

*Workforce***CONNECTIONS**

**BOARD
AGENDA**

November 27, 2012

8:00 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

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 4
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10. <u>SECOND PUBLIC COMMENT SESSION:</u> 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	69
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3. FIRST PUBLIC COMMENT SESSION

04. DISCUSSION AND POSSIBLE ACTION:

Approve the Board Meeting Minutes of October 23, 2012

*workforce***CONNECTIONS****BOARD MEETING
MINUTES****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****Members Present**

Bill Regenhardt	Charles Perry	Commissioner Bill Kirby (Phone)
Commissioner Tommy Rowe	Councilwoman Peggy Leavitt	Councilwoman Anita Wood
Dan Gouker (Phone)	Dr. David Lee	Councilwoman Gerri Schroder (Phone)
Hannah Brown	Mark Edgel	Maggie Arias-Petrel (Phone)
Michelle Bize	Mujahid Ramadan	Pat Maxwell (Phone)
Sonja Holloway	Vida Chan Lin	William Bruninga (Phone)
Willie J. Fields		

Members Absent

Commissioner Butch Borasky	Commissioner Lawrence Weekly	Councilman Bob Coffin
Dan Rose	Dennis Perea	Valerie Murzl

Staff Present

Ardell Galbreth, Executive Director	Suzanne Potter	Carol Turner
Jaime Cruz	Heather DeSart	Rick Villalobos
Rosie Boulware	Byron Goynes	Madelin Arazoza
Chris Shaw	Tom Dang	Deb Collins
Janice R. Greer	Maggie Mendez	Jennifer Padilla
Clentine January		

Others Present

Scott Marquis, Legal Counsel	Renee Cantu, LCCCF
Dr. Tiffany Tyler, Nevada Partners, Inc.	Elizabeth McDaniels, Goodwill
Vincent miller, Goodwill	Janice M. Rael, Nevada Partners, Inc.
Stacy Howell, FIT	Jennifer Casey, FIT
Penny Hagen, FIT	Jake McClelland, FIT
Janet Blumen, FIT	Sherry Ramsey, Goodwill
Lori Thomas, Nevada Partners, Inc.	Byron Green, CCSD
LeVerne Kelley, DETR	Derrick Berry, DETR
Helicia Thomas, GNJ Family Life Center	Juana Hart, J-Hart Communications
Jeff Drothler, Las Vegas Urban League	John Collins, Alaska Farm Center
Rey Bauknight, MGM Resorts, International	Ron Hilke, DETR/WISS
Lawrence Beasley, Las Vegas Urban League	T. Cunningham, TLC Employment Services
Sharaf Rogers, Nevada Partners, Inc.	Jennifer Olsen, Nevada Partners, Inc.
Donna Bensing, New Horizons CLC	Keith Hosannah, DETR/ESD/WISS
Denise Gee, HELP of Southern Nevada	Tom Akers, Akers & Assoc.
LaTanya Runnells, 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 10:05 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

Ms. Brown moved item agenda item 10b to immediately follow agenda item 4.

A motion was made to approve the agenda by Charles Perry and seconded by Willie J. Fields. Motion carried.

3. FIRST PUBLIC COMMENT SESSION

None

4. DISCUSSION AND POSSIBLE ACTION: Approve the Board Meeting Minutes of September 25, 2012

A motion was made to approve the Board Meeting Minutes of September 25, 2012 as presented by Charles Perry and seconded by Bill Regenhardt. Motion carried.

The Agenda was taken out of order (see Agenda item 10b DISCUSSION AND POSSIBLE ACTION)

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)

Mr. Galbreth explained DETR's role in the One-Stop Center and stated that DETR Director Frank Woodbeck and Deputy Director Dennis Perea said they will be participating; however, the MOU has not been signed as of today.

Staff is in the process of identifying a facility to house the One-Stop Center and hopes to have an executed lease by the end of 2012 and the One-Stop Center open for business by February 2013.

Discussion ensued.

A motion was made to designate the above required partner entities* to serve as Southern Nevada One-Stop Career Center Operator with oversight and system design by Workforce Connections by Charles Perry and seconded by Councilwoman Anita Wood. Motion carried.

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

- a. INFORMATION: Funded Partner Demographics Report

Staff presented the Funded Partner Demographics Report on page 29 of the agenda packet.

- b. PRESENTATION: a video presentation was provided by Juana Hart, J. Hart Communications and Janet Blumen, Foundation for an Independent Tomorrow (FIT) regarding the Ex-Offender Program, which was launched on July 1, 2012. The program equips former prison inmates to overcome barriers to employment. To date, 197 people have come through the program of which 45 were enrolled as WIA clients. Of those enrolled, 30 have been placed in full-time employment.

7. YOUTH COUNCIL UPDATE ~ Sonja Holloway, Chair

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

- 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

Mr. Galbreth reported that this RFP is to target the underserved populations, foster youth and youth with disabilities, and will provide much needed support.

A motion was made to 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 by Willie J. Fields and seconded by Councilwoman Anita Wood. Motion carried.

- 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

Ricardo Villalobos provided a brief background. The two main objectives of the no-cost contract extension are 1) to provide continuity of services and 2) allow Nevada Partners more time to meet performance

A motion was made to approve the Youth Council's recommendation to execute a no-cost extension for Nevada Partners, Inc. (NPI) PY2011 contract through June 30, 2013 by Councilwoman Anita Wood and seconded by Charles Perry. Motion carried.

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

Staff presented the updated Summer Component/Year-Round Educational Expenditure Reports for Latin Chamber of Commerce, Nevada Partners, Inc. and Southern Nevada Children First.

Michelle Bize suggested that some of the youth training activities, such as shopping exercises and training at golf tournaments, be presented differently to justify the funds allocated to serve these youth.

Mr. Galbreth noted that it's important for youth to have exposure to a number of life skills training including shopping exercises to encourage the use of math skills and approve their ability to manage resources.

- e. PRESENTATION: Graduate Advocate Initiative & MGM Resorts Int'l Work Experience Program

Mr. Goynes provided an overview of the program.

MGM Resorts, Int'l reached out to their properties to provide work experiences for youth. During this summer, over 54 youth were engaged in a meaningful work experience at ten MGM properties. Additionally, MGM hosted a breakfast for over 2,000 youth.

Larry Lovelett, HELP of Southern Nevada shared about his experience as the Work Coordinator of the program and thanked Denise Gee for her guidance and support.

Rey Bauknight, Corporate Communication Director for MGM Resorts talked briefly about the importance of education and MGM's involvement and support in this particular area. MGM, one of the largest private employers in the valley, is a socially responsible company and views education as a priority investment area. MGM maintains a very close relationship with Clark County School District.

Ivan, one of the youth participants shared about his experience with the program. Ivan is now employed as an IT Technician Assistant for New Horizons Computer Learning Center.

8. OPERATIONS UPDATE

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

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

Staff presented the revised PY2012 Budget provided on page 65 of the agenda packet. Two line items, Equipment and Repairs and Facilities Maintenance, have been combined. There is a \$25,000 decrease in the Admin Support Contracts; originally \$25,000 was budgeted for an Executive Search that is no longer needed. An additional \$70,000 is being added to the Program Support Contracts line item to fund strategic planning training and web development for the One-Stop. The Strategic Initiatives line item was reduced by \$70,000 to fund the Program Support Contracts and increased by the \$25,000 from the Executive Director

search. The Bank/Payroll Services line item was increased by \$10,000 for bank fees and to fund Paylocity payroll check and tax payment services.

Ardell Galbreth met with Wells Fargo and negotiated a significant reduction in bank fees for the agency.

A motion was made to approve PY2012 WIA Formula Budget July 1, 2012 through June 30, 2013 and PY2012 WIA Budget Narrative by Willie J. Fields and seconded by Michelle Bize. Motion carried.

c. 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)

Staff presented the Budget vs. Actual Finance report provided on page 71 of the agenda packet.

ii. PY2011/2012 Awards & Expenditures Report – Monthly Update

Staff presented the Awards & Expenditure report for ADW (page 72), youth (page 73) and direct programs (page 74).

iii. Summary of Direct Grants

Staff presented the Summary of Direct Grants provided on page 75 of the agenda packet.

iv. Adult & Dislocated Worker and Youth Funding Plans

Staff provided an overview of the ADW and Youth Funding plans on page 77 -78 of the agenda packet.

v. Audit Findings Report

Mr. Galbreth commented that DETR auditors provided good technical assistance and worked extremely well with the finance and procurement staff. Galbreth thanked Director Woodbeck and the auditors for responding to the auditing concerns and providing workable solutions.

vi. Standing Professional Services Contracts

Staff presented the Professional Services Contracts list provided on page 98 of the agenda packet.

A motion was made to accept Agenda Item 8c (i. – vi.) by Commissioner Bill Kirby and seconded by Charles Perry. Motion carried.

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

Mr. Galbreth explained that extending the CST Project Consulting contract is critical to Workforce Connections' fiscal and operating procedures. Ms. Turner (CST Project Consulting) has worked with staff and her efforts and contributions have been instrumental in closing out many of the audit findings as well as implementing new processes and procedures to move the agency to the next level.

Following a brief discussion,

A motion was made to 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 \$404,614 and an option to extend one additional year by Commissioner Bill Kirby and seconded by Charles Perry. Motion carried.

10. EXECUTIVE DIRECTOR UPDATE

a. DISCUSSION AND POSSIBLE ACTION: Professional Services Contract Process

Ardell Galbreth reiterated that staff will continue to provide information on Workforce Connections' Professional Services Contracts in the Board packet and will provide copies of contracts to any Board member upon request.

A motion was made to accept the Executive Director's update by Charles Perry and seconded by Councilwoman Anita Wood. Motion carried.

b. DISCUSSION AND POSSIBLE ACTION: Future agenda items requested by Board members

Scott Marquis, Legal Counsel distributed the following memo:

Dear Board Members,

There has apparently been some confusion with regard to the upcoming board agenda, item 10(b), entitled, "**DISCUSSION AND POSSIBLE ACTION:** Future agenda items requested by Board members." Although it is my understanding that this item was placed on the agenda to allow board members to request specific items be placed on upcoming agendas, it should be understood that there are only a few specific people who have the authority to place items on the board agendas. Any other members requesting an item be placed on the agenda are doing exactly that, requesting.

The individuals who are allowed to place matters on the Board agendas are specifically set forth in the workforceCONNECTIONS BOARD BY-LAWS (a copy of which is attached hereto). Section 4(d) of the Bylaws states:

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

- (i) The LEO's Chairperson;
- (ii) The Board Chairperson;
- (iii) Any Committee Chairperson, provided the matter the Committee Chairperson wishes to agendize is within the scope of responsibility for the Chairperson's Committee; and/or
- (iv) The ED.

In other words, the only individuals who can place a matter on the agenda for any topic they wish are the LEO Chairperson - Commissioner Lawrence Weekly, the Chairperson - Hannah Brown; and the Executive Director - Ardell Galbreth. In addition, any of the standing Committee Chairpersons may place items on the agenda as long as those items are specifically related to the Chairperson's committee.

As such, agenda item 10(b) will be a discussion relating to items Board members may wish to see placed on upcoming agendas. However, even if a majority of the Board voted to place an item on an upcoming agenda, it would be a violation of the Board's governing document to do so unless it is authorized by one of the specific people authorized by the Bylaws.

And, the Bylaws may only be modified by "a majority vote of the LEO's during a LEOs Consortium Meeting" pursuant to Section 8.1. Thus, the issue of who may put something on a Board Agenda will not change unless there is some modification to the Bylaws by the LEO Consortium.

Consequently, while the Board members may certainly request that an item be placed on the agenda, no vote under item 10(b) can require it be done.

Discussion ensued.

Mujahid Ramadan stated that he directly requested to Ardell an item to be placed on the agenda and asked what has prevented the item from getting on the agenda.

Hannah Brown intervened, stating that she and Commissioner Weekly met with Mr. Ramadan, who presented a proposal to form a sub-committee to review, evaluate and measure the work of WIA funds utilized for ex-felons and re-entry. Ms. Brown stated that she and Commissioner Weekly felt that this would be in conflict with what the Board staff is asked to do because if there is a sub-committee overseeing the staff then the Board would not have a need for an Executive Director. Ms. Brown stated that this was discussed with Mr. Ramadan in great extent and that it would not be fair to staff to have another oversight other than the Executive Director.

Mr. Ramadan stated that he accepted the observation because both the Board and LEO chair said they did not see a need for a sub-committee; however, he did not agree with it. Ramadan said he would prefer that the Board make that decision.

Hannah Brown directed staff to put this item on the November 2012 Board Agenda.

Ardell Galbreth suggested that Mr. Ramadan consider joining the ADW Committee which oversees the adult re-entry service delivery.

Mr. Ramadan said he would like to discuss this further with Ardell off the record but would still like to have the item put on the November Board Agenda as the Chair stated. Ms. Brown asked Ramadan to clarify the language for the agenda item. Ramadan replied: discuss the possibility of forming a sub-committee of the ADW Committee to discuss specific ex-felon and re-entry issues.

11. SECOND PUBLIC COMMENT SESSION:

LaTanya Runnells, Nevada Partners: Ms. Runnells thanked the Board for entrusting Nevada Partners, Inc. (NPI) to continue to serve clients and distributed a detailed report on NPI's progress to date.

