

*workforce***CONNECTIONS**

**BOARD
AGENDA**

**June 25, 2013
10:00 a.m.**

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

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

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

City of Las Vegas, 495 S. Main, Las Vegas
City of North Las Vegas, 2250 Las Vegas Blvd. N., North Las Vegas, NV
Clark County, County Clerk's Office 500 S. Grand Central Parkway, Las Vegas, NV
Esmeralda County Courthouse, 233 Crook Street, Goldfield, NV
Henderson City Hall, 240 Water Street, Henderson, NV
City Hall, Boulder City, 401 California Ave., Boulder City, NV
Workforce Connections, 7251 W. Lake Mead Blvd., Ste. 200, Las Vegas, NV
Nevada JobConnect, 3405 S. Maryland Pkwy., Las Vegas, NV
Lincoln County 181 Main Street Courthouse, Pioche, NV
Nye County School District, 484 S. West St., Pahrump, NV
Pahrump Chamber of Commerce, 1302 S. Highway 160, Pahrump, NV

This Agenda is also available at www.nvworkforceconnections.org

COMMENTARY BY THE GENERAL PUBLIC

This Board complies with Nevada's Open Meeting Law, by taking Public Comment at the beginning of the meeting immediately after the Board approves the Agenda and before any other action is taken and again before the adjournment of the meeting.

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

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

It is the intent of the (Board, Committee or Council) to give all citizens an opportunity to be heard.

Welcome to our meeting.

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

An Equal Opportunity Employer/Program.

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

Board Members: Maggie Arias-Petrel, Councilman Bob Beers, Michelle Bize, Commissioner Butch Borasky, Hannah Brown (Chair), William Bruninga, Matt Cecil, Mark Edgel, Willie J. Fields, Jr., Dan Gouker, Sonja Holloway, Commissioner Adam Katschke, Commissioner Ralph Keyes, Councilwoman Peggy Leavitt, Dr. David Lee, Vida Chan Lin, Valerie Murzl (Vice-Chair), Lynda Parven, Bart Patterson, Charles Perry, Mujahid Ramadan, Bill Regenhardt, Dan Rose, Tommy Rowe, Councilwoman Gerri Schroder, Commissioner Lawrence Weekly, Councilwoman Anita Wood

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

AGENDA

1. Call to order, confirmation of posting and roll call
2. **DISCUSSION AND POSSIBLE ACTION:** Approve the agenda with inclusions of any emergency items and deletion of any items 2
3. **FIRST PUBLIC COMMENT SESSION:** Members of the public may now comment on any matter posted on this Agenda, which is before this Board for consideration and action today. Please clearly state and spell your name and state your address for the record. Each public comment will be limited to three (3) minutes..... 4
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ADULT & DISLOCATED WORKER PROGRAM COMMITTEE UPDATE ~ Valerie Murzl, Chair

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EXECUTIVE DIRECTOR REPORT ~ Ardell Galbreth, Executive Director

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13. <u>SECOND PUBLIC COMMENT SESSION:</u> Members of the public may now comment on any matter or topic, which is relevant to or within the authority or jurisdiction of the Board. You may comment now even if you commented earlier, however, please do not simply repeat the same comment you previously made. Please clearly state and spell your name and state your address for the record. Each comment will be limited to three (3) minutes	169
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3. FIRST PUBLIC COMMENT: Members of the public may now comment on any matter posted on this Agenda, which is before this Board for consideration and action today. Please clearly state and spell your name and state your address for the record. Each public comment will be limited to three (3) minutes

4. DISCUSSION AND POSSIBLE ACTION: Approve the Board Meeting Minutes of May 28, 2013

*workforce*CONNECTIONS

**BOARD MEETING
MINUTES**

May 28, 2013

10:00 a.m.

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

Members Present

Bart Patterson	Bill Regenhardt (phone)	Commissioner Butch Borasky
Commissioner Lawrence Weekly	Councilman Bob Beers	Councilwoman Peggy Leavitt
Councilwoman Anita Wood	Charles Perry	Councilwoman Gerri Schroder
Dan Gouker	Dr. David Lee	Hannah Brown, Chair
Lynda Parven	Maggie Arias-Petrel (phone)	Mark Edgel (phone)
Matt Cecil	Mujahid Ramadan	Michelle Bize
Sonja Holloway	Tommy Rowe	Valerie Murzl, Vice-Chair
Vida Chan Lin	Willie J. Fields	William Bruninga

Members Absent

Commissioner Adam Katschke	Commissioner Ralph Keyes	Dan Rose
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Staff Present

Ardell Galbreth	Suzanne Potter	Heather DeSart
Brett Miller	Ricardo Villalobos	Jim Kostecki
Carol Turner	Clentine January	Tom Dang
Jeannie Kuennen	Morzean Weatherspoon	Byron Goynes
Janice Greer		

Others Present

Scott Marquis, Legal Counsel	Nield Montgomery, The Learning Center
Janet Blumen, FIT	Jake McClelland, FIT
Penny Hagan, FIT	Rene Cantu, LCCCF
Monique Harris, Southern Nevada Children First	Denise Gee, HELP of Southern Nevada
Tracey Torrence, SNRHA	Pamela Posten, HELP of Southern Nevada
Lee Quick, SNRHA	Elizabeth McDaniels, Goodwill of Southern Nevada
Dr. Tiffany Tyler, Nevada Partners, Inc.	Thresea Kaufman, Nevada Hospital Association
Janice M. Rael, Nevada Partners, Inc.	Sherry Ramsey, Goodwill of Southern Nevada
Vincent Miller, Goodwill of Southern Nevada	Helicia Thomas, GNJ Family Life Center
Earl McDowell, DETR	Arneller Mullins, Nevada Partners, Inc.
Jeramey Pickett, Nevada Partners, Inc.	Jennifer Olson, Nevada Partners, Inc.
Debbie Tarantino, LCCCF	Michael Simmons, GNJ Family Life Center
Sharon Morales, LCCCF	E. Lavonne Lewis, Las Vegas Urban League
Magann Jordan, Youth Advocate Program	Steve Piehl, Youth Advocate Program
Trnee Stephenson, SNRHA	

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

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

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

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

Ardell Galbreth reported that agenda item 17, Executive Director Report, will be taken after agenda item four, approval of the Board Meeting Minutes.

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

3. FIRST PUBLIC COMMENT SESSION

Steve Chartrand, President - Goodwill of Southern Nevada: Mr. Chartrand expressed concern regarding the allocation of funding between the home office and the One Stop Career Center. This year Goodwill received \$1,200,000 to operate two Career Connections Centers in high need areas, Tropicana & Pecos and MLK & Cheyenne. The new allocation, \$600,000, cuts the funding for these two Career Connections in half, which means that Goodwill will be serving half the clients and turning people away. Those clients will be given a bus pass and referred to the One Stop, which is located nine miles from the two Goodwill Career Connections Centers. It will place an undue deterrent to job seekers who come to Goodwill seeking employment.

Mr. Chartrand proposed that the allocation of funding be kept together and that clear performance metrics with the funded partners are established as to what is expected to be produced out of the One Stop and what is expected to be produced out of the home office. Mr. Chartrand thanked the Board for considering the proposal.

Janet Blumen, CEO/Founder - Foundation for an Independent Tomorrow (FIT): Ms. Blumen echoed Mr. Chartrand's comments and added that FIT is totally invested and committed to the One Stop and loves the idea of extending their outreach and having the funded partners in one location.

Ms. Blumen provided a list of zip codes and number of clients served by FIT in each zip code along with a map highlighting the areas FIT serves. FIT's largest number of clients are from the 89106 area, which is where FIT's home office is located and 89108, an area just west of their home office. Ms. Blumen noted that the One Stop is number 28 on the list of zip codes. The bulk of FIT's clients walk or use the bus for transportation, so to ask them to go to the One Stop Center would be a hardship on them. Ms. Blumen asked the Board to consider giving them some flexibility in the new funding allocation.

Daisy Hernandez, Case Manager - Youth Advocate Program (YAP): Ms. Hernandez introduced YAP participant, Laura, who is a recent graduate of YAP's program. Laura was referred to YAP by her probation officer nine months ago. Throughout the program year Laura has attained her GED, applied for college, completed community service, and entered employment. Laura plans to obtain permanent employment and attend college full-time. Laura stated that YAP is the most beneficial thing that has happened to her in a long time because they never gave up on her and helped her get her life together.

4. DISCUSSION AND POSSIBLE ACTION: Approve the Board Meeting Minutes of April 23, 2013

A motion was made to approve the Board Meeting Minutes of April 23, 2013 as presented by Valerie Murzl and seconded by Charles Perry. Motion carried.

*EXECUTIVE DIRECTOR'S UPDATE ~ Ardell Galbreth***17. DISCUSSION AND POSSIBLE ACTION: Executive Director's Report ~ Ardell Galbreth**

Mr. Galbreth provided an overview of the Executive Director's Report provided on page 114 – 115 of the agenda packet.

Mr. Galbreth reported that the One Stop Career Center is on schedule to open on June 28th and stated that establishing the One Stop will ensure that the clients have prompt access to the services they need as well as meet the demands of the businesses in the area, provide on-time training to individuals who require additional skills for employment and enhance the delivery of workforce development and training services. As many as 600 more individuals could be served out of the One Stop compared to the funded partners' home offices.

Referring to the 2-Year Strategic Plan, specifically objective 4.2 under goal number four (Attract, Grow and Retain Businesses), Mr. Galbreth noted that staff is going to obtain missing information needed to measure performance in this area and that a revised strategic plan will be provided to the Board as a point of measure to ensure the agency is on target in achieving its goals. Mr. Galbreth invited the Board to ask questions regarding the report and/or strategic plan.

Chair Brown stated that according to the Workforce Investment Act, local workforce investment boards are required to establish at least one comprehensive one-stop career center in each local area, which can be operated by a single operator or a consortium of operators. Ms. Brown noted that the Board voted to have a consortium of operators for the new One-Stop Career Center whereas the Northern Board decided to have just one operator for its one-stop.

Chair Brown stated that the one-stop career center initiative has been in progress since June 2012 and is now ready to go full launch. Since the Board voted on the one-stop in June 2012, no one has expressed any displeasure until just now. Ms. Brown stated that it seems that some have the attitude that it was the sole decision of Mr. Galbreth to have a one-stop, but this is not the case. The One-Stop is mandated under the Workforce Investment Act. The Board expects to serve significantly more clients through the new One-Stop Career Center and staff has laid out the design and framework that clearly shows the benefits of providing services through the One-Stop. Planning and development for the One-Stop has been ongoing for a year, open meetings were held wherein the Board discussed and took action on matters regarding the One-Stop, regular meetings were held with the One-Stop Consortium partners, and training was provided to Board staff and funded partners by Greg Newton.

Chair Brown stated that over the past few years the Board has awarded millions of dollars to service providers and some have delivered okay service, but now it is time to step up to the next level and that is why the Board is funding the One-Stop Career Center. The Board voted to put funds out in the community in good faith and expects the funded partners to operate in that same effort.

Councilman Bob Beers stated that the lower socioeconomic population who needs employment and training services are not mobile and attempting to centralize these services in one single location is senseless and would result in less Adult and Dislocated Worker funds reaching this population. Councilman Beers suggested that the Board look at other alternatives to make sure the funds get to the people that need them.

Mr. Galbreth replied that there will be affiliate sites in the community that will provide employment and training services to individuals in those areas in addition to the One-Stop Career Center.

Councilwoman Anita Wood stated that although she is not at all opposed to the One-Stop it is a rather big change for the funded partners and she hopes that staff can work with the funded partners to ensure an easier transition to make the One-Stop Career Center work and work well with their operations. Councilwoman Wood would like to see Board staff making this a priority over the next six months, to work closely with the funded partners and show some flexibility.

Mr. Galbreth stated that staff has been meeting with the funded partners since last June and provided presentations and training from key consultants about how best to launch and set-up a comprehensive one-stop center. Several discussions have been held with the funded partners regarding issues, such as transportation, training, etc. and meetings will continue until these issues are addressed. Mr. Galbreth stated that the best opportunity this Board has to make a large footprint in the community is through the One-Stop Career Center with the funded partners' involvement.

Bill Regenhardt agreed that staff has been meeting with the funded partners on these issues for well over a year and many of the concerns that have come up today have already been discussed at the One-Stop planning meetings. Mr. Regenhardt stated his concern that there are funded partners bringing up concerns regarding the

funding allocations within days of the One-Stop Career Center opening and stated that a resolution must be made as quickly as possible.

Chair Brown stated that the Board cannot speculate what exactly the challenges are until the One-Stop operation is up and running.

Chair Brown stated that some of the Board members were contacted by funded partners before the Board meeting to discuss items on the agenda, which is a violation of the confidentiality agreement the Board members signed. Breaking confidentiality can result in a Board member being removed from the Board and a funded partners funding may be discontinued.

Charles Perry and Mujahid Ramadan asked for clarification on the confidentiality issue.

Scott Marquis, Legal Counsel stated that if Board members are receiving information that is not provided to the rest of the Board, these members cannot use that information to make their decisions as per NRS 281(a). Mr. Marquis noted that there is a provision in the funded partner contracts that states they are not supposed to use WIA funds to lobby government officials, including those who are running this Board. The funded partners should express their comments and concerns during the meeting.

Dr. David Lee stated that the One-Stop Career Center is not new to this Board. The Board operated a successful One-Stop Career Center for several years about ten years ago. Regarding transportation concerns for the One-stop, Dr. Lee proposed that the One-Stop be equipped with a van to transport individuals from the funded partners' home offices to the One-Stop Center as needed.

Mr. Galbreth concluded his report.

5. INFORMATION: Board Members who desire to serve as Chair or Vice-Chair for the following Committees should submit their name and the office in which they desire to serve to Workforce Connections' Executive Director by 3:00 p.m. on May 29, 2013

- Budget & Finance Committee (Election will be held on June 5, 2013)
- Adult & Dislocated Worker Committee (Election will be held on June 12, 2013)
- Youth Council (Election will be held on June 12, 2013)

ADULT & DISLOCATED WORKER COMMITTEE UPDATE ~ Valerie Murzl, Chair

6. INFORMATION: Adult & Dislocated Worker Committee Meeting Minutes of May 8, 2013 (draft)

Valerie Murzl presented the draft Adult & Dislocated Worker Committee Meeting Minutes of May 8, 2013 as provided on page 17 of the agenda packet.

7. DISCUSSION AND POSSIBLE ACTION: Accept the Adult & Dislocated Worker Committee's recommendation to re-issue the following incumbent funded partners' contracts for PY2013 in the following amounts totaling:

Program Year 2013 Funding Recommendations				
Contractor (in alphabetical order)		Amount for Home Office	Amount for One-Stop	Total Amount
Bridge Counseling Associates		\$600,000	\$400,000	\$1,000,000
Foundation for an Independent Tomorrow		\$600,000	\$800,000	\$1,400,000
GNJ Family Life Center		\$600,000	\$400,000	\$1,000,000
Goodwill of Southern Nevada		\$600,000	\$400,000	\$1,000,000
Latin Chamber of Commerce Community Foundation		\$600,000	\$400,000	\$1,000,000
Nevada Hospital Association		\$600,000	\$400,000	\$1,000,000
Nevada Partners, Inc.		\$600,000	\$1,200,000	\$1,800,000
Southern Nevada Regional Housing Authority		\$600,000	\$400,000	\$1,000,000
Total:		\$4,800,000	\$4,400,000	\$9,200,000

Service providers/funded partners awarded One-Stop Career Center contracts will be required to provide services as outlined in the One-Stop Career Center Consortium Memorandum of Understanding and associated executed contracts.

