

*workforce***CONNECTIONS**
Local Elected Officials Consortium
AGENDA

February 12, 2013
1:00 pm

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

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

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

City of North Las Vegas, 2200 Civic Center Dr., North Las Vegas, NV
Clark County, County Clerk's Office 500 S. Grand Central Parkway, Las Vegas, NV
Esmeralda County Courthouse, 233 Crook Street, Goldfield, NV
Henderson City Hall, 240 Water Street, Henderson, NV
City Hall, Boulder City, 401 California Ave., Boulder City, NV
Workforce Connections, 7251 W. Lake Mead Blvd., Suite 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.

Local Elected Officials Consortium Members: Commissioner Lawrence Weekly, Chair; Councilwoman Anita Wood, Vice-Chair; Councilwoman Peggy Leavitt; Councilwoman Gerri Schroder; Commissioner Andrew “Butch” Borasky; Councilman Bob Coffin; Commissioner Ralph Keyes; Commissioner Adam Katschke

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

AGENDA

1. Call to order, confirmation of posting and roll call
2. **DISCUSSION AND POSSIBLE ACTION:** Approve the agenda with inclusions of any emergency items and deletion of any items
3. **FIRST PUBLIC COMMENT SESSION:** Members of the public may now comment on any matter posted on this Agenda, which is before this Board for consideration and action today. Please clearly state and spell your name and state your address for the record. Each public comment will be limited to three (3) minutes4
4. **DISCUSSION AND POSSIBLE ACTION:** Approve the Minutes from the Local Elected Officials Consortium meeting of January 8, 2013.....5
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Category represented: Business (3-year term)
 - c. Valerie Murzl, Station Casinos LLC17
Category represented: Business (3-year term)
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Category represented: Business/Community Based Organization (3-year term)
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Category represented: Labor (2-year term)
6. **REVIEW, DISCUSS AND ACCEPT:** PBTK Audit - Program Year 2011 (Year Ended June 30, 2012)...34

7. **REVIEW, DISCUSS AND APPROVE:**.....35

- a. PY2012 WIA Formula Budget July 1, 2012 through June 30, 2013 and PY2012 Budget Narrative.....36
- b. Budget vs. Actual Finance Report (Workforce Connections’ Operations) for the period July 1, 2012 through June 30, 2013 (Formula WIA)42
- c. PY2011/PY2012 Awards & Expenditures Report43
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- e. Audit Findings for Program Year 2010 (Year Ended June 30, 2011).....48
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8. **DISCUSSION AND POSSIBLE ACTION:** Employment Agreement between Ardell Galbreth and Southern Nevada Workforce Investment Board56

9. **SECOND PUBLIC COMMENT SESSION:** Members of the public may now comment on any matter or topic, which is relevant to or within the authority or jurisdiction of the Board. You may comment now even if you commented earlier, however, please do not simply repeat the same comment you previously made. Please clearly state and spell your name and state your address for the record. Each comment will be limited to three (3) minutes66

10. LEO Consortium Member Comments67

11. Adjournment

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

4. DISCUSSION AND POSSIBLE ACTION: Approve the Minutes from the Local Elected Officials Consortium meeting of January 8, 2013

workforceCONNECTIONS
Local Elected Officials Consortium

MINUTES

January 8, 2013

1:00 p.m.

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

Members Present

Commissioner Butch Borasky Councilwoman Gerri Schroder
Councilwoman Peggy Leavitt Councilman Bob Coffin
Councilwoman Anita Wood

Members Absent

Commissioner Lawrence Weekly

Staff Present

Ardell Galbreth Suzanne Potter Jim Kostecki
Heather DeSart Carol Turner Janice Greer

Others Present

Sandra Douglas Morgan, Legal Counsel Scott A. Marquis, Marquis, Aurbach & Coffing
Matt Cecil, Fisher & Phillips, LLC Keith Hosannah, DETR/WISS
Jack Eslinger, City of Las Vegas Dr. Tiffany Tyler, Nevada Partners, Inc.
Michael Oh, City of Henderson

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

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

The meeting was called to order by Chair Councilwoman Anita Wood at 1:04 p.m. Staff confirmed the meeting had been properly noticed and posted in accordance with the Nevada Open Meeting Law. Roll call was taken and a quorum was present.

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

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

3. FIRST PUBLIC COMMENT SESSION

None

4. DISCUSSION AND POSSIBLE ACTION: Approve the Minutes from the Local Elected Officials Consortium Meeting of November 13, 2012

A motion was made to approve the Minutes from the Local Elected Officials Consortium Meeting of November 13, 2012 by Councilwoman Peggy Leavitt and seconded by Councilwoman Gerri Schroder. Motion carried.

5. DISCUSSION AND POSSIBLE ACTION: Approve New Board Member Application for Matt Cecil, Fisher & Phillips, LLP representing the business category.

Ardell Galbreth stated that Mr. Cecil comes highly recommended by his employer Fisher & Phillips and that he would be a good addition to the Board.

Councilwoman Gerri Schroder inquired if Mr. Cecil's former position as legal counsel to the Board would fall under the *cooling off period* observed for former staff members.

Sandra Douglas Morgan verified that she looked into NRS 281(a) which applies to ethics in government and public officers and stated that Mr. Cecil did not meet that definition. The LEOs legal counsel reviewed all the statutes and do not believe there is any conflict.

Councilman Bob Coffin expressed concern about Mr. Cecil being from the "old school" aka, John Ball school of thinking. Coffin asked Mr. Cecil to talk a little bit about the past and how he is going to be an independent person serving on the Board.

Ms. Morgan advised that Mr. Cecil should not talk about the past due to his former capacity as the Board's attorney. Ms. Morgan stated that legal counsels have thoroughly vetted Mr. Cecil's application and feel that he meets the qualifications to serve and represent the business community on the Board.

Mr. Galbreth briefly explained the composition requirements for the Board and verified that Mr. Cecil was nominated by his employer.

Councilwoman Peggy Leavitt commented that Mr. Cecil's history with the Board will be beneficial to the organization because he is familiar with Workforce Connections and will not have to go through a learning curve, which can be steep for those who are new to WIA. Mr. Cecil will be a positive influence to the Board, Leavitt stated.

Following discussion,

A motion was made to approve new Board Member Application for Matt Cecil, Fisher & Phillips, LLP representing the business category by Councilwoman Gerri Schroder and seconded by Councilwoman Peggy Leavitt. Councilman Bob Coffin opposed. Motion carried.

6. LEO Consortium Closed Session

The Consortium went into a closed session at 1:20 p.m. and returned at 1:52 p.m.

7. SECOND PUBLIC COMMENT SESSION

Matt Cecil thanked the LEOs for giving him the opportunity to serve on the Board. He is looking forward to serving and said there is a personal benefit to working on this Board as Workforce Connections' is one of the better governmental agencies - it gives the community a hand up rather than a handout.

8. LEO Consortium Member Comments

Regarding the Board recertification, Councilwoman Wood commented that Mr. Galbreth and his staff have done a wonderful job.

Councilman Coffin, Councilwoman Schroder and Councilwoman Wood requested staff to update the Board Roster with their correct ethnicity information.

Commissioner Borasky announced that his is the Chairman for Nye County Commission this year and he was thinking about sending an alternate Commissioner to serve on the Workforce Connections Board; however, one of the alternates is overloaded with duties and the other three are anti-grant funded individuals so he has decided to continue serving on the Board.

9. Adjournment

The meeting adjourned at 1:58 p.m.

5. DISCUSSION AND POSSIBLE ACTION: Approve Board Member Reappointments

- a. Dr. David Lee, Las Vegas Taiwanese Chamber of Commerce

Category represented: Business (3-year term)

- b. Charles Perry, NVCHA Perry Foundation

Category represented: Business (3-year term)

- c. Valerie Murzl, Station Casinos LLC

Category represented: Business (3-year term)

- d. Mujahid Ramadan, MR Consulting/NAACP

Category represented: Business/Community Based Organization (3-year term)

- e. Daniel Rose, Local #88 Sheet Metal Training Center

Category represented: Labor (2-year term)

- f. Mark Edgel, Laborers Union 872

Category represented: Labor (2-year term)

ATTENDANCE POLICY

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COMMITTEE ASSIGNMENT

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

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

YOUTH COUNCIL

ADULT & DISLOCATED WORKERS COMMITTEE

BUDGET COMMITTEE

SIGNATURE:

David C. Lee

DATE:

January 31 2013

Please return completed form to:

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

*workforce*CONNECTIONS

Board Member Conflict of Interest Guidance and Acknowledgement Certification

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

Conflict of Interest

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

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

- Yes No

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

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

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

David C. Lee
Applicant's Name

David C. Lee
Signature of Applicant

January 31, 2013
Date

PLEASE INCLUDE A CURRENT RESUME

Name (Last, First, Middle):		Title:	Agency/Organization Represented:
Lee, David Ching		President	Las Vegas Taiwanese Chamber of Commerce
Address (Street, City, State, Zip Code):			
5199 Willowhaven Avenue, Las Vegas, Nevada 89120			
Phone Number:	Alternate Phone:	Email Address:	
(702) 306-3836	()	davidchinglee@hotmail.com	
Manager/Supervisor:	Phone Number:	Manager/Supervisor Email Address:	
	()		
# of employees supervised:	6	# of employees in your organization:	6
Nominating Agency/Organization:			
Las Vegas Taiwanese Chamber of Commerce			

CATEGORY REPRESENTED (CHECK ALL THAT APPLY):

- BUSINESS
- EDUCATION
- LABOR ORGANIZATION
- COMMUNITY BASED ORGANIZATION
- ECONOMIC DEVELOPMENT AGENCY
- REQUIRED ONE-STOP PARTNER

Please return completed form to:

Suzanne Potter
 Workforce Connections
 7251 W. Lake Mead, Ste. 250
 Las Vegas, NV 89128
 Email: spotter@snywc.org
 Fax: (702) 636-4375

DATE OF APPOINTMENT/REAPPOINTMENT: _____

RESUME

Name: David Ching Lee

Address: 5170 Willowhaven Avenue, Las Vegas, Nevada 89120

Telephone: (702) 306-3836

Facsimile: (702) 456-6520

e-mail: davidchinglee@hotmail.com

Education: B.S. Degree in Chemical Engineering (1962)
National Cheng Kung University, Tainan, Taiwan

Ph.D. Degree in Physical Chemistry (1973)
Georgia Institute of Technology, Atlanta, Georgia 30332

Ph.D. Dissertation: "Measurements of Excess Free Energy for Binary Solutions by Brillouin Scattering"

Professional License: State of Nevada Registered Environmental Health Specialist
License #137

Organization Membership: Las Vegas Taiwanese Chamber of Commerce
Workforce Connections Board
American Chemical Society

History of Employment:

1. From January 1, 2000 to July 7, 2010
Employer: Clark County Department of Air Quality & Environmental Management
500 S. Grand Central Parkway, Las Vegas, Nevada 89155
Position: Air Quality Engineer
2. From June 30, 1980 to December 31, 1999
Employer: Clark County Health District Air Pollution Control Division
625 Shadow Lane, Las Vegas, Nevada 89106
Position: (1) New Source Review Supervisor: Supervising the Permitting Program for new stationary sources of air pollution and reviewing the sources' manufacturing processes, (2) Title V Program Supervisor: Implementing the Clean Air Act Title V permitting program of for existing major stationary sources in Clark County.