12. Board Member Comments

Charles Perry stated that he enjoys the privilege of serving as a member of the Board and has absolutely no desire, ambition, or intention to direct staff to do anything and congratulates them for the fine job their doing.

Councilwoman Peggy Leavitt congratulated staff for the great strides made since this time last year and is very proud and happy that the agency is doing so well.

Dr. David Lee suggested that it would be beneficial to all to identify new issues that are not publicly known and encouraged those who have a legitimate issue to proceed to request to have the item placed on the Board agenda.

Councilwoman Gerri Schroder commented on how easy it is to access agendas and full packets on the Workforce Connections' website.

13. Adjournment

The meeting adjourned at 12:00 p.m.

05. INFORMATION:

Recognition Awards

06. INFORMATION:

ADW Meeting Minutes of August 8, 2012

ADULT & DISLOCATED WORKER COMMITTEE

August 8, 2012

9:30 AM

workforce **CONNECTIONS**

Conference Room

7251 W. Lake Mead Blvd., Suite 200

Las Vegas, NV 89128

Members Present

Valerie Murzl - Chair

Hannah Brown

Mark Edgel (via telephone)

Maggie Arias-Petrel

Charles Perry

Bill Regenhardt

Members Absent

Chelle Bize'

Pat Maxwell

Dan Rose

Staff Present

Madelin Arazoza

Debra Collins

Jaime Cruz

Heather DeSart

Kelly Ford

Janice Greer

Jim Kostecki

Jeannie Kuennen

Emilio Pias

Carol Turner

Kenadie Cobbin Richardson

Linda Yi

Others Present

Earl McDowell -DETR

Otto Merida - LCCCF

Norma Zamora-BCA

Maria Flores -BCA

Thresea Kaufman -NHA

Nield Montgomery – The Learning Center

Helicia Thomas –GNJ Family Life Center

Tiffany Tyler –NPI

Elizabeth McDaniels-Goodwill

Vince Miller – Goodwill

Sharon Morales – LCCCF

Paula M. Fama –Nevada State College

LeVerne Kelley – DETR

Bonita Fahy –GNJ

Michelli Kaltsas – Ready for Change

Zandra Oshinski- DRHS

Brenda Delgado – NSC

Michael Simmons – GNJ

Susan Adamek – St Rose Dominican Hospitals

Stacey Howell – FIT

Doreen Guerra –SNRHA

Donna Bensing – New Horizons CLC

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

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

Chair, Valerie Murzl, called the meeting to order at 9:31a.m. Staff confirmed the meeting had been properly noted and posted in accordance with the Nevada Open Meeting Law. Roll call was taken and a quorum was present.

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

Chair Valerie Murzl noted that agenda item # 6 would be deleted from this agenda because it was not an item that needed to come before the committee and agenda item #7 was an item that had been previously approved at the committee and board level. Interim Executive Director, Ardell Galbreth, stressed that these matters had been acted on and reported to the Board and that they should not have been on the agenda for this committee.

A motion was made to accept the agenda with the deletion of agenda item # 6 and agenda item #7 by Charles Perry, and seconded by Bill Regenhardt. The motion carried.

Agenda Item 3 - First Public Comment Session:

- **Susan Ademak, Director of Education, St. Rose Dominican Hospitals**, addressed the committee regarding the Spanish Immersion Program being offered by Nevada State College. Ms. Ademak stated that she had been working with Nevada State College and the College of Guadalajara for some time trying to make the program a reality and that she had just hired one of the participants of the program. She believes the program is very valuable and should be continued.

- **Otto Merida, President and CEO, Latin Chamber of Commerce**, addressed the committee regarding the Spanish Immersion Program. Mr. Merida stated it was a very good program which would allow our nurses to be more competitive and ahead of the pack in terms of getting jobs.

- **Brenda Delgado**. Ms. Delgado was one of the nurses who participated in the Spanish Immersion Program through Nevada State College. Ms. Delgado stated the experience was “phenomenal” and opined that as nurses it is important that they’re culturally competent. Ms. Delgado hopes the program continues so that the same opportunity can be offered to other nurses.

- **Pam Call, Course Coordinator for Spanish Immersion Program at Nevada State College**. Ms. Call addressed the committee and stated that the real benefit was for the participants to be able to fall in love with the culture and the population.

- **Felicia** (unintelligible), addressed the committee regarding the Spanish Immersion Program and stated that as a mother of three it was a difficult decision to be away from her family for a month; but once she made the decision she didn’t regret it. Felicia believes she is a better person for having had the experience and is currently taking a Spanish class once a week because she wants to continue to learn as much as possible.

Thresea Kaufman, Program Manager, NHA, Healthcare 20/20 Program. Ms. Kaufman addressed the committee stating that the feedback from the six candidates who were part of the Spanish Immersion program has been enormously positive. Ms. Kaufman further stated that she was aware that there were concerns that WIA funds were being spent outside of Nevada but that they were not; the nurses have returned to Nevada and have found employment at St. Rose and UMC hospitals.

Heather Del Toro. Ms. Del Toro addressed the committee stating that she was one of the participants in the Spanish Immersion program. Ms. Del Toro further stated that she found being immersed in the language and culture forced her to learn at a faster pace which was not only beneficial, but encouraged her to continue her education upon her return to the States with language classes.

Paula Fama. Ms. Fama stated she also was one of the Spanish Immersion participants and what she derived from the program was the ability to be more empathetic to travelers not in their country or not in their comfort zone.

Agenda Item 4 – INFORMATION: Welcome new ADW Committee Member, Dr. David Lee
Chair, Valerie Murzl extended a warm welcome to Dr. Lee as he joined the ADW Committee.

Agenda Item 5 ACTION: Review, Discuss and Approve the meeting minutes of March 14, 2012, these minutes were previously approved with an error, we will need to have the corrected version approved.

ALSO: Approve the meeting minutes of May 16, 2012

Staff explained to the committee that the March 14, 2012 minutes were approved with the error that Maggie Arias-Petrel was in attendance.

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

Agenda Item 8 – INFORMATION: Review and discuss the continuation of the Medical ESL, Spanish Immersion course through Nevada State College with removal of travel costs which are disallowed under 20 CFR.667.264(b). Heather DeSart addressed the committee and gave a brief history of the Spanish Immersion program and the efforts to get it off the ground. Ms. DeSart stated that after the training began there were some questions about the costs of travel outside of the country that were associated with the program; *workforce CONNECTIONS* is consulting with the Department of Labor to see if the program could be continued with the omission of the travel costs. The committee discussed the merits of being exposed to other cultures, meeting the needs of the neighbors, the importing of nurses from cultures that did not understand Hispanic culture, and the many benefits of having a program such as the Medical ESL Spanish Immersion program being operated through Nevada State College. Following the discussion committee member, Maggie Arias-Petrel stated that an organization had come forward who will cover the travel costs of the program in the form of a scholarship. Committee member Bill Regenhardt inquired if there were plans to go to any other parts of the world with this type of program, Executive Director Ardell Galbreth responded, that if there was a demand for those skill sets in order for Southern Nevadans to become gainfully employed, then *workforce CONNECTIONS* would partner with training providers to provide those skill sets.

Agenda Item 9 – INFORMATION: Update on the new *workforce CONNECTIONS* One Stop Center. The following funded partners: Nevada Partners Inc., Goodwill of Southern Nevada, Latin Chamber of Commerce Community Foundation and GNJ Family Life Center, will each have from 1-2 designated employees to be co-located staff at the new facility.

Heather DeSart informed the committee on the progress of the formation of the One Stop Center and thanked the partners who will have staff co-located in the facility.

Agenda Item 10 - ACTION: Review, Discuss, and Accept Funded Partner Report.

Heather DeSart gave a brief review of the Partner Report which is a snapshot of the activities and outcomes of PY' 11 funding. Jeannie Kuennen, staff, stated that the Re-entry program formerly operated by *workforce CONNECTIONS* is now being operated by Foundation for an Independent Tomorrow (FIT); future funded partner reports will have FIT's name by those numbers. Ms. Kuennen further stated that the numbers for Nevada Hospital Association also include new enrollments that occurred under SNMIC for PY' 11. NHA accepted many more records than are indicated by the report because it only included PY' 11 data. Ardell Galbreth thanked the funded partners for the excellent work they've done exceeding their numbers of clients served and leveraging and stretching their funding to the largest degree possible.

A motion to accept the funded partner report was made by Charles Perry and seconded by Maggie Arias Petrel. The motion carried.

Agenda Item 11 - ACTION: Review, Discuss and Accept ADW Funded Partner Demographics Report.

Heather DeSart stated that the funded partners were informed about the content of the demographics report in order to keep them apprised of what would be presented to the committee. Jeannie Kuennen stated the numbers representing ex-offenders are most likely much higher than represented on the report because that information is captured in a field that is not currently required to be captured in NVtrac and thus easily bypassed when a client is being registered. Ms. Kuennen stated that we are working to correct that so that numbers in the future will more accurately represent that population.

A motion to accept the funded partner demographic report was made by Charles Perry and seconded by Hannah Brown. The motion carried.

Agenda Item 12- INFORMATION: Review and Discuss ADW Sector Break Out Report.

Heather DeSart noted that the partners have been given the opportunity to expand the use of their training dollars to include all of the sectors outlined in the Brookings Report and the Governor's plan. The sector break out report reflects the percentages and sectors the training activities have occurred in since the expansion has occurred.

Agenda Item 13 -INFORMATION: Receive Regional Sector Update Reports, Healthcare, Green, and Layoff Aversion

Debra Collins, staff, stated that the Nevada Healthcare Council has had a name change to the Nevada Healthcare and Medical Service Sector Council. The council has been on hiatus and will resume in September, however the council has been continuing to work in smaller ad hoc committees. Linda Yi, staff, noted that the committees have come together very quickly because the Governor has asked that any recommendations coming out of the Sector Council arrive at his desk no later than August 31st and he would put those items on his agenda in the form of bill drafts. Ms. Yi gave an overview of the items that were discussed at the meetings as possible suggestions to the Governor.

Jaime Cruz, staff, gave a brief overview of the activities of the Green Economy Workforce Development program. Mr. Cruz pointed to an article recently released in the Las Vegas Review Journal and included in the packet for the committee's review. Mr. Cruz stated that the article showcased some of the activities, employers, and industries that have taken part in the program over the last two years and that the Green Economy Workforce Development program has touched all of the seven sectors with the exception of Aerospace and Defense.

Mr. Cruz noted that the SESP grant, which *workforce CONNECTIONS* was a sub grantee of, was charged with serving 2119 participants; Mr. Cruz said that in partnership with the network of funded partners and training partners, SESP has served 2323 participants and the life of the grant does not expire until January.

Janice Greer and Kenadie Cobbin-Richardson, staff, gave an overview of the accomplishments of the Layoff Aversion department which included helping a local dentist avoid business closure after moving to Pahrump, assisting a local oral surgeon to find avenues to increase business and implementing training online and in webinars to assist business owners who may not be able to attend meetings in person. Ms. Richardson stated that the Layoff Aversion department had a goal to discover at least eight businesses who could benefit from their services and that they actually uncovered fifteen; of those fifteen businesses, turnaround plans have been implemented for six, with a goal to implement the plan for two more, the six that have been assisted so far are in the Healthcare sector.

Janice Greer stated that as a result of Layoff Aversion outreach seminars, there have been nine additional discoveries of businesses in need of assistance in the industries of healthcare, maintenance, service industries, movie production, consulting, houses of worship, and advertising. Ms. Greer also informed the committee that the Layoff Aversion department was facilitating a workshop for Congressman Joe

Heck's office this Friday, August 10th and will be being held at the same time as a Rapid Response event.

Agenda Item 14 - INFORMATION: Adult and Dislocated Worker Fiscal Reports

Jim Kostecki and Carol Turner, Fiscal Department addressed the committee and informed them that all of the partners had signed their contracts for the upcoming year but they were still waiting for CCSD's signed contract. Mr. Kostecki stated that all of the partners were doing well with their spending and none of the money would revert because the contracts had been extended.

Agenda Item 15 - PRESENTATION: Funded Partner Year End Success Stories

Bonita Fahy, GNJ Family Life Center introduced her employer partner, Michelli Kaltsas, from Ready for Change. Ready for Change is an agency that conducts mobile therapy sessions and Ms. Kaltas told the committee of the successes she had conducting training sessions to help train a workforce for her agency.

