</b></p> <p><b>Amendment #2</b>  <b>Board &amp; Staff Technical Assistance</b>  <b>for Program Year 2012</b>  <b>Strategic Plan</b></p> <p><b>Amendment #3</b>  <b>Board Strategic Planning</b></p>	<p><b>\$20,000.00</b></p> <p><b>\$15,000.00</b></p> <p><b>\$10,000.00</b></p> <p><b>\$20,000.00</b></p>	<p><b>Sole Source</b></p>	<p><b>A/DW/Y</b>  <b>Formula</b></p>	<p><b>4/1/20078</b>  <b>to</b>  <b>6/30/2013</b></p>
<p><b>BOARD OF REGENTS - NEVADA</b>  <b>SYSTEM OF HIGHER EDUCATON</b>  <b>on behalf of UNIVERSITY OF RENO</b></p> <p><b>Health Care Sector Research and</b>  <b>Analysis – Status of Current Healthcare</b>  <b>Workforce in Nevada</b></p>	<p><b>\$4,500.00</b></p>	<p><b>Sole Source</b>  <b>(Grantee</b>  <b>referral and</b>  <b>procurement</b>  <b>approval</b>  <b>DETR)</b></p>	<p><b>HRSA GRANT</b></p>	<p><b>10-11-2011</b>  <b>to</b>  <b>12-31-2012</b></p>
<p><b>SOLAR INSTITUTE OF NEVADA</b></p> <p><b>Re-Entry Solar Energy Training for</b>  <b>wC “Pride Program” &amp; “Get Out”</b>  <b>Program</b></p> <p><b>Amendment #1</b>  <b>Increase in # to be Trained</b></p> <p><b>Amendment #2</b>  <b>Increased in # to be Trained</b></p>	<p><b>\$256,000.00</b>  <b>[additional</b>  <b>\$660.00 for</b>  <b>supplies]</b></p> <p><b>\$44,800.00</b></p> <p><b>\$19,200.00</b></p>	<p><b>Sole Source</b></p>	<p><b>DOJ GRANT</b>  <b>A/DW Formula</b></p>	<p><b>1—11-2010</b>  <b>to</b>  <b>9-30-2011</b></p> <p><b>10-1-2011</b>  <b>to</b>  <b>12-30-12</b></p>
<p><b>STRATEGIC PROGRESS</b>  <b>Grant Research and Writing</b></p>	<p><b>\$8,000.00 per</b>  <b>Grant- (not to</b>  <b>exceed</b>  <b>\$24,000.00)</b></p>	<p><b>Competitive</b></p>	<p><b>WIA/YB/SESP</b></p>	<p><b>10-1-2012</b>  <b>to</b>  <b>10-31-2013</b></p>

<p style="text-align: center;"><b>SWITCH</b>  <b>Co-location Repository and  Maintenance of wC Data</b></p> <p style="text-align: center;"><b>Amendment #1</b>  <b>Extend term for another year</b></p>	<p style="text-align: center;">\$17,000.00 per  year</p> <p style="text-align: center;">\$17,000.00 per  year</p>	<p style="text-align: center;">Competitive</p>	<p style="text-align: center;">WIA/YB/SESP</p>	<p style="text-align: center;">8-10-2011  to  7-31-2012</p> <p style="text-align: center;">8-1-2012  to  7-31-2013</p>
<p><b>PERCY BOWLER TAYLOR &amp; KERN</b></p> <p style="text-align: center;"><b>A-133 AUDITING SERVICES  for Program Year 2010</b></p> <p style="text-align: center;">Contract Extension  <b>A-133 AUDITING SERVICES  for Program Year 2011</b></p>	<p style="text-align: center;">\$219,296.67</p> <p style="text-align: center;">\$75,724.00</p>	<p style="text-align: center;">Competitive</p>	<p style="text-align: center;">WIA/YB/DOJ  SESP</p>	<p style="text-align: center;">9-15-2011  to  3-30-2012</p> <p style="text-align: center;">9-19-2012  to  3-31-2013</p>

**\*\*All noted Professional Services contracts & the procurement process, has been previously reviewed & approved by DETR, and are in compliance with DETR's Policy 3.1 which states: 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.**

**P B T K**  
**PIERCY BOWLER**  
**TAYLOR & KERN**  
 Certified Public Accountants  
 Business Advisors

August 23, 2012

Ardell Galbreth, Interim Executive Director  
 workforce CONNECTIONS  
 7251 West Lake Mead, Suite 200  
 Las Vegas, Nevada 89128

Dear Mr. Ardell Galbreth:

Thank you for the opportunity to submit this letter, which sets forth our understanding of the terms and objectives of our engagement to provide professional services to workforce CONNECTIONS (the Organization). Details of scope and limitations of services to be provided, and certain responsibilities of management with respect thereto, are attached. These attachments are an integral part of this agreement.

Our fees will be based on 65% of our standard hourly rates as set forth in our proposal dated July 18, 2011. Our fees and out-of-pocket costs will be billed semi-monthly as incurred. Any fee estimates provided, whether presented herein or not, are subject to change as a result of significant changes in business activities, such as a business acquisition, or other conditions affecting audit scope. In addition, to the extent, if any, certain other circumstances arise during this engagement, many of which are noted in the attachments, our estimates could significantly be affected, and additional fees may be necessary.

Subject to the provisions set forth in the attachments, our fees (after the discount) for the requested services are estimated as follows:

Audit of basic financial statements (as defined under Governmental Accounting Standards Board (GASB) Statement No. 34, <i>Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments</i> ) (including a federal financial assistance audit, as required by OMB Circular A-133)	\$ 75,724
---	-----------

Please note that this estimate assumes that the Organization's management will be able to accurately and timely complete the Schedule of Expenditures of Federal Awards (SEFA), SEFA reconciliation, and year-end account reconciliations, which are not yet complete at the time of this estimate, and provide a higher level of assistance than in prior years. Additional time incurred as a result of such expectations not being met, after being brought to your attention and your permission to proceed being obtained, will be competed and billed at 65% of our standard hourly rates as more fully explained herein. We will make periodic progress reports, including updating our fee estimate based upon your review and approval thereof.