Charles C. Perry, Jr.

January 30, 2013
Suzanne Potter
Workforce Connections
7251 W. Lake Mead, Ste. 250
Las Vegas, NV 89128

Dear Suzanne,

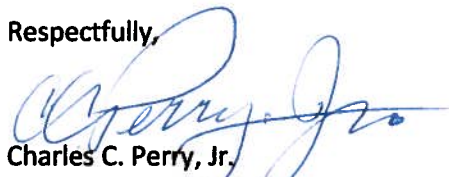
The purpose of this letter is to affirm my intent to be re-appointed to the Workforce Connections Board of Directors. As indicated on my application, as Founder-Director of the NVHCA Perry Foundation I do have a potential conflict of interest as the Foundation may be applying for Grants from Workforce Connections at some future date. In that event, I will disclose the potential conflict and, if necessary, abstain from voting.

As you know, I have been closely identified with Skilled Healthcare Facility management and ownership for 46 years. In 2011 I, along with my successor as President and CEO of the Nevada Health Care Association (NVHCA), Daniel Mathis, took the steps necessary to establish a non-profit, charitable Foundation for the purpose of providing education and training programs for post-acute care facilities. This had long been my passion; to improve the quality of care and services of these facilities and to educate the public on their vital role in the health care delivery system. With the arrival of the Internal Revenue Service (IRS) Designation Letter this month, with a retroactive date of 02/01/2012, the NVHCA Perry Foundation is a reality.

Since arriving in Las Vegas in 1975, I have been actively involved in a variety of community and Health Care Organizations. I have been a member of both the American and Nevada Health Care Associations (AHCA and NVHCA), the Nevada Legislature (Assembly), the Henderson Chamber of Commerce, Workforce Connections, and the Medical and Healthcare Sector Council of the Governor's Workforce Investment Board (GWIB). I have served on many State and Community Advisory Boards and Commissions and have received numerous awards and citations for this service.

I have been privileged to serve on the Workforce Connections Board of Directors since 2005, serving as a member of the Adult and Dislocated Workers and the Youth Council. It is my desire to continue my association with Workforce Connections.

Respectfully,



Charles C. Perry, Jr.
2912 West Oakey Blvd.
Las Vegas, Nevada 89102

PLEASE INCLUDE A CURRENT RESUME

Name (Last, First, Middle):		Title:	Agency/Organization Represented:
Perry, Charles C. JR.		FOUNDER-DIRECTOR	NVHCA Perry Foundation
Address (Street, City, State, Zip Code):			
2912 West Oakey Blvd, Las Vegas, NV 89102-2081			
Phone Number:	Alternate Phone:	Email Address:	
(702) 870-5025	(702) 592-3054	Charles@NVHCA.org	
Manager/Supervisor:	Phone Number:	Manager/Supervisor Email Address:	
	()		
# of employees supervised:		# of employees in your organization:	
Nominating Agency/Organization:			
NEVADA HEALTH CARE ASSOCIATION			

CATEGORY REPRESENTED (CHECK ALL THAT APPLY):

- BUSINESS
- EDUCATION
- LABOR ORGANIZATION
- COMMUNITY BASED ORGANIZATION
- ECONOMIC DEVELOPMENT AGENCY
- REQUIRED ONE-STOP PARTNER

Please return completed form to:

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

DATE OF APPOINTMENT/REAPPOINTMENT: _____

ATTENDANCE POLICY

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COMMITTEE ASSIGNMENT

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

YOUTH COUNCIL

ADULT & DISLOCATED WORKERS COMMITTEE

BUDGET COMMITTEE

SIGNATURE:



DATE:

01/30/2013

Please return completed form to:

Suzanne Potter
Workforce Connections
7251 W. Lake Mead, Ste. 250
Las Vegas, NV 89128

Email: spotter@snvwc.org

Fax: (702) 636-4371

*workforce*CONNECTIONS

Board Member Conflict of Interest Guidance and Acknowledgement Certification

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

Conflict of Interest

A member of a local board may not:

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

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

Yes No

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

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

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

Charles C. Perry, JR.
Applicant's Name

[Signature]
Signature of Applicant

01/30/2013
Date

PLEASE INCLUDE A CURRENT RESUME

Name (Last, First, Middle):		Title:	Agency/Organization Represented:
Murzi, Valerie A.		Senior V.P. of HR/TR	Station Casinos LLC
Address (Street, City, State, Zip Code):			
1505 S. Pavilion Center Drive, LV, NV 89135			
Phone Number:	Alternate Phone:	Email Address:	
(702) 495-3458	(702) 683-2522	valerie.murzi@stationcasinos.com	
Manager/Supervisor:	Phone Number:	Manager/Supervisor Email Address:	
Kevin Kelley	(702) 495-3288	Kevin.Kelley@stationcasinos.com	
# of employees supervised:	# of employees in your organization:		
100	12,000		
Nominating Agency/Organization:			

CATEGORY REPRESENTED (CHECK ALL THAT APPLY):

- BUSINESS
- EDUCATION
- LABOR ORGANIZATION
- COMMUNITY BASED ORGANIZATION
- ECONOMIC DEVELOPMENT AGENCY
- REQUIRED ONE-STOP PARTNER

Please return completed form to:

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

DATE OF APPOINTMENT/REAPPOINTMENT: _____

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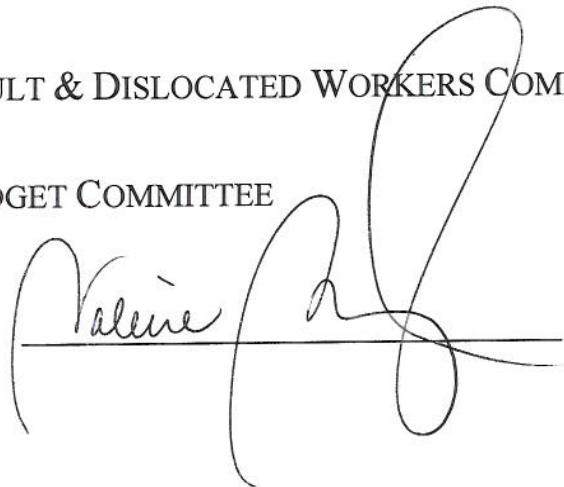
PLEASE INDICATE A COMMITTEE YOU ARE WILLING TO SERVE (*PLEASE CHECK AT LEAST ONE*):

YOUTH COUNCIL

ADULT & DISLOCATED WORKERS COMMITTEE

BUDGET COMMITTEE

SIGNATURE:



DATE:

1/11/13

Please return completed form to:

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

*workforce*CONNECTIONS

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- Yes
- No

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

Valerie Murz
Applicant's Name

Valerie Murz
Signature of Applicant

1-11-13
Date



January 11, 2013

To Whom It May Concern:

Re: Valerie Murzl
Senior Vice President of Human Resources/Training
Station Casinos LLC

Valerie Murzl is the Senior Vice President of Human Resources and Training for Station Casinos, LLC and has been employed since June 1997. She oversees all human resource related matters for our 12,000 employees. This includes Employment, Employee Relations, Benefits & Compensation, Guest Satisfaction, Training and Employee Communication.

If you need further information, please contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read "Kevin Kelley".

Kevin Kelley
EVP/Chief Operating Officer
Station Casinos LLC

PLEASE INCLUDE A CURRENT RESUME

Name (Last, First, Middle):		Title:	Agency/Organization Represented:
Ramadan, Mujahid			NAAEP Las Vegas
Address (Street, City, State, Zip Code):			
5601 Indian Ridge Drive - N. L.V. NV 89031			
Phone Number:	Alternate Phone:	Email Address:	
(702) 349-7818	(702) 399-6068	nadamar@cox.net	
Manager/Supervisor:	Phone Number:	Manager/Supervisor Email Address:	
	()		
# of employees supervised:		# of employees in your organization:	
4-7		3	
Nominating Agency/Organization:			
NAAEP Las Vegas			

CATEGORY REPRESENTED (CHECK ALL THAT APPLY):

- BUSINESS
- EDUCATION
- LABOR ORGANIZATION
- COMMUNITY BASED ORGANIZATION
- ECONOMIC DEVELOPMENT AGENCY
- REQUIRED ONE-STOP PARTNER

Please return completed form to:

Suzanne Potter
 Workforce Connections
 7251 W. Lake Mead, Ste. 250
 Las Vegas, NV 89128
 Email: spotter@solvwc.org
 Fax: (702) 636-4375

DATE OF APPOINTMENT/REAPPOINTMENT: _____

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YOUTH COUNCIL

ADULT & DISLOCATED WORKERS COMMITTEE

BUDGET COMMITTEE

SIGNATURE:



DATE:

1/30/13

Please return completed form to:

Suzanne Potter
Workforce Connections
7251 W. Lake Mead, Ste. 250
Las Vegas, NV 89128

Email: spotter@snywc.org

Fax: (702) 636-4371

*workforce*CONNECTIONS

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Muhammad Ramadan
Applicant's Name

Muhammad Ramadan
Signature of Applicant

1/30/13
Date

Mujahid Ramadan
5601 Indian Ridge Drive * North Las Vegas, NV 89031
(702) 349-7818 or (702) 399-6068 Fax (702) 399-2081
E-mail: nadamar@cox.net

PROFESSIONAL OBJECTIVES:

To have a challenging position in the public or private sector requiring exceptional administrative skills coupled with a keen eye for detail. I am a well organized, internally motivated, and a self-disciplined individual who likes the responsibility and challenges of new projects. Additionally, I have the stamina and analytical mind necessary to see projects through to completion.

WORK HISTORY

M.R. Consulting, Inc.
CEO

Employed: 10/01/01 – Present

Provide professional consulting services to assist management and employees in the process of exploring diversity and related issues and training management in employee relation subjects. Strategically planned diversity and management training for individuals, businesses, professional corporations and non-profit organizations in Southern Nevada. Designed goals and objectives for company needs. Developed presentation and facilitated workshops that helped promote intra/inter personal communications skills, enhanced awareness and characteristics of other cultures, religions, gender, sexual orientation and social diversity issues. Develop and provide workshops, training and strategies regarding diversity with handouts, pamphlets, video and scenarios for CCSD, Metro Police Department and Mesquite City government, educators, administrators, law officials and businesses. Developed evaluation/survey to measure the effectiveness of the workshop/s. Worked on task force renouncing racism. Currently, serves on CCSD Superintendent Advisory Council on diversity including management, hiring, curriculum design and implementation.