Agenda Item 16 - SECOND PUBLIC COMMENT SESSION:

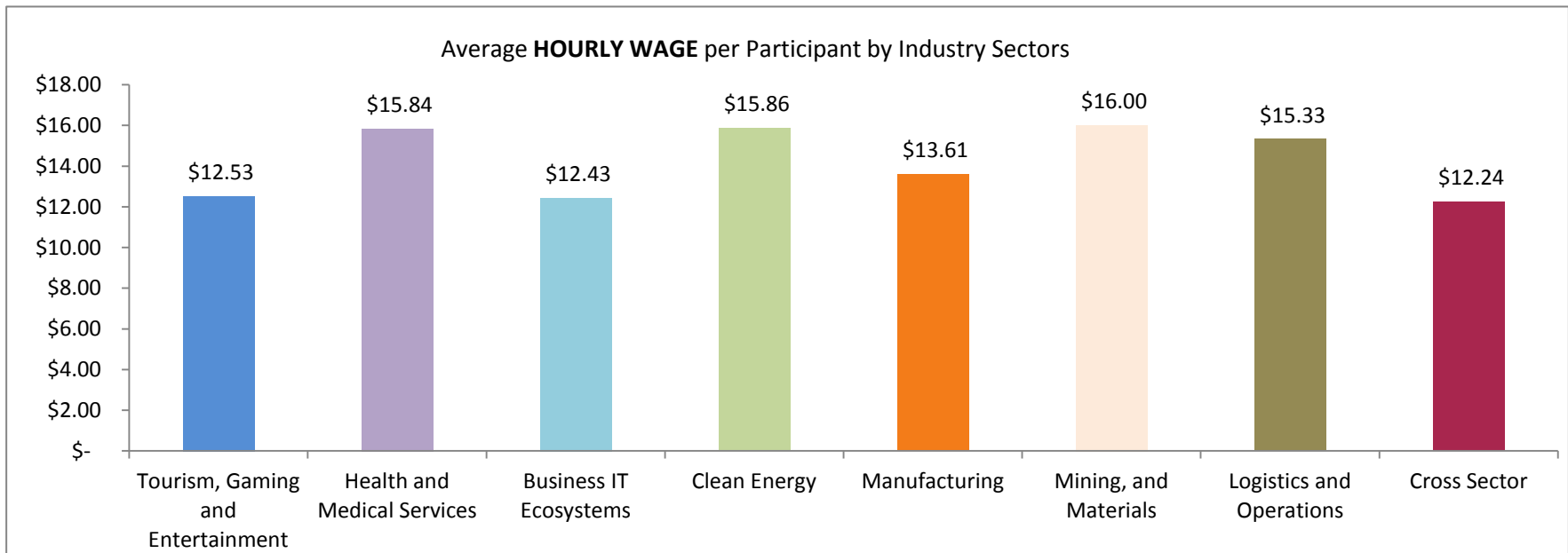
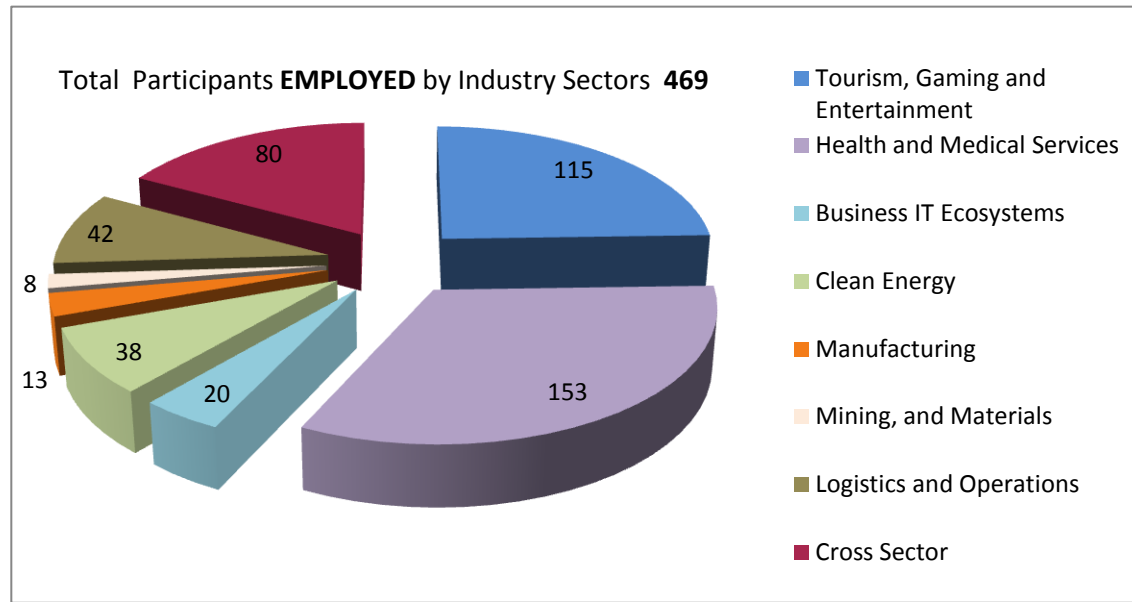
Dr. Tiffany Tyler, Nevada Partners addressed the committee and thanked them for the opportunity to continue their work helping Southern Nevadans get back to work.

Agenda Item 17 – Adjournment. *The meeting adjourned at 11:16am*

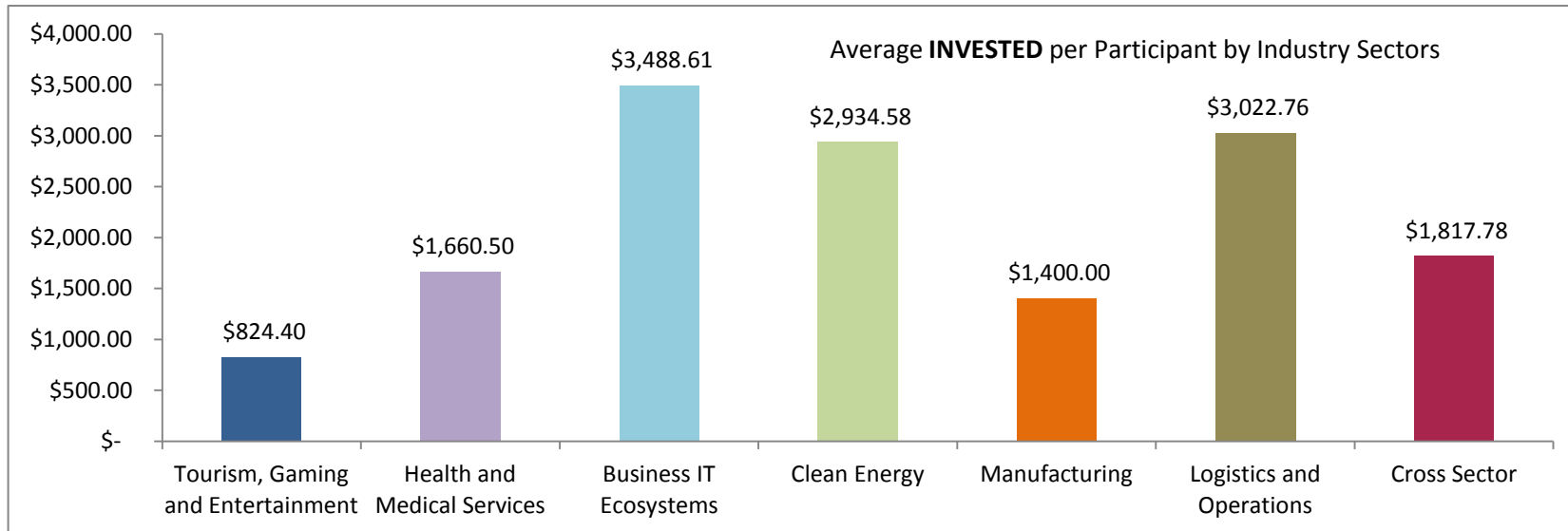
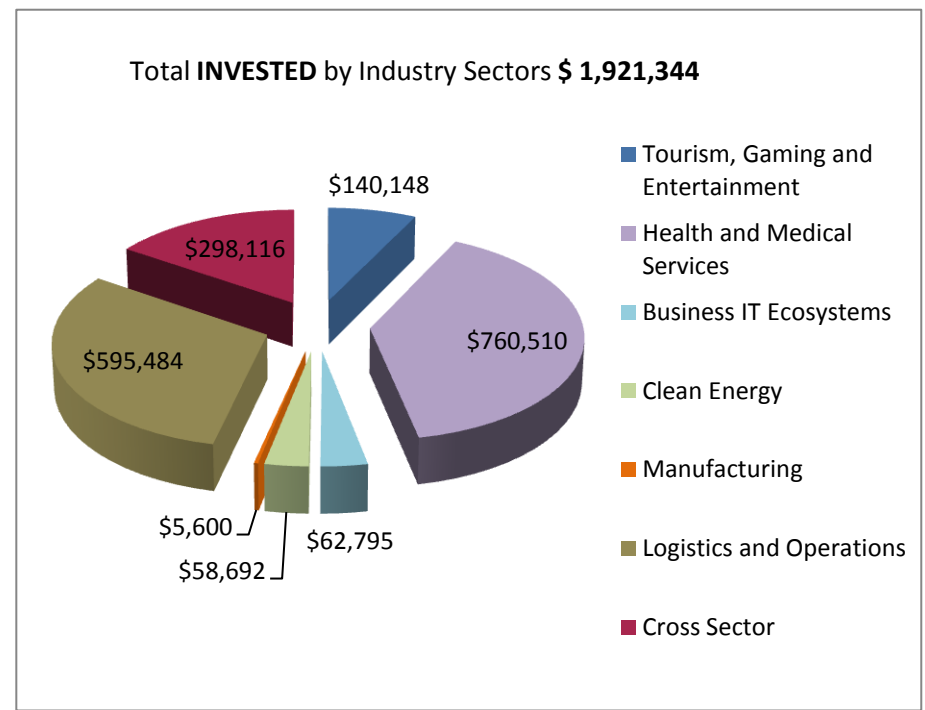
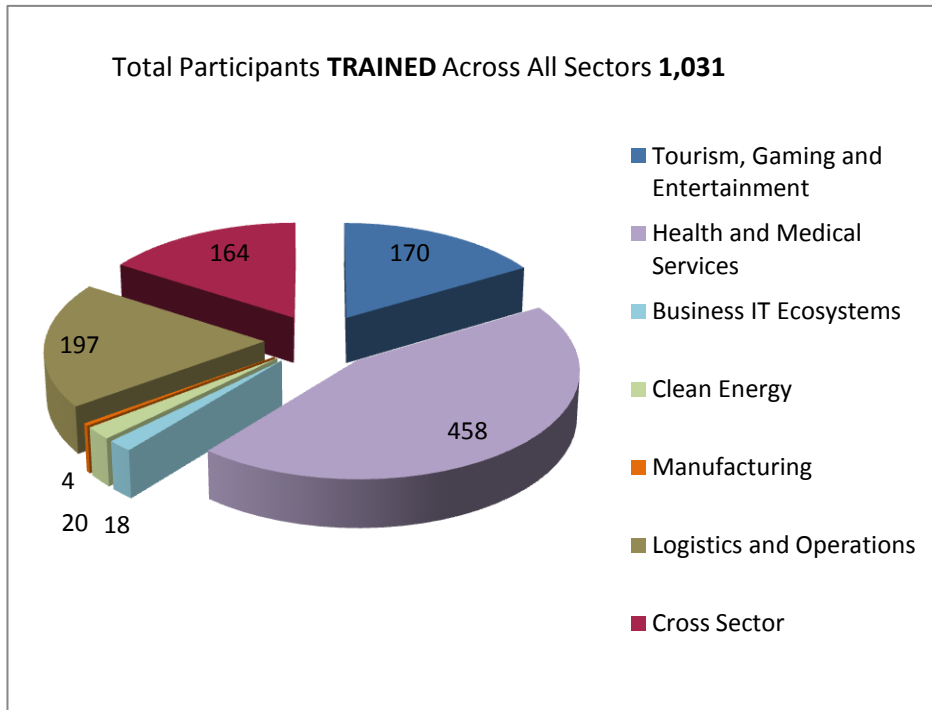
6b. DISCUSSION AND POSSIBLE ACTION:

Approve the recommendation of the ADW Committee not to implement a re-entry subcommittee

Adult and Dislocated Workers **EMPLOYED** by Industry Sectors July 1, 2012 - October 31, 2012



Adult and Dislocated Workers **TRAINED** by Industry Sectors July 1, 2012 - October 31, 2012



SECTOR COUNCIL SNAPSHOT

GREEN ECONOMY, Friday, August 31, 2012

- Discussion about the sector focus moving forward
- SESP grant update
- Discussion on employers needs
- STEM exposure for youth

INFORMATION TECHNOLOGY, Wednesday, October 3, 2012

- Discussion about JobConnect Career Centers at CSN locations
- Centers would deliver courses selected by the different sector councils
- Discussion about Pedro Martinez's Tahoe County youth talent pipeline idea
- Economic report on the sector
- STEM programs for youth (potential funding from sources like Microsoft)

MANUFACTURING, Monday, October 8, 2012

- First meeting
- Introduced the by-laws
- Economic report on the sector
- Discussion around identifying potential employers
- Discussion around additional council members

AEROSPACE & DEFENSE, Monday October 22, 2012

- STEM programs for youth
- Economic report on the sector
- Discussion around identifying potential employers
- Discussion around additional council members

HEALTHCARE & MEDICAL SERVICES, Thursday, November 1, 2012

- Update on Sector Council Operational Activities, council membership application process
- Update Web portal
- Update regarding interaction with Governor's Workforce Investment Board and Governor's Economic Development
- Discussion and update from chair regarding Strategic Planning, Sector Analysis Assignment
- Subcommittees' activity reports

TOURISM, GAMING & ENTERTAINMENT, scheduled for Monday, November 26, 2012

LOGISTICS & OPERATIONS, scheduled for Tuesday, December 4, 2012

MINING & MATERIALS, to be scheduled

7a. INFORMATION:

Youth Council Meeting Minutes of October 10, 2012

MINUTES

Youth Council Meeting October 10, 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	Lt. Jack Owen	Dan Rose	Willie J. Fields
Stavan Corbett	Vida Chan Lin (Phone)		

Members Absent

None

Staff Present

Heather DeSart	Suzanne Potter	Carol Turner	Jim Kostecki
Clentine January	Rick Villalobos	Rosie Boulware	Byron Goynes
Jennifer Padilla	Kimberly Colagioia	Madeline Arazoza	Melody Stok

Others Present

Keith Hosannah, DETR/WISS	Dr. Tiffany Tyler, Nevada Partners, Inc.
Dr. Byron Green, Clark County School District	Donna Bensing, New Horizons CLC
Denise Gee, HELP of Southern Nevada	Helicia Thomas, GNJ Family Life Center

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

1. Call to order, confirmation of posting and roll call:
The meeting was called to order by Chair, Sonja Holloway. Staff confirmed the agenda had been properly noticed and posted in accordance with the Nevada Open Meeting Law; roll call was taken and a quorum was present.
2. DISCUSSION AND POSSIBLE ACTION: Approve the agenda with inclusion of any emergency items and deletion of any items
A motion was made to approve the agenda as presented by Willie J. Fields and seconded by Stavan Corbett. Motion carried.
3. FIRST PUBLIC COMMENT SESSION
None
4. DISCUSSION AND POSSIBLE ACTION: Approve the Youth Council Meeting Minutes of September 12, 2012
A motion was made to approve the Youth Council Meeting Minutes of September 12, 2012 as presented by Stavan Corbett and seconded by Willie J. Fields. Motion carried.
5. INFORMATION: Welcome New Youth Council Member
Lt. Jack Owen from Las Vegas Metro Police Department was welcomed to the Youth Council.