This letter, including the integral attachments thereto, constitutes the complete understanding between Piercy Bowler Taylor & Kern, Certified Public Accountants & Business Advisors, a Professional Corporation and the Organization relative to services to be rendered to the Organization and supersedes all proposals and other communications, oral or written.

Ardell Galbreth, Interim Executive Director  
workforce CONNECTIONS  
August 23, 2012  
Page 2

We are confident that we can meet or exceed the service expectations of the Organization's board of directors and senior management and look forward to enjoying a mutually satisfying professional relationship for many years to come.

Please sign and return the enclosed confirmation copy of this letter authorizing us to proceed.

Very truly yours,

**PIERCY BOWLER TAYLOR & KERN**

  
Richard H. Bowler, Engagement Principal

ACCEPTED BY:   
Ardell Galbreth, Interim Executive Director

DATE: 09/25/2012

Ardell Galbreth, Interim Executive Director  
workforce CONNECTIONS  
August 23, 2012  
Page 22

## ATTACHMENT C ESTIMATES

### Fee Estimates

	<u>Hours</u>	<u>Standard Hourly Rates</u>	<u>Quoted Hourly Rates</u>	<u>Fee at Standard</u>	<u>Quoted Fee</u>
Principals	100	\$ 290-430	\$ 189-280	\$ 35,088	\$ 22,807
Team Leader	143	205-285	133-185	35,719	23,217
Professional Staff	<u>333</u>	100-220	65-143	<u>44,847</u>	<u>29,150</u>
	<u>576</u>			<u>\$ 115,654</u>	75,174
Transportation (mileage), postage, fax, copies, supplies, etc.					<u>550</u>
Total fee					<u>\$ 75,724</u>

### Hourly Estimates (Phases)

<u>Audit process element</u>	<u>Principals</u>	<u>Team Leaders</u>	<u>Professional Staff</u>	<u>Total</u>
Client meetings/communications	3	3	4	10
Planning	8	20	15	43
Financial statement audit procedures	17	29	108	154
OMB Circular A-133 compliance audit procedures	16	75	170	261
Draft basic financial statements and related reports/letters	38	6	6	50
Audit wrap-up and technical quality review	<u>18</u>	<u>10</u>	<u>30</u>	<u>58</u>
Total hours	<u>100</u>	<u>143</u>	<u>333</u>	<u>576</u>



**9. DISCUSSION AND POSSIBLE ACTION:** Professional Services Contract – Review and approve the Budget & Finance Committee’s recommendation to extend CST Project Consulting contract through January 31, 2014 for an additional \$163,440, with the total amount not to exceed \$406,614, and an option to extend one additional year

**AMENDMENT 2**

**PROFESSIONAL SERVICES CONTRACT**

This is an amendment to the existing Contract Agreement made on the **15th day of August 2011**, by and between and *workforce*CONNECTIONS, whose address is **7251 West Lake Mead Blvd., Las Vegas, Nevada, 89128**, hereinafter referred to as the “wC”, and CST Project Consulting whose principal place of business is located at 6440 Sky Pointe Drive, Suite 140-388, Las Vegas, Nevada 89131 hereinafter referred to as “Consultant”.

In addition to the goods and services outlined in the basic contract agreement, Consultant shall provide certain professional fiscal support services and deliverables as set forth in this statement of work as follow:

WHEREAS, wC desires to engage the services of the Consultant to perform for wC consulting services regarding the accounting and fiscal functions and/or the operations of wC.

NOW, THEREFORE, it is agreed as follows:

1. **Term:** The respective duties and obligations of the Consultant shall be effective upon August 15, 2011 and ending on **January 31, 2014, with an option to extend one additional year.**
2. **Scope of Work.** (Outlined in Attachment A of herein contract agreement)
3. **Compensation.**
  - a. The cost of the Consultant’s services rendered to wC is pursuant to the terms and scope of work in this agreement. Addition, wC shall reimburse the Consultant for any reasonable “out of pocket expenses” incurred by the Consultant pursuant to the terms and scope of work of this agreement such as “average per diem rate, travel, lodging, supplies and materials.” The Consultant shall submit to wC an itemized statement of hours of services performed and expenses pursuant to the terms and scope of work of this agreement.
  - b. The Consultant’s compensation shall be in the amount of **\$90.00** per hour for the first 480 hours, and 72.00 per for any additional prior to January 31, 2014, not to exceed **\$163,440.**

- c. **Invoices must indicate the tasks performed along with the computed compensation hours and rate. The invoice must be submitted to the wC at the beginning of each month.** All payments shall be due within thirty (30) days of receipt of accurate invoice. Failure to pay the agreed upon amount as indicated in paragraphs 3.a. and 3.b of this section shall constitute a breach of contract.

IN WITNESS WHEREOF, the parties hereto, through their duly authorized officers, have executed this Agreement on the \_\_\_\_\_ October, 2012.

**CST Project Consulting**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Carol S. Turner  
 Manager

***workforce*CONNECTIONS**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Ardell Galbreth  
 Executive Director

**10. EXECUTIVE DIRECTOR UPDATE ~ Ardell Galbreth:**

- a. DISCUSSION AND POSSIBLE ACTION: Professional Services Contract Process
- b. DISCUSSION AND POSSIBLE ACTION: Future agenda items requested by Board members

**11. 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

**12. Board Member Comments:**