Nevada Partners, Inc.
Executive Director

Employed: 6/92 – 10/01

Managed construction of a 20,000 square foot facility. Managed staff of 23 including two managers and a budget of 1.3 million dollars yearly. Oversaw the Sugar Ray Leonard Boxing Gym, contributed in raising more than 11 million dollars for the facility and programs. Developed and implemented the welfare-to-work initiative programs. Designed and facilitated the Metro Police Department Academy Diversity program. Participated in the design and implementation of MGM's Diversity Hiring and Promotion Outreach in southern Nevada and in Detroit, Michigan. Provided diversity management communication skills for labor union and minority women in non-traditional employment.

Governor Robert Miller
Drug Policy Director (Nevada's Drug Czar)

Employed: 4/89 – 3/92

Administered governor's drug policy commission and funding of a 13 million-dollar yearly budget for law enforcement, education and treatment. Coordinate statewide substance abuse councils. Appeared for public debate on syndicated talk show regarding pros and cons of legalizing drugs. Panel participant in fifteen-month Harvard University "think tank" to develop national strategy to combat drugs and alcohol abuse.

Mujahid Ramadan
Page Two**U.S. Senator Harry Reid**
Regional Representative**Employed: 2/87 – 8/89**

Responded to constituent concerns, facilitated and attended meetings to resolve conflicts. Assist in developing legislation (draft) and speech writing. Addressed audiences in dealing with federal related concerns, made numerous appearances on Senator's behalf and served as liaison to Nellis Air Force Base.

Family Court Services (CCJCS)
Probation Officer II**Employed: 8/74 – 11/86**

Coordinated the development of the northwest community based probation center, developed and implement the core program curriculum for high-risk and delinquent youth. Established the first gang intervention and diversion program. Managed more than 20 plus caseloads simultaneously.

EDUCATION

- Valley High School - Graduate
- University of Nevada, Las Vegas, major, sociology

COMPUTER SKILLS

- Working knowledge of a PC, Outlook Express, fax machine and copier

LICENSES & CERTIFICATIONS

- Business License for Diversity Consulting,
- Trainer for U.S. Dept. of Justice (FBI) Management Strategies and Hate Crimes
- Dealing with a Diverse Workforce
- Leadership Las Vegas, 1996

LANGUAGES

- Speak, read and write some Arabic

List of References**Richard Steele**

2438 Antler Point Drive
Henderson, NV 89074
(702) 263-1377

Lee Winston

330 West Washington
Las Vegas, NV 89106
(702) 647-3688

Louie Overstreet

(702) 648-6222

PLEASE INCLUDE A CURRENT RESUME

Name (Last, First, Middle):	Title:	Agency/Organization Represented:
Rose, Daniel		Local #88 Sheet Metal Training Center/Parent
Address (Street, City, State, Zip Code):		
2540 Marco Street, Las Vegas, NV 89115		
Phone Number:	Alternate Phone:	Email Address:
(702) 632-3014	(702) 604-5827	dan@88training.org
Manager/Supervisor:	Phone Number:	Manager/Supervisor Email Address:
Byron Harvey	(702) 452-4799	byron@smw88.org
# of employees supervised:	# of employees in your organization:	
15	150 apprentices	
Nominating Agency/Organization:		
Southern Nevada Building Trades (orginal nomination)		

CATEGORY REPRESENTED (CHECK ALL THAT APPLY):

- BUSINESS
- EDUCATION
- LABOR ORGANIZATION
- COMMUNITY BASED ORGANIZATION
- ECONOMIC DEVELOPMENT AGENCY
- REQUIRED ONE-STOP PARTNER

Please return completed form to:

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

DATE OF APPOINTMENT/REAPPOINTMENT: _____

ATTENDANCE POLICY

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

COMMITTEE ASSIGNMENT

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

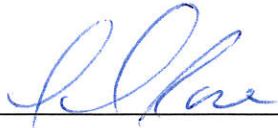
PLEASE INDICATE A COMMITTEE YOU ARE WILLING TO SERVE (*PLEASE CHECK AT LEAST ONE*):

YOUTH COUNCIL

ADULT & DISLOCATED WORKERS COMMITTEE

BUDGET COMMITTEE

SIGNATURE: _____



DATE: _____

1/10/2013

Please return completed form to:

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

*workforce*CONNECTIONS

Board Member Conflict of Interest Guidance and Acknowledgement Certification

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

Conflict of Interest

A member of a local board may not:

- a) Vote on a matter under consideration by the local board:
 - i. Regarding the provision of services by such member (or by entity that such member represents); or
 - ii. That would provide direct financial benefit to such member or the immediate family of such a member; or
 - b) Engage in any other activity determined by the Governor to constitute a conflict of interest as specified in the State plan.
1. Will your appointment/reappointment to *workforce*CONNECTIONS potentially violate any of the criteria listed above?
 Yes No
If yes, please provide an attached letter explaining your potential conflict of interest.
2. Please provide a letter from a supervisor/manager or from an elected official verifying provided information.

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

Daniel Rose
Applicant's Name


Signature of Applicant

January 10, 2013
Date

Daniel Rose
Training Director
Local #88 Training Center
2540 Marco Street
Las Vegas, NV 89115
Ph. (702) 632-3014
Fax (702) 632-3018
dan@88training.com

WORK HISTORY

Local #88 Training Director 1994 - present
Local #88 Instructor 1990 – present
Shop Foreman – Hansen Mechanical 1990 – 1994
Sheet Metal Journeyman – Hansen Mechanical 1985 – 1990
Sheet Metal Apprentice – Hansen Mechanical 1981 – 1985
Heavy Equipment Operator – Pabco Gypsum 1978 – 1982
Physical Therapy Technician – UMC 1973 – 1978

EDUCATION

Bachelor of Arts in Labor Studies - National Labor College 2007
Educational Planning Instructor Training Program- National Labor College 2006
Basic Organizing 2006
Business Agents Conference 2011
Continuing Professional Instructor Programs 2006, 2007, 2008, 2009, 2010, 2011
OSHA 502 – ITI - 2005
Continuing Professional Instructor Program 2005
Foster Parenting Classes 2004-2011
Hazardous Waste Worker Training Program 2002
Train the Trainer Hazardous Waste Worker Training Program 2002
OSHA 502 – ITI - 2001
Test Supervisor Course - 2000
OSHA 500 – ITI – 1997
COMET II – SMWIA-1996
COMET I - SMWIA-1995
Sheet Metal Advanced Instructor Training 1993, 1994, 1995, 1997 –OSU/ITI
Sheet Metal Basic Instructor Training 1992 –OSU/ITI
Sheet Metal Local #88 Apprenticeship 1981 – 1985 – Las Vegas, Nevada
Graduated Valley High School 1973 – Las Vegas, Nevada

AWARDS / COMMUNITY SERVICE / COMMITTEES

Western Apprenticeship Planning Committee Secretary 2011
Appointed to International Accreditation Committee 2006 - present
United Way of Southern Nevada Commitment to Education Committee -2005-2007
Shelter/Foster Parent – 2004 - present
SNWIB Youth Council – 2004 – present
Workforce Investment Board Labor Committee – 2004
Local #88 Executive Board Member – 2000 - 2006
Workforce Investment Board 2000 – present
OSHA Review Board 2002 - 2009
School to Careers Oversight Committee 1998
School to Careers Steering Committee 1998
Silver State Citizen Award 1998
Upbeat Parent Award 1999
Habitat for Humanities 1999
Installed metal roof on Boy Scout Camp (Mt. Potossi)
Western Apprenticeship Coordinators Association – Secretary/Treasure 1995 – 1997
Western Apprenticeship Coordinators Association – President 1997 – 1999
Step-Up Committee member 1996 – 1998
CHOICES presenter 1997 – present
PAYBAC speaker 1995 – 2005
Western States Apprenticeship Planning Committee – 1994 - present
Graduated Sheet Metal Apprenticeship – Graduated top 3 - 1985
Graduated Valley High School – top 10 percent 1973

PLEASE INCLUDE A CURRENT RESUME

Name (Last, First, Middle):		Title:	Agency/Organization Represented:
Edgel, Mark, James		Training Director	Labores Union 872
Address (Street, City, State, Zip Code):			
4201 E Bonanza Las Vegas NV 89110			
Phone Number:	Alternate Phone:	Email Address:	
(702) 452-9410 x1804	()	marke@training872.com	
Manager/Supervisor:	Phone Number:	Manager/Supervisor Email Address:	
Tommy White	(702) 452-4440	7	
# of employees supervised:		# of employees in your organization:	
6			
Nominating Agency/Organization:			
Labores Local 872			

CATEGORY REPRESENTED (CHECK ALL THAT APPLY):

- BUSINESS
- EDUCATION
- LABOR ORGANIZATION
- COMMUNITY BASED ORGANIZATION
- ECONOMIC DEVELOPMENT AGENCY
- REQUIRED ONE-STOP PARTNER

Please return completed form to:

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

DATE OF APPOINTMENT/REAPPOINTMENT: _____

*workforce*CONNECTIONS**Board Member Conflict of Interest Guidance and Acknowledgement Certification**

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

Conflict of Interest

A member of a local board may not:

- a) Vote on a matter under consideration by the local board:
 - i. Regarding the provision of services by such member (or by entity that such member represents); or
 - ii. That would provide direct financial benefit to such member or the immediate family of such a member; or
 - b) Engage in any other activity determined by the Governor to constitute a conflict of interest as specified in the State plan.
1. Will your appointment/reappointment to *workforce*CONNECTIONS potentially violate any of the criteria listed above?
- Yes No
- If yes, please provide an attached letter explaining your potential conflict of interest.
2. Please provide a letter from a supervisor/manager or from an elected official verifying provided information.

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

Mark Edgel
Applicant's Name

Mark Edgel
Signature of Applicant

28 Jan 2013
Date

ATTENDANCE POLICY

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COMMITTEE ASSIGNMENT

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

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

YOUTH COUNCIL

ADULT & DISLOCATED WORKERS COMMITTEE

BUDGET COMMITTEE

SIGNATURE:

Mark Edgel

DATE:

28 Jan 2013

Please return completed form to:

Suzanne Potter
Workforce Connections
7251 W. Lake Mead, Ste. 250
Las Vegas, NV 89128

Email: spotter@snvwc.org

Fax: (702) 636-4371

Principal Investigator/Program Director (Last, First, Middle):

BIOGRAPHICAL SKETCH

Provide the following information for the key personnel in the order listed on Form Page 2.
Follow this format for each person. **DO NOT EXCEED FOUR PAGES.**

NAME Edgel, Mark		POSITION TITLE Training Director – So. Nevada Laborers	
EDUCATION/TRAINING <i>(Begin with baccalaureate or other initial professional education, such as nursing, and include postdoctoral training.)</i>			
INSTITUTION AND LOCATION	DEGREE <i>(if applicable)</i>	YEAR(s)	FIELD OF STUDY
Clark County Community College		1979 – 1980	

A. Positions and Honors

Mark Edgel is the Director for Southern Nevada Laborers Local #872 Training Trust. He is responsible for scheduling classes (environmental and construction) for Apprentices and Journeyworkers up grade. He also manages the day-to-day affairs of the training center establishing goals and reporting to the Board of Trustees in regards to the success of the goals.