6. DISCUSSION AND POSSIBLE ACTION: Approve staff'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

Ricardo Villalobos, Workforce Connections staff provided a brief overview of the RFP for foster youth and youth with disabilities. He noted that under the WIA reauthorization regarding youth, there will be an emphasis placed on serving foster youth and disabled youth; therefore, targeting these significantly underserved populations will put Workforce Connections ahead of the game.

Heather DeSart, Deputy Director commented that staff is specifically and strategically not going to dictate the amount of funding that will go to serve each population or how many providers will be selected. For example, more funds may go toward serving foster youth than disabled youth depending on the proposals and amounts requested. This will be an open competitive process to solicit innovative proposals in whatever amounts the respondents propose. A team of evaluators will be established to determine the best way for the funds to be awarded. The scope of work included in the RFP will provide a basic guideline for required program components.

Rosie Boulware, Workforce Connections staff stated that Congress has mandated that WIA funds are leveraged with other programs that serve these youth populations. The focus is on successfully transitioning these youth into society, the workforce and/or post-secondary education. Discussion ensued.

Stephan Corbett requested staff to provide monthly feedback regarding the progression of the RFP process.

Ms. DeSart confirmed that staff will be 100% transparent in the process and provide regular status updates and staff may call on Youth Council members for assistance in identifying qualified evaluators that have insight or expertise serving these populations. Evaluator cannot have a conflict of interest with potential grant recipients, such as financial gain.

A motion was made to approve staff'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 by Stavan Corbett and seconded by Dan Rose. Motion carried.

7. DISUCSSION AND POSSIBLE ACTION: Approve staff's recommendation to execute a no cost extension for Nevada partners, Inc. (NPI) PY2011 contract through June 30, 2013

Mr. Villalobos reiterated that this is a no-cost extension and no funds are being requested. Extending the contract deadline will allow Nevada Partners, Inc. (NPI) to expend the remainder of their funds and ensure the continuity of services to participants as well as provide NPI additional time to meet performance. The program dates are October 1, 2012 through June 30, 2013.

A motion was made to approve staff's recommendation to execute a no cost extension for Nevada Partners, Inc. (NPI) PY2011 contract through June 30, 2013 by Stavan Corbett and seconded by Vida Chan Lin. Motion carried.

8. INFORMATION: Youth Build Las Vegas Update

Jennifer Padilla, Workforce Connections staff, provided a YouthBuild update. Recently upon completing the YouthBuild challenge, 30 young adults were identified to be a part of the fourth cohort to participate in the YouthBuild Las Vegas program. Two participants, Chris and Jessica, talked about the YouthBuild Challenge and the reasons they decided to join the program.

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

As per the request of the Board, monthly updates for the Summer Component/Year-Round Programs are being provided for Latin Chamber of Commerce, Nevada Partners and Southern Nevada Children First. These reports are provided in the agenda packet on page 19 through 21.

Ms. DeSart commented that it is the priority of staff to keep the Youth Council informed and apprised of all things going on to remain as transparent as possible as well as to encourage the support of the Youth Council in the work that staff does. Ms. DeSart encouraged the Youth Council members to provide input, make suggestions and express any ideas they have to staff.

10. INFORMATION: Youth Funding Plan – September 2012

Carol Turner provided an overview of the Youth Funding Plan for September 2012. This report forecasts expenditures over the next four quarters. The report is provided on page 23 of the agenda packet.

11. INFORMATION: Awards & Expenditures Report – September 2012

Jim Kostecki, Workforce Connections staff provided an overview of the Awards & Expenditures Report for the WIA Youth Programs (Year-Round, Rural and Tri-County, Re-Entry). The report has been revised to include contract dates. The report is provided on page 25 of the agenda packet.

Sonja Holloway noted that the Latin Chamber of Commerce PY11 Green Consortium contract is underspent and asked staff to provide an update at the next meeting.

Mr. Kostecki reported that this collaboration with Latin Chamber and Housing Authority started in 2011 and initially, it took some time to establish the consortium; approximately eight or nine months. There is still one year remaining on the contract, which will allow them additional time to spend the remaining balance on their contract. Staff hopes to see significant spending by the end of September and will stay on top of the matter. Discussion ensued.

Ms. Holloway asked for an update on HELP's contract expenditures at next month's meeting.

12. INFORMATION: Youth Department Director's Report

Mr. Villalobos reiterated earlier comments made by Ms. DeSart's about the importance of transparency with regard to information requested and provided to the Youth Council to ensure the Youth Council is well informed to make important decisions as well as provide key information to the Board when asked.

Alluding to a discussion at the recent Board meeting, Mr. Villalobos said he could have provided clarity and perspective had he been given the opportunity to do so.

Ms. Holloway agreed and stated that she will ensure that staff has the opportunity to provide their perspective and address comments that are made at future Board meetings.

Dan Rose stated that with the recent changes at the agency and on the Youth Council there is inevitably going to be some communication barriers and even a lack of trust and until more trust is established, Board members will ask a lot of questions and scrutinize some of the decisions made by the Youth Council.

13. SECOND PUBLIC COMMENT SESSION:

Denise Gee, HELP of Southern Nevada – Ms. Gee reported that this month is HELP's five-year anniversary of serving WIA programs. HELP started serving homeless youth and still has a priority with this population because of their homeless youth center. This summer HELP provided 150 youth with a work experience opportunity at approximately 30 partner employers. As a result, approximately 17% of the youth received permanent employment. Ms. Gee thanked the Youth Council and staff for the opportunity to serve youth and looks forward to learning, growing and developing in the years to come.

14. Youth Council Member Comments

None

15. Adjournment

The meeting adjourned at 12:06 p.m.

7b. DISCUSSION AND POSSIBLE ACTION:

Accept YouthBuild USA's AmeriCorps grant award of \$23,820 to support 30 Quarter-Time YouthBuild Las Vegas slots during the 2012 – 2013 grant cycle,



AmeriCorps is a national service program that engages more than 85,000 Americans each year in intensive service that meets critical community needs and can make a major impact improving education; energy conservation; the health of all Americans; economic opportunity for economically vulnerable individuals; increasing service by and for veterans; and providing disaster services. YouthBuild AmeriCorps members build or rehabilitate low-income housing, while being provided member skill and leadership development during their service term. AmeriCorps is a natural overlay to the YouthBuild program.

YouthBuild programs are already serving communities, developing leaders, and providing educational opportunities for young people. Becoming a YouthBuild AmeriCorps program gives recognition to the service-orientation of those activities and gives the YouthBuild AmeriCorps member the opportunity to see themselves as a change agent within their community. In addition, upon successful completion of their service, members receive an education award that can be used towards post-secondary education costs. More about AmeriCorps can be found at <http://www.americorps.gov/about/ac/index.asp>

YouthBuild USA is pleased to announce that YouthBuild Las Vegas has been awarded 30 Quarter-Time (QT) AmeriCorps slots and an operational grant award of \$23,820 to support these member positions during the 2012-13 YouthBuild AmeriCorps grant cycle!

8. INFORMATION:

Budget & Finance Committee Meeting Minutes of November 7, 2012

*workforce***CONNECTIONS**
MINUTES

of the meeting of the

BUDGET & FINANCE COMMITTEE

Wednesday, November 7, 2012

The Budget & Finance Committee held a public meeting on November 7, 2012, beginning at 10:17 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 speakerphone and voice stream link. The public was invited to attend at this location.

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

Councilwoman Gerri Schroder, Chair, called the meeting of the Budget & Finance Committee to order. Those present: Councilwoman Gerri Schroder, Chair; Hannah Brown, Vice-Chair (via telephone); Bill Bruninga (via telephone); and, Vida Chan Lin.

Absent: Dan Gouker
Commissioner William Kirby

Staff confirmed the agenda was posted three working days prior to the meeting in accordance with the Nevada Open Meeting Law by posting at four Official Bulletin Boards (locations listed on agenda). Present were various staff members of *workforce***CONNECTIONS** and members of the public were asked to sign in. 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 by staff was made by Hannah Brown and seconded by Bill Bruninga. Motion carried.

3. Public Comment (1st 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 your address for the record. Each public comment will be limited to three (3) minutes.

The Councilwoman Gerri Schroder-Chair opened the meeting to Public Comment. No members of the public made comment. Councilwoman Gerri Schroder presiding closed the Public Comment Session.

4. Approval of minutes of the previous Budget & Finance Committee meeting held on October 3, 2012.

A motion to approve the meeting minutes of October 3, 2012 as presented by staff was made by Bill Bruninga and seconded by Vida Chan Lin. Motion carried.

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

Jim presented the PY2012 WIA Formula Budget July 1, 2012 through June 30, 2013 and associated PY2012 WIA Budget Narrative on pages 8 – 14 of the agenda packet.

A motion to approve the PY2012 WIA Budget July 1, 2012 through June 30, 2013 and associated PY2012 WIA Budget Narrative as presented by staff was made by Bill Bruninga and seconded by Vida Chan Lin. 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)

Jim reported on the corrected Budget vs. Actual Finance Report (Workforce Connections' Operations) for the period July 1, 2012 through June 30, 2013 (Formula WIA) from the handout provided to the committee members (replacing page 18 of the agenda packet). Line items corrected reflect the following with a revised copy forwarded to the Board.

	Admin	Program	Total
Line item 7005 Legal Fees	\$100,000	0	\$100,000
Correction should reflect	\$50,000	0	\$50,000
Line item 7600 Youth Program Activities	0	0	0
Correction should reflect	0	\$15,000	\$15,000
Line item 7605 Adult/DW Program Activities	0	0	0
Correction should reflect	0	\$15,000	\$15,000
Line item 8900 Strategic Initiative	0	\$36,302	\$36,302
Correction should reflect	0	\$86,302	\$86,302
Line item 7090 Non-Board Meetings & Outreach	\$16,800	\$43,200	\$60,000
Correction should reflect	\$16,800	\$13,200	\$30,000

- Line item 7005 – Legal Fees: Staff is requesting that Legal Fees be adjusted to \$75,000 to reflect the increase due to Open Meeting Law trainings to board members and staff provided by Marquis & Auerbach and the work that has been provided on the One-Stop Center lease. It is anticipated to move approximately \$16,000 Marquis & Auerbach expenditures from the budget to the One-Stop Center line item for the review of the One-Stop Center lease and with the increase in budget will bring the new line item to approximately 24% for legal fees through September.
- Line item 7030 – Postage & Delivery: Paid twice in the first quarter.
- Line item 7080/7085 – Support Contracts: Approval to add \$67,000 to support a Systems Programmer position and the multiple Greg Newton Trainings for the One-Stop Center/System.

- Line item 7095 – Board Meetings and Travel: Approval to add \$10,000 to support an increase to fund additional Board members travel to workforce conferences.

Councilwoman Schroder stated that she and Councilwoman Anita Wood would be in Washington, DC attending the Nevada National League of Cities Conference and attending NAWB (“wear 2 hats”) to alleviate expenses for travel through WC funds.

Ardell stated that the purpose of the line item increase is to cover the expenditures for upcoming conferences. WC will ensure that information is provided to the board members and LEOs.

b. PY2011/PY2012 Awards & Expenditures - Monthly Update

Jim presented the PY2011/PY2012 Awards and Expenditures for Adult/Dislocated Worker and Youth through September invoices on pages 15 – 17 of the agenda packet.