A sample PY2013 Budget for Adult & Dislocated Worker contracts (attached) was distributed to the Board that shows that 50% of the funds are allocated to the One-Stop to ensure that clients receive services and training. A minimum of 40% is allocated to the home offices for participant training (30%) and supportive services. The One-Stop allows more clients to be served. Discussion ensued.

Lynda Parven commented that she sits on the ADW Committee and many of these concerns were not brought up during the ADW meeting where she voted to approve the contract recommendations; however, had they been discussed she might have voted differently.

Councilman Beers stated that WIA is a 50 year old effort by the Federal Government to get people who are chronically unemployed employed. However, Southern Nevada is the most decentralized, sprawled-out major metropolitan city in America and it does not make sense from the funded partners' standpoint to make half of this total effort happen in one location in this valley. The purpose of having funded partners is to reach out into the community with all efforts to find people who need WIA services because they are chronically unemployed – these individuals do not come looking for services, rather funded partners have to go out and find them and help them move forward through life. Attempting to initiate half the services from one location does not make business sense. These efforts should be as decentralized as possible.

Councilwoman Wood asked about the two providers (NPI and FIT) who have a higher funding allocation for the One-Stop compared to the other partners.

Heather DeSart replied that the allocation is based on number of seats co-located at the One-Stop. The allocation is \$400,000 per seat. The funded partners determined the number of seats located at the One-Stop. Nevada Partners is occupying three seats and FIT two seats.

Commissioner Lawrence Weekly stated that the Board's number one priority is to be in compliance, but also to support and maintain good working relationships with the funded partners and compromise when possible. Commissioner Weekly and Councilwoman Wood recently met with representatives from DETR and CSN and discussed serious concerns the partners had regarding the One-Stop. After having the meeting, Commissioner Weekly said he felt they had reached a point where things were handled.

Mr. Galbreth stated that he met with executive directors, Janet Blumen (FIT), Steve Chartrand (Goodwill), Tiffany Tyler (Nevada Partners), and Dr. Rene Cantu (Latin Chamber of Commerce Community Foundation) regarding their concerns with the One-Stop funding allocations. Based on the meeting, Mr. Galbreth informed the partners that if it was viable he would schedule an Executive Committee meeting to allow the Executive Committee members to reconsider the allocation of funds for the One-Stop and home offices to the best interest of the workforce investment area. Another meeting with the executive directors is scheduled for tomorrow to come up with a workable solution that will allow everyone to move forward.

Councilman Beers clarified that he has not been contacted by any of the funded partners.

Michelle Bize stated that she was contacted by a couple of the funded partners but at no time was there any information shared that she could not have obtained by sitting in at the ADW meeting or by coming to the Board meetings. Ms. Bize stated that she voted to approve this agenda item at the ADW meeting because it looked like an additional office for the funded partners and she believed that no part was inflexible and that staff would work with the funded partners to reach some type of agreement if the funding is not working for them.

Valerie Murzl asked the funded partners for input.

Ms. Blumen suggested that the funding be allocated to the home office but have certain enrollment requirements for the One-Stop and home office that must be met or the funding will be withdrawn.

Steve Chartrand stated that Goodwill wants to negotiate to receive the maximum use of the resources available to serve the clients. They are extremely flexible and committed to do whatever it takes to maximize the dollars in order to serve the most people. His concern is that the funded partners were not consulted on the current proposed allocation of funding and thinks it is impractical that none of the funding allocated to the One-Stop

can be used to serve clients out of the funded partner's home office.

Ms. DeSart stated that the Board is being asked to vote on the budgets presented here today. If new budgets are negotiated, staff will bring a new recommendation to the ADW Committee and this Board for approval.

A motion was made to accept the Adult & Dislocated Worker Committee's recommendation to re-issue the incumbent funded partners' contracts for PY2013 in the amounts below by Hannah Brown and seconded by Charles Perry. Dan Gouker and Councilman Bob Beers opposed. Motion carried.

Program Year 2013 Funding Recommendations				
Contractor (in alphabetical order)		Amount for Home Office	Amount for One-Stop	Total Amount
Bridge Counseling Associates		\$600,000	\$400,000	\$1,000,000
Foundation for an Independent Tomorrow		\$600,000	\$800,000	\$1,400,000
GNJ Family Life Center		\$600,000	\$400,000	\$1,000,000
Goodwill of Southern Nevada		\$600,000	\$400,000	\$1,000,000
Latin Chamber of Commerce Community Foundation		\$600,000	\$400,000	\$1,000,000
Nevada Hospital Association		\$600,000	\$400,000	\$1,000,000
Nevada Partners, Inc.		\$600,000	\$1,200,000	\$1,800,000
Southern Nevada Regional Housing Authority		\$600,000	\$400,000	\$1,000,000
Total:		\$4,800,000	\$4,400,000	\$9,200,000

8. DISCUSSION AND POSSIBLE ACTION: Accept Adult & Dislocated Worker Committee's recommendation to execute no-cost extension contracts with Lincoln County School District and Nye Communities Coalition to June 30, 2014.

A motion was made to accept Adult & Dislocated Worker Committee's recommendation to execute no-cost extension contracts with Lincoln County School District and Nye Communities Coalition to June 30, 2014 by Charles Perry and seconded by Councilwoman Anita Wood. Motion carried.

9. INFORMATION: Employment & Training Report

Heather DeSart presented the Employment & Training Report provided on page 24 of the agenda packet. Ms. DeSart introduced new Workforce Connections' staff member Brett Miller, who will be providing data and analysis for agency reports. Mr. Miller will work with the funded partners to compile the various program updates into a monthly streamlined report.

10. INFORMATION: Sector Snapshot Report

Ardell Galbreth presented the Sector Snapshot Report provided on page 27 of the agenda packet.

YOUTH COUNCIL UPDATE ~ Sonja Holloway, Chair

11. INFORMATION: Youth Council Meeting Minutes of May 8, 2013 (draft)

Sonja Holloway presented the draft Youth Council Meeting Minutes of May 8, 2013 as provided on page 30 of the agenda packet.

12. DISCUSSION AND POSSIBLE ACTION: Approve the Youth Council's recommendation to negotiate and amend Youth Advocate Program's PY2012 contract for an additional \$300,000 and extend the contract date from June 30, 2012 to September 30, 2014

Ricardo Villalobos provided a brief overview of Youth Advocate Program's (YAP) scope of work provided on page 37 of the agenda packet. Currently, YAP is serving 110 re-entry youth, with this amendment YAP will serve an additional 80 youth.

A motion was made to approve the Youth Council's recommendation to negotiate and amend Youth Advocate Program's PY2012 contract for an additional \$300,000 and extend the contract date from June 30, 2012 to September 30, 2014 by Hannah Brown and seconded by Tommy Rowe. Motion carried.

13. DISCUSSION AND POSSIBLE ACTION: Approve the Youth Council's recommendation to negotiate and amend PY2012 Youth contracts for the following additional amounts and extend the contract dates from June 30, 2013 to September 30, 2013:

a. Summer Component/Year-Round Youth Programs

- i. Nevada Partners Inc. - \$85,525
- ii. Southern Nevada Children's First - \$14,433
- iii. Latin Chambers of Commerce Community Foundation - \$36,106

b. Out-of-School Youth Programs

- i. GNJ Family Life Center - \$80,000
- ii. Latin Chambers of Commerce Community Foundation - \$13,150
- iii. Southern Nevada Children's First - \$13,798
- iv. HELP of Southern Nevada - \$108,530

c. In-School Youth Programs

- i. Nevada Partners Inc. - \$108,594
- ii. HELP of Southern Nevada - \$51,403

d. Rural Youth Programs

- i. NyE Communities Coalition - \$10,531

Mr. Villalobos summarized the funding recommendations and criteria for calculating additional funding amounts. Detail is provided on page 39 – 41 of the agenda packet.

A motion was made to approve the Youth Council's recommendation to negotiate and amend PY2012 Youth contracts for the additional amounts and extend the contract dates from June 30, 2013 to September 30, 2013 as presented by Willie J. Fields and seconded by Vida Chan Lin. Motion carried.

14. INFORMATION: Graduate Advocate Initiative Summer School Enrollment Report

Mr. Villalobos presented the Graduate Advocate Initiative Summer School Enrollment report provided on page 44 of the agenda packet.

OPERATIONS UPDATE

15. INFORMATION: Budget and Finance Committee Meeting Minutes of May 1, 2013 (draft)

Jim Kostecki presented the draft Budget and Finance Committee Meeting Minutes of May 1, 2013 provided on page 46 of the agenda packet.

16. DISCUSSION AND POSSIBLE ACTION: REVIEW, DISCUSS, ACCEPT AND APPROVE

a. PY2013 WIA Formula Budget July 1, 2013 through June 30, 2014 and Budget Narrative

Jim Kostecki provided a brief overview of the PY2013 WIA Formula Budget. Changes to the Budget are provided in the Budget Narrative on page 53 – 58 of the agenda packet.

b. PY2012 WIA Formula Budget July 1, 2012 through June 30, 2013 and Budget Narrative with One-Stop Construction Summary (No change from prior month)

The PY2012 WIA Formula Budget is provided on page 60 of the agenda packet.

c. Budget vs. Actual Finance Report (Workforce Connections' Operations) for the period July 1, 2012 through June 30, 2013 (Formula WIA)

Mr. Kostecki provided an overview of the Budget vs. Actual Finance Report provided on page 67 of the agenda packet.

d. PY2011/PY2012 Awards & Expenditures Report – Monthly Update

Mr. Kostecki summarized the PY2011/PY2012 Adult & Dislocated Worker and Youth Funding Plans provided on page 68 – 70 of the agenda packet.

e. Adult & Dislocated Worker and Youth Funding Plans

Carol Turner provided an overview of the Adult & Dislocated Worker and Youth Funding Plans provided on page 71 and 72 respectively.

f. Audit Findings Report for Program Year 2011 (Year Ended June 30, 2012) and YouthBuild Las Vegas Audit Findings Report (No change from prior month)

The Audit Findings Report is provided on page 73 of the agenda packet.

g. Statewide PY2013 WIA Formula Funds Allocation

Ms. Turner reported on the Statewide PY2013 WIA Formula Funds Allocation. A worksheet and supporting documentation is provided on page 75 - 108 of the agenda packet.

Following is a summary:

- 1) The Board needs to work with DETR to gain a better understanding of the statewide distribution:
 - a. Review data sources for each of the criteria. Many data details are not included in the worksheet provided by DETR.
 - b. Adult and Youth calculations and data sources are established by the Department of Labor; however, at Workforce Connections' request, DETR made a correction to the Areas of Substantial Unemployment formula that resulted in an additional \$102,000 for the South.
 - c. Dislocated Worker Allotment: the six criteria are set by DOL but they do not determine the data sources. The Board needs more information on how and when data sources were chosen – are there other alternatives that better reflect the need for WIA services, and why certain criteria are not being used by DETR. The Board needs some history of the formula to see how the criteria and results have changed over the years and needs to ensure that the demand for services of the rural counties is reflected in the criteria.
- 2) The supporting documents do not contain many of the details needed to determine the accuracy of the calculations, specifically:
 - a. The Farmer Rancher Economic Hardship seems to be weighted too high in the Dislocated Worker formula and favors the North with 13 counties (South has four counties).
 - b. The Plant Closing or Mass Layoff criteria does not seem to give credit to the South for the three rural counties (Esmeralda, Lincoln, and Nye).
 - c. The Plant Closing and Mass Layoff criteria needs to be provided to both Boards.

Mr. Galbreth stated that this item will be on the Governor's Investment Board Meeting agenda in July. Prior to the meeting, staff will make a thorough presentation to the LEOs to provide them with key information to address all concerns at the GWIB Board Meeting and perhaps come to an agreement as to how to balance the formulas between the North and the South.

h. Workforce Connections' Standing Professional Services Contracts – Monthly Update

The Standing Professional Services Contracts report is provided on page 109 of the agenda packet.

A motion was made to accept the Operations Report (agenda items 12a. through 12h.) as presented by Charles Perry and seconded by Mujahid Ramadan. Motion carried.

18. SECOND PUBLIC COMMENT SESSION

Elsie Yvonne Lewis, Interim President/Chief Executive Officer – Las Vegas Urban League: Ms. Lewis reported that 981 customers visited the computer center from May 1 to May 24 (366 seeking employment and 175 needed health cards for employment).

Tracy Torrence – Southern Nevada Regional Housing Authority (SNRHA): Ms. Torrence thanked the Board for their continued support and funding on behalf of SNRHA staff and director, Mr. John Hill. Ms. Torrence reported that SNRHA will be holding its Annual Father's Day Event on June 15 at Booker Elementary School to recognize fathers who are supporting their families as well as encourage those who are not to get back involved with the family.

Dr. Rene Cantu, Executive Director – Latin Chamber of Commerce Community Foundation: Dr. Cantu thanked Mr. Galbreth for meeting with the funded partners to discuss the funding allocation for the One-Stop and reported the following:

- 338 ADW clients served (112% of contract goal)
- 204 placed in high demand sector jobs
- 165 Out-of-School Youth enrolled (160 is contract goal)

Helicia Thomas, Chief Operations Officer - GNJ Family Life Center: Ms. Thomas stated that GNJ supports the Board's decision to separate the One-Stop from the grass-roots offices. Ms. Thomas noted that the budgets are due today and Workforce Connections' staff has not had the opportunity to review them. She looks forward to submitting GNJ's budget and is sure that Workforce Connections' staff will be amenable as always to making any necessary adjustments to the budgets as needed.