Positions and Employment

2001 – Present	Training Director – Las Vegas Training Center
1998 – 2001	Instructor/Apprentice Coordinator - Las Vegas Training Center
1997 – 1998	Instructor of environmental and construction courses
1986 – 1997	Labor Foreman – Pipe crew Longley Construction
1984 – 1985	Self Employed – painting and paperhanging
1982 – 1984	Asbestos Abatement Worker – Mardian Construction

6. REVIEW, DISCUSS AND ACCEPT: PBTk Audit - Program Year 2011 (Year Ended June 30, 2012):

See Attached (Annual Financial Report / July 1, 2011 – June 30, 2012)

7. REVIEW, DISCUSS AND APPROVE:

- a. PY2012 WIA Formula Budget July 1, 2012 through June 30, 2013 and PY2012 Budget Narrative
- b. Budget vs. Actual Finance Report (Workforce Connections' Operations) for the period July 1, 2012 through June 30, 2013 (Formula WIA)
- c. PY2011/PY2012 Awards & Expenditures Report
- d. Adult/Dislocated Worker and Youth Funding Plans
- e. Audit Findings for Program Year 2010 (Year Ended June 30, 2011)
- f. Workforce Connections Standing Professional Services Contracts

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

Revenue by Funding Stream	Approved Budget PY2012	Proposed Budget PY2012	\$ Change	Available for LWIB Operations		Community Resource Allocations	TOTAL
				10% Admin	10% Program		
PY2012 Adult	6,316,715	8,316,715	2,000,000	831,672	831,672	6,653,371	8,316,715
PY2012 Dislocated Worker	6,847,926	4,847,926	(2,000,000)	484,793	484,793	3,878,340	4,847,926
PY2012 Dislocated Worker - Addl. DETR Allocation Jan 2013		679,465	679,465			679,465	679,465
PY2012 Youth	6,337,899	6,337,899	-	633,790	633,790	5,070,319	6,337,899
PY2011 Adult Carry Forward	1,000,000	1,000,000	-	100,000	100,000	800,000	1,000,000
PY2011 Dislocated Worker Carry Forward	1,000,000	1,000,000	-	100,000	100,000	800,000	1,000,000
PY2011 Youth Carry Forward	3,000,000	3,000,000	-	300,000	300,000	2,400,000	3,000,000
Other Revenues (Interest)	25	25	-		25	-	25
Governor's Reserve - Strategic Initiative			-		-		-
Total Revenue by Funding Stream	\$ 24,502,565	\$ 25,182,030	\$ 679,465	\$ 2,450,255	\$ 2,450,280	\$ 20,281,495	\$ 25,182,030
				Subtotal Board Operations	\$ 4,900,535		

Notes:

1. PY2012 Revenues include WIA funding in the total amount of \$20,182,005.
2. Carry forward funds have been estimated for PY2011 in the amount of \$5,000,000. These fund estimates will be revised later this year when the A-133 audit is complete.
3. The Department of Labor allows local boards to expend up to 10% of their total allocation for administrative costs. WC also allocates 10% of the total allocation for program management and oversight.
4. WIA funds have a two year life at the local board level and an additional year at the state level.

Community Resource Allocations	Approved Budget PY2012	Proposed Budget PY2012	\$ Change	One-Stop Location	Staff Office Relocation	Community Resource Allocations	TOTAL
Adult Services	5,853,371	7,453,371	1,600,000	1,000,000		6,453,371	7,453,371
Dislocated Worker Services	6,278,340	5,357,805	(920,535)		679,465	4,678,340	5,357,805
Youth Services	7,470,319	7,470,319	-			7,470,319	7,470,319
Subtotal Community Resource Allocations	\$ 19,602,030	\$ 20,281,495	\$ 679,465	\$ 1,000,000	\$ 679,465	\$ 18,602,030	\$ 20,281,495

Board Operations	Approved Budget PY2012	Proposed Budget PY2012	\$ Change	Admin	Program	Total
Subtotal Operating Expenditures	4,900,535	4,900,535	-	1,937,710	2,962,825	4,900,535
Total Expenditures	\$ 24,502,565	\$ 25,182,030		\$ 1,937,710	\$ 2,962,825	\$ 20,281,495
Fund Balance	\$ -	\$ -		\$ 512,545	\$ (512,545)	\$ -

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 - January 2013)**

Board Operations	Authorized FTE	Actual FTE	Approved Budget PY2012	Proposed Budget PY2012	\$ Change	Admin	Program	Total
6500 Salaries	28.88	25.88	2,451,763	2,451,763	-	809,082	1,642,681	2,451,763
7000 Accounting and Auditing			350,000	350,000	-	350,000	-	350,000
7005 Legal Fees			75,000	75,000	-	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	6,000	3,000	1,680	4,320	6,000
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	60,000	30,000	-	60,000	60,000
7085 Program Support Contracts - IT NVTrac/Web			137,000	137,000	-	-	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			18,000	18,000	-	-	18,000	18,000
7100 Insurance			40,000	40,000	-	11,200	28,800	40,000
7100-7120 Employee Fringe Benefits			823,818	823,818	-	271,860	551,958	823,818
7125 Employer Payroll Taxes			72,804	72,804	-	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)	-	-	-
7605 Adult/DW Program Activities			15,000	-	(15,000)	-	-	-
8500 Capital - Equipment and Furniture			55,000	55,000	-	15,400	39,600	55,000
8510 Capital - Software NVTrac - Data System			-	-	-	-	-	-
8900 Strategic Initiative - WIA			51,302	48,302	(3,000)	67,946	(19,644)	48,302
Subtotal Board Operations			4,900,535	4,900,535	-	1,937,710	2,962,825	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 \$20,182,005. Intertitle transfers in the amount of \$2,000,000 were processed from the Dislocated Worker to Adult funding stream based on demand. Allocated (revised) among the three funding streams: Adult - \$8,316,715, Dislocated Worker - \$4,847,926, and Youth - \$6,337,899. In addition, additional Dislocated Worker funds were received in January in the amount of \$679,465 from State Rapid Response funds.

Overall funding for PY 2012 was increased by \$1,981,394 (10.89%), 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 \$25,182,030.

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 – Allocated costs for administrative and program staff salaries.

7000 - Accounting and Auditing: \$350,000 – Allocated costs for the A-133 audit as well as extended accounting, financial consulting, and technical support.

A-133 Audit	\$175,000
Accounting Services	\$175,000

7005 Legal Fees: \$75,000 – Allocated costs for legal services in areas such as board and official open meetings preparation including review of agendas, contract agreements, RFPs, and policies.

7010 Legal Publication Advertising: \$18,000 – Allocated costs for legal publications including job postings, Request for Proposals notices, and controlled advertisements.

7020 Licenses and Permits: \$3,000 – Allocated costs for software licenses and permits associated with new computers or purchased upgrades for current software.

7025 Dues and Subscriptions: \$12,000 – Allocated costs for memberships in trade and technical associations that benefit Workforce Connections’ outreach and oversight initiatives. They offer valuable key contacts for workforce/economic development and technical information support.

7030 Postage and Delivery: \$6,000 – an increase of \$3,000 – Allocated costs for postage and mail delivery including such activities as routine postage, courier delivery service, and Federal Express delivery. This increase will provide funds for anticipated contract renewal mailings through USPS or Federal Express.

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: \$60,000 – an increase of \$30,000** – Allocated costs for program support agreements and temporary staffing to support program activities. This increase in funds is a reclassification of funds from accounts #7600 Youth Program Activities and #7605 Adult/DW Program Activities. These accounts were set up in the past to act as a way to cost allocate to those funding categories specifically. Our new cost allocation plan incorporates Youth and Adult/DW specific allocations of expenditures. These accounts will not be used.
- 7085 Program Support Contracts – IT NVTrac and Web: \$137,000** – Allocated costs for program support agreements and temporary staffing to support program and data support activities.
- 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** – Allocated costs for facility and event related charges tied to board and committee meetings and Board travel to grant activities.
- 7100 Insurance: \$40,000** – Allocated costs for Board anticipated liability insurance costs for workers’ compensation, general business liability, and Board of Directors’ and officers’

omission and errors liability. This line also provides auto insurance for our green training vehicle.

7100-7120 Employee Fringe Benefits: \$823,818 – Allocated costs for employee benefits including medical, dental, life insurance, and Public Employees Retirement System (PERS) contributions. A rate of 35% of the total salaries is used to calculate the fringe benefits.

7125 - Employer Payroll Taxes: \$72,804 – Allocated costs for employer payroll taxes which are calculated at 3% of total salaries.

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: \$0 – a decrease of \$15,000 – Allocated costs for youth program activities outside of daily operations such as service provider trainings and various youth conferences and summits. These funds have been reclassified to account #7085 Program Support Contracts as described above. This account is no longer needed.

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. These funds have been reclassified to account #7085 Program Support Contracts as described above. This account is no longer needed.

8500 Capital – Equipment and Furniture: \$55,000 – Allocated costs for equipment and furniture including computers, servers, and furniture for administrative and programmatic support staff.

8510 Capital – Software NVTrac Data System: \$0 – Allocated costs for contractual expenditures related to the completion and maintenance of the NVTrac data tracking system.

8900 Strategic Initiatives: \$48,302 – a decrease of \$3,000 – 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 anticipated contract renewal mailings through USPS or Federal Express.