	Adult Expenditures	Dislocated Worker Expenditures	% Spent
WIA PY2011-PY2012 Adult & DW Green Sector	59%	41%	54.63%
WIA PY2011-PY2012 Adult & DW Health Sector	68%	32%	43.47%
WIA PY2011-PY2012 Adult & DW Rural Services	55%	45%	43.28%
WIA PY2012 Adult & DW Re-Entry Services	100%	0%	8.99%
Total PY2011/PY2012 Adult & Dislocated Worker	63%	37%	46.13%
	Youth In-School	Youth Out-Of-School	% Spent
WIA PY2011 Youth General	49%	51%	62.02%
WIA PY2012 Youth General	29%	71%	4.50%
WIA PY2011 Youth Tri County	55%	45%	54.19%
WIA PY2011 Youth Re-Entry Advocate Programs	0%	100%	6.99%
Total PY2011 Youth	49%	51%	38.67%
Direct Grants PY2010/PY2011			% Spent
WIA PY2010/PY2011 Governor’s Reserve Youth			99.60%
Direct Adult & DW Grants			75.13%

Jim reported that CCSD has requested an extension beyond 12/31/2012. Heather DeSart stated that staff was requested to review the numbers from CCSD to see how many have been enrolled and how many have been placed. Currently there are 94 enrolled and 21 to be placed. The question becomes, do we take those 20-30 clients who are active in the system and transfer them to another service provider, or do we extend CCSD’s contract briefly at no cost to allow the clients to go forward. At this point, it remains in discussion for the Adult Education.

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

Jim presented the Audit Findings for Program Year 2010 (Year Ended June 30, 2011) – October 2012 Report on pages 19 -23 of the agenda packet indicating there are updates with no notable change since last report.

WC is preparing for the new audit that begins next Tuesday, November 13, 2012. Jim stated WC has made timely reporting which should eliminate a few items from the list and should not receive the findings again. Jim further stated we have a solid Trial Balance and the main report that affects WC is called the Schedule of Expenditures of Federal Awards (SEFA) that needs to be rolled over from year to year. There are some issues to resolve from last fiscal year end and it is interfering with this years' reporting -- presenting some challenge.

d. YouthBuild Monitoring Review Report – October 2012

Jim presented the YouthBuild Audit on pages 24 – 32 of the agenda that occurred mid-September. Heather reported that in order to get corrective actions on some of the findings a modification of the scope of work will have to be submitted to the Department of Labor to include a training site that WC is not sending youth too.

Councilwoman Schroder queried page 26 "...providing Green Advantage Certification to the participants..." Jim responded that the modification would result in removing this certification and replacing it with a statement of work for "What's it Mean to be Green" certification. Ardell stated that not only does staff want to see students obtain certification, but also credit with the school district.

Jim stated that finding #3 on page 30 is a fiscal finding relative to the quarterly report. Nothing was omitted, total costs were reported; however, staff did not break it out between the administrative expenditures and the program expenditures which will occur going forward.

A motion to accept the reports as presented by staff was made by Hannah Brown and seconded by Vida Chan Lin. Motion carried.

7. Public Comment and Discussion (2nd 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 address for the record. Each comment will be limited to three (3) minutes.

The Councilwoman Gerri Schroder-Chair opened the meeting to Public Comment. No members of the public made comment. Councilwoman Gerri Schroder presiding closed public Comment Session.

9. Adjournment unanimously approved at 10:36 a.m.

Respectfully submitted,
Dianne Tracy, Recorder

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

Revenue by Funding Stream	Approved	Proposed	\$ Change	Available for LWIB Operations		TOTAL
	Budget PY2012	Budget PY2012		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			-		-	-
Total Revenue by Funding Stream	\$ 24,502,565	\$ 24,502,565	\$ -	\$ 2,450,255	\$ 2,450,280	\$ 24,502,565
				Subtotal Board Operations \$ 4,900,535		

Notes:

1. PY2012 Revenues include WIA funding in the total amount of \$19,502,540.
2. Carry forward funds have been estimated for PY2011 in the amount of \$5,000,000. These fund estimates will be revised later this year when the A-133 audit is complete.
3. The Department of Labor allows local boards to expend up to 10% of their total allocation for administrative costs. WC also allocates 10% of the total allocation for program management and oversight.
4. WIA funds have a two year life at the local board level and an additional year at the state level.

Community Resource Allocations	Approved	Proposed	\$ Change			TOTAL
	Budget PY2012	Budget PY2012				
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
Subtotal Community Resource Allocations	\$ 19,602,030	\$ 19,602,030	\$ -			\$ 19,602,030

Board Operations	Approved	Proposed	\$ Change	Admin	Program	Total
	Budget PY2012	Budget PY2012				
Subtotal Operating Expenditures	4,900,535	4,900,535	-	1,874,464	3,026,071	4,900,535
Total Expenditures	\$ 24,502,565	\$ 24,502,565		\$ 1,874,464	\$ 3,026,071	\$ 24,502,565
Fund Balance	\$ -	\$ -		\$ 575,791	\$ (575,791)	\$ -

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 - November 2012)

Board Operations	Authorized FTE	Actual FTE	Approved Budget PY2012	Proposed Budget PY2012	\$ Change	Admin	Program	Total
6500 Salaries	28.88	24.88	2,413,763	2,451,763	38,000	809,082	1,642,681	2,451,763
7000 Accounting and Auditing			350,000	350,000	-	350,000	-	350,000
7005 Legal Fees			50,000	75,000	25,000	75,000	-	75,000
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			-	-	-	-	-	-
7075 Facilities Maintenance			6,500	6,500	-	1,820	4,680	6,500
7080 Admin Support Contracts			120,000	120,000	-	120,000	-	120,000
7085 Program Support Contracts			30,000	30,000	-	-	30,000	30,000
7085 Program Support Contracts - IT NVTrac/Web			70,000	137,000	67,000	-	137,000	137,000
7090 Non-Board Meetings and Outreach			30,000	30,000	-	8,400	21,600	30,000
7095 Board Meetings and Travel			8,000	18,000	10,000	-	18,000	18,000
7100 Insurance			40,000	40,000	-	11,200	28,800	40,000
7100-7120 Employee Fringe Benefits			809,818	823,818	14,000	271,860	551,958	823,818
7125 Employer Payroll Taxes			71,804	72,804	1,000	24,025	48,779	72,804
7130/7135 Payroll Services and Bank Fees			16,000	16,000	-	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	55,000	(20,000)	15,400	39,600	55,000
8510 Capital - Software NVTrac - Data System			100,000	-	(100,000)	-	-	-
8900 Strategic Initiative - WIA			86,302	51,302	(35,000)	-	51,302	51,302
Subtotal Board Operations			4,900,535	4,900,535	-	1,868,924	3,031,611	4,900,535

**Workforce Connections
Program Year 2012
WIA Formula Budget Narrative**

Workforce Connections is responsible for providing management and oversight of the Workforce Investment Area's employment and training programs and services. The Board's staff provides direct support to the Workforce Investment Area by carrying out the Board's operations plans. Staff responsibilities include implementing Board policies and establishing techniques and methods to achieve the Board's mission. Staff administers and oversees all internal administrative service provisions, including program administration, management analysis and administration support for the Workforce Investment Board.

Revenues:

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

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

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

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

Expenditures – 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: \$2,451,763 – an increase of \$38,000 – Allocated costs for administrative and program staff salaries. This increase will fund a new Systems Programmer position that will train with and then replace contractors currently providing NVTrac systems and data maintenance. Total compensation for the new position is \$53,000 and IT NVTrac and Web Development contractors is \$137,000 for a total budget of \$190,000.

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: \$75,000 – an increase of \$25,000 – Allocated costs for legal services in areas such as board and official open meetings preparation including review of agendas, contract agreements, RFPs, and policies. This increase will fund unanticipated legal fees incurred for Board legal issues and the contract review and negotiations of the One-Stop Center lease agreement. Total contract award is \$100,000 with an additional \$25,000 to be budgeted in the One-Stop System budget.

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 Facilities Maintenance: \$6,500** – Allocated costs for equipment or facility repairs and maintenance not included in the monthly rent payments for Workforce Connections’ administration offices.
- 7080 Admin Support Contracts: \$120,000** – Allocated costs for administrative support agreements and temporary staffing with focus on administrative, fiscal, and personnel management.
- 7085 Program Support Contracts: \$30,000** – Allocated costs for program support agreements and temporary staffing to support program activities.
- 7085 Program Support Contracts – IT NVTrac and Web: \$137,000 – an increase of \$67,000** – Allocated costs for program support agreements and temporary staffing to support program and data support activities. This increase will provide funds for the training of the new Systems Programmer position on NVTrac systems and data maintenance. Total compensation for the new position is \$53,000 and IT NVTrac and Web Development contractors is \$137,000 for a total budget of \$190,000.
- 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: \$18,000 – an increase of \$10,000** – Allocated costs for facility and event related charges tied to board and committee meetings and Board travel to grant activities. This increase will fund additional Board members travel to workforce conferences.
- 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: \$823,818 – an increase of 14,000 – 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. This increase will fund the fringe benefits for a new Systems Programmer position that will train with and then replace contractors currently providing NVTrac systems and data maintenance. Total compensation for the new position is \$53,000 and IT NVTrac and Web Development contractors is \$137,000 for a total budget of \$190,000.

7125 - Employer Payroll Taxes: \$72,804 – an increase of \$1,000 – Allocated costs for employer payroll taxes which are calculated at 3% of total salaries. This increase will fund the payroll taxes for a new Systems Programmer position that will train with and then replace contractors currently providing NVTrac systems and data maintenance. Total compensation for the new position is \$53,000 and IT NVTrac and Web Development contractors is \$137,000 for a total budget of \$190,000.

7130-7135 Bank/Payroll Services: \$16,000 – Allocated costs for various banking services which include wire transfers, ACH payments, and payroll 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: \$55,000 – a decrease of \$20,000 – Allocated costs for equipment and furniture including computers, servers, and furniture for administrative and programmatic support staff. This decrease will fund additional Program Contracts that will support the training of the new Systems Programmer position who will then replace contractors currently providing NVTrac systems and data maintenance. The decrease is funded by equipment purchases postponed until the move into the new location in September 2013.

8510 Capital – Software NVTrac Data System: \$0 – a decrease of \$100,000 – Allocated costs for contractual expenditures related to the completion and maintenance of the NVTrac data tracking system. This decrease is based on an accounting reclassification from the capital software line item to the Program Contracts line item because NV Trac's status is now maintenance instead of software development.

8900 Strategic Initiatives: \$51,302 – a decrease of \$35,000 – 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. This decrease will fund unanticipated legal fees incurred for Board legal issues and the contract review and negotiations of the One-Stop Center lease agreement and to fund Board members travel to workforce conferences.

8. OPERATIONS UPDATE

c. 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. Audit Findings for Program Year 2010 (Year Ended June 30, 2011)
- iv. YouthBuild Las Vegas Monitoring Review Report – October 2012
- v. Workforce Connections' Standing Professional Services Contracts – Monthly update

SEPTEMBER YTD 2012 REPORT-FINAL

workforce CONNECTIONS

PY2012 WIA Formula Expenses

Administrative and Program Operating Budget

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

Line Item Number	Budget	% of Program Year Concluded										25.00%				
		Operating Expenses			Admin			Program			Total			% Expended from Budget		
		Admin	Program	Total	Admin	Program	Total	Admin	Program	Total	Admin	Program	Total			
6500	Salaries	796,542	1,617,221	2,413,763	117,227	293,505	410,732	679,315	1,323,716	2,003,031	14.72%	18.15%	17.02%			
7000	Accounting and Auditing	350,000	0	350,000	52,936	0	52,936	297,064	0	297,064	15.12%	0.00%	15.12%			
7005	Legal Fees	50,000	0	50,000	33,260	0	33,260	16,740	0	16,740	66.52%	0.00%	66.52%			
7010	Legal Publication Advertising	5,040	12,960	18,000	96	241	337	4,944	12,719	17,663	1.90%	1.86%	1.87%			
7020	Licenses and Permits	840	2,160	3,000	127	296	423	713	1,864	2,577	15.12%	13.70%	14.10%			
7025	Dues and Subscriptions	3,360	8,640	12,000	621	1,453	2,074	2,739	7,187	9,926	18.48%	16.82%	17.28%			
7030	Postage & Delivery	840	2,160	3,000	284	682	966	556	1,478	2,034	33.81%	31.57%	32.20%			
7035	Printing and Reproduction	3,360	8,640	12,000	316	780	1,096	3,044	7,860	10,904	9.40%	9.03%	9.13%			
7040	Office Supplies	4,200	10,800	15,000	714	1,706	2,420	3,486	9,094	12,580	17.00%	15.80%	16.13%			
7045	System Communications	14,000	36,000	50,000	3,726	8,906	12,632	10,274	27,094	37,368	26.61%	24.74%	25.26%			
7050	Tuition, Training and Seminars	11,200	28,800	40,000	2,101	5,253	7,354	9,099	23,547	32,646	18.76%	18.24%	18.39%			
7055	Travel and Mileage (Staff)	8,400	21,600	30,000	1,480	3,598	5,078	6,920	18,002	24,922	17.62%	16.66%	16.93%			
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	1,163	2,808	3,971	7,237	18,792	26,029	13.85%	13.00%	13.24%			
7070	Rent	102,297	263,051	365,348	22,523	53,937	76,460	79,774	209,114	288,888	22.02%	20.50%	20.93%			
7075	Facilities Maintenance	1,820	4,680	6,500	189	457	646	1,631	4,223	5,854	10.38%	9.76%	9.94%			
7080/7085	Support Contracts	120,000	100,000	220,000	46,281	53,309	99,590	73,719	46,691	120,410	38.57%	53.31%	45.27%			
7090	Non-Board Meetings & Outreach	16,800	13,200	30,000	2,494	5,893	8,387	14,306	7,307	21,613	14.85%	44.64%	27.96%			
7095	Board Meetings and Travel	0	8,000	8,000	0	1,256	1,256	0	6,744	6,744	0.00%	15.70%	15.70%			
7100	Insurance	11,200	28,800	40,000	2,219	5,245	7,464	8,981	23,555	32,536	19.81%	18.21%	18.66%			
7120	Employee Fringe Benefits	267,240	542,578	809,818	44,990	107,454	152,444	222,250	435,124	657,374	16.84%	19.80%	18.82%			
7125	Employer Payroll Taxes	23,695	48,109	71,804	2,022	4,841	6,863	21,673	43,268	64,941	8.53%	10.06%	9.56%			
7130/7135	Payroll Services and Bank Fees	16,000	0	16,000	882	0	882	15,118	0	15,118	5.51%	0.00%	5.51%			
7200	Equipment - Operating Leases	4,200	10,800	15,000	1,028	2,476	3,504	3,172	8,324	11,496	24.48%	22.93%	23.36%			
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	3,790	9,146	12,936	17,210	44,854	62,064	18.05%	16.94%	17.25%			
8510	Software - NV Trac Data System	0	100,000	100,000	-18	-41	-59	18	100,041	100,059	0.00%	-0.04%	-0.06%			
8900	Strategic Initiative (Operations)	0	86,302	86,302	0	0	0	0	86,302	86,302	0.00%	0.00%	0.00%			
	Total	1,840,434	3,060,101	4,900,535	340,451	563,201	903,652	1,499,983	2,496,900	3,996,883	18.50%	18.40%	18.44%			