Janice Rael – Nevada Partners, Inc. (NPI): Ms. Rael thanked the Board for having the confidence in Nevada Partners to deliver services in Southern Nevada and reported the following:

- 402 individuals enrolled (275 is contract goal)
- 238 individuals placed in employment with an average wage of \$15.33

19. INFORMATION: Board Member Comments

None

20. ACTION: Adjournment

The meeting adjourned at 12:13 p.m.

workforceCONNECTIONS Budget Template

2013 WORKFORCE CONNECTIONS BUDGET TEMPLATE
(effective for contracts starting in 2013 and after)

Agency Name: Sample PY2013 Budget - To be Negotiated with Each Service Provider

Contract Name/Funding Type: Adult and Dislocated Worker

Budget Period (Dates): July 1, 2013 through June 30, 2014

Cost Type	Budget Summary	Home Office			One-Stop Center		
		WC Request	Percent of Budget		WC Request	Percent of Budget	
Participant Services Costs	A. Participant Training	\$ 200,000	33.3%	40.3%	\$ 225,000	56.3%	74.3%
	B. Supportive Services	\$ 42,000	7.0%		\$ 72,300	18.1%	
Program Personnel Costs	C. Program Personnel	\$ 195,000	32.5%	43.3%	\$ 60,000	15.0%	20.0%
	D. Program Fringe Benefits	\$ 65,000	10.8%		\$ 20,000	5.0%	
Overhead and Support Costs	E. Travel	\$ 3,300	0.6%	16.3%	\$ 1,500	0.4%	5.7%
	F. Equipment	\$ -	0.0%		\$ -	0.0%	
	G. Consultants/Contracts	\$ 1,300	0.2%		\$ -	0.0%	
	H. Other Overhead Costs	\$ 71,000	11.8%		\$ 1,200	0.3%	
	I. Support Personnel	\$ 16,000	2.7%		\$ 15,000	3.8%	
	J. Support Fringe Benefits	\$ 6,400	1.1%		\$ 5,000	1.3%	
Budget Summary	Total Budget Request	\$ 600,000	100.0%	100.0%	\$ 400,000	100.0%	100.0%

NOTE: \$9,000 in shared One-Stop Center operating costs to be paid directly from Adult/DW funding.

workforce CONNECTIONS
Number of Clients and Awards
Program Year 2011-2013 Adult and Dislocated Worker Programs
May 28, 2013

WIA PY11-PY12 Adult and Dislocated Worker Green/Health/All Sectors						Home Office			One-Stop Center		
Provider	PY2011 # of Clients	PY2012 # of Clients	PY2011 Contract Award	PY2012 Contract Award	Average \$ Per Client	PY2013 # of Clients	PY2013 Contract Award	Average \$ Per Client	PY2013 # of Clients	PY2013 One-Stop Center	Average \$ Per Client
Bridge Counseling Associates	111	156	\$ 500,000	\$ 700,000	\$ 4,494		\$ 600,000			\$ 400,000	
GNJ Family Life Center	133	300	\$ 600,000	\$ 1,200,000	\$ 4,157		\$ 600,000			\$ 400,000	
Goodwill of Southern Nevada	133	300	\$ 600,000	\$ 1,200,000	\$ 4,157		\$ 600,000			\$ 400,000	
Foundation for an Independent Tomorrow	133	300	\$ 600,000	\$ 1,200,000	\$ 4,157		\$ 600,000			\$ 800,000	
Latin Chamber Foundation	266	300	\$ 1,200,000	\$ 1,200,000	\$ 4,240		\$ 600,000			\$ 400,000	
Nevada Hospital Association	45	130	\$ 600,000	\$ 900,000	\$ 8,571		\$ 600,000			\$ 400,000	
Nevada Partners, Inc	250	342	\$ 1,200,000	\$ 1,339,000	\$ 4,289		\$ 600,000			\$ 1,200,000	
So. NV Regional Housing Authority	94	125	\$ 350,000	\$ 500,000	\$ 3,881		\$ 600,000			\$ 400,000	
To Be Allocated - One-Stop Center							\$ -			\$ 400,000	
Total	1,165	1,953	\$ 5,650,000	\$ 8,239,000	\$ 4,454	1,372	\$ 4,800,000	\$ 3,500	1,920	\$ 4,800,000	\$ 2,500
WIA PY13 Veterans											
Provider	PY2011 # of Clients	PY2012 # of Clients	PY2011 Contract Award	PY2012 Contract Award	Average \$ Per Client	PY2013 # of Clients	PY2013 Contract Award	Average \$ Per Client	PY2013 # of Clients	PY2013 Contract Award	Average \$ Per Client
To Be Awarded October 2013										\$ 650,000	
Total	-	-	\$ -	\$ -	\$ -				260	\$ 650,000	\$ 2,500
WIA PY11-PY12 Adults with Disabilities											
Provider	PY2011 # of Clients	PY2012 # of Clients	PY2011 Contract Award	PY2012 Contract Award	Average \$ Per Client	PY2013 # of Clients	PY2013 Contract Award	Average \$ Per Client	PY2013 # of Clients	PY2013 Contract Award	Average \$ Per Client
Eastern Seals of Nevada (ends 6/30/2014)		20		\$ 133,320	\$ 6,666	100	\$ 666,680	\$ 6,667			
Total	-	20	\$ -	\$ 133,320	\$ 6,666	100	\$ 666,680	\$ 6,667			
WIA PY11-PY12 Adult and Dislocated Worker Rural Services											
Provider	PY2011 # of Clients	PY2012 # of Clients	PY2011 Contract Award	PY2012 Contract Award	Average \$ Per Client	PY2013 # of Clients	PY2013 Contract Award	Average \$ Per Client	PY2013 # of Clients	PY2013 Contract Award	Average \$ Per Client
Lincoln County School District		22	\$ -	\$ 100,000	\$ 4,545	None	No Cost Extension				
Nye Communities Coalition	166	213	\$ 750,000	\$ 950,000	\$ 4,485	None	No Cost Extension				
Total	166	235	\$ 750,000	\$ 1,050,000	\$ 4,489	-	\$ -				
WIA PY12 Adult and Dislocated Worker Re-Entry Services											
Provider	PY2011 # of Clients	PY2012 # of Clients	PY2011 Contract Award	PY2012 Contract Award	Average \$ Per Client	PY2013 # of Clients	PY2013 Contract Award	Average \$ Per Client	PY2013 # of Clients	PY2013 Contract Award	Average \$ Per Client
Foundation for an Independent Tomorrow		150		\$ 700,000	\$ 4,667	150	\$ 700,000	\$ 4,667			
Total	-	150	\$ -	\$ 700,000	\$ 4,667	150	\$ 700,000	\$ 4,667			
Total # of Clients and Awards	1,331	2,358	\$ 6,400,000	\$ 10,122,320	\$ 4,479	1,622	\$ 6,166,680	\$ 3,803	2,180	\$ 5,450,000	\$ 2,500

Approved by Board
Pending Approval

5. DISCUSSION AND POSSIBLE ACTION: Review Workforce Connections' Comprehensive One-Stop Career Center Initiatives and direct staff accordingly ~ Ardell Galbreth, Executive Director

One-Stop System Partners

1. AARP/Division for Aging Services
2. Academy of Human Development
3. Acelero Learning Clark County
4. Basic Community Services
5. Bridge Counseling Associates
6. CCSD Desert Rose HS
7. College of Southern Nevada
8. Department of Employment, Training & Rehabilitation (DETR)
9. Easter Seals Nevada
10. Financial Guidance Center
11. Foundation for an Independent Tomorrow(FIT)
12. GNJ Family Life Center
13. Goodwill of Southern Nevada
14. HELP of Southern Nevada
15. Las Vegas-Clark County Urban League
16. Latin Chamber of Commerce Community Foundation
17. Lincoln County School District-Adult Workforce
18. Manpower, Inc., Southern Nevada
19. Nevada Division of Welfare & Supportive Services
20. Nevada Hospital Association Health Care 20/20
21. Nevada Partners, Inc. (Adult)
22. Nevada State College
23. New Growth Nevada Corporation
24. Nye Communities Coalition
25. Professional Institute of Technology, Inc. (PITA)
26. Quality Investigations, Inc.
27. Sierra Nevada Job Corps
28. Southern Nevada Children First
29. Southern Nevada Regional Housing Authority

30. The Learning Center, Inc.
31. Youth Advocate Programs, Inc.

One-Stop Center Consortium Operators

1. AARP/Division for Aging Services
2. Bridge Counseling Associates-**Co-Located**
3. Department of Employment, Training & Rehabilitation (DETR)-**Co-located**
4. Foundation for an Independent Tomorrow (FIT)-**Co-Located**
5. GNJ Family Life Center-**Co-Located**
6. Goodwill of Southern Nevada-**Co-Located**
7. Las Vegas-Clark County Urban League
8. Latin Chamber of Commerce Community Foundation-**Co-Located**
9. Nevada Hospital Association Healthcare 20/20-**Co-Located**
10. Nevada Partners, Inc.(Adult)-**Co-Located**
11. Southern Nevada Regional Housing Authority-**Co-Located**
12. The Learning Center, Inc.-**Co-Located**

workforce Connections
One-Stop Career Center
Service Delivery Impact Model

Deliverables

- Respond to the 21st Century industry demand and our contemporary workforce
- Assure that our services and training are promptly delivered and aligned with current local labor markets demands
- Shift service priority to an emphasis on worker skills, assisting worker to gain access to skills leading to self-sufficiency and responding to employer/business demands
- Cope with limited and declining funding through a more efficient use of resources and a reduction of program duplication and requirements
- Increase or improve service levels and quality
- Redefine and improve performance

workforce CONNECTIONS
Number of Clients and Awards
Program Year 2011-2013 Adult and Dislocated Worker Programs
May 28, 2013

WIA PY11-PY12 Adult and Dislocated Worker Green/Health/All Sectors						Home Office			One-Stop Center		
Provider	PY2011 # of Clients	PY2012 # of Clients	PY2011 Contract Award	PY2012 Contract Award	Average \$ Per Client	PY2013 # of Clients	PY2013 Contract Award	Average \$ Per Client	PY2013 # of Clients	PY2013 One-Stop Center	Average \$ Per Client
Bridge Counseling Associates	111	156	\$ 500,000	\$ 700,000	\$ 4,494		\$ 600,000			\$ 400,000	
GNJ Family Life Center	133	326	\$ 600,000	\$ 1,424,602	\$ 4,411		\$ 600,000			\$ 400,000	
Goodwill of Southern Nevada	133	300	\$ 600,000	\$ 1,200,000	\$ 4,157		\$ 600,000			\$ 400,000	
Foundation for an Independent Tomorrow	133	300	\$ 600,000	\$ 1,200,000	\$ 4,157		\$ 600,000			\$ 800,000	
Latin Chamber Foundation	266	300	\$ 1,200,000	\$ 1,200,000	\$ 4,240		\$ 600,000			\$ 800,000	
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Nevada Partners, Inc	250	342	\$ 1,200,000	\$ 1,339,000	\$ 4,289		\$ 600,000			\$ 1,200,000	
So. NV Regional Housing Authority	94	125	\$ 350,000	\$ 500,000	\$ 3,881		\$ 600,000			\$ 400,000	
Total	1,165	1,979	\$ 5,650,000	\$ 8,463,602	\$ 4,489	1,372	\$ 4,800,000	\$ 3,500	1,920	\$ 4,800,000	\$ 2,500
WIA PY13 Veterans											
Provider	PY2011 # of Clients	PY2012 # of Clients	PY2011 Contract Award	PY2012 Contract Award	Average \$ Per Client	PY2013 # of Clients	PY2013 Contract Award	Average \$ Per Client	PY2013 # of Clients	PY2013 Contract Award	Average \$ Per Client
To Be Awarded October 2013										\$ 650,000	
Total	-	-	\$ -	\$ -	\$ -				260	\$ 650,000	\$ 2,500
WIA PY11-PY12 Adults with Disabilities											
Provider	PY2011 # of Clients	PY2012 # of Clients	PY2011 Contract Award	PY2012 Contract Award	Average \$ Per Client	PY2013 # of Clients	PY2013 Contract Award	Average \$ Per Client	PY2013 # of Clients	PY2013 Contract Award	Average \$ Per Client
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Total	166	235	\$ 750,000	\$ 1,050,000	\$ 4,489	-	\$ -				
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Provider	PY2011 # of Clients	PY2012 # of Clients	PY2011 Contract Award	PY2012 Contract Award	Average \$ Per Client	PY2013 # of Clients	PY2013 Contract Award	Average \$ Per Client	PY2013 # of Clients	PY2013 Contract Award	Average \$ Per Client
Foundation for an Independent Tomorrow		150		\$ 700,000	\$ 4,667	150	\$ 700,000	\$ 4,667			
Total	-	150	\$ -	\$ 700,000	\$ 4,667	150	\$ 700,000	\$ 4,667			
Total # of Clients and Awards	1,331	2,384	\$ 6,400,000	\$ 10,346,922	\$ 4,508	1,622	\$ 6,166,680	\$ 3,803	2,180	\$ 5,450,000	\$ 2,500

Approved by Board
Pending Approval

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(i) ALTERNATIVE ENTITY.—

(1) IN GENERAL.—For purposes of complying with subsections (a), (b), and (c), and paragraphs (1) and (2) of subsection (h), a State may use any local entity (including a local council, regional workforce development board, or similar entity) that—

(A) is established to serve the local area (or the service delivery area that most closely corresponds to the local area);

(B) is in existence on December 31, 1997;

(C)(i) is established pursuant to section 102 of the Job Training Partnership Act, as in effect on December 31, 1997; or

(ii) is substantially similar to the local board described in subsections (a), (b), and (c), and paragraphs (1) and (2) of subsection (h); and

(D) includes—

(i) representatives of business in the local area; and

(ii)(I) representatives of labor organizations (for a local area in which employees are represented by labor organizations), nominated by local labor federations; or

(II) (for a local area in which no employees are represented by such organizations), other representatives of employees in the local area.

(2) REFERENCES.—References in this Act to a local board or a youth council shall be considered to include such an entity or a subgroup of such an entity, respectively.

SEC. 118. LOCAL PLAN.

29 USC 2833.

(a) IN GENERAL.—Each local board shall develop and submit to the Governor a comprehensive 5-year local plan (referred to in this title as the “local plan”), in partnership with the appropriate chief elected official. The plan shall be consistent with the State plan.

(b) CONTENTS.—The local plan shall include—

(1) an identification of—

(A) the workforce investment needs of businesses, job-seekers, and workers in the local area;

(B) the current and projected employment opportunities in the local area; and

(C) the job skills necessary to obtain such employment opportunities;

(2) a description of the one-stop delivery system to be established or designated in the local area, including—

(A) a description of how the local board will ensure the continuous improvement of eligible providers of services through the system and ensure that such providers meet the employment needs of local employers and participants; and

(B) a copy of each memorandum of understanding described in section 121(c) (between the local board and each of the one-stop partners) concerning the operation of the one-stop delivery system in the local area;

(3) a description of the local levels of performance negotiated with the Governor and chief elected official pursuant to section 136(c), to be used to measure the performance of

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the local area and to be used by the local board for measuring the performance of the local fiscal agent (where appropriate), eligible providers, and the one-stop delivery system, in the local area;

(4) a description and assessment of the type and availability of adult and dislocated worker employment and training activities in the local area;

(5) a description of how the local board will coordinate workforce investment activities carried out in the local area with statewide rapid response activities, as appropriate;

(6) a description and assessment of the type and availability of youth activities in the local area, including an identification of successful providers of such activities;

(7) a description of the process used by the local board, consistent with subsection (c), to provide an opportunity for public comment, including comment by representatives of businesses and comment by representatives of labor organizations, and input into the development of the local plan, prior to submission of the plan;

(8) an identification of the entity responsible for the disbursement of grant funds described in section 117(d)(3)(B)(i)(III), as determined by the chief elected official or the Governor under section 117(d)(3)(B)(i);

(9) a description of the competitive process to be used to award the grants and contracts in the local area for activities carried out under this subtitle; and

(10) such other information as the Governor may require.

(c) **PROCESS.**—Prior to the date on which the local board submits a local plan under this section, the local board shall—

(1) make available copies of a proposed local plan to the public through such means as public hearings and local news media;

(2) allow members of the local board and members of the public, including representatives of business and representatives of labor organizations, to submit comments on the proposed local plan to the local board, not later than the end of the 30-day period beginning on the date on which the proposed local plan is made available; and

(3) include with the local plan submitted to the Governor under this section any such comments that represent disagreement with the plan.

(d) **PLAN SUBMISSION AND APPROVAL.**—A local plan submitted to the Governor under this section shall be considered to be approved by the Governor at the end of the 90-day period beginning on the day the Governor receives the plan, unless the Governor makes a written determination during the 90-day period that—

(1) deficiencies in activities carried out under this subtitle have been identified, through audits conducted under section 184 or otherwise, and the local area has not made acceptable progress in implementing corrective measures to address the deficiencies; or

(2) the plan does not comply with this title.

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CHAPTER 3—WORKFORCE INVESTMENT ACTIVITIES PROVIDERS

SEC. 121. ESTABLISHMENT OF ONE-STOP DELIVERY SYSTEMS.