NOVEMBER YTD 2012 REPORT-FINAL

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

workforce CONNECTIONS

PY2012 WIA Formula Expenses
Administrative and Program Operating Budget

Line Item Number	Budget	% of Program Year Concluded											41.67%	
		Budget			ACTUAL EXPENSES			Budget Authority Remaining			% Expended from Budget			
		Operating Expenses	Admin	Program	Total	Admin	Program	Total	Admin	Program	Total	Admin		Program
6500	Salaries	809,082	1,642,681	2,451,763	234,381	561,641	796,022	574,701	1,081,040	1,655,741	28.97%	34.19%	32.47%	
7000	Accounting and Auditing	350,000	0	350,000	89,340	0	89,340	260,660	0	260,660	25.53%	0.00%	25.53%	
7005	Legal Fees	75,000	0	75,000	31,708	0	31,708	43,292	0	43,292	42.28%	0.00%	42.28%	
7010	Legal Publication Advertising	5,040	12,960	18,000	323	772	1,095	4,717	12,188	16,905	6.41%	5.96%	6.08%	
7020	Licenses and Permits	840	2,160	3,000	124	297	421	716	1,863	2,579	14.76%	13.75%	14.03%	
7025	Dues and Subscriptions	3,360	8,640	12,000	689	1,647	2,336	2,671	6,993	9,664	20.51%	19.06%	19.47%	
7030	Postage & Delivery	840	2,160	3,000	346	827	1,173	494	1,333	1,827	41.19%	38.29%	39.10%	
7035	Printing and Reproduction	3,360	8,640	12,000	996	2,381	3,377	2,364	6,259	8,623	29.64%	27.56%	28.14%	
7040	Office Supplies	4,200	10,800	15,000	1,464	3,497	4,961	2,736	7,303	10,039	34.86%	32.38%	33.07%	
7045	System Communications	14,000	36,000	50,000	6,355	15,193	21,548	7,645	20,807	28,452	45.39%	42.20%	43.10%	
7050	Tuition, Training and Seminars	11,200	28,800	40,000	2,274	5,436	7,710	8,926	23,364	32,290	20.30%	18.88%	19.28%	
7055	Travel and Mileage (Staff)	8,400	21,600	30,000	2,596	6,203	8,799	5,804	15,397	21,201	30.90%	28.72%	29.33%	
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	1,869	4,470	6,339	6,531	17,130	23,661	22.25%	20.69%	21.13%	
7070	Rent	102,297	263,051	365,348	36,717	87,774	124,491	65,580	175,277	240,857	35.89%	33.37%	34.07%	
7075	Facilities Maintenance	1,820	4,680	6,500	239	572	811	1,581	4,108	5,689	13.13%	12.22%	12.48%	
7080/7085	Support Contracts	120,000	167,000	287,000	62,309	58,286	120,595	57,691	108,714	166,405	51.92%	34.90%	42.02%	
7090	Non-Board Meetings & Outreach	8,400	21,600	30,000	3,586	8,572	12,158	4,814	13,028	17,842	42.69%	39.69%	40.53%	
7095	Board Meetings and Travel	0	18,000	18,000	0	3,246	3,246	0	14,754	14,754	0.00%	18.03%	18.03%	
7100	Insurance	11,200	28,800	40,000	2,213	5,292	7,505	8,987	23,508	32,495	19.76%	18.38%	18.76%	
7120	Employee Fringe Benefits	271,860	551,958	823,818	63,288	151,296	214,584	208,572	400,662	609,234	23.28%	27.41%	26.05%	
7125	Employer Payroll Taxes	24,025	48,779	72,804	3,509	8,388	11,897	20,516	40,391	60,907	14.61%	17.20%	16.34%	
7130/7135	Payroll Services and Bank Fees	16,000	0	16,000	2,950	0	2,950	13,050	0	13,050	18.44%	0.00%	18.44%	
7200	Equipment - Operating Leases	4,200	10,800	15,000	1,706	4,079	5,785	2,494	6,721	9,215	40.62%	37.77%	38.57%	
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	15,400	39,600	55,000	3,972	9,494	13,466	11,428	30,106	41,534	25.79%	23.97%	24.48%	
8510	Software - NV Trac Data System	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	
8900	Strategic Initiative (Operations)	0	51,302	51,302	0	0	0	0	51,302	51,302	0.00%	0.00%	0.00%	
	Total	1,868,924	3,031,611	4,900,535	552,954	939,363	1,492,317	1,315,970	2,092,248	3,408,218	29.59%	30.99%	30.45%	

7005 LEGAL EXPENSES ARE HIGHER THAN EXPECTED DUE TO OML TRAINING ; 7045 SYSTEMS COMMUNICATION FEES SLIGHTLY ELEVATED DUE TO ANNUAL E-DRAWER FEES;
7080 ADMIN SUPPORT CONTRACTS SLIGHTLY ELEVATED DUE TO ANNUAL FE MAINTENANCE FEES.

Legend	
	Correct Now
	Watch
	OK

workforce CONNECTIONS
Awards and Expenditures
Program Year 2011/2012 Adult/Dislocated Worker Programs
December 31, 2012

Amounts for Providers reflect invoiced allowable expenditures through November 2012. Starred lines only reflect expenditures through October 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	\$ 250,000	\$ 500,000	100.00%	\$ -	\$ 76,600
Bridge Counseling Associates-PY12 extension	\$ 700,000	\$ 124,915	\$ 26,230	\$ 151,145	21.59%	\$ 548,855	See above line
GNJ Family Life Center	\$ 600,000	\$ 300,000	\$ 300,000	\$ 600,000	100.00%	\$ -	\$ 36,500
GNJ Family Life Center-PY12 extension	\$ 1,200,000	\$ 262,526	\$ 198,583	\$ 461,109	38.43%	\$ 738,891	See above line
Goodwill of Southern Nevada	\$ 600,000	\$ 445,000	\$ 155,000	\$ 600,000	100.00%	\$ -	\$ 57,771
Goodwill of Southern Nevada-PY12 extension	\$ 1,200,000	\$ 326,219	\$ 88,319	\$ 414,538	34.54%	\$ 785,462	See above line
Latin Chamber Foundation	\$ 600,000	\$ 319,274	\$ 205,536	\$ 524,810	87.47%	\$ 75,190	\$ 94,438
Nevada Partners, Inc	\$ 600,000	\$ 300,000	\$ 300,000	\$ 600,000	100.00%	\$ -	\$ 50,581
So. NV Regional Housing Authority	\$ 175,000	\$ 77,018	\$ 65,771	\$ 142,789	81.59%	\$ 32,211	\$ 8,848
Total	\$ 6,175,000	\$ 2,404,952	\$ 1,589,439	\$ 3,994,391	64.69%	\$ 2,180,609	\$ 324,738

60% 40%

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	\$ 248,667	\$ 132,078	\$ 380,745	76.15%	\$ 119,255	\$ -
Foundation for an Independent Tomorrow	\$ 600,000	\$ 335,000	\$ 265,000	\$ 600,000	100.00%	\$ -	\$ 1,000
Foundation for an Independent Tomorrow-PY12 extension	\$ 1,200,000	\$ 231,281	\$ 207,395	\$ 438,676	36.56%	\$ 761,324	See above line
Latin Chamber Foundation	\$ 600,000	\$ 380,000	\$ 220,000	\$ 600,000	100.00%	\$ -	See Green Above
Latin Chamber Foundation-PY12 extension	\$ 1,200,000	\$ 112,446	\$ 82,028	\$ 194,474	16.21%	\$ 1,005,526	See Green Above
Nevada Hospital Association	\$ 600,000	\$ 570,000	\$ 30,000	\$ 600,000	100.00%	\$ -	\$ -
Nevada Hospital Association-PY12 extension	\$ 900,000	\$ 216,082	\$ 2,796	\$ 218,878	24.32%	\$ 681,122	See above line
Nevada Partners, Inc	\$ 600,000	\$ 360,000	\$ 240,000	\$ 600,000	100.00%	\$ -	See Green Above
Nevada Partners, Inc-PY12 extension	\$ 1,200,000	\$ 329,080	\$ 109,584	\$ 438,664	36.56%	\$ 761,336	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	\$ 63,159	\$ 13,165	\$ 76,324	15.26%	\$ 423,676	See Green Above
Total	\$ 8,075,000	\$ 2,933,215	\$ 1,389,546	\$ 4,322,761	53.53%	\$ 3,752,239	\$ 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
Lincoln County School District	\$ 100,000	\$ 6,983	\$ 5,787	\$ 12,770	12.77%	\$ 87,230	\$ -
Nye Communities Coalition	\$ 750,000	\$ 375,000	\$ 375,000	\$ 750,000	100.00%	\$ -	\$ 14,306
Nye Communities Coalition-PY12 extension	\$ 950,000	\$ 87,476	\$ 9,499	\$ 96,975	10.21%	\$ 853,025	See above line
Total	\$ 1,800,000	\$ 469,459	\$ 390,286	\$ 859,745	47.76%	\$ 940,255	\$ 14,306

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	\$ 143,866	\$ -	\$ 143,866	20.55%	\$ 556,134	
Total	\$ 700,000	\$ 143,866	\$ -	\$ 143,866	20.55%	\$ 556,134	

100% 0%

Total PY11-PY12 Adult/DW	\$ 16,750,000	\$ 5,951,492	\$ 3,369,271	\$ 9,320,763	55.65%	\$ 7,429,237	
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64% 36%

workforce CONNECTIONS
Awards and Expenditures
Program Year 2011/2012 Youth Programs
December 31, 2012

Amounts for Providers reflect invoiced allowable expenditures through November 2012. Starred lines only reflect expenditures through October 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	\$ 219,311	\$ 96,207	\$ 315,518	87.16%	\$ 46,482
HELP of So. Nevada-PY11 Year Round	7/1/11-9/30/12	\$ 713,000.00	\$ 119,118	\$ 221,313	\$ 340,431	47.75%	\$ 372,569
HELP of So. Nevada-PY11 Year Round (addl summer \$)	4/1/12-9/30/12	\$ 1,200,000.00	\$ 396,518	\$ 231,251	\$ 627,769	52.31%	\$ 572,231
Latin Chamber Foundation-PY11 Summer Component	6/1/12-6/30/13	\$ 250,000.00	\$ 128,786	\$ 63,492	\$ 192,278	76.91%	\$ 57,722
Latin Chamber Foundation-PY11 Green Consortium	5/1/12-9/30/13	\$ 500,000.00	\$ 66,817	\$ 65,302	\$ 132,119	26.42%	\$ 367,881
Nevada Partners, Inc-PY11 Year Round	7/1/11-6/30/13	\$ 500,000.00	\$ 235,749	\$ 256,270	\$ 492,019	98.40%	\$ 7,981
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	\$ 177,867	\$ 44,840	\$ 222,707	44.54%	\$ 277,293
So. NV Children First-PY11 Year Round	7/1/11-9/30/12	\$ 125,000.00	\$ 50,297	\$ 74,703	\$ 125,000	100.00%	\$ -
So. NV Children First-PY11 Summer Component	6/1/12-6/30/13	\$ 250,000.00	\$ 113,446	\$ 6,600	\$ 120,046	48.02%	\$ 129,954
Total		\$ 5,077,909	\$ 1,705,778	\$ 1,540,019	\$ 3,245,796	63.92%	\$ 1,832,113