PROGRAM SUPPORT CONTRACTS AND LEGAL EXPENSES are higher than projected, due primarily to the One-Stop System Expenses; reclassifications will be made and 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
October 30, 2012

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

Amounts for Internal Programs reflect expenditures as of October 30, 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	\$ 250,000	\$ 245,832	\$ 495,832	99.17%	\$ 4,168	\$ 77,600	
Bridge Counseling Associates-PY12 extension	\$ 700,000	\$ 79,503	\$ -	\$ 79,503	11.36%	\$ 620,497		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	\$ 141,620	\$ 73,951	\$ 215,571	17.96%	\$ 984,429		See above line
Goodwill of Southern Nevada	\$ 600,000	\$ 300,000	\$ 199,740	\$ 499,740	83.29%	\$ 100,260	\$ 48,171	
Goodwill of Southern Nevada-PY12 extension	\$ 1,200,000	\$ 248,973	\$ -	\$ 248,973	20.75%	\$ 951,027		See above line
Latin Chamber Foundation	\$ 600,000	\$ 302,970	\$ 200,091	\$ 503,062	83.84%	\$ 96,938	\$ 67,138	
Nevada Partners, Inc	\$ 600,000	\$ 300,000	\$ 300,000	\$ 600,000	100.00%	\$ -	\$ 40,472	
So. NV Regional Housing Authority	\$ 175,000	\$ 66,155	\$ 64,571	\$ 130,725	74.70%	\$ 44,275	\$ 8,848	
Total	\$ 6,175,000	\$ 1,989,222	\$ 1,384,185	\$ 3,373,406	54.63%	\$ 2,801,594	\$ 275,229	
		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	\$ 231,755	\$ 119,906	\$ 351,661	70.33%	\$ 148,339	\$ -	
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	\$ 165,590	\$ 92,801	\$ 258,391	21.53%	\$ 941,609		See above line
Latin Chamber Foundation	\$ 600,000	\$ 300,000	\$ 245,351	\$ 545,351	90.89%	\$ 54,649		See Green Above
Latin Chamber Foundation-PY12 extension	\$ 1,200,000	\$ 96,850	\$ -	\$ 96,850	8.07%	\$ 1,103,150		See Green Above
Nevada Hospital Association	\$ 600,000	\$ 570,000	\$ 26,789	\$ 596,789	99.46%	\$ 3,211	\$ -	
Nevada Hospital Association-PY12 extension	\$ 900,000	\$ 35,660	\$ -	\$ 35,660	3.96%	\$ 864,340		See above line
Nevada Partners, Inc	\$ 600,000	\$ 300,000	\$ 256,274	\$ 556,274	92.71%	\$ 43,726		See Green Above
Nevada Partners, Inc-PY12 extension	\$ 1,200,000	\$ 243,390	\$ -	\$ 243,390	20.28%	\$ 956,610		See Green Above
So. NV Regional Housing Authority	\$ 175,000	\$ 87,500	\$ 87,500	\$ 175,000	100.00%	\$ -		See Green Above
So. NV Regional Housing Authority-PY12 extension	\$ 500,000	\$ 41,232	\$ 9,506	\$ 50,738	10.15%	\$ 449,262		See Green Above
Total	\$ 8,075,000	\$ 2,371,977	\$ 1,138,127	\$ 3,510,104	43.47%	\$ 4,564,896	\$ 1,000	
		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	\$ 375,000	\$ 341,430	\$ 716,430	95.52%	\$ 33,570	\$ 13,306	
Nye Communities Coalition-PY12 extension	\$ 1,000,000	\$ 40,941	\$ -	\$ 40,941	4.09%	\$ 959,059		See above line
Total	\$ 1,750,000	\$ 415,941	\$ 341,430	\$ 757,371	43.28%	\$ 992,629	\$ 13,306	
		55%	45%					

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	\$ 62,962	\$ -	\$ 62,962	8.99%	\$ 637,038	
Total	\$ 700,000	\$ 62,962	\$ -	\$ 62,962	8.99%	\$ 637,038	
		100%	0%				

Total PY11-PY12 Adult/DW	\$ 16,700,000	\$ 4,840,101	\$ 2,863,742	\$ 7,703,843	46.13%	\$ 8,996,157	
		63%	37%				

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

Amounts for Providers reflect invoiced allowable expenditures through September 2012. Starred lines only reflect expenditures through August 2012.
Amounts for Internal Programs reflect expenditures as of October 30, 2012.

WIA PY11 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	\$ 209,999	\$ 89,718	\$ 299,717	82.79%	\$ 62,283
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	\$ 394,843	\$ 385,616	\$ 780,460	65.04%	\$ 419,540
Latin Chamber Foundation-PY11 Summer Component	6/1/12-6/30/13	\$ 250,000.00	\$ 108,003	\$ 47,509	\$ 155,513	62.21%	\$ 94,487
Latin Chamber Foundation-PY11 Green Consortium	5/1/12-9/30/13	\$ 500,000.00	\$ 23,830	\$ 24,291	\$ 48,122	9.62%	\$ 451,878
Nevada Partners, Inc-PY11 Year Round	7/1/11-9/30/12	\$ 500,000.00	\$ 227,586	\$ 249,408	\$ 476,994	95.40%	\$ 23,006
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	\$ 124,299	\$ 17,758	\$ 142,057	28.41%	\$ 357,943
So. NV Children First-PY11 Year Round	7/1/11-9/30/12	\$ 125,000.00	\$ 49,684	\$ 75,316	\$ 125,000	100.00%	\$ -
So. NV Children First-PY11 Summer Component	6/1/12-6/30/13	\$ 250,000.00	\$ 97,020	\$ 5,073	\$ 102,093	40.84%	\$ 147,907
Total		\$ 5,077,909	\$ 1,553,386	\$ 1,596,043	\$ 3,149,429	62.02%	\$ 1,928,480
			49%	51%			

WIA PY12 Youth General

Provider	Contract Dates	Contract Award	Youth In-School Expenditures	Youth Out-Of-School Expenditures	Total Invoiced	% Spent	Remaining Balance
GNJ Family Life Center-PY12 Youth Out of School	7/1/12-6/30/13	\$ 600,000.00		\$ 79,041	\$ 79,041	13.17%	\$ 520,959
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-PY12 Youth Out of School	7/1/12-6/30/13	\$ 400,000.00		\$ 10,407	\$ 10,407	2.60%	\$ 389,593
Nevada Partners, Inc-PY12 Youth In School	7/1/12-6/30/13	\$ 922,000.00	\$ 47,018		\$ 47,018	5.10%	\$ 874,982
So. NV Children First-PY12 Out of School	7/1/12-6/30/13	\$ 375,000.00		\$ 25,087	\$ 25,087	6.69%	\$ 349,913
Total		\$ 3,594,000	\$ 47,018	\$ 114,535	\$ 161,553	4.50%	\$ 3,432,447
			29%	71%			

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	\$ 34,375	\$ 56,795	\$ 91,170	91.17%	\$ 8,830
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	\$ 98,367	\$ 54,362	\$ 152,729	50.91%	\$ 147,271
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	\$ 77,631	\$ 71,289	\$ 148,920	99.28%	\$ 1,080
Total		\$ 888,753	\$ 263,765	\$ 217,806	\$ 481,572	54.19%	\$ 407,181
			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	\$ -	\$ 20,958	\$ 20,958	6.99%	\$ 279,042
Total		\$ 300,000	\$ -	\$ 20,958	\$ 20,958	6.99%	\$ 279,042
			0%	100%			

Total Youth		\$ 9,860,662	\$ 1,864,170	\$ 1,949,341	\$ 3,813,511	38.67%	\$ 6,047,151
			49%	51%			

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

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

Amounts for Internal Programs reflect expenditures as of October 30, 2012.

WIA PY10/PY11 Governor's Reserve Youth

Provider	Contract Dates	Contract Award	Total Invoiced	% Spent	Remaining Balance
Clark County - Summer Business Institute	5/1/12-9/30/12	75,000	\$ 74,698	99.60%	301.76
Total		75,000	\$ 74,698	99.60%	\$ 301.76

Direct Grants

Program	WC FTE	Contract Dates	Contract Award	Total Expended	% Spent	Remaining Balance
Department of Justice - Get Out	0.40	10/1/12-12/31/2012	692,096	\$ 641,948	92.75%	50,148.09
Health Resources and Services Admin. (HRSA)	0	2/8/11-9/30/12	140,509	\$ 140,509	100.00%	-
Layoff Aversion PY12 - Rapid Response	2.00	7/1/12-6/30/13	250,000	\$ 79,654	31.86%	170,346.24
State Energy Sector Partnership (SESP)	3.60	8/10/10-1/29/13	3,503,000	\$ 2,889,414	82.48%	613,585.66
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	\$ 7,685	46.66%	8,785.33
Youth Build PY11 - CCSD Desert Rose	0	7/1/11-6/30/13	158,584	\$ 86,099	54.29%	72,484.70
Youth Build PY11 - WC	3.50	6/1/11-5/31/14	941,416	\$ 435,970	46.31%	505,445.68
Total	9.50		5,713,105	\$ 4,292,309	75.13%	\$ 1,420,795.70

workforce CONNECTIONS

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

**Monthly Status Report
November 2012**

Finding	Type	Description	Target Date	Audit					
				PY2010	PY2009	PY2008	PY2007	PY2006	
				ended	ended	ended	ended	ended	
				6/30/2011	6/30/2010	6/30/2009	6/30/2008	6/30/2007	
11-1	Financial Reporting	Lack of Policies and Procedures and GAAP adherence - improved from last year but still lacks effective policy and procedures	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 Jul 2011 through Jun 2012 in Financial Edge. This portion of the finding should reflect substantial progress for the June 30, 2012 audit.							
		Action: Nov 2012 - The Finance Manager will prepare written documentation detailing the year-end/closeout process including staff assignments.							
		Action: Dec 2012 - The Finance Manager will prepare written documentation detailing the monthly close process including staff assignments.							
		Action: Nov 2012/Jan 2013 - Develop new monthly/quarterly financial status reports.							

workforce CONNECTIONS

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

**Monthly Status Report
November 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)	
11-2	Financial Reporting	Lack or insufficient skills and knowledge to perform governmental accounting utilizing GAAP - improved from last year but still needs improvement	May 2012	X	X	X	X		
		Status: The new Finance Manager will provide the expertise necessary to provide the skills and knowledge that have been needed.							
		Action: Mar 2012 - New Finance Manager hired February 27, 2012.							
		Action: May 2012 - Extensive training on DOL fiscal regulations was provided to all administrative and program staff including Finance.							
		Finding Status: Jun 2012 - In addition to substantial 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.							
11-3	Federal Grants	SEFA schedules did not agree with supporting records or documentation	November 2012	X	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: Oct/Nov 2012 - Continue to reconcile PY11 invoice and drawdown transactions in FE. Document monthly/quarterly procedure, review and approval.							
		Action: Nov 2012 - The Finance Manager will provide daily written reports on the status of the SEFA preparation, invoice, and drawdown reconciliations to the Executive Director.							
Action: Ongoing - Update and reconcile FE each month through year end.									
11-4	Federal Grants	Grant funds expended for purposes other than the purpose specified in drawdown.	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: Nov 2012 - Continue transition from the SEFA to FE report to ensure that discrepancies between drawdown requests and the actual expenditures are identified.							
		Action: Nov 2012 - The Finance Manager will provide weekly written reports on the status of the drawdown reconciliations in FE to the Executive Director.							
Action: Ongoing - FE must be kept up-to-date monthly to ensure accuracy.									