29 USC 2841.

(a) IN GENERAL.—Consistent with the State plan, the local board for a local area, with the agreement of the chief elected official for the local area, shall—

- (1) develop and enter into the memorandum of understanding described in subsection (c) with one-stop partners;
- (2) designate or certify one-stop operators under subsection (d); and
- (3) conduct oversight with respect to the one-stop delivery system in the local area.

Contracts.

(b) ONE-STOP PARTNERS.—

(1) REQUIRED PARTNERS.—

(A) IN GENERAL.—Each entity that carries out a program or activities described in subparagraph (B) shall—

(i) make available to participants, through a one-stop delivery system, the services described in section 134(d)(2) that are applicable to such program or activities; and

(ii) participate in the operation of such system consistent with the terms of the memorandum described in subsection (c), and with the requirements of the Federal law in which the program or activities are authorized.

(B) PROGRAMS AND ACTIVITIES.—The programs and activities referred to in subparagraph (A) consist of—

- (i) programs authorized under this title;
- (ii) programs authorized under the Wagner-Peyser Act (29 U.S.C. 49 et seq.);
- (iii) adult education and literacy activities authorized under title II;
- (iv) programs authorized under title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.);
- (v) programs authorized under section 403(a)(5) of the Social Security Act (42 U.S.C. 603(a)(5)) (as added by section 5001 of the Balanced Budget Act of 1997);
- (vi) activities authorized under title V of the Older Americans Act of 1965 (42 U.S.C. 3056 et seq.);
- (vii) postsecondary vocational education activities authorized under the Carl D. Perkins Vocational and Applied Technology Education Act (20 U.S.C. 2301 et seq.);
- (viii) activities authorized under chapter 2 of title II of the Trade Act of 1974 (19 U.S.C. 2271 et seq.);
- (ix) activities authorized under chapter 41 of title 38, United States Code;
- (x) employment and training activities carried out under the Community Services Block Grant Act (42 U.S.C. 9901 et seq.);
- (xi) employment and training activities carried out by the Department of Housing and Urban Development; and

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(xii) programs authorized under State unemployment compensation laws (in accordance with applicable Federal law).

(2) ADDITIONAL PARTNERS.—

(A) IN GENERAL.—In addition to the entities described in paragraph (1), other entities that carry out a human resource program described in subparagraph (B) may—

(i) make available to participants, through the one-stop delivery system, the services described in section 134(d)(2) that are applicable to such program; and

(ii) participate in the operation of such system consistent with the terms of the memorandum described in subsection (c), and with the requirements of the Federal law in which the program is authorized; if the local board and chief elected official involved approve such participation.

(B) PROGRAMS.—The programs referred to in subparagraph (A) may include—

(i) programs authorized under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.);

(ii) programs authorized under section 6(d)(4) of the Food Stamp Act of 1977 (7 U.S.C. 2015(d)(4));

(iii) work programs authorized under section 6(o) of the Food Stamp Act of 1977 (7 U.S.C. 2015(o));

(iv) programs authorized under the National and Community Service Act of 1990 (42 U.S.C. 12501 et seq.); and

(v) other appropriate Federal, State, or local programs, including programs in the private sector.

(c) MEMORANDUM OF UNDERSTANDING.—

(1) DEVELOPMENT.—The local board, with the agreement of the chief elected official, shall develop and enter into a memorandum of understanding (between the local board and the one-stop partners), consistent with paragraph (2), concerning the operation of the one-stop delivery system in the local area.

(2) CONTENTS.—Each memorandum of understanding shall contain—

(A) provisions describing—

(i) the services to be provided through the one-stop delivery system;

(ii) how the costs of such services and the operating costs of the system will be funded;

(iii) methods for referral of individuals between the one-stop operator and the one-stop partners, for the appropriate services and activities; and

(iv) the duration of the memorandum and the procedures for amending the memorandum during the term of the memorandum; and

(B) such other provisions, consistent with the requirements of this title, as the parties to the agreement determine to be appropriate.

(d) ONE-STOP OPERATORS.—

(1) DESIGNATION AND CERTIFICATION.—Consistent with paragraphs (2) and (3), the local board, with the agreement of the chief elected official, is authorized to designate or certify

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one-stop operators and to terminate for cause the eligibility of such operators.

(2) **ELIGIBILITY.**—To be eligible to receive funds made available under this subtitle to operate a one-stop center referred to in section 134(c), an entity (which may be a consortium of entities)—

(A) shall be designated or certified as a one-stop operator—

(i) through a competitive process; or

(ii) in accordance with an agreement reached between the local board and a consortium of entities that, at a minimum, includes 3 or more of the one-stop partners described in subsection (b)(1); and

(B) may be a public or private entity, or consortium of entities, of demonstrated effectiveness, located in the local area, which may include—

(i) a postsecondary educational institution;

(ii) an employment service agency established under the Wagner-Peyser Act (29 U.S.C. 49 et seq.), on behalf of the local office of the agency;

(iii) a private, nonprofit organization (including a community-based organization);

(iv) a private for-profit entity;

(v) a government agency; and

(vi) another interested organization or entity, which may include a local chamber of commerce or other business organization.

(3) **EXCEPTION.**—Elementary schools and secondary schools shall not be eligible for designation or certification as one-stop operators, except that nontraditional public secondary schools and area vocational education schools shall be eligible for such designation or certification.

(e) **ESTABLISHED ONE-STOP DELIVERY SYSTEM.**—If a one-stop delivery system has been established in a local area prior to the date of enactment of this Act, the local board, the chief elected official, and the Governor involved may agree to certify an entity carrying out activities through the system as a one-stop operator for purposes of subsection (d), consistent with the requirements of subsection (b), of the memorandum of understanding, and of section 134(c).

SEC. 122. IDENTIFICATION OF ELIGIBLE PROVIDERS OF TRAINING SERVICES. 29 USC 2842.

(a) **ELIGIBILITY REQUIREMENTS.**—

(1) **IN GENERAL.**—Except as provided in subsection (h), to be identified as an eligible provider of training services described in section 134(d)(4) (referred to in this section as “training services”) in a local area and to be eligible to receive funds made available under section 133(b) for the provision of training services, a provider of such services shall meet the requirements of this section.

(2) **PROVIDERS.**—Subject to the provisions of this section, to be eligible to receive the funds, the provider shall be—

(A) a postsecondary educational institution that—

(i) is eligible to receive Federal funds under title IV of the Higher Education Act of 1965 (20 U.S.C. 1070 et seq.); and

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program year prior to the program year for which the determination under this paragraph is made exceeds 20 percent of such allocation for the prior program year.

(3) **REALLOCATION.**—In making reallocations to eligible local areas of amounts available pursuant to paragraph (2) for a program year, the Governor shall allocate to each eligible local area within the State an amount based on the relative amount allocated to such local area under subsection (b)(3) for such activities for the prior program year, as compared to the total amount allocated to all eligible local areas in the State under subsection (b)(3) for such activities for such prior program year. For purposes of this paragraph, local areas that received allocations under subsection (b)(2)(A) for the prior program year shall be treated as if the local areas received allocations under subsection (b)(3) for such year.

(4) **ELIGIBILITY.**—For purposes of this subsection, an eligible local area means a local area that has obligated at least 80 percent of the local area allocation under paragraph (2)(A) or (3) of subsection (b) for such activities, for the program year prior to the program year for which the determination under paragraph (2) is made.

29 USC 2864.

SEC. 134. USE OF FUNDS FOR EMPLOYMENT AND TRAINING ACTIVITIES.

(a) **STATEWIDE EMPLOYMENT AND TRAINING ACTIVITIES.**—

(1) **IN GENERAL.**—Funds reserved by a Governor for a State—

(A) as described in section 133(a)(2) shall be used to carry out the statewide rapid response activities described in paragraph (2)(A); and

(B) as described in sections 128(a) and 133(a)(1)—

(i) shall be used to carry out the statewide employment and training activities described in paragraph (2)(B); and

(ii) may be used to carry out any of the statewide employment and training activities described in paragraph (3),

regardless of whether the funds were allotted to the State under section 127(b)(1) or under paragraph (1) or (2) of section 132(b).

(2) **REQUIRED STATEWIDE EMPLOYMENT AND TRAINING ACTIVITIES.**—

(A) **STATEWIDE RAPID RESPONSE ACTIVITIES.**—A State shall use funds reserved as described in section 133(a)(2) to carry out statewide rapid response activities, which shall include—

(i) provision of rapid response activities, carried out in local areas by the State or by an entity designated by the State, working in conjunction with the local boards and the chief elected officials in the local areas; and

(ii) provision of additional assistance to local areas that experience disasters, mass layoffs or plant closings, or other events that precipitate substantial increases in the number of unemployed individuals, carried out in local areas by the State or by an entity designated by the State, working in conjunction with

the local boards and the chief elected officials in the local areas.

(B) OTHER REQUIRED STATEWIDE EMPLOYMENT AND TRAINING ACTIVITIES.—A State shall use funds reserved as described in sections 128(a) and 133(a)(1) (regardless of whether the funds were allotted to the State under section 127(b)(1) or paragraph (1) or (2) of section 132(b)) to carry out other statewide employment and training activities, which shall include—

(i) disseminating the State list of eligible providers of training services, including eligible providers of non-traditional training services, information identifying eligible providers of on-the-job training and customized training, and performance information and program cost information, as described in subsections (e) and (h) of section 122;

(ii) conducting evaluations, under section 136(e), of activities authorized in this section, in coordination with the activities carried out under section 172;

(iii) providing incentive grants to local areas for regional cooperation among local boards (including local boards for a designated region as described in section 116(c)), for local coordination of activities carried out under this Act, and for exemplary performance by local areas on the local performance measures;

(iv) providing technical assistance to local areas that fail to meet local performance measures;

(v) assisting in the establishment and operation of one-stop delivery systems described in subsection (c); and

(vi) operating a fiscal and management accountability information system under section 136(f).

(3) ALLOWABLE STATEWIDE EMPLOYMENT AND TRAINING ACTIVITIES.—

(A) IN GENERAL.—A State may use funds reserved as described in sections 128(a) and 133(a)(1) (regardless of whether the funds were allotted to the State under section 127(b)(1) or paragraph (1) or (2) of section 132(b)) to carry out additional statewide employment and training activities, which may include—

(i) subject to subparagraph (B), administration by the State of the activities authorized under this section;

(ii) provision of capacity building and technical assistance to local areas, one-stop operators, one-stop partners, and eligible providers, including the development and training of staff and the development of exemplary program activities;

(iii) conduct of research and demonstrations;

(iv)(I) implementation of innovative incumbent worker training programs, which may include the establishment and implementation of an employer loan program to assist in skills upgrading; and

(II) the establishment and implementation of programs targeted to empowerment zones and enterprise communities;

(v) support for the identification of eligible providers of training services as required under section 122;

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(vi)(I) implementation of innovative programs for displaced homemakers, which for purposes of this subclause may include an individual who is receiving public assistance and is within 2 years of exhausting lifetime eligibility under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.); and

(II) implementation of programs to increase the number of individuals training for and placed in non-traditional employment; and

(vii) carrying out other activities authorized in this section that the State determines to be necessary to assist local areas in carrying out activities described in subsection (d) or (e) through the statewide workforce investment system.

(B) LIMITATION.—

(i) IN GENERAL.—Of the funds allotted to a State under sections 127(b) and 132(b) and reserved as described in sections 128(a) and 133(a)(1) for a fiscal year—

(I) not more than 5 percent of the amount allotted under section 127(b)(1);

(II) not more than 5 percent of the amount allotted under section 132(b)(1); and

(III) not more than 5 percent of the amount allotted under section 132(b)(2), may be used by the State for the administration of youth activities carried out under section 129 and employment and training activities carried out under this section.

(ii) USE OF FUNDS.—Funds made available for administrative costs under clause (i) may be used for the administrative cost of any of the statewide youth activities or statewide employment and training activities, regardless of whether the funds were allotted to the State under section 127(b)(1) or paragraph (1) or (2) of section 132(b).

(b) LOCAL EMPLOYMENT AND TRAINING ACTIVITIES.—Funds allocated to a local area for adults under paragraph (2)(A) or (3), as appropriate, of section 133(b), and funds allocated to a local area for dislocated workers under section 133(b)(2)(B)—

(1) shall be used to carry out employment and training activities described in subsection (d) for adults or dislocated workers, respectively; and

(2) may be used to carry out employment and training activities described in subsection (e) for adults or dislocated workers, respectively.

(c) ESTABLISHMENT OF ONE-STOP DELIVERY SYSTEM.—

(1) IN GENERAL.—There shall be established in a State that receives an allotment under section 132(b) a one-stop delivery system, which—

(A) shall provide the core services described in subsection (d)(2);

(B) shall provide access to intensive services and training services as described in paragraphs (3) and (4) of subsection (d), including serving as the point of access to individual training accounts for training services to participants in accordance with subsection (d)(4)(G);

(C) shall provide access to the activities carried out under subsection (e), if any;

(D) shall provide access to programs and activities carried out by one-stop partners and described in section 121(b); and

(E) shall provide access to the information described in section 15 of the Wagner-Peyser Act and all job search, placement, recruitment, and other labor exchange services authorized under the Wagner-Peyser Act (29 U.S.C. 49 et seq.).

(2) ONE-STOP DELIVERY.—At a minimum, the one-stop delivery system—

(A) shall make each of the programs, services, and activities described in paragraph (1) accessible at not less than one physical center in each local area of the State; and

(B) may also make programs, services, and activities described in paragraph (1) available—

(i) through a network of affiliated sites that can provide one or more of the programs, services, and activities to individuals; and

(ii) through a network of eligible one-stop partners—

(I) in which each partner provides one or more of the programs, services, and activities to such individuals and is accessible at an affiliated site that consists of a physical location or an electronically or technologically linked access point; and

(II) that assures individuals that information on the availability of the core services will be available regardless of where the individuals initially enter the statewide workforce investment system, including information made available through an access point described in subclause (I).

(3) SPECIALIZED CENTERS.—The centers and sites described in paragraph (2) may have a specialization in addressing special needs, such as the needs of dislocated workers.

(d) REQUIRED LOCAL EMPLOYMENT AND TRAINING ACTIVITIES.—

(1) IN GENERAL.—

(A) ALLOCATED FUNDS.—Funds allocated to a local area for adults under paragraph (2)(A) or (3), as appropriate, of section 133(b), and funds allocated to the local area for dislocated workers under section 133(b)(2)(B), shall be used—

(i) to establish a one-stop delivery system described in subsection (c);

(ii) to provide the core services described in paragraph (2) to adults and dislocated workers, respectively, through the one-stop delivery system in accordance with such paragraph;

(iii) to provide the intensive services described in paragraph (3) to adults and dislocated workers, respectively, described in such paragraph; and

(iv) to provide training services described in paragraph (4) to adults and dislocated workers, respectively, described in such paragraph.

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(B) OTHER FUNDS.—A portion of the funds made available under Federal law authorizing the programs and activities described in section 121(b)(1)(B), including the Wagner-Peyser Act (29 U.S.C. 49 et seq.), shall be used as described in clauses (i) and (ii) of subparagraph (A), to the extent not inconsistent with the Federal law involved.