53% 47%

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		\$ 167,001	\$ 167,001	27.83%	\$ 432,999
HELP of So. Nevada-PY12 Youth In School	7/1/12-6/30/13	\$ 922,000	\$ 104,587		\$ 104,587	11.34%	\$ 817,413
HELP of So. Nevada-PY12 Youth Out of School	7/1/12-6/30/13	\$ 375,000		\$ 63,943	\$ 63,943	17.05%	\$ 311,057
Latin Chamber Foundation-PY12 Youth Out of School	7/1/12-6/30/13	\$ 400,000		\$ 34,125	\$ 34,125	8.53%	\$ 365,875
Nevada Partners, Inc-PY12 Youth In School	7/1/12-6/30/13	\$ 922,000	\$ 145,536		\$ 145,536	15.78%	\$ 776,464
So. NV Children First-PY12 Out of School	7/1/12-6/30/13	\$ 375,000		\$ 48,585	\$ 48,585	12.96%	\$ 326,415
Total		\$ 3,594,000	\$ 250,123	\$ 313,654	\$ 563,777	15.69%	\$ 3,030,223

44% 56%

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	\$ 41,084	\$ 50,000	\$ 91,084	91.08%	\$ 8,916
Lincoln County School District-Tri-County-PY11 Extension	7/1/11-6/30/13	\$ 100,000	\$ -	\$ 16,055	\$ 16,055	16.06%	\$ 83,945
Nye Communities Coalition-PY11 Year Round	7/1/11-6/30/13	\$ 300,000	\$ 119,132	\$ 70,434	\$ 189,566	63.19%	\$ 110,434
Nye Communities Coalition-PY11 Year Round (addl summer \$)	4/1/12-6/30/12	\$ 88,753	\$ 53,393	\$ 35,360	\$ 88,753	100.00%	\$ -
Nye Communities Coalition-PY11 Extension	7/1/11-6/30/13	\$ 150,000	\$ -	\$ -	\$ -	0.00%	\$ 150,000
Nye Communities Coalition-Tri-County-PY11	7/1/11-9/30/12	\$ 150,000	\$ 77,631	\$ 71,289	\$ 148,920	99.28%	\$ 1,080
Total		\$ 888,753	\$ 291,240	\$ 243,138	\$ 534,378	60.13%	\$ 354,375

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	\$ -	\$ 52,243	\$ 52,243	17.41%	\$ 247,757
Total		\$ 300,000	\$ -	\$ 52,243	\$ 52,243	17.41%	\$ 247,757

0% 100%

Total Youth		\$ 9,860,662	\$ 2,247,140	\$ 2,149,054	\$ 4,396,194	44.58%	\$ 5,464,468
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51% 49%

workforce CONNECTIONS
Awards and Expenditures
Program Year 2011/2012 Direct Programs
December 31, 2012

Amounts for Providers reflect invoiced allowable expenditures through November 2012.

Amounts for Internal Programs reflect expenditures as of December 31, 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%	302
Total		75,000	\$ 74,698	99.60%	302

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	\$ 689,449	99.62%	2,647
Health Resources and Services Admin. (HRSA)		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	\$ 123,708	49.48%	126,292
State Energy Sector Partnership (SESP)	3.60	8/10/10-1/29/13	3,503,000	\$ 3,136,591	89.54%	366,409
SESP - Healthcare Information Technology		12/11/2012-6/30/13	200,000	\$ 34,053	17.03%	165,947
US Fish & Wildlife - WC		6/28/11-12/31/16	11,029	\$ 11,029	100.00%	-
US Fish & Wildlife - So. NV Children First		6/1/12-12/31/12	16,471	\$ 10,426	63.30%	6,045
Youth Build PY11 - CCSD Desert Rose		7/1/11-6/30/13	158,584	\$ 93,221	58.78%	65,363
Youth Build PY11 - WC	3.50	6/1/11-5/31/14	941,416	\$ 517,977	55.02%	423,439
Total	9.50		5,913,105	\$ 4,756,963	80.45%	1,156,142

**Workforce Connections
Adult and Dislocated Worker Funding Plan
January 8, 2013**

	Budget	Remaining Available Funds	Projections Based on Monthly Invoices					Projected PY2012 TOTAL	Remaining
			Oct-Dec 2012 3 Months	Jan-Mar 2013 3 Months	Apr-Jun 2013 3 Months	Next Program Year			
REVENUES (Available as of January 2, 2013)									
PY2011 Adult and DW Funding	12,439,868	393,829	393,829	-			393,829	-	
PY2012 Adult and DW Funding (Approved by BOE 08/14/12)	13,164,641	12,666,955	733,471	4,416,856	4,512,500		204,465	2,799,663	
TOTAL REVENUES	25,604,509	13,060,784	1,127,300	4,416,856	4,512,500		204,465	2,799,663	
EXPENDITURES								3.27 Months	
Community Resources									
PY2011 Original Contracts	6,900,000	226,656	22,300	104,356				126,656	
PY2011 Adult and DW (Contract Extensions to June 2013)	9,050,000	6,559,217	850,000	2,700,000	2,700,000			6,250,000	
PY2012 Lincoln County Rural Services	100,000	96,417	5,000	25,000	25,000			55,000	
PY2012 Reentry Program	700,000	556,134	40,000	165,000	165,000			370,000	
PY2012 One-Stop Operation	1,000,000	664,556	10,000	285,000	285,000			580,000	
PY2012 One-Stop System/Staff Office Relocation	679,465	529,465		100,000	300,000	129,465		529,465	
Operations									
Administration and Programs	3,032,928	2,217,136	200,000	1,000,000	1,000,000			2,200,000	
Pending Contracts									
Las Vegas/Clark County Urban League Computer Center	150,000	150,000		37,500	37,500		75,000	150,000	
TOTAL			1,127,300	4,416,856	4,512,500		204,465	10,261,121	

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

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

**Workforce Connections
Youth Funding Plan
January 2, 2013**

	Budget	Available Funds	Projections Based on Monthly Invoices					Projected PY2012 TOTAL	Remaining
			Oct-Dec 2012 3 Months	Jan-Mar 2013 3 Months	Apr-Jun 2013 3 Months	Next Program Year			
REVENUES (Available as of December 28, 2012)									
Governor's Reserve Incentive	75,000	302	302				302	-	
PY2011 Youth Funding	5,760,743	758,411	758,411				758,411	-	
PY2012 Youth Funding (Approved by BOE 8/14/2012)	6,337,899	6,337,899		2,010,000	2,310,000	535,000	4,855,000	1,482,899	
TOTAL REVENUES	12,173,642	7,096,612	758,713	2,010,000	2,310,000	535,000	5,613,713	1,482,899	
EXPENDITURES								3.80 Months	
Community Resource Contracts - PY 2011									
Current Contracts (ending date 9/30/2012)	1,850,000	464,418					-		
PY2011 Latin Chamber Green Consortium (ending date 9/30/2013)	500,000	451,878	45,000	135,000	135,000	135,000	450,000		
Governor's Reserve - CC Summer Business Institute	75,000	302	302				302		
PY2011 Lincoln County (ending date 6/30/2013)	200,000	116,990	10,000	30,000	30,000		70,000		
PY2011 Nye County (ending date 6/30/2013)	450,000	297,270	15,000	45,000	45,000		105,000		
Community Resource Contracts - PY2011 Amendments									
Nye Communities (ending 6/30/2012)	88,753	-					-		
Nevada Partners (ending 6/30/2012)	677,909	-					-		
HELP (ending 9/30/2012)	1,200,000	572,231					-		
Community Resource Contracts - PY2012									
PY2012 Youth In-School Contracts	1,844,000	1,826,082	80,000	300,000	500,000		880,000		
PY2012 Youth Out-of-School Contracts	1,750,000	1,634,829	110,000	400,000	400,000		910,000		
PY2012 Youth Re-entry	300,000	288,196	10,500	55,000	55,000		120,500		
PY2012 Youth Summer Component/Year Round	1,000,000	576,894	85,000	245,000	245,000		575,000		
Operations									
Administration and Programs	1,867,580	1,675,039	10,000	800,000	800,000		1,610,000		
Pending Contracts									
Foster Care and Youth with Disabilities	500,000	500,000			100,000	400,000	500,000	-	
TOTAL			365,802	2,010,000	2,310,000	535,000	5,220,802		

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

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

workforce CONNECTIONS

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

**Monthly Status Report
January 2013**

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.							
		Action: Aug 2012 - Review program closeout procedure that ensures final draws, reports, and closing documents are submitted timely.	August 2012						
		Finding Status: Jun 2012 - We received this audit finding on Feb 24, 2012. Reconciliation and close processes will be implemented and documented for Jul 2011 through Jun 2012 in Financial Edge. This portion of the finding should reflect substantial progress for the June 30, 2012 audit.							
Action: Feb 2013 - The Finance Manager will prepare written documentation detailing the monthly close process including staff assignments.									
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 Finance Manager is providing 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.							

workforce CONNECTIONS

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

Monthly Status Report
January 2013

Finding	Type	Description	Target Date	Audit					
				PY2010	PY2009	PY2008	PY2007	PY2006	
				ended	ended	ended	ended	ended	
				6/30/2011	6/30/2010	6/30/2009	6/30/2008	6/30/2007	
				(2/24/2012)	(4/29/2011)	(06/08/2010)	(09/22/2009)	(07/22/2008)	
11-3	Federal Grants	SEFA schedules did not agree with supporting records or documentation	November 2012	X	X	X	X	X	
		Status: The FE system continues to be reconciled to the supporting draw and invoice records.							
		Finding Status: Jun 2012 - Monthly reconciliation and close processes will be implemented and documented for Jul 2011 through Jun 2012 in Financial Edge by Jul 2012. This finding should reflect substantial progress for the June 30, 2012 audit.							
		Action: 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 provided report 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.							
		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: Jan 2013 - Continue transition from the SEFA to FE report to ensure that discrepancies between drawdown requests and the actual expenditures are identified.							
		Action: Ongoing - FE must be kept up-to-date monthly to ensure accuracy.							
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: Jan 2013 - The Finance Manager will provide 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.							