workforce CONNECTIONS

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

**Monthly Status Report
November 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	Federal Grants	Requests for funds need to be complete, accurate, and agree to supporting documentation.	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: 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.						
		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: Nov 2012 - The Finance Manager will provide weekly written reports on the status of the invoice and drawdown reconciliations in FE to the Executive Director.						
		Action: Ongoing - The Finance Manager and Interim Executive Director will continue to work with DETR to review and improve the drawdown payment process.						
11-5 cont.		Funding federal grants in advance - excessive time elapsed between receipt of funds and disbursement of funds	August 2011					
		Status: The updated monthly SEFA process has corrected the delayed payment processing for subrecipients. After a preliminary review, the drawdowns are requested from DETR. While waiting for payment, the documents are reviewed by program staff for allowable costs and then by finance staff for accuracy of the calculations and account coding.						
		Action: Apr 2012 - Continue to update the PY11 SEFA worksheet as drawdowns occur.						
		Finding Status: Jun 2012 - Disbursements continue to be made in a timely manner. This finding should not repeat for the June 30, 2012 audit.						
		Action: Nov 2012 - The Finance Manager will provide weekly written reports on the timeliness of disbursements to the Executive Director.						
		Action: Ongoing - continue to review the process to ensure that documents are processed and paid in a timely manner.						
11-6	Federal Grants	ARRA - timely reporting of quarterly reports	July 2011	X	X			
		Status: All of the ARRA funds have been expended and there are no more reports due. The June 30, 2011 report was submitted within the 10 day deadline.						
		Action: Aug 2011 - Two ARRA reports were due June 30, 2011 and 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.						

workforce CONNECTIONS

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

**Monthly Status Report
November 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)	
11-7	Federal Grants	Documentation supporting program participant eligibility shall be complete, accurate, and retained	November 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.							
		Finding Status: Jun 2012 - We received this new audit finding on Feb 24, 2012. Additional technical assistance was provided and informal monitoring was conducted for Youthbuild and reentry programs. This finding is expected to continue for the June 30,							
		Action: Nov 2012 - Workforce Connections' staff continue to evaluate participant records to determine compliance with WIA guidelines and regulations.							
		Action: Nov 2012 - The Deputy Director will provide monthly written reports regarding the status of the evaluation of the participant records to the Executive Director.							
		Action: Ongoing - Program staff will continue to monitor records for the internal and direct programs that have participant files.							
11-8	Federal Grants	Sub-recipients awards did not contain the required information	July 2011	X	X	X		X	
		Status: A contract template was developed for July 2011 contracts that ensures all data elements will be collected from each service provider. Regarding the failure to identify ARRA funding, there will be no more ARRA contracts issued since all funds have been expended.							
		Action: Sept 2011 - A contract checklist was developed for PY11 contracts to ensure all data elements are collected.							
		Action: May 2012 - Training was provided on contracts and procurement to WC staff and service providers.							
		Finding Status: Jun 2012 - All contracts for program year 2011 included the new template with the required information. This finding should not repeat for the June 30, 2012 audit.							
		Action: Ongoing - Ensure all future contracts contain data.							

workforce CONNECTIONS

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

**Monthly Status Report
November 2012**

Finding	Type	Description	Target Date	Audit				
				PY2010	PY2009	PY2008	PY2007	PY2006
				ended	ended	ended	ended	ended
				6/30/2011 (2/24/2012)	6/30/2010 (4/29/2011)	6/30/2009 (06/08/2010)	6/30/2008 (09/22/2009)	6/30/2007 (07/22/2008)
11-9	Federal Grants	Financial reporting of Form ETA 9130 - timely submissions	July 2011	X	X			
		Status: A spreadsheet was developed for monitoring all report due dates and two fiscal staff are required to monitor the spreadsheet to ensure every report is submitted in advance of its deadline.						
		Action: Nov 2011 - Quarterly direct grant reports are submitted in a timely manner.						
		Action: Jan/Feb 2012 - Quarterly direct grant reports were completed within deadlines.						
		Finding Status: Jun 2012 - All WIA quarterly reports were filed timely. This finding should not repeat for the June 30, 2012 audit.						
Action: Ongoing - monthly monitoring must continue to take place to ensure reports meet all deadlines.								
11-10	Federal Grants	Monitoring of sub-recipients - Annual Monitoring and Tracking of Findings	August 2011	X	X	X		
		Status: Dept of Labor requires annual financial reviews of subrecipients. Our policy was updated. A monitoring spreadsheet has been developed to track all findings.						
		Action: Aug 2011 - the Board approved the policy change from semi-annual reviews to annual reviews effective June 2011.						
		Action: May 2012 - Continue the annual fiscal monitoring of all service provider contracts. Reports must be issued within 30 days.						
		Finding Status: Jun 2012 - Annual monitoring will be completed by May 2012 and findings follow up will continue. This finding should not repeat for the June 30, 2012 audit.						
Action: Ongoing - Pink Paper monthly review of fiscal and program status.								

U.S. Department of Labor



Employment and Training Administration

Region 6 San Francisco

90 7th Street, Suite 17300

San Francisco, CA 94103

OCT 26 2012

Ardell Galbreth
Executive Director
Workforce Connections
7251 W. Lake Mead Blvd., Suite 250
Las Vegas, NV 89129

RE: YouthBuild Grant # YB-21884-11-60-A-32

Mr. Galbreth:

During the period of September 18 - 20, 2012, the U.S. Department of Labor, Employment and Training Administration conducted a review of your organization's YouthBuild grant #YB-21884-11-60-A-32. The purpose of the review was to determine if the grant is operating in accordance with Federal requirements and that progress is being made in meeting the grant's goals and objectives.

The enclosed report outlines the scope of the grant review and identifies compliance findings and required corrective actions and opportunities for improvement. This report is based on information provided as of the date of the review. Please submit your response to the findings outlined in the report to the Regional Office by November 30, 2012. I hope that our review has been helpful to you.

Please express my appreciation to your staff for their cooperation and assistance during the review. If you have any questions, please do not hesitate to call me at 415-625-7900 or Christine Chudd, Regional Director, at 415-625-7955.

Sincerely,

A handwritten signature in black ink, appearing to read "Virginia Hamilton".

Virginia Hamilton
Regional Administrator

**Monitoring Review Report
of the
WorkforceConnections
YouthBuild Grant**

**Issued by the San Francisco Regional Office
October 2012**

ETA

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

EXECUTIVE SUMMARY

The San Francisco Office of the U.S. Department of Labor, Employment and Training Administration (ETA) recently conducted a review of your organization's YouthBuild grant #YB-21884-11-60-A-32. The purpose of the review was to evaluate the management and administration of the grant, the quality of the grant program and services, and performance of the grant. Information obtained during the review is used to determine if the program is operating to ensure achievement of grant goals and is in compliance with the grant agreement and applicable laws and regulations. Compliance findings and opportunities for improvement are summarized as follows:

Compliance findings and required corrective actions:

- The grantee's record retention and access policy does not comply with Federal regulations.

Revise the record retention and access policy to incorporate the Federal requirement addressed in Assurance (2) of the grant agreement.

- The grantee is not in compliance with the Workforce Investment Act Equal Opportunity and Non-Discrimination requirements.

Post the Workforce Investment Act Equal Opportunity and Non-Discrimination notices prominently, in reasonable numbers and places.

- The grantee is not reporting administrative expenditures on the ETA-9130 financial status report.

Report administrative expenditures charged to the grant on the ETA-9130 financial status report, on line 10 f. – Total Administrative Expenditures each quarter, as required.

- The grantee's enrollment and eligibility policies and procedures do not define when an individual's high school drop-out status is determined.

Revise the enrollment and eligibility policy and procedure to define when an individual's high school drop-out status is determined.

- The grantee had participants receiving training on two construction worksites that are not included in the approved grant statement of work.

Submit a modification request and other required documentation to the Regional Office in order to seek approval from the Grant Officer to add the two unapproved worksites to the grant agreement.

- The grantee is not providing Green Advantage Certification to the participants as stated in the grant agreement.

Submit a modification request to the Regional Office to seek approval from the Grant Officer to remove the Green Advantage Certification from the grant's statement of work and to replace it with "What's it Mean to be Green" certification.

- The grantee does not have accident insurance to cover the participants for activities performed at the construction worksites.

Obtain liability insurance coverage for YouthBuild participants and provide proof of that coverage to the Regional Office.

- The grantee did not properly exit four participants from the YouthBuild program.

Exit the four participants as unsuccessful exits in the MIS system if it is not possible to document a soft exit for these individuals.

Opportunities for improvement and suggestions:

- The grantee did not specify the types of supportive services the participants are eligible for during the 9–12 month follow-up period in its policy and procedural manual.

Revise the follow-up policy and procedure to incorporate the supportive services the participants are eligible for during the 9 – 12 month follow-up phase.

- Participant file case notes were not thorough and did not provide detailed information regarding how participants were progressing through the YouthBuild program.

Provide thorough and detailed information in the case notes regarding participants progress through the program.

SCOPE OF THE REVIEW

Date of Review:

September 18 - 20, 2012

Site(s) Visited:

WorkforceConnections
7251 W. Lake Mead Blvd., Suite 200
Las Vegas, NV 89128

Date of Exit Conference:

October 2, 2012

In Attendance:

Ricardo Villalobos, YouthBuild Director
Jennifer Padilla, YouthBuild Program Manager
Faith Canella, Accountant
Tiffani Thomas, Federal Project Officer
Christine Chudd, Director for Office of Special Initiatives
and Demonstrations

This program review was conducted by Tiffani Thomas. The purposes of the review were to:

- Determine if the YouthBuild grant project is operating in accordance with the grant's Statement of Work, and with the laws and regulations that govern the program.
- Evaluate whether the grant program is likely to meet enrollment goals and performance outcomes.
- Assess whether the quality of the grant program or services is sufficient to meet performance goals.
- Determine if financial management systems operate in accordance with Uniform Administrative Requirements for Grants and Agreements with State and Local governmental entities.
- Identify any technical assistance needs.

In order to make the above assessments, managers and staff of WorkforceConnections and participants were interviewed. Participant data from the grantee's management information system, 16 participant files, program and financial policy and procedural manuals, and financial records were reviewed. Based on an examination of information extracted from the grantee's management information system and participant files that were randomly selected for review, all participants in the review sample were eligible for enrollment into the YouthBuild program. The reviewer used ETA's Core Monitoring Guide as the primary tool for conducting the review. A copy of the Core Monitoring Guide was provided to WorkforceConnections prior to the review. All sections of the Core Monitoring Guide were covered during the review.

Please note that the review did not cover any areas outside the defined scope. Although no material issues came to the reviewer's attention other than those contained in this report, there is no assurance that other issues may not exist.

BACKGROUND

On July 1, 2011, the U.S. Department of Labor, Employment and Training Administration (ETA), awarded \$1,100,000 to the WorkforceConnections organization to implement a YouthBuild grant. The grant period of performance for the grant award is June 1, 2011 through May 31, 2014.

WorkforceConnections received the YouthBuild grant to enable disadvantaged youth to obtain the education and employment skills necessary to achieve economic self-sufficiency in occupations in demand and post-secondary education and training opportunities. The program also provides disadvantaged youth with opportunities for meaningful employment and to serve their communities. The program also expands the supply of permanent affordable housing for homeless individuals and low-income families by utilizing the energies and talents of disadvantaged youth.

Project outcomes and accomplishments as of June 30, 2012:

- On track to achieve the 100 percent enrollment outcome. The grantee has enrolled 32 participants out of the required 32 individuals to be enrolled in the first year.
- On track to meet the 70 percent placement outcome.
- On track to achieve 50 percent participant attainment of a degree or certificate.
- On track to achieve 50 percent increase in literacy and numeracy gains by at least one educational functioning level.
- 75 percent retention rate is a long-term performance goal. Therefore, there is currently not enough data to determine the grantee's progress towards meeting the goal.
- On track to achieve 20 percent or less recidivism rate.

As of June 30, 2012, the grantee's expenditures are on track. The grantee has expended \$498,984 or 45 percent of the grant award, with 36 percent of the overall period of performance having expired.

COMPLIANCE FINDINGS AND RECOMMENDATIONS

Core Activity 2: Program and Grant Management Systems

Finding #1: Administrative Controls (Objective 2.1)

The grantee's record retention and access policy does not comply with Federal Regulations.

Grant Agreement, Part III – Assurances/Certifications, Assurance (2)

The grantee's record retention policy is missing assurance (2), which states that the organization will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

Corrective Action: Revise the record retention and access policy to incorporate the Federal requirement addressed in Assurance (2) of the grant agreement.

Finding #2: Civil Rights (Objective 2.3)

The grantee is not in compliance with the Workforce Investment Act Equal Opportunity and Non-Discrimination requirements.

29 CFR Part 37.37 (a) requires that a minimum, the Equal Opportunity notice be posted prominently, in reasonable numbers and places.

The reviewer toured the grantee's facility and observed that the grantee did not have Workforce Investment Act Equal Employment Opportunity and Non-Discrimination notices posted in areas that YouthBuild staff and participants congregate.