(2) CORE SERVICES.—Funds described in paragraph (1)(A) shall be used to provide core services, which shall be available to individuals who are adults or dislocated workers through the one-stop delivery system and shall, at a minimum, include—

(A) determinations of whether the individuals are eligible to receive assistance under this subtitle;

(B) outreach, intake (which may include worker profiling), and orientation to the information and other services available through the one-stop delivery system;

(C) initial assessment of skill levels, aptitudes, abilities, and supportive service needs;

(D) job search and placement assistance, and where appropriate, career counseling;

(E) provision of employment statistics information, including the provision of accurate information relating to local, regional, and national labor market areas, including—

(i) job vacancy listings in such labor market areas;

(ii) information on job skills necessary to obtain the jobs described in clause (i); and

(iii) information relating to local occupations in demand and the earnings and skill requirements for such occupations; and

(F) provision of performance information and program cost information on eligible providers of training services as described in section 122, provided by program, and eligible providers of youth activities described in section 123, providers of adult education described in title II, providers of postsecondary vocational education activities and vocational education activities available to school dropouts under the Carl D. Perkins Vocational and Applied Technology Education Act (20 U.S.C. 2301 et seq.), and providers of vocational rehabilitation program activities described in title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.);

(G) provision of information regarding how the local area is performing on the local performance measures and any additional performance information with respect to the one-stop delivery system in the local area;

(H) provision of accurate information relating to the availability of supportive services, including child care and transportation, available in the local area, and referral to such services, as appropriate;

(I) provision of information regarding filing claims for unemployment compensation;

(J) assistance in establishing eligibility for—

(i) welfare-to-work activities authorized under section 403(a)(5) of the Social Security Act (as added by section 5001 of the Balanced Budget Act of 1997) available in the local area; and

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(ii) programs of financial aid assistance for training and education programs that are not funded under this Act and are available in the local area; and
 (K) followup services, including counseling regarding the workplace, for participants in workforce investment activities authorized under this subtitle who are placed in unsubsidized employment, for not less than 12 months after the first day of the employment, as appropriate.

(3) INTENSIVE SERVICES.—

(A) IN GENERAL.—Funds allocated to a local area for adults under paragraph (2)(A) or (3), as appropriate, of section 133(b), and funds allocated to the local area for dislocated workers under section 133(b)(2)(B), shall be used to provide intensive services to adults and dislocated workers, respectively—

(i) (I) who are unemployed and are unable to obtain employment through core services provided under paragraph (2); and

(II) who have been determined by a one-stop operator to be in need of more intensive services in order to obtain employment; or

(ii) who are employed, but who are determined by a one-stop operator to be in need of such intensive services in order to obtain or retain employment that allows for self-sufficiency.

(B) DELIVERY OF SERVICES.—Such intensive services shall be provided through the one-stop delivery system—

(i) directly through one-stop operators identified pursuant to section 121(d); or

(ii) through contracts with service providers, which may include contracts with public, private for-profit, and private nonprofit service providers, approved by the local board.

(C) TYPES OF SERVICES.—Such intensive services may include the following:

(i) Comprehensive and specialized assessments of the skill levels and service needs of adults and dislocated workers, which may include—

(I) diagnostic testing and use of other assessment tools; and

(II) in-depth interviewing and evaluation to identify employment barriers and appropriate employment goals.

(ii) Development of an individual employment plan, to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve the employment goals.

(iii) Group counseling.

(iv) Individual counseling and career planning.

(v) Case management for participants seeking training services under paragraph (4).

(vi) Short-term prevocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct, to prepare individuals for unsubsidized employment or training.

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

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

December 2011

Eta

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

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

Program Performance

12) One Stop Delivery System (Objective 4.1)

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

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

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

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

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

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

27) Allowable Costs (Objective 3.5)

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

Citation: 2 CFR 225 Appendix B 20.

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

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

Program Performance

28) One Stop Operator (Objective 4.1)

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

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

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

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

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

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

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

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

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

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

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

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

Citation: 20 CFR 663.700 and 663.710

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

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

Areas of Concern

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

REVISED

*Workforce***CONNECTIONS**

**BOARD
AGENDA**

October 23, 2012

10:00 a.m.

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

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

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

City of North Las Vegas, 2200 Civic Center Dr., North Las Vegas, NV
Clark County, County Clerk's Office 500 S. Grand Central Parkway, Las Vegas, NV
Esmeralda County Courthouse, 233 Crook Street, Goldfield, NV
Henderson City Hall, 240 Water Street, Henderson, NV
City Hall, Boulder City, 401 California Ave., Boulder City, NV
Workforce Connections, 7251 W. Lake Mead Blvd., Ste. 200, Las Vegas, NV
Nevada JobConnect, 3405 S. Maryland Pkwy., Las Vegas, NV
Lincoln County 181 Main Street Courthouse, Pioche, NV
Nye County School District, 484 S. West St., Pahrump, NV
Pahrump Chamber of Commerce, 1302 S. Highway 160, Pahrump, NV

This Agenda is also available at www.nvworkforceconnections.org

COMMENTARY BY THE GENERAL PUBLIC

This Board complies with Nevada's Open Meeting Law, by taking Public Comment at the beginning of the meeting immediately after the Board approves the Agenda and before any other action is taken and again before the adjournment of the meeting.

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

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

It is the intent of the (Board, Committee or Council) to give all citizens an opportunity to be heard.

Welcome to our meeting.

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

An Equal Opportunity Employer/Program.

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

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

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

AGENDA

1. Call to order, confirmation of posting and roll call.
2. **DISCUSSION AND POSSIBLE ACTION:** Approve the agenda with inclusions of any emergency items and deletion of any items
3. **FIRST PUBLIC COMMENT SESSION:** Members of the public may now comment on any matter posted on this Agenda, which is before this Board for consideration and action today. Please clearly state and spell your name and state your address for the record. Each public comment will be limited to three (3) minutes 5
4. **DISCUSSION AND POSSIBLE ACTION:** Approve the Board Meeting Minutes of September 25, 2012..... 6
5. **DISCUSSION AND POSSIBLE ACTION:** In accordance with the Workforce Investment Act, the Southern Nevada Workforce Investment Board designates the following required partner entities to serve as Southern Nevada One-Stop Career Center Operator with oversight and System Design by Workforce Connections: 15
 - AARP Foundation Senior Community Service (SCSEP) – Title V (Older Americans)
 - GNJ Family Life Center – WIA Title I (Adult and Dislocated Worker) 16
 - Goodwill Industries of Southern Nevada – WIA Title I (Adult and Dislocated Worker) 18
 - Las Vegas – Clark County Urban League – Community Services Block Grant 20
 - Latin Chamber of Commerce Community Foundation – WIA Title I (Adult and Dislocated Worker) 22
 - Nevada Partners, Inc. – WIA Title I (Adult and Dislocated Worker)..... 24
 - Southern Nevada Regional Housing Authority (Housing and Urban Development) 26
6. **ADULT & DISLOCATED WORKER UPDATE ~ Valerie Murzl, Chair**
 - a. **INFORMATION:** Funded Partner Demographics Report 28
 - b. **PRESENTATION:** Video Presentation provided by Foundation for an Independent Tomorrow (FIT) Re-Entry Program 30

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

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

8. **OPERATIONS UPDATE:**

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

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

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

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

11. **SECOND PUBLIC COMMENT SESSION:** Members of the public may now comment on any matter or topic, which is relevant to or within the authority or jurisdiction of the Board. You may comment now even if you commented earlier, however, please do not simply repeat the same comment you previously made. Please clearly state and spell your name and state your address for the record. Each comment will be limited to three (3) minutes 109
12. Board Member Comments 110
13. Adjournment

*workforce***CONNECTIONS**

**BOARD MEETING
MINUTES**

**October 23, 2012
10:00 a.m.**

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

Members Present

Bill Regenhardt
Commissioner Tommy Rowe
Dan Gouker (Phone)
Hannah Brown
Michelle Bize
Sonja Holloway
Willie J. Fields

Charles Perry
Councilwoman Peggy Leavitt
Dr. David Lee
Mark Edgel
Mujahid Ramadan
Vida Chan Lin

Commissioner Bill Kirby (Phone)
Councilwoman Anita Wood
Councilwoman Gerri Schroder (Phone)
Maggie Arias-Petrel (Phone)
Pat Maxwell (Phone)
William Bruninga (Phone)

Members Absent

Commissioner Butch Borasky
Dan Rose

Commissioner Lawrence Weekly
Dennis Perea

Councilman Bob Coffin
Valerie Murzl

Staff Present

Ardell Galbreth, Executive Director
Jaime Cruz
Rosie Boulware
Chris Shaw
Janice R. Greer
Clentine January

Suzanne Potter
Heather DeSart
Byron Goynes
Tom Dang
Maggie Mendez

Carol Turner
Rick Villalobos
Madelin Arazoza
Deb Collins
Jennifer Padilla

Others Present

Scott Marquis, Legal Counsel
Dr. Tiffany Tyler, Nevada Partners, Inc.
Vincent miller, Goodwill
Stacy Howell, FIT
Penny Hagen, FIT
Janet Blumen, FIT
Lori Thomas, Nevada Partners, Inc.
LeVerne Kelley, DETR
Helicia Thomas, GNJ Family Life Center
Jeff Drothler, Las Vegas Urban League
Rey Bauknight, MGM Resorts, International
Lawrence Beasley, Las Vegas Urban League
Sharaf Rogers, Nevada Partners, Inc.
Donna Bensing, New Horizons CLC
Denise Gee, HELP of Southern Nevada
LaTanya Runnells, Nevada Partners, Inc.

Renee Cantu, LCCCF
Elizabeth McDaniels, Goodwill
Janice M. Rael, Nevada Partners, Inc.
Jennifer Casey, FIT
Jake McClelland, FIT
Sherry Ramsey, Goodwill
Byron Green, CCSD
Derrick Berry, DETR
Juana Hart, J-Hart Communications
John Collins, Alaska Farm Center
Ron Hilke, DETR/WISS
T. Cunningham, TLC Employment Services
Jennifer Olsen, Nevada Partners, Inc.
Keith Hosannah, DETR/ESD/WISS
Tom Akers, Akers & Assoc.

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

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

The meeting was called to order by Chair Hannah Brown at 10:05 a.m. Staff confirmed the meeting had been properly posted in accordance with the Nevada Open Meeting Law. Roll call was taken and a quorum was present.

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

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

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

3. FIRST PUBLIC COMMENT SESSION

None

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

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

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

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

- *AARP Foundation Senior Community Service (SCSEP) – Title V (Older Americans)
- *GNJ Family Life Center – WIA Title I (Adult and Dislocated Worker)
- *Goodwill Industries of Southern Nevada – WIA Title I (Adult and Dislocated Worker)
- *Las Vegas – Clark County Urban League – Community Services Block Grant
- *Latin Chamber of Commerce Community Foundation – WIA Title I (Adult and Dislocated Worker)
- *Nevada Partners, Inc. – WIA Title I (Adult and Dislocated Worker)
- *Southern Nevada Regional Housing Authority (Housing and Urban Development)

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

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

Discussion ensued.

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

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

- a. INFORMATION: Funded Partner Demographics Report

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

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

7. YOUTH COUNCIL UPDATE ~ Sonja Holloway, Chair

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

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

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

A motion was made to approve the Youth Council's recommendation to publish a Request for Proposals (RFP) in an amount not to exceed \$500,000 to provide workforce, education and training services for transitioning foster youth and/or youth with disabilities by Willie J. Fields and seconded by Councilwoman Anita Wood. Motion carried.

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

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

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

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

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

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

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

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

Mr. Goynes provided an overview of the program.

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

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

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

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

8. OPERATIONS UPDATE

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

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

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

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

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

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

c. REVIEW, DISCUSS, and ACCEPT:

i. Budget vs. Actual Finance Report (Workforce Connections' Operations) for the Period July 1, 2012 through June 30, 2013 (Formula WIA)

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

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

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

iii. Summary of Direct Grants

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

iv. Adult & Dislocated Worker and Youth Funding Plans

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

v. Audit Findings Report

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

vi. Standing Professional Services Contracts

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

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

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

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

Following a brief discussion,

A motion was made to approve the Budget & Finance Committee's recommendation to extend CST Project Consulting contract through January 31, 2014 for an additional \$163,440 with the total amount not to exceed \$404,614 and an option to extend one additional year by Commissioner Bill Kirby and seconded by Charles Perry. Motion carried.

10. EXECUTIVE DIRECTOR UPDATE

a. DISCUSSION AND POSSIBLE ACTION: Professional Services Contract Process

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

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

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

Scott Marquis, Legal Counsel distributed the following memo:

Dear Board Members,

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

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

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

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

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

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

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

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

Discussion ensued.

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

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

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

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

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

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

11. SECOND PUBLIC COMMENT SESSION:

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

12. Board Member Comments

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

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

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

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

13. Adjournment

The meeting adjourned at 12:00 p.m.

**WORKFORCE CONNECTIONS ONE-STOP CAREER CENTER
AND
ONE-STOP CENTER CONSORTIUM OPERATOR**

December 13, 2012

Workforce Connections is responsible for establishing Southern Nevada Workforce Investment Area One-Stop Centers to deliver employment and training services. Such centers are positioned to serve the community by providing a broad array of workforce development services, i.e., employment information, and job referrals under in one location. Workforce Connections' One-Stop Career Centers are accountable for establishing links to all segments of the local community in order to develop creative and innovative employment and training partnerships.

Role of Funded Partners/Service Providers:

A funded partner/service provider who contracts with Workforce Connections is expected to play a major role in Southern Nevada Workforce Investment Area's One-Stop Centers. The One-Stop Center Consortium (Partners) Operator is responsible for:

- i. Implement the employment and training service delivery plan as defined by Workforce Connections' Board of Directors.
- ii Assign staff (co-locate) to Workforce Connections selected facility to house One-Stop Career Center.
- iii. Assigned staff shall ensure delivery of their particular program and services.
- iv. Operate the One-Stop Career Center.
- v. Deliver workforce development services to all customers.
- vi. At a minimum, deliver core, intensive and training services as defined by their own agencies policies and/or associated directives, laws and statutes.
- vii. Assigned staff shall perform duties with respect to its agency policy in accordance with One-Stop Center Manager's direction.
- viii. Coordinate service delivery among partners.
- xi. Provide labor market information and career guidance to customers.
- x. Assigned staff shall comply with hours of operation as established by Workforce Connections One-Stop Center Consortium.

- xi. Each non-Workforce Investment Act (WIA) partner shall remit cost-sharing payment to Workforce Connections in accordance with executed Memorandum of Understanding (MOU).

Purpose of Workforce Connections' One-Stop Career Centers:

One-Stop Career Centers allows Workforce Connections and its partners to serve its community in the broadest sense, i.e., offering and facilitating the delivering complete wrap-around services connected with employment in one location.

To ensure full and complete access to services throughout the workforce investment area, a comprehensive system should include the following:

- i. Full-service One-Stop Career Centers that provide a palette of workforce development programs with easy access.
- ii. One-Stop Career Center affiliate sites or satellite locations for remote or targeted populations, such as rural employers, dislocated workers, and youth which may not include all programs and services, but are connected to the full-service One-Stop Career Center.
- iii. Other internet access points, such as public educational institutions, college career resource room, etc., where customers can directly access labor market information and services unaided by a staff person.

Based on the workforce and customer needs, Workforce Connections Board of Directors determines the best use of local area resources.

Foundation for Success:

Workforce Connections' One-Stop Career Centers concept allows the Southern Nevada Workforce Investment Area and opportunity to:

- i. Build on new ideas and approaches in to a variety of integrated employment services and resources within the community.
- ii. Numerous opportunities to develop and foster integrated local management arrangements that eventually lead to new and unique partnership agreements needed within the community.