workforce CONNECTIONS

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

**Monthly Status Report
January 2013**

Finding	Type	Description	Target Date	Audit					
				PY2010	PY2009	PY2008	PY2007	PY2006	
				ended	ended	ended	ended	ended	
				6/30/2011	6/30/2010	6/30/2009	6/30/2008	6/30/2007	
11-5 cont.		Funding federal grants in advance - excessive time elapsed between receipt of funds and disbursement of funds	August 2011						
		Status: The updated monthly SEFA process has corrected the delayed payment processing for subrecipients. After a preliminary review, the drawdowns are requested from DETR. While waiting for payment, the documents are reviewed by program staff for allowable costs and then by finance staff for accuracy of the calculations and account coding.							
		Action: Apr 2012 - Continue to update the PY11 SEFA worksheet as drawdowns occur.							
		Finding Status: Jun 2012 - Disbursements continue to be made in a timely manner. This finding should not repeat for the June 30, 2012 audit.							
		Action: Ongoing - continue to review the process to ensure that documents are processed and paid in a timely manner.							
11-6	Federal Grants	ARRA - timely reporting of quarterly reports	July 2011	X	X				
		Status: All of the ARRA funds have been expended and there are no more reports due. The June 30, 2011 report was submitted within the 10 day deadline.							
		Action: Aug 2011 - Two ARRA reports were due 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.							
11-7	Federal Grants	Documentation supporting program participant eligibility shall be complete, accurate, and retained	January 2013	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, 2012 audit.							
		Action: Jan 2013 - Workforce Connections' staff continue to evaluate participant records to determine compliance with WIA guidelines and regulations. In regards to the current audit, some discrepancies have been noted, however, it is not known at this time if a finding will occur, and if it does, what it may look like.							
		Action: Ongoing - Program staff will continue to monitor records for the internal and direct programs that have participant files.							

workforce CONNECTIONS

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

**Monthly Status Report
January 2013**

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	
11-8	Federal Grants	Sub-recipients awards did not contain the required information	July 2011	X	X	X			X
		Status: A contract template was developed for July 2011 contracts that ensures all data elements will be collected from each service provider. Regarding the failure to identify ARRA funding, there will be no more ARRA contracts issued since all funds have been expended.							
		Action: Sept 2011 - A contract checklist was developed for PY11 contracts to ensure all data elements are collected.							
		Action: May 2012 - Training was provided on contracts and procurement to WC staff and service providers.							
		Finding Status: Jun 2012 - All contracts for program year 2011 included the new template with the required information. This finding should not repeat for the June 30, 2012 audit.							
	Action: Ongoing - Ensure all future contracts contain data.								
11-9	Federal Grants	Financial reporting of Form ETA 9130 - timely submissions	July 2011	X	X				
		Status: A spreadsheet was developed for monitoring all report due dates and two fiscal staff are required to monitor the spreadsheet to ensure every report is submitted in advance of its deadline.							
		Finding Status: Sep 2011, Dec 2011, Mar 2012 and Jun 2012 - All WIA quarterly reports were filed timely. This finding should not repeat for the June 30, 2012 audit.							
		Action: Oct 2012 - Quarterly direct grant reports were completed within deadlines.							
		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: Jan 2013 - Continue the annual fiscal monitoring of all service provider contracts. Reports must be issued within 30 days.							
	Action: Ongoing - Pink Paper monthly review of fiscal and program status.								

**WORKFORCE CONNECTIONS
PROFESSIONAL SERVICES CONTRACTS
As of 1/10/2013**

Contractor/Consultant Scope of Work Summary	Amount of Contract	Procurement Method & WISS/State Approval**	Funding Sources	Term of Contract
BLACKBAUD Procurement of Fiscal Software and Fiscal Staff Training Amendment #1 Fiscal Software Technical Assistance Amendment #2 Fiscal Software Technical Assistance ANNUAL MAINTENANCE AGREEMENT Maintain existing Software	\$65,041.00 \$8,413.90 \$3,758.78 \$14, 343.21	Competitive	A/DW/Y Formula	6/15/2011 to 9/30//2012 4-9-2012 to 4-9-2013
CST PROJECT CONSULTING Development of Responses to Clear PY'09-10 A-133 Audit findings; Amendment #1 Development and Establishment of an Effective Cash Management System Amendment #2	\$74,990.00 \$163,184.00 \$163,440.00	Sole Source	Governor's Reserve & A/DW/Y Formula	9-15-2011 to 4-22-2012 9-15-2011 to 1-31-2013 9-15-2011 to 1-31-2014
JANTEC Temporary Employment Services for workforceCONNECTIONS Temporary Employees Amendment# 1 Youth WEX Special discount Amendment# 2 Contract Renewal	32.4% overhead cost	Competitive	A/DW/Y	2/12/2011 To 2/12/2013

<p>MACEY PRINCE CONSULTANTS Fiscal & Procurement Technical Assistance</p> <p>Amendment #1 Funded Partners & DETR Fiscal Training</p>	<p>\$5,000.00</p> <p>\$20,000.00</p>	<p>Competitive</p>	<p>A/DW/Y</p>	<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>Amendment #1</p>	<p>100 to \$250 per hour not to exceed \$100,000.00</p> <p>\$100,000.00</p> <p>\$100,000.00</p>	<p>Sole Source</p> <p>Competitive</p>	<p>A/DW/Y Formula</p>	<p>5-18-2009 to 1-24-2012</p> <p>1-25-2012 to 1-25-2013</p> <p>1-25-2013 To 1-25-2014</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</p> <p>HR Consultant Services</p> <p>Amendment #2 Staff HR Training</p> <p>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 \$9,000.00 \$15,000.00 \$5,400.00 \$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 Amendment #1 Procurement Technical Assistance & SNWA LEO Technical Assistance Amendment #2 Board & Staff Technical Assistance for Program Year 2012 Strategic Plan Amendment #3 Board Strategic Planning Amendment #4</p>	<p>\$20,000.00 \$15,000.00 \$10,000.00 \$20,000.00 \$1,000.00</p>	<p>Sole Source</p>	<p>A/DW/Y Formula</p>	<p>4/1/2008 to 6/30/2013</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>
<p>SWITCH Co-location Repository and Maintenance of wC Data Amendment #1 Extend term for another year</p>	<p>\$17,000.00 per year \$17,000.00 per year</p>	<p>Competitive</p>	<p>WIA/YB/SESP</p>	<p>8-10-2011 to 7-31-2012 8-1-2012 to 7-31-2013</p>

PERCY BOWLER TAYLOR & KERN A-133 AUDITING SERVICES-PY2010 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 6-30-2013
THE RICHARDSON PARTNERSHIP INC. Comprehensive One-Stop Center Architect	\$60,000.00	Competitive	WIA	12-18-2012 To 1-31-2013
LANTER CONSULTING GROUP Development of One-Stop Manual	\$6,000.00	Competitive	WIA	1-8-2013 to 1-30-2014

****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.**

8. DISCUSSION AND POSSIBLE ACTION: Employment Agreement between Ardell Galbreth and Southern Nevada Workforce Investment Board:

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EMPLOYMENT AGREEMENT

THIS EMPLOYMENT AGREEMENT ("Agreement") is entered into this _____ day of _____ 2013, by and between Ardell Galbreth, (hereinafter referred to as "Executive Director"), and the Southern Nevada Workforce Investment Board (hereinafter referred to as "SNWIB").

RECITALS

WHEREAS, the Southern Nevada Workforce Investment Board (SNWIB), doing business as Workforce Connections presently is the grant recipient and administrative entity for the Southern Nevada Workforce Investment Area for the provision and oversight of employment and training services under the State of Nevada pursuant to the Workforce Investment Act (WIA) (hereinafter referred to as the "Organization").

WHEREAS, it is the desire of the SNWIB to employ an individual to serve in the position of executive director for Workforce Connections;

WHEREAS, Section 1.6 of the SNWIB Bylaws provide that the executive director shall be selected and hired by the Local Elected Officials, as defined by WIA.

WHEREAS, it is the desire of the Local Elected Officials to secure and retain the services of an executive director, and to provide inducement for him to remain in such employment; and

WHEREAS, Ardell Galbreth desires to accept employment as the executive director for SNWIB upon the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, and for other good and valuable consideration, the SNWIB and the Executive Director hereby agree as follows:

1. **EXECUTIVE DIRECTOR POSITION.** The Executive Director shall serve as the chief staff officer to the SNWIB as set forth in detail on the job description attached as Attachment A, the terms of which are incorporated herein, in a manner consistent with and subject to the responsibilities of SNWIB under WIA and Nevada law. In addition to the duties set forth in Attachment A, the Executive Director shall organize appropriate ongoing and periodic public relations programs within the limits of the Organization's fiscal budget and pursuant to direction from the Local Elected Officials of the SNWIB. Attachment A may be amended at any time and from time to time by a majority vote of the Local Elected Officials of the SNWIB.

2. RESPONSIBILITIES AND COVENANTS

2.01. **Applicable Laws.** The parties acknowledge and agree that the delegations of powers and responsibilities to the Executive Director hereunder may be limited by applicable federal, state and local laws and regulations affecting the operation of the Organization, and the services provided therein. SNWIB and the Executive Director agree to fully comply with such

applicable laws and regulations in the performance of their powers and responsibilities hereunder.

2.02. Approval of Purchases. Any provision of this Agreement to the contrary notwithstanding, the Executive Director shall take no action nor incur expenses with respect to a specific item, nor commit SNWIB or the Organization with respect to an item, except in accordance with the Local Government Purchasing Act (Chapter 332 of NRS), unless the expenditure is justified on an emergency basis as defined by Nevada law or as outlined in the SNWIB Bylaws or the Local Elected Officials' Consortium Agreement.

2.03. Control of Conflicts of Interest. The Executive Director shall not enter into any agreement with respect to the Organization with any association, partnership or company in which the Executive Director has an ownership interest without the prior written approval of SNWIB. The Executive Director shall comply with all Nevada laws and policies adopted by SNWIB related to the ethics and conduct of public employees, including but not limited to, Chapter 281A of the Nevada Revised Statutes. Further, the Executive Director agrees that, as a condition of his employment under this Agreement, the Executive Director will not engage in any employment, either as an employee or as an independent contractor, with any person, firm, corporation, or other entity without the prior, express, and written consent of SNWIB.

2.04 Nondisclosure of Confidential Information Retention of Records. The Executive Director covenants and agrees that he will not, either during the term of his employment or at any time thereafter, disclose to anyone any confidential information concerning the business or affairs of the Organization, except as required by law. The Executive Director further covenants and agrees that he will retain, or direct the retention of, as required by Nevada law, all records of the SNWIB, and that all such retained records shall remain in the custody of the SNWIB at all times, including after the termination of this Agreement.

3. COMPENSATION.

3.01. Basic Compensation. For services rendered by the Executive Director hereunder during the term of this Agreement and subject to funding availability, SNWIB shall provide the compensation set forth in Attachment B, the terms of which are incorporated herein. The SNWIB will withhold appropriate federal income taxes in accordance with the Form W-4 filled out by the Executive Director, and other deductions as directed by the Executive Director or law.

3.02 Performance Report. The Executive Director shall submit a written report to the board by September 30 of each year describing the Executive Director's accomplishments for the budget year ending on June 30, including but not limited to, each of the following items:

- a) Policy implementation and daily operations – Describe either in general terms or specifically how each responsibility listed in the Job Description was executed.
- b) Techniques and methods employed to assist the service providers – Describe the current system of assisting the service providers and any innovation techniques or methods utilized to improve the efficiency or productivity of the service providers.
- c) Project development – Outline new grants with dates and sources of the grants for special projects that enhance the basic WIA activities.

d) Fiscal management – Provide a summary or a chart to explain how and whether the fiscal system has met or exceeded the requirements of federal, state, and local directives for the one year period preceding the budget year just ended.