Corrective Action: Post the Workforce Investment Act Equal Opportunity and Non-Discrimination notices prominently, in reasonable numbers and places.

Core Activity 3: Financial Management Systems

Finding #3: Financial Reporting (Objective 3.7)

The grantee is not reporting administrative expenditures on the ETA-9130 financial status report.

The ETA – 9130 financial status, Line 10 f. – Total Administrative Expenditures requires an entry for all grants subject to an administrative cost limitation. The YouthBuild regulations at 20 CFR 672.510 limit administrative cost to 15 percent.

The grantee is charging administrative expenses to the grant and is tracking these costs. However, they have not been reporting the administrative expenses on the ETA-9130 financial status report as required under line 10f. – Total Administrative Expenses.

Corrective Action: Report administrative expenditures charged to the grant on the ETA-9130 financial status report, on line 10 f. – Total Administrative Expenditures each quarter, as required.

Core Activity 4: Service and Product Delivery

Finding #4: Operating Systems (Objective 4.1)

The grantee's enrollment and eligibility policies and procedures do not define when an individual's high school drop-out status is determined.

As required by 29 CFR 95.51, grant recipients are responsible for managing the day-to-day operations of the grant and sub-recipient supported activities and to establish, implement, and maintain sufficient administrative controls to ensure overall grant integrity. The YouthBuild regulations at 20 CFR 672.300 provides guidance on eligibility for drop-outs.

The reviewer examined the grantee's enrollment and eligibility policy and procedures and determined that the policy needed additional clarification for establishing when an individual's high school drop-out status is determined. For example, interviews with grant staff revealed that high school drop-out status is determined at the time an individual receives and completes a YouthBuild application for enrollment into the program. However, the grantee's enrollment and eligibility policy and procedures did not address this requirement.

Corrective Action: Revise the enrollment and eligibility policy and procedure to define when an individual's high school drop-out status is determined based on guidance provided in the YouthBuild regulations.

Finding #5: Operating Systems (Objective 4.1)

The grantee had participants receiving training on two construction worksites that are not included in the approved grant statement of work.

Grant Agreement, Part IV – Special Condition (1) requires that changes to the terms and conditions of the grant agreement be accomplished by the Grant Officer, by the use of a properly executed grant agreement modification.

The grantee had participants working on worksites that were not approved by the Grant Officer, which are located at 1313 Hart Avenue and 910 Miller Avenue in North Las Vegas, NV.

Corrective Action: Submit a modification request and other required documentation to the Regional Office in order to seek approval from the Grant Officer to add the two unapproved worksites to the grant agreement.

Finding #6: Operating Systems (Objective 4.1)

The grantee is not providing Green Advantage Certification to the participants as stated in the grant agreement.

Grant Agreement, Part IV – Special Condition (1) requires that changes to the terms and conditions of the grant agreement be accomplished by the Grant Officer by the use of a properly executed grant agreement modification.

The grantee revised the scope of work without prior Grant Officer Approval to provide the participants with a “What’s it Mean to be Green” certification which is not industry recognized, rather than Green Advantage Certification, which is industry recognized.

Corrective Action: Submit a modification request to the Regional Office to seek approval from the Grant Officer to remove the Green Advantage Certification from the grant’s statement of work and to replace it with “What’s it Mean to be Green” certification.

Finding #7: Operating Systems (Objective 4.1)

The grantee does not have accident insurance to cover the participants for activities performed at the construction worksites.

20 CFR Part 667.274(b)(2) states, in part, that if State workers’ compensation law applies to a participant in work experience, workers’ compensation benefits must be available for injuries suffered by the participant in such work experience. If the grantee does not have insurance coverage, coverage must be secured.

The grantee does not have accident insurance to cover the participants for activities performed at the construction worksite. Habitat for Humanity has a waiver that was signed by the grantee that waives Habitat for Humanity against any law suits or claims that may result from injury or neglect at the worksites. Therefore, the participants are not covered while performing job training activities at the construction worksites.

Corrective Action: Obtain liability insurance coverage for YouthBuild participants and provide proof of that coverage to the Regional Office.

Core Activity 5: Performance Accountability

Finding #8: Performance Data (Objective 5.4)

The grantee did not properly exit four participants from the YouthBuild program.

The DOL YouthBuild Management Information System Training Guide requires that Exit for Other Reasons such as death, health or medical reason, family care, reservist called to active duty or transferred or relocated be documented.

The grantee soft exited four participants for Other Reasons in the MIS system. However, the grantee was unable to provide documentation to substantiate why the participants were soft exited from the program based on the specified criteria for Other Reason. The names of the participants were provided to the grantee while onsite and during the exit conference.

Corrective Action: Exit the four participants as unsuccessful exits in the MIS system if it is not possible to document a soft exit for these individuals.

OPPORTUNITIES FOR IMPROVEMENT

Core Activity 2: Program and Grant Management Systems

Opportunity #1: Administrative Controls (Objective 2.1)

While reviewing the grantee's program policy and procedural manual, the reviewer observed the grantee did not specify the types of supportive services the participants are eligible for during the 9 – 12 month follow-up period.

Suggestion: Revise the follow-up policy and procedure to incorporate the supportive services the participants are eligible for during the 9 – 12 month follow-up phase.

Opportunity #2: Participant Files (Objective 4.2)

While reviewing the participant files, the reviewer observed that the case notes were not thorough and did not provide detailed information regarding how participants were progressing through the YouthBuild program. For example, it was unclear why some students received certain supportive services and others did not, like clothing vouchers during the follow-up phase.

Suggestion: Provide thorough and detailed information in the case notes regarding participants progress through the program.

*workforce*CONNECTIONS
PROFESSIONAL SERVICES CONTRACTS
As of 11/15/2012

Contractor/Consultant Scope of Work Summary	Amount of Contract	Procurement Method & WISS/State Approval**	Funding Sources	Term of Contract
<p style="text-align: center;">BLACKBAUD</p> <p style="text-align: center;">Procurement of Fiscal Software and Fiscal Staff Training Amendment #1</p> <p style="text-align: center;">Fiscal Software Technical Assistance Amendment #2</p> <p style="text-align: center;">Fiscal Software Technical Assistance</p> <p style="text-align: center;">ANNUAL MAINTENANCE AGREEMENT</p> <p style="text-align: center;">Maintain existing Software</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;">CST PROJECT CONSULTING</p> <p style="text-align: center;">Development of Responses to Clear PY'09-10 A-133 Audit findings;</p> <p style="text-align: center;">Amendment #1</p> <p style="text-align: center;">Development and Establishment of an Effective Cash Management System</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;">JANTEC</p> <p style="text-align: center;">Temporary Employment Services for workforceCONNECTIONS Temporary Employees</p> <p style="text-align: center;">Amendment# 1</p> <p style="text-align: center;">Youth WEX Special discount</p> <p style="text-align: center;">Amendment# 2</p> <p style="text-align: center;">Contract Renewal</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;">MACEY PRINCE CONSULTANTS</p> <p style="text-align: center;">Fiscal & Procurement Technical Assistance</p> <p style="text-align: center;">Amendment #1</p> <p style="text-align: center;">Funded Partners & DETR Fiscal Training</p>	<p>\$5,000.00</p> <p>\$20,000.00</p>	Competitive	A/DW/Y	<p>9/23/2011 to 6/30/13</p>

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

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

SWITCH Co-location Repository and Maintenance of wC Data Amendment #1 Extend term for another year	\$17,000.00 per year \$17,000.00 per year	Competitive	WIA/YB/SESP	8-10-2011 to 7-31-2012 8-1-2012 to 7-31-2013
PERCY BOWLER TAYLOR & KERN A-133 AUDITING SERVICES for Program Year 2010 Contract Extension A-133 AUDITING SERVICES for Program Year 2011	\$219,296.67 \$75,724.00	Competitive	WIA/YB/DOJ SESP	9-15-2011 to 3-30-2012 9-19-2012 to 3-31-2013
SIN CITY MAD MEN Web Development Services	\$8,000.00	Competitive	WIA	11-5-2012 To 6-30-13
LAURA DIEKEN NV Trac Programmer	\$12,000.00	Competitive	WIA	11-5-2012 To 6-30-13

****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.**

9. EXECUTIVE DIRECTOR UPDATE ~ Ardell Galbreth

- a. **INFORMATION**: Governor's Executive Order 2012 – Sector Councils & Local Workforce Investment Board

Executive Order 2012-

DIRECTING THE GOVERNOR'S WORKFORCE INVESTMENT BOARD, INDUSTRY SECTOR COUNCILS AND LOCAL WORKFORCE INVESTMENT BOARDS TO REVISE WORKFORCE INVESTMENT ACT STATE COMPLIANCE POLICIES

WHEREAS, the Governor's Workforce Investment Board ("Board") was created by Executive Order on October 22, 1998 to replace the body known as the Governor's Workforce Development Board and redefine the Board's role as an agency to promote comprehensive planning and coordination of employment and training programs in the State and responsibilities to conform with the Workforce Investment Act of 1998 (WIA);

WHEREAS, the Board is responsible for assisting the Governor with planning and coordination responsibilities related to federal support received through the Workforce Investment Act of 1998 (WIA) and other programs for workforce development efforts;

WHEREAS, two Local Workforce Investment Boards (Local Boards) have been created in Nevada in accordance with State criteria established under WIA section 117(b), and are certified by the Governor every two years, in accordance with WIA section 117(c)(2);

WHEREAS, NRS 232.935 requires the Board to identify industry sectors which are essential to this State, and establish regional goals for economic development and a council for each of the industry sectors;

WHEREAS, the Governor, under WIA section 122 and associated regulations, is required to establish procedures for use by the Local Boards in determining the eligibility of providers of training services and set minimum levels of performance for all providers to remain eligible;

WHEREAS, WIA regulations and WIA State Compliance Policies require the Board and Local Boards to administer an eligible training service provider process in a manner to assure that significant numbers of competent providers, offering a wide variety of training programs and occupational choices, are available to customers;

WHEREAS, the Governor, through the Department of Employment, Training and Rehabilitation, is required to monitor Local Boards for compliance with applicable laws and

regulations in accordance with a state monitoring system that meets the requirements of WIA and its regulations;

WHEREAS, Monitoring must ensure that policies established by Local Boards to achieve program quality and outcomes meet the objectives of WIA and its regulations;

WHEREAS, the Board can play a more vigorous role in the effort to expand Nevada's workforce and provide job training and education programs that are consistent with the State Plan for Economic Development developed by the Executive Director of the Office of Economic Development pursuant to NRS 231.053; and

WHEREAS, Article 5, Section 1 of the Nevada Constitution provides that, "The Supreme Executive Power of this State shall be vested in a Chief Magistrate who shall be Governor of the State of Nevada."

NOW, THEREFORE, by the authority vested in me as Governor by the Constitution and laws of the State of Nevada, I hereby direct and order as follows:

The Governor's Workforce Investment Board, each Industry Sector Council and the Local Workforce Investment Boards shall comply with the following provisions related to workforce development activity in Nevada:

1. Industry Sector Councils: Each Industry Sector Council shall report its findings regarding the career pipeline that is available, or will be available, as well as the training necessary to fulfill the qualifications for careers within the sector, to the Board no later than December 31st of each year. The Board shall determine which industry sectors are most relevant to the regions of the State, and which industry sectors shall be funded for training during each program year, at the Board's first meeting of each calendar year. However, nothing in this Executive Order shall change the allocation of WIA funding designated by the U.S. Department of Labor formula that is to be expended within each local Workforce Investment Area.
2. Funding Allocation: The Board shall determine the percentage of WIA funds available during each program year that will be expended within each Workforce Investment Area on (a) training activities in each of the designated industry sectors; (b) remedial education; and (c) remedial or industry sector specific training provided by the Nevada System of Higher Education or the Nevada Department of Education;
3. Training Service Providers
 - (a) All WIA funds disbursed by the Local Boards must be based upon the responses to Requests for Proposals (RFPs) issued by the Local Boards at the direction of the Board.

- (b) All programs of training services in the designated industry sectors identified by the Board must lead to degree or certificate of completion resulting in career development or employment.
 - (c) A provider of training services must be:
 - a. Accredited by the Northwest Accreditation Commission to provide training in the careers or certificate programs identified as being viable within one of the designated industry sectors;
 - b. A postsecondary educational institution of the Nevada System of Higher Education; or
 - c. An Eligible Training Provider certified by the Department of Employment Training and Rehabilitation (DETR) and approved by the Board.
4. State Monitoring of Local Area Expenditures: Local Workforce Investment Boards shall provide detailed quarterly expenditure reports to the Department of Employment, Training and Rehabilitation no later than 30 days following the end of each calendar quarter. Such reports must outline administrative expenses, program related expenses, and payments made to service and training providers. The format for these reports will be approved by DETR, with the concurrence of the GWIB. A summary of these reports is to be presented to the GWIB at its regularly scheduled meetings.
5. The Department of Employment, Training and Rehabilitation shall prepare and submit to the Board for approval, at its next scheduled meeting, amended Workforce Investment Act State Compliance Policies that incorporate the directives contained in this Order.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Nevada to be affixed at the State Capitol in Carson City, this 8th day of November, in the year two thousand twelve.

Governor of the State of Nevada

By the Governor:

Secretary of State

Deputy Secretary of State

10. SECOND PUBLIC COMMENT SESSION

11. Board Member Comments