This approach facilitates a market-driven, customer-friendly, efficient, and effective system that achieves results. Workforce Connections' One-Stop Career Centers help facilitate the exchange of labor on the open market.

Goals of Workforce Connections' One-Stop Career Centers:

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

a

Operational Requirements for Workforce Connections One-Stop Career Centers:

The Workforce Investment Act, U.S. Department of Labor 20 CFR Final Rules, Nevada State Statutes, regulations, and policies identify operational requirements for Workforce Connections One-Stop Career Centers, for example:

- i. Employer services, ranging from labor market data to assistance with customized training, must be made available.
- ii. Services offered must be customer-driven and accessible to the total community and provide enough variety in the services to address the workforce and individual needs.
- iii. Electronic databases and resources for obtaining employment, training and labor market information must be present.
- iv. Services must be made available on multiple levels, including self-service, facilitated, and staff-assisted services.

Written Agreements with Partners/Service Providers:

Workforce Connections is required to have executed memoranda of understanding (MOUs) in place for all partners, i.e., mandatory funded partners as well as other partners participating in the One-Stop System.

MOUs must include the terms of both financial and nonfinancial (or in-kind) contributions, as well as the deliverables of the partners. Workforce Connections Board and staff must strive to partner with other partners or agencies having interest in workforce development or services to expand their local network of resources and execute corresponding MOUs.

Role of One-Stop Career Center Manager of Director:

One-Stop Career Center managers are responsible for the day-to-day operation of the center. One-Stop Career Center operators (consortium) develop a seamless, integrated delivery system that ties to local needs of Workforce Connections' plan and coordinates resources and services among partners.

Although not all inclusive, the following are common tasks to be performed by the One-Stop Career Center manager:

- Carrying out the One-Stop Career Center's service delivery goals as established by Workforce Connections' Board of Directors and outlined in the terms of partners' contracts
- Ensuring service delivery adheres to federal, state, and local requirements, policies, and guidelines
- Utilizing reports and other measurements to evaluate progress and review service delivery results
- Identifying service delivery issues, labor force needs and skill gaps, and developing appropriate solutions
- Communicating and following goals, policies, and procedures as directed by the executive director or designated representative
- Ensuring services are accessible to disabled individuals
- Facilitate staff development, i.e., training, cross-training, and directing staff to deliver services in a professional, coordinated, efficient, cooperative, and comprehensive manner

Role of Workforce Connections' One-Stop Career Center Staff:

The Job of facilitating the match between employers and job seeker may be performed by partners' case managers, Business Services Representatives, career counselors, facilitators, or workforce development specialists. These individuals work face-to-face directly with customers.

Workforce Connections staff at all levels must work together to assess customer needs and develop appropriate services delivery plans. At minimum, this team approach shall include the following:

- Ensures customers' needs are met
- Promotes a comprehensive and integrated approach to customer service
- Achieve success in obtaining performance goals
- Provides a positive work environment for staff
- Prevents duplication of services
- Saves time and money

For this reason, it is critical that all Workforce Connections One-Stop Career Center staff understand the components of the Workforce Investment Act, and become thoroughly familiar with all of the services available in the Southern Nevada Workforce Investment Area One-Stop System.

Accessing Services:

How do employers and job seekers access the system? Southern Nevada Workforce Investment Area One-Stop Delivery System gives employers and job seekers a number of different avenues for accessing needed information about workforce development programs, services, and labor market.

Employers and job seekers may contact the One-Stop Career Center in person, by telephone or online. The importance of an integrated approach to providing workforce development services is the ability of the employer to connect with the same workforce system, regardless of how or where the employer or job seeker makes contact. Workforce Connections' One-Stop Career Centers provides accommodations to ensure that all individuals have access to information, training, and other workforce development services at a single, customer-friendly location.

Resources for Employment and Training Activities:

Workforce Connections One-Stop Career Centers have a variety of resources focused on helping customers. These include occupational and job search databases. Customers can choose to use self-help tools or request assistance from workforce development specialists with various resources or products.

Other Employment Resources and Services:

Other employment and training services may be included, such as:

- Job search resource room—computers with resume and cover letter software along with all the needed components for a successful job search, including telephones, copiers and fax machines
- Printed material on new jobs and new businesses and companies
- Job search library with printed material on topics such as interviewing skills, salary negotiations, current jobs, and employers in the local area
- Videos on various occupations
- Job search workshops include such topics as:
 - Personal job search and job development strategies
 - Interviewing techniques
 - Networking skills
 - Transferable job skills
 - Other employment-related topics

Resource Room Usage:

The resource room is a valuable asset for employers and job seekers. It provides access to the following:

- Computers with software for resume writing, career exploration, and job search
- Labor market and career planning information
- Phones, fax, and copying machines
- Employer services assistance
- Employment-related newspapers, business directories, employment-related books, magazines and videos
- Calendars for the One-Stop Career Center activities and associated employment and training workshops

Whether our customers are large chemical plants, small grocery stores, recent college graduates, recipient of Temporary Assistance for Needy Families (TANF), dislocated worker, or high school students, they are the reason these resources exist. Workforce Connections' staff must reach-out to all customers and care enough about their needs to guarantee their success and satisfaction.

Elements of Quality Customer Service:

Workforce Connections has outlined four key elements of quality customer service to be delivered by One-Stop Center Career Centers. They are as follows:

1. Effective communication techniques
2. Properly assess customer needs, barriers, and skills
3. Outline an effective employment plan that leads to gainful employment or quality human capital talent that meets employers/businesses needs
4. Integrated service matching strategies

Building Toward Excellence:

Workforce Connections One-Stop Career Centers strive to provide services "beyond the best," focusing on customer satisfaction, reliability, consistency and positive results.

**WORKFORCE CONNECTIONS
ONE-STOP CAREER CENTER INITIATIVE
May 2013**

I. Role of One-Stop Center Partners

- i. Assign staff (co-locate) to Workforce Connections selected facility to house One-Stop Career Center
- ii. Assigned staff shall ensure delivery of their particular program and services
- iii. At a minimum, deliver core, intensive and training services as defined by their own agencies policies and/or associated directives, laws and statutes
- iv. Assigned staff shall perform duties with respect to its agency policy in accordance with One-Stop Career Center Manager's direction
- v. Assigned staff shall comply with hours of operation as established by Workforce Connections One-Stop Career Center Consortium
- vi. Each non-Workforce Investment Act (WIA) partner shall remit cost-sharing payment to Workforce Connections in accordance with Exhibit B and C of this Memorandum of Understanding (MOU)

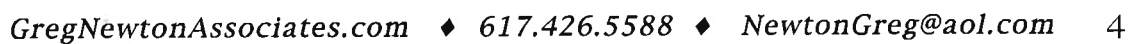
II. Role of Workforce Connections

- i. Secure One-Stop Career Center(s) facility in an area most conducive to Southern Nevada businesses and job seekers
- ii. Oversee the operations of One-Stop Career Center(s)
- iii. At a minimum, staff One-Stop Career Center(s) with the following positions: Center Manager; Center Coordinator; Resource Room/Computer Lab Specialist; and Career Center Representative
- iv. Provide operating supplies, equipment and resources for common area support, i.e., copiers, computers, workstations, and generally common office supplies (each partners must provide its own specific forms and collateral supplies related specially to its agency/program)
- v. Oversee, monitor and provide technical support to each partner in support of comprehensive, collaborative workforce development activities

- vi. Maintain and secure the operation of One-Stop Career Center(s) facilities
- vii. Schedule and conduct routine, periodic meetings at least monthly with One-Stop Career Center Consortium members
- viii. Secure and provide necessary training in support of One-Stop Career Center operations
- ix. Ensure appropriate data/information are collected and reported to Workforce Connections' Board of Directors
- x. Ensure One-Stop Career Center operating budget is provided to each consortium member at least monthly

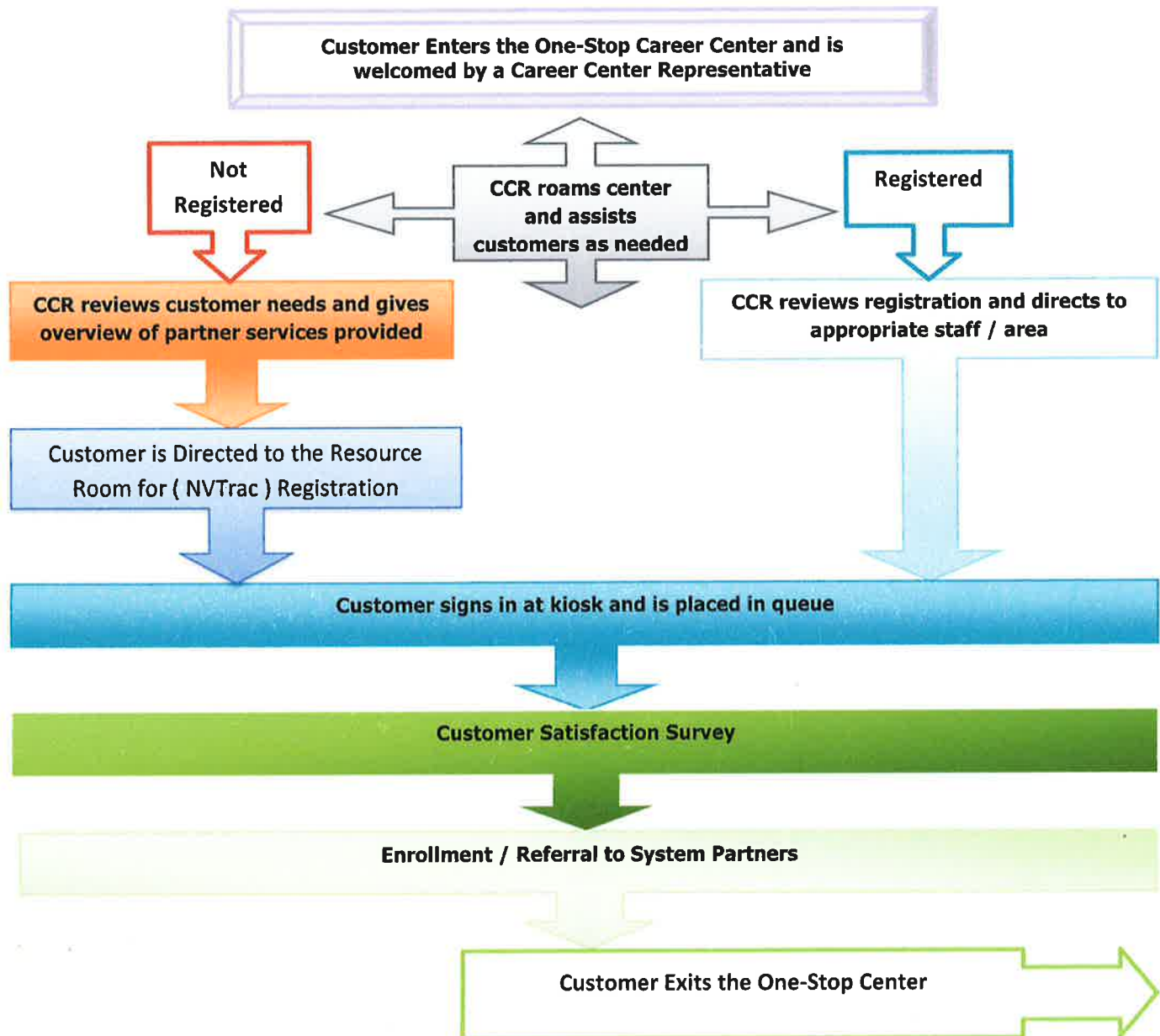
III. Role of Nevada Department of Employment, Training and Rehabilitation

- i. Work with Workforce Connections in designing Southern Nevada One-Stop System
- ii. Assign required partner staff to One-Stop Career Center(s) to delivery core and associated workforce development services, i.e., Veterans Services; Wagner-Peyser, Vocational Rehabilitation, and other services outlined in WIA
- iii. Provide directional guidance to Workforce Connections related to Nevada State Workforce Plan in support of sector industry/regional strategies
- iv. Allow access to required and necessary data and information for the purpose of comprehensive clients' services, reporting and recordkeeping for One-Stop System partners





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ACCESS FOR PERSONS
WITH DISABILITIES.

WORKFORCE CONNECTIONS

WORKFORCE INVESTMENT ACT

TWO-YEAR STRATEGIC COMPLIANCE PLAN

for

Southern Nevada Workforce Investment Area

FOR THE PERIOD: July 1, 2012 through June 30, 2014

**Workforce Connections
7251 West Lake Mead Blvd., Suite 200
Las Vegas, Nevada 89128
(702) 638-8750/Fax (702) 638-8774**

- I. Outline of the Southern Nevada Workforce Investment Area Two-Year Plan:**
 - A. Executive Summary**
 - B. Public Comments Process**
 - C. General Plan Information**
 - 1. Goals and Objectives
 - a. Workforce Connections Mission Statement
 - b. Workforce Investment System Philosophy
 - c. Objectives Attainment
 - 2. Authentication and Plan Approval
 - D. Assurances and Certifications**
 - E. Document List**
 - F. Board Members**
 - 1. Role and Responsibilities
 - 2. Board Coordination with State Workforce Investment Board
 - G. Workforce Connections Plans**
 - 1. Improved Quality to Meet the Needs of Employers and Jobseekers
 - 2. Workforce Connections Two-Year Plan—Enhance Productivity
 - 3. Increase Employment Retention and Profits of Employers
 - 4. Reduce Welfare Dependency and Increase Self-Sufficiency
 - 5. Increase Occupational Skill Attainment
 - 6. Increase Employment Retention and Earnings of Employees
 - H. Workforce Connections Youth Council**
 - 1. Workforce Connections —Public Agency in the State of Nevada—
NRS 82.011 and NRS 277.180
 - 2. Process to Identify and Select Workforce Connections Board Members
 - 3. Workforce Connections Roles and Responsibilities
 - 4. Workforce Connections Interaction with State Workforce Investment Board
 - 5. Workforce Connections List of Board Member
 - 6. Workforce Connections Local Elected Officials Role
 - 7. Youth Council
 - 8. Workforce Connections Selection of Youth Council Members
 - 9. Workforce Connections List of Youth Council Members
 - 10. Workforce Connections Youth Council Role and Responsibilities
 - I. Economic Development/Local Labor Force**
 - 1. How Needs of Employers, Jobseekers and Workers are Identified in Southern Nevada Workforce Investment Area
 - 2. Coordination with Employers and Economic Development Officials
 - 3. Current Projected Employment Opportunities
 - 4. How Needs of Employers, Jobseekers, and Workers were Identified
 - 5. Additional Indicators of Performance Established by Workforce Connections
 - 6. Local Area Customer Satisfaction Measure
 - 7. Customer Satisfaction Evaluation
 - 8. Workforce Connections Performance Evaluation Process
 - J. One-Stop System**
 - 1. Workforce Connections Continuous Improvement
 - 2. Designation of One-Stop Operators
 - 3. Workforce Connections Mandated One-Stop System Partners