3.03 Annual Evaluation. The Executive Director's annual evaluation will be completed by the Local Elected Officials within sixty (60) days after their receipt of the Executive Director's Performance Report and shall be based on criteria approved by the Local Elected Officials of the SNWIB.

4. TERM. The term of the Agreement shall commence on September 11, 2012 and will continue for a period of [insert time period], unless terminated earlier pursuant to the terms of this Agreement. This Agreement may be extended for [insert time period], upon a mutual written agreement by both Parties.

5. TERMINATION

5.01. Termination for Convenience. The Executive Director is an "at will" employee serving at the pleasure of the Local Elected Officials and SNWIB.

a) The Local Elected Officials may terminate the employment of the Executive Director at any time, with or without cause, upon the affirmative vote of a simple majority of the Local Elected Officials Consortium. Upon such termination, the Executive Director shall be entitled to severance pay equal to [insert time period] of his then current base salary. The severance pay shall be paid in a lump sum, unless otherwise agreed to by the Parties.

b) If the Executive Director voluntarily resigns his position, the Executive Director shall provide a minimum of [insert time period] written notice to the Local Elected Officials, unless otherwise agreed to by the Parties.

5.02 Termination for Cause. The following actions by the Executive Director shall constitute cause for termination:

- a) Failure to comply with the lawful directions of the SNWIB;
- b) Conviction in a court of law of a felony or of any crime or offense involving or related to honesty, moral turpitude, misuse or misappropriation of money or other property;
- c) Any act of dishonesty by the Executive Director which adversely affects the business of SNWIB;
- d) Willful violation of the policies or procedures of SNWIB or of any applicable state or local regulation or law, or the performance by the Executive Director of any willful or intentional act which reflects unfavorably, on the reputation of SNWIB; or
- e) Executive Director 's abuse of drugs, alcohol, or other substance which interferes with Executive Director 's performance of any of his obligations under this Agreement, and which is not remedied within sixty (60) days after notice.

5.03. The Executive Director will not be entitled to any severance pay if: 1) the Executive Director is terminated for any of the reasons set forth in Section 5.02, or any other circumstances constituting "just cause," or 2) the State of Nevada reorganizes its Workforce Investment operations by eliminating the SNWIB and/or creates a single state workforce investment board responsible for both northern and southern Nevada.

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6. ASSIGNMENT. Assignment or an attempt to assign the rights or obligations of the Executive Director without the prior written consent of the Local Elected Officials is void and a breach of this Agreement.

7. NOTICES. All notices, requests and approvals required or permitted to be given hereunder shall be in writing and shall be sent by hand delivery, overnight carrier, facsimile, or by U.S. mail, with postage prepaid, registered or certified, and addressed to:

SNWIB: Workforce Connections
7251 West Lake Mead Blvd., Suite 200
Las Vegas, Nevada 89128

Executive Director: Ardell Galbreth
8269 Trinity Oaks Court
Las Vegas, Nevada 89139

Any notice required or permitted to be given hereunder shall be deemed to be given to, and received by the addressee thereof on the third business day after the sending thereof. Either of the parties may change the address for these purposes by such party giving notice of such change to the other party in the manner hereinabove provided.

8. SEVERABILITY. In the event that any provision of this Agreement is rendered invalid or unenforceable by any valid act of Congress or the Nevada State Legislature, or declared null and void by any court of competent jurisdiction, or is found to be in violation of Nevada statutes and/or regulations, said provision (s) will be immediately (or retroactively) void and may be renegotiated for the sole purpose of rectifying the non-compliance. The remainder of the provisions of this Agreement not in question shall remain in full force and effect.

9. WAIVER. The waiver by a party of any breach of any term, covenant or condition herein contained shall not be deemed to be a waiver of such term, covenant, or condition or subsequent breach of the same or any other term, covenant or condition herein contained. The subsequent acceptance by a party of performance by the other shall not be deemed to be a waiver of any preceding breach of any term, covenant or condition of this Agreement, other than the failure to perform the particular duties so accepted, regardless of knowledge of such preceding breach at the time of acceptance of such performance.

10. BENEFIT TO PARTIES. SNWIB does not intend to benefit any person who is not named as a party to this Agreement, to assume any duty to inspect, to provide for the safety of any person or to assume any other duty beyond that imposed by general law.

11. LIMITATION OF APPROPRIATED FUNDS. In accordance with NRS 354.626, the financial obligations under this Agreement between the parties shall not exceed those monies appropriated and approved by SNWIB for this Agreement for the then current fiscal year under the Local Government Budget Act. This Agreement shall terminate and SNWIB 's obligations under it shall be extinguished at the end of any of the Organization's fiscal years in which SNWIB fails to appropriate monies for the ensuing fiscal year sufficient for the performance of

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the functions provided by this Agreement. SNWIB shall make, in good faith, all reasonable efforts to secure the necessary funding for the position filled by the Executive Director under this Agreement and for the operation of the Organization.

IN WITNESS WHEREOF, the parties hereto have set their hands the day and year first above written.

EXECUTIVE DIRECTOR:

ARDELL GALBRETH

SNWIB
SOUTHERN NEVADA WORKFORCE INVESTMENT AREA

CHAIRMAN, LOCAL ELECTED OFFICIALS CONSORTIUM

ATTACHMENT A

Southern Nevada Workforce Investment Board

EXECUTIVE DIRECTOR

Date Approved:

FLSA Status: Exempt

REPORTS TO: Local Elected Officials of the Southern Nevada Workforce Investment Board

POSITION STATEMENT: Serves as chief staff officer to the Southern Nevada Workforce Investment Board. Plans, directs, manages and oversees the activities and operations of the Southern Nevada Workforce Investment Board including financial operations, grant management, financial analysis and planning, and establishing collaborative relationships with current and potential service providers and partners.

SUPERVISION EXERCISED: Provides direct supervision over management, professional, technical and clerical staff.

SUPERVISION RECEIVED: Receives general administrative direction from the Local Elected Officials of the Southern Nevada Workforce Investment Board.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Develops and maintains collaborative relationships with service providers and partners.
2. Manages all financial services and activities consisting of accounting operations, cash management, grant management and oversight, budget, financial analysis and planning, and purchasing and contracts; recommend and administer policies and procedures.
3. Plans, organizes and oversees all corrective actions taken on outstanding internal control weaknesses identified through internal or external audit.
4. Plans, organizes, reviews and evaluates the activities of professional, technical and administration staff; recommends staffing levels for the budget and conducts annual performance evaluations.
5. Plans, organizes and oversees the administration of all Southern Nevada Workforce Investment Board activities and services.
6. Oversees and participates in the development and administration of the overall budget including short range and long range plans; approves expenditures and implements budgetary adjustments as appropriate and necessary.
7. Ensures fiduciary responsibilities are met, as directed by the Local Elected Officials and in compliance with federal, state and local laws, statutes, regulations, directives and policies.
8. Manages the development and implementation of internal goals, objectives, policies and priorities.

Executive Director (continued)

9. Directs the preparation of financial reports, analyses and audits; ensures that complete and accurate records are maintained.
10. Attends and participates in meetings of the Local Elected Officials and the Southern Nevada Workforce Investment Board and its committees; meets with board members, committees, councils and constituent groups.
11. Prepare and present timely updates, reports and other necessary communications to Local Elected Officials.
12. May serve as principal representative of the Southern Nevada Workforce Investment Board to outside entities such as national workforce agencies, auditors, trade associations, legislative representatives, various contractors, and communities within the Southern Nevada Workforce Investment service area.
13. Selects, disciplines and/or dismisses staff as necessary while ensuring effective morale, productivity and discipline; plans, organizes, administers, reviews and evaluates the activities and performance of staff; works with staff to establish work priorities and schedules; encourages and provides for staff training and professional development; interprets policies and procedures for staff; prepares and conducts formal performance evaluations; monitors accomplishments, establishes performance requirements and personal development targets and provides coaching for performance improvement and development.

Marginal Functions:

1. Performs other duties as assigned.

QUALIFICATIONS:

- Current knowledge of federal and state laws, statutes, policies and regulations pertaining to workforce investment boards and the Workforce Investment Act.
- Current knowledge of national and local economic and employment trends and conditions.
- Thorough knowledge of modern senior management techniques and practices.
- Ability to analyze problems and opportunities, identify and evaluate alternatives, and develop sound, effective approaches.
- Ability to plan, implement and evaluate the achievement of goals, objectives and work-plans.
- Ability to lead, motivate and supervise senior staff and other employees.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to establish and maintain effective cooperative working relationships with those contacted in the course of work.
- Ability to maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
 - *Sitting for extended periods of time; and*
 - *Operating assigned equipment.*
- Ability to maintain effective audio-visual discrimination and perception needed for:
 - *Making observations;*
 - *Communicating with others;*
 - *Reading and writing; and*
 - *Operating assigned equipment.*
- Ability to maintain mental capacity which allows the capability of:
 - *Making sound decisions;*

Executive Director (continued)

- *Effective interaction and communication with others; and*
- *Demonstrating intellectual capabilities.*

EDUCATION and EXPERIENCE:

A Bachelor's degree in business or public administration or a closely related field, and seven years increasingly responsible management experience, including three years at a senior management level. A combination of formal education and directly related work experience may substitute for the degree.

WORKING CONDITIONS

Environmental Conditions:

Work in an office environment; travel from site to site; exposure to computer screens.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time.

SALARY:

Open and to be negotiated between LEO's and Executive Director candidate. In keeping with Public Law 109-234 (effective June 15, 2006) that implements the salary and bonus limitations for individuals being paid by Employment & Training Administration (ETA) funds, the compensation is not to exceed \$168,000 in a 12-month period (effective January 2007). Final salary will require approval of the Local Elected Official's (LEO's).

Revised 11/14/07

Attachment B

Compensation Package
For
Ardell Galbreth
Southern Nevada Workforce Investment Board
Executive Director

Base Salary Current Salary \$130,000

Annual Leave Accrual 7.81 hrs bi-weekly
(80 hours Advance)

Paid Holidays

New Year's Eve (½ day)	Nevada Day
New Year's Day	Veteran's Day
MLK's Birthday	Thanksgiving Day
President's Day	Day after Thanksgiving
Memorial Day	Christmas Eve (½ day)
Independence Day	Christmas Day
Labor Day	Employee Birthday

Sick Leave Accrual 4.0 hrs bi-weekly

PERS Fully funded by SNWIB

Leave Buyback Consistent with SNWIB
Policy

Professional Development Time: 48 hrs/per year

No Cost of Living Allowance increases

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

10. LEO Consortium Member Comments