4. Coordination of WIA Services
5. Coordination of WIA Training Funds
6. Public Comments/Process
7. Public Access to Workforce Connections Meetings
- K. Program Management and Design**
 1. Criteria Established to Determine Availability of Funds
 2. Workforce Connections Policies/Guidelines Established for Service Providers
 3. Training Needs of Dislocated Workers
 4. Core Services Provided to Adults and Dislocated Workers
 5. Delivery of Core Services
 6. Required Core Services Prior to Receipt of Intensive Services
 7. Intensive Services for Adult Clients
 8. Delivery of Intensive Services
 9. Eligibility Criteria for Adults and Dislocated Worker Intensive Services
 10. Criteria for Employed Workers to Receive Intensive Services
 11. Intensive Services Required Prior to Receipt of Training Services
 12. Criteria for Receipt of Training Services
 13. Documentation Required of Training Services
 14. Criteria of OJT
 15. Guidelines for OJT or Customized Training
 16. Limitation of Funds for Supportive Services
 17. Needs Related Payment
 18. How Deficient in Basic Skills Literacy is Defined and Documented
 19. Control of 5% Window for Non-economically Disadvantaged Youth
 20. Youth Program Design
 21. Out-of-School Youth 30% Expenditure
 22. Planned Rapid Response
 23. Coordination of Rapid Response Activities
 24. Workforce Connections Disbursal of WIA Grant Funds
 25. Competitive and Noncompetitive Award Process
 26. Recommendation of Training Providers' Certification
 27. Removal of Training Providers from Eligible Training Providers' List
 28. Consumer Report and Supplemental Information
 29. Process for Identifying Eligible Youth Service Providers
 30. Criteria for Awarding Youth Services/Activity Grants
 31. Limitation of Individual Training Accounts (ITAs)
 32. Generating Performance Information and Reporting Outcomes
 33. Common Data System for Clients' Tracking and Information
 34. Collection of Customer Satisfaction Information/Data
 35. Financial Controls and Fund Activity
 36. Fiscal Controls and Accounting Procedures
 37. Fiscal Controls and Accounting—Internal Control
 38. Fiscal Controls and Accounting—Expenditures and Budgeting
 39. Fiscal Controls and Accounting—Source Documentation
 40. Fiscal Controls and Accounting—Cost Allocation
 41. Fiscal Controls and Accounting—Financial Reporting
 42. Fiscal Controls and Accounting—Transfer of Funds
 43. Fiscal Controls and Accounting—Transfer of Program Income

L. Cost Allocation Plan

1. Cost Allocation Plan Outline
2. Calculation of Labor Percentages and Allocation of Salary Costs
3. Time Distribution Records
4. Time Analysis and Distribution

Workforce Connections Two-Year Strategic Compliance Plan

A. Executive Summary

1. Workforce Connections (the Southern Nevada Workforce Investment Area) will implement the Workforce Investment Act (WIA) in accordance with the framework outlined in the Act with alignment of Nevada Governor's Workforce Investment Board with regard building a demand-driven system within the southern Nevada Workforce Investment Area. Workforce Connections and its appointed committees will be guided by the Governor Workforce Investment Board's Goals and Vision for designing a local workforce investment board within a demand driven workforce development system (Nevada JobConnect) that will meet or exceed the needs of local businesses and jobseekers. Concentrated efforts will be launched to align workforce development resources with essential partners—in particular, the state's office on economic development and Nevada's System of Higher Education, with community colleges serving as primary training components.

2. Workforce Connections' Two-Year Plan is to re-establish a governance goal that develops an effective, efficient workforce development system that meets the needs of its stakeholders. It provides a comprehensive overview of Workforce Connections' ongoing initiatives to accomplish its mission. This plan also highlights Workforce Connections' policies, tools and instruments used to implement WIA with regional and sectors strategies, and make adjustments for possible reauthorization guidance. Outlining well-defined strategies, this plan describes Workforce Connections' tactics and procedures for establishing clear-cut policies that allow businesses and jobseekers ready-convenient access to all available employment and training resources. Workforce Connections' fortified governance, backed by the strong oversight of Local Elected Officials and its managing board, will serve to establish sound organizational structure, and fiduciary efficiencies, while maximizing individual board member's participation and effectiveness.

3. **Workforce Connections Resource System:** The cornerstone of Workforce Connections is its One-Stop service delivery system called Nevada JobConnect which will unify numerous training, education and employment programs into a single, customer-friendly system. Workforce Connection will establish, maintain and oversee the operations of at least one comprehensive One-Stop Center in the Greater Las Vegas Area. Prior to the end of Program Year 2012 (June 30, 2013), Workforce Connections will have a Comprehensive One-Stop Center serving as the state's flagship of Nevada's Workforce Development One-Stop System, serving all southern Nevada residents. Workforce Connections will continue to ensure "universal access" for jobseekers and businesses through its One-Stop service delivery system and provide WIA core services to include:

4. **One-Stop Services for Businesses**

- Recruitment and pre-screening of qualified applicants

- Easy access to post job listings through Nevada JobConnect Operations System (NJCOS), NV Trac, and Workforce Connections' funded partners/ service providers
- Job and industry/sectors growth trends and forecasts
- Wage data and other valuable labor market information
- Economic and business development assistance
- Education and occupational training opportunities

5. Employers have expressed their satisfaction of the value-added benefits from a single system for finding job-ready, skilled human capital that meet their needs. Through the One-Stop System (Nevada JobConnect), employers have a single point of contact to provide information about current and future workforce skills needed by their employees and to list job openings.

6. One-Stop Service for Jobseekers

- Information about Local, State, and National Labor Markets
- Job and Career Resources (computers, faxes, copy machines, telephones)
- Job Listings
- Hiring/Employment Requirements
- Job Referral and Placement Services
- Information on the Quality of Education and Training Programs
- Initial Screening for Training Eligibility
- Testing and Assessment
- Job Search
- Assistance in filing Unemployment Insurance Claims
- Information about the availability of local supportive services, including: childcare, transportation, various aid programs, other agencies and their complementary employment support services

7. Workforce Investment Board: Workforce Connections recognizes that the system described in detail throughout this document may need adjustments to conform to the upcoming Governor's Workforce Investment Board's goals and strategies. However, even with anticipated adjustments, this plan will still serve as the cornerstone for Workforce Connections to effectively implement and oversee employment and training services throughout its Workforce Investment Area. In future years Workforce Connections reserves itself and its funded partners the greatest flexibility possible, consistent with the Act and its regulations, to oversee and modify the workforce development system to meet demand-driven employment and training challenges.

8. System Structure: Southern Nevada Workforce Investment Area's Chief Elected Officials will continue its long-standing role as the grant recipient of Department of Labor funds and resources. Workforce Connections staff will provide local administrative and programmatic oversight, along with technical support to the Workforce Investment Board. Workforce Connections and the Southern Nevada Local Elected Officials Consortium have designated Nevada JobConnect Consortium to serve as the "**Consortium Operator**" for Southern Nevada JobConnect Center(s), i.e., the One-Stop Operator.

B. NOTICE OF PROPOSED PLAN AVAILABLE FOR PUBLIC COMMENT

Workforce Connections is the Southern Nevada Workforce Investment Board (SNWIB), serving the Southern Nevada Workforce Investment Area which consists of the counties of Clark, Esmeralda, Lincoln and Nye, and the cities of Boulder City, Henderson, Las Vegas and North Las Vegas, a Workforce Investment Act (WIA) administrative entity, as designated by the Governor of the State of Nevada. The WIA is a federally funded program that provides services for jobseekers and businesses. Workforce Connections' staff prepared and proposed a WIA Two-Year Strategic Plan, that reflects the goals and initiatives to comply with WIA requirements and align its resources with those of the Governor's Workforce Investment Board. This alignment ensures efficient and effective oversight of employment and training service delivery to individuals residing in the southern Nevada Workforce Investment Area. Workforce Connections' proposed plan also highlights the goals and objectives of its One-Stop Nevada JobConnect Workforce Development System to serve the universal population of jobseekers and employers during the period July 1, 2012 through June 30, 2014.

Workforce Connections made its Proposed Two-Year Plan available to receive public comment for a 10-day period beginning June 1, 2012 through June 10, 2012. The Public Comment Version of the Proposed Two-Year Plan was available at Workforce Connections' website: www.nvworkforceconnections.org. Paper copies of the Proposed Two-Year Plan were available for public review between the hours of 8:00 A.M. and 5:00 P.M., Monday through Friday at the Workforce Connections' Administrative Offices located at 7251 West Lake Mead Blvd., Suite 200, Las Vegas, Nevada 89128. Copies of the proposed plan were made available for public comment at the following locations:

Bridge Counseling Associates, 1701 West Charleston Blvd., Suite 400, Las Vegas, Nevada 89102
 Foundation for an Independent Tomorrow (FIT), 1931 Stella Lake Drive, Las Vegas, Nevada 89106
 GNJ Family Life Center, 2535 West Cheyenne Ave., Suite 107, North Las Vegas, Nevada 89032
 Goodwill of Southern Nevada, 1280 West Cheyenne Ave., North Las Vegas, Nevada 89030
 Help of Southern Nevada, 1640 East Flamingo Road, Suite 100, Las Vegas, Nevada 89119
 Latin Chamber of Commerce Community Foundation, 300 N. 13th Street, Las Vegas, Nevada 89101
 Nevada JobConnect—119 Water Street, Henderson, Nevada
 Nevada JobConnect—3405 South Maryland Parkway, Las Vegas, Nevada
 Nevada JobConnect—2827 Las Vegas Blvd., North, North Las Vegas, Nevada
 Nevada Partners, Inc., 710 West Lake Mead Blvd., North Las Vegas, Nevada 89030
 Southern Nevada Children's First, 720 West Cheyenne, Suite 30, North Las Vegas, Nevada 89030
 Southern Nevada Regional Housing Authority, 5390 East Flamingo Road, Las Vegas, Nevada 89122
 Nye Communities Coalition, 1020 East Wilson Road, Pahrump, Nevada 89048
 Lincoln County – Youth Career Program

Questions regarding the Proposed Two-Year Plan are to be directed to: Ardell Galbreth, Interim Executive Director, at (702) 638-8750 or via e-mail at: agalbreth@snvwc.org.

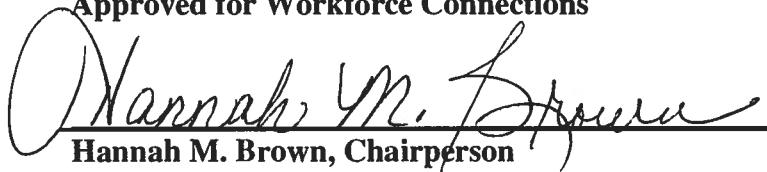
C. General Plan Information

1. Goals and Objectives

- a. Workforce Connections' Mission Statement: To develop a world-class workforce development system that complements the State of Nevada's overall education and economic development strategy and guides federal, state and local employment and training resources in a customer focused, and user-friendly manner promoting a high quality, competitive workforce.
- b. Workforce Investment System Philosophy: To have universal access for all; be organized around One-Stop Centers (One-Stop System); has strong year-round youth component; and targets adult, youth and dislocated workers.

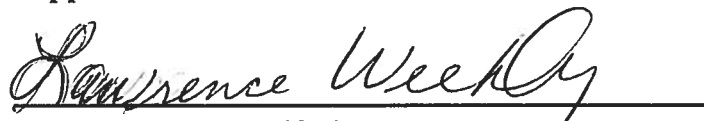
2. Authentication and Plan Approval: In accordance with the federal Workforce Investment Act, the undersigned Chief Local Elected Official Chairman and Local Workforce Investment Board Chairperson have approved the Local Workforce Investment Board Plan, and agreed to operate or cause to be operated programs pursuant to this plan. The undersigned certifies that they concur with the contents of this plan and agree that it shall be carried out through funded partners/contracted service providers as well as participating One-Stop Partners through the attached Memoranda of Understanding (MOU). The undersigned further certifies that no sub-grant shall be executed without the concurrence of the designated local elected officials, the Local Workforce Investment Board, and the state of Nevada. This plan consists of this page, the Table of Contents, and all of the sections and attachments indicated on the Table of Contents.

Approved for Workforce Connections


 Hannah M. Brown, Chairperson
 Workforce Connections

Date: 5/31/12

Approved for Local Elected Officials


 Lawrence Weekly, Chairman
 Southern Nevada Chief Elected Officials

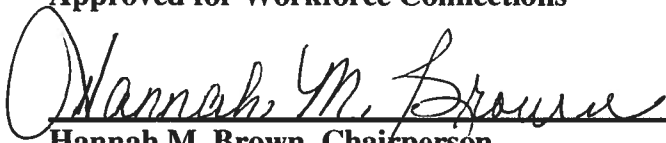
Date: 5/29/12

D. Assurances and Certifications

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.
- (4) This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.
- (5) This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

Approved for Workforce Connections


 Hannah M. Brown, Chairperson
 Workforce Connection

Date: 5/31/12

Approved for Local Elected Officials


 Lawrence Weekly, Chairman
 Southern Nevada Chief Elected Officials

Date: 5/29/12

**CERTIFICATION REGARDING
DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS
PRIMARY COVERED TRANSACTIONS**

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

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

- (1) The prospective primary participant certifies to the best of his/her knowledge and belief, that his/her and his/her principals:
 - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

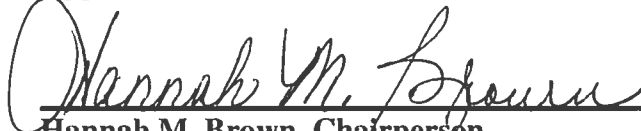
INSTRUCTIONS FOR CERTIFICATION (Debarment)

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why he/she cannot provide the certification set out below. The certification or explanation will be considered in connection with the Department of Labor's (DOL) determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the DOL determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the DOL may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the DOL if at any time the prospective primary participant learns his or her certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms "covered transaction", "debarred", "suspended", "ineligible", "lower tier covered transaction", "participant", "person", "primary covered transaction", "principal", "proposal", and "voluntarily excluded", as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the DOL for assistance in obtaining a copy of those regulations.
6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, he/she shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
7. The prospective primary participant further agrees by submitting this proposal that he/she will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions", provided by the DOL, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless he/she knows that the certification is erroneous. A participant may decide the method and frequency by which he/she determines the eligibility of his/her principals.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause.

The knowledge and information of a participant is not required to exceed, that is normally possessed by a prudent person in the ordinary course of business dealings.

10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may terminate this transaction for cause or default.

Approved for the Workforce Connections



Hannah M. Brown, Chairperson
Workforce Connections

Date: 5/31/12

Approved for Local Elected Officials



Lawrence Weekly, Chairman
Southern Nevada Chief Elected Officials

Date: 5/29/12

NONDISCRIMINATION AND EQUAL OPPORTUNITY REQUIREMENTS OF WORKFORCE INVESTMENT ACT

(1) As a condition to the award of financial assistance under WIA from the Department of Labor, the grant applicant assures, with respect to operation of the WIA funded program or activity and all agreements or arrangements to carry out the WIA-funded program or activity, that he/she will comply fully with the nondiscrimination and equal opportunity provisions of the Workforce Investment Act 1998, including the Nontraditional Employment for Women Act of 1991 (where applicable); title VI of the Civil Rights Act of 1964, as amended; section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; title IX of the Education Amendments of 1972, as amended; and with all applicable requirement imposed by or pursuant to regulations implementing those laws, including but not limited to 29 CFR part 34. The United States has the right to seek judicial enforcement of this assurance.

(2) The grant applicant certifies that he/she has developed and maintains a "Methods of Administration" pursuant to 29 CFR 34.33.

(3) The grant applicant is attaching information pursuant to 29 CFR 34.24 (a)(3)(ii) where applicable, including the name of any Federal agency other than the Department of Labor's Directorate of Civil Rights that conducted a civil rights compliance review or complaint investigation during the two preceding years in which the grant applicant was found to be in noncompliance; and shall identify the parties to, the forum of, and case numbers pertaining to, any administrative enforcement actions or lawsuits filed against it during the two years prior to his/her application which allege discrimination on the ground of race, color, religion, sex, national origin, age, disability, political affiliation or belief, citizenship or participation in WIA.


Note: No findings of noncompliance in the last two years.

Approved for Workforce Connections


Hannah M. Brown, Chairperson
Workforce Connections

Date: 5/31/12

Approved for Local Elected Officials


Lawrence Weekly, Chairman
Southern Nevada Chief Elected Officials

Date: 5/29/12

CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

- A. The grantee certifies that he/she is or will continue to provide a drug-free workplace by:
- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - (b) Establishing an ongoing drug-free awareness program to inform employees about:
 - (1) The danger of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
 - (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendars days after such conviction;
 - (e) Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
 - (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
 - (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

- B. The grantee shall provide in the space below the primary address of the Administrative entity in connection with this grant.

(Name of Organization, street address, city, and zip code):

Name of Organization: Workforce Connections

Street Address: 7251 West Lake Mead Blvd., Suite 200

City: Las Vegas

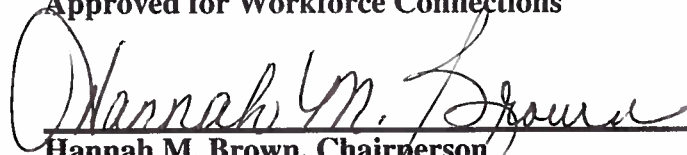
Zip Code: 89128

Name/Title of Authorized Signatory: Ardell Galbreth, Interim Executive Director

Signature: _____

Date: MAY 25, 2012

Approved for Workforce Connections



Hannah M. Brown, Chairperson
Workforce Connections

Date: 5/31/12

Approved for Local Elected Officials



Lawrence Weekly, Chairman
Southern Nevada Chief Elected Officials

Date: 5/29/12

ASSURANCES/CERTIFICATIONS - the LWIB assures and certifies that all programs and activities funded under the Workforce Investment Act will comply with:	Federal, State and Workforce Connections Policies and/or Procedure Title, Effective/Revision Date
A. GENERAL PLANNING:	
1. Section 117, §661.300, §661.305, §661.315 & §661.325, which establishes the Local Workforce Investment Board (LWIB), its functions and certification requirements. <i>(Please attach copy of current LWIB agreements and membership list)</i>	
2. Section 117 (d) and §661.350, which establishes the responsibilities of the LWIB in respect to all stages of program planning, policy setting, oversight, evaluation, and implementation. The LWIB meeting agendas and minutes of meetings, which indicate the extent of the LWIB's involvement in the WIA program are available for review upon request.	Workforce Connections By-Laws, Dated August 24, 2005
3. § 661.305 (a)(1), which ensures the LWIB, in partnership with local elected officials, is responsible for developing the Local Workforce Investment Board Plan, including the involvement by representatives of participating One-Stop Partners.	
4. Section 118(c)(1&2) and §661.345(b & c), which requires the local board to make available copies of a proposed plan to the public through such means as public hearings and the local media; allow members of the local board and members of the public including representatives of business and labor organizations, to submit comments on the proposed local plan to the local board, not later than the end of the 10-day period beginning on the date on which the proposed local plan is made available; and include with the local plan submitted to the Governor any comments that express disagreement with the plan.	
5. That the proposed plan, annual modifications and plan revisions have been made available for public review and comment. [§661.345(b)] If applicable, date of public hearing: <u>NA</u> <u>If comments were received, copies of these responses should be attached.</u> NA—No comments were received.	
ASSURANCES/CERTIFICATIONS – the LWIB assures and certifies that all programs and activities funded under the Workforce Act will comply with:	Federal, State and Workforce Connections Policies and/or Procedure Title, Effective Revision Date

6. Section 118 (b)(1)(A-C), which requires the LWIB to use appropriate labor market and demographic analysis as the basis for planning programs to ensure (1) a systematic assessment of local labor market needs and problems; and (2) that occupational training provided is in occupations for which job opportunities exist and at the level of skills required by private employers.	
7. Section 134(d)(4)(A)(iii) and §663.310 (c), which requires training provided with funds made available under this Act shall be only for occupations for which there is a demand in the area served or in another area to which the participant is willing to relocate, and consideration in the selection of training programs may be given to training in occupations determined to be in sectors of the economy which have a high potential for sustained demand or growth.	
B. PROGRAM DESIGN:	
1. §662.230, which requires access to mandated One-Stop Partners core services through the One-Stop delivery system.	
2. §663.110, §663.115, §663.220, §663.230, §663.310, and §§664.200-220, which define eligibility requirements for adult and dislocated worker core, intensive, and training services, as well as youth services.	
C. PROGRAM MANAGEMENT:	
1. Section 188, §667.275, and 29 CFR Part 37, which requires the LWIB and all subrecipients not to discriminate in employment or in the provisions of services based on race, religion, color, national origin, sex, age, marital status, arrest without conviction, disability, political affiliation or belief, and for beneficiaries only, citizenship or participation in programs funded under the Act.	
2. §667.266 and §667.275(3)(b) which requires the LWIB and its subrecipients not to place participants in the construction operation, or maintenance of any facility which is used or to be used for sectarian instruction or as a place for religious worship.	
3. Workforce Investment Act Letter (WIAL 3-99), which requires that participation in programs and activities financially assisted in whole or in part under this act shall be open to citizens and nationals of the United States, lawfully admitted permanent resident aliens, lawfully admitted refugees and parolees, and other individuals authorized by the Attorney General to work in the United States.	
4. §667.630, which requires that programs funded under the	

Act, will be administered in full compliance with safeguards against fraud and abuse.	
5. §667.200(d), which requires LWIB and its subrecipient/ subcontractors to comply with the debarment and suspension regulations.	
6. Section 188, 29 CFR Part 37, and §667.275 (a)(3), which require all recipients to provide physical and programmatic accessibility and reasonable accommodation to WIA program services in compliance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act.	
7. 29 CFR Part 37.34, which requires that all grant recipients and their subrecipients must indicate in recruitment brochures and other materials that are ordinarily distributed or communicated in written and/or oral form, electronically and/or on paper, to staff, clients, or to the public at large that the WIA Title I program or activity described “is an equal opportunity employer/program” and that “auxiliary aids and services are available upon request to individuals with disabilities.” These materials must indicate that the program or service provider may be reached by telephone, and must state the telephone number of the Telephone for Deaf and Deafened (TDD) or relay services used as required in <input type="checkbox"/> 29 CRF Part 37.9(c).	
8. 29 CFR Parts 37.29-33, which requires public notice of EEO provisions.	
9. §667.274, which requires that LWIB and its subrecipients assure compliance with State and Federal health and safety laws as well as to assure the maintenance of workers’ compensation insurance on all WIA work-related activities.	
10. §667.600(f), which requires LWIB and its subrecipients to develop a system for the handling of complaints of discrimination from participants in accordance with the Section 188(a) of the Act, regulations and policies issued by the State.	

E. Document List

1. Current Workforce Connections Agreement and Membership List
2. Current Youth Council Membership List
3. Proof of Plan Publication
4. Copy of Public Comments, if Applicable
5. Workforce Connections Organizational Chart

F. Board Members:

1. Roles and Responsibilities: It is philosophically recognized that work is inherent to human experience and historically, the nature of work has been and will continue to be determined by the nature of the economy. Even though the State of Nevada's economy is currently struggling with a slow recovery, fortunately, with the legislative mandated industry and regional sector strategies, priority emphasis is geared to partnerships between education, economic and workforce development systems to leveraging resources in an effort to create workforce demands through economic development and fulfill such demands through quality employment and training services, using Nevada's community college system as a primary training component.

2. To reboot Nevada's economic vitality, public policy must encourage the growth of high skill, high-wage jobs, and ensure there is an adequate number of workers with the skills necessary to succeed in those jobs. To this end, the *mission* of Workforce Connections is to continue to improve upon a Local Workforce System that is inclusive of:

- Two Workforce Investment Boards, i.e., one in northern Nevada and one in southern Nevada.
- Creating and maintaining a flexible, highly skilled workforce that will perpetuate a continuous competitiveness for local businesses.
- Expanding the breath and depth of partnership involvement in a collaborative manner within the workforce system to maximize optimum customer service.
- Fostering efforts that shall increase personal income and business capital.
- Insuring that the local Nevada JobConnect System (Workforce Investment System) is the "first choice" for all jobseekers, workers and employers in Southern Nevada who are in need of employment and training services.

G. The following briefly describes how the Workforce Connections plans to achieve the following objectives:

1. *Improve the quality of Nevada's workforce to meet the needs of employers and jobseekers:*

It is recognized that in any job training and employment environment, the employer is the key to success. Locally, employers can be assured that when the decision is made to recruit employees through the Nevada JobConnect System (Workforce Development System) they are selecting from a pool of individuals who can best satisfy their employment needs. It is Workforce Connections' responsibility to establish and oversee a process that jobseekers who enter this hiring pool/system are prepared and have the necessary skills, knowledge and resources to meet the needs of the employers. In other words, Workforce Connections is called to meet southern Nevada's demand-driven workforce needs. It is also the goal of Workforce Connections to ensure that this system is designed to be driven by employers—demand driven. While aligning Workforce Connections' resources and training strategies with those of Nevada Governor's Office of Economic Development, a series of surveys, questionnaires, and employer focus group meetings will continue to be at center stage in obtaining firsthand employment demands and industries sectors intelligence. Workforce Connections' local workforce system components will be adjusted to meet local labor market demands as identified by the Governor's Workforce Investment Board strategic plan.

2. *Workforce Connections Two-Year Plan—Enhance the productivity and competitiveness of the State of Nevada:*

It is the goal of Workforce Connections to enhance the productivity and competitiveness of the State by providing the jobseekers and the employers, the opportunity to access a never before seen wealth of employment resources via the One-Stop JobConnect delivery system. This goal as set by both the State and its Local Workforce Investment Boards will be accomplished with at least one comprehensive One-Stop Center, i.e., a physical One-Stop Center conveniently located in the Clark County—Las Vegas area, and a number of affiliate One-Stop sites strategically located throughout southern Nevada Workforce Investment Area—including rural areas affiliate One-Stop sites. By empowering jobseekers with both the means and knowledge to acquire competitive workforce skill-sets, Nevada will be well positioned to grow its economy while competing globally on a grand scale that highlights our quality workforce. It is our plan to assist southern Nevada's local area customers and the State of Nevada in their efforts to increase productivity and competitiveness with a local workforce investment system that is sound, complimentary, and compatible with our State economy.

3. *Increase the employment, retention, and profits of employers utilizing the Workforce System Investment;*

a. It is a recognized fact that a poorly trained and unskilled labor force in the workplace leads to high turnover rates and increased costs. To minimize and eventually eradicate this dilemma in southern Nevada, Workforce Connections will negotiate strict contract requirements for WIA service providers to supply "state of the art" high skill, high wage training programs designed to meet the needs of the employer and to provide the job seeking customers "life long learning" that will ensure employment retention. The local workforce investment system will underscore the value of On-the-Job Training (OJT) and seek state assistance in facilitating incumbent worker activities. The skill sets learned

through OJT will be meaningful, timely and portable, so that the employee retains value to multiple employers.

b. Workforce Connections will also integrate into the system broadly agreed-upon, world-class occupational skills and academic standards essential to raising the achievement level and retention rate of workers. The cost savings benefits of employer-designed customized training and retraining programs will be effectively marketed to all businesses as a means by which the local workforce system can assist them in raising the levels of their workers productivity which will result in an overall increase in their profits.

c. Additionally at the local level and based upon the availability of the Governor's Workforce Investment Board funds or direct grants from the U.S. Department of Labor, Workforce Connections plans to oversee the implementation of an "incumbent worker program." Such a Plan will be developed that will incorporate an incumbent worker system that will be accessible, and responsive to the needs of local businesses and be effectively linked to labor, economic development organizations and other contemporaneous learning resources such as community colleges and universities. The targeted population for this program will be workers in low/entry wage level jobs who are in need of the skills that will retain them in their jobs, as well as, provide upward mobility to higher paying jobs and at the same time provide increased capital for businesses.

d. Workforce Connections will also continuously provide policy vigilance. For example, the Board's well descriptive guidance will completely integrate into the local workforce system multiple employment programs that will enhance the productivity and job retention of workers resulting in increased profits for businesses and tax payers receiving a satisfactory return on their investment.

4. *Reduce welfare dependency and increase self-sufficiency;*

It is the goal of Workforce Connections to build a system that reduces welfare dependency and increases self-sufficiency by leveraging funds, and forming a consortium of partners that consists of individuals and agencies that have a proven expertise in dealing with welfare recipients or individuals who have low or below median income and the working poor. This will be accomplished through the "user friendly JobConnect One-Stop System," in which jobseekers—both low income and others job seekers will be furnished with detailed information pertaining to employment opportunities.

5. *Increase occupational skill attainment by job seekers;*

Education, training and employment services will be available to all who access the Nevada JobConnect System. Jobseekers who demonstrate the need to enhance, upgrade, or require higher-level occupational skills will be encouraged by the Nevada JobConnect partners. Education utilizing Nevada's Higher Education System, training and employment placement programs shall include class room training, on-the-job occupational skills training, entrepreneurial training, job readiness training, adult education and literacy activities, plus other skills training will be recommended where appropriate. Education, training and

employment services will also be available for workers seeking their first job, a new job, a better job, nontraditional employment or those requiring additional skills to enable them to enter or return to the job market.

6. *Increase the employment retention and earnings of employees;*

It is the intent at the Local Workforce Investment Board level to maintain a system that supports not only those individuals who are unemployed, but those who are seeking to improved their job skills. Recognizing that both groups have many of the same goals and objectives (employment, retention, and increased earnings), efforts will be made to recruit training/service providers that understand they will be held accountable for job placement, retention, and increases in wages or benefits for their customers. Percentages for job placement, job retention, and an increase in earnings will be measured and reported to the state and Workforce Connections' employment community. Workforce Connections anticipates employers will actively recruit from this local workforce system.

H. Workforce Connections Youth Council (WIA Section 117, §661.005, §661.315 and §661.325): The following describes the organization and structure of Workforce Connections, including organizations and entities represented on the Board:

1. *Workforce Connections, formally known and recognized as The Southern Nevada Workforce Investment Board was established as a public agency in the State of Nevada, pursuant to NRS 82.011 and 277.180:*

Workforce Connections is considered a public agency by virtue of the fact that it is governed by a consortium of city and county governments. Workforce Connections Board membership is comprised of the following organizations and entities.

- a) State of Nevada Department of Employment, Training and Rehabilitation
- b) City, County elected officials representing the Southern Nevada Workforce Investment areas, political jurisdictions
- c) Local Business Sector
- d) WIA Title I Service Providers
- e) Community Based Organizations
- g) Economic Development Organization
- h) Secondary and Post Secondary Education
- i) Employment Trade Associations/Organizations

2. *The following describes the process Workforce Connections used to identify and select its Board members:*

In an effort to obtain qualified representatives to serve on the Workforce Connections Board, a number of recruiting methods were used to solicit nominations. Media, correspondence, and word of mouth were among the few methods used at the local level. A letter containing a nomination form, an outline of board member responsibilities, qualification requirements, a member/candidate profile, and the selection criteria were submitted to potentially interested

organizations. Letters were also sent to trade associations, the local Chambers of Commerce (Asian, Women, Boulder City, Caliente, Esmeralda, Goldfield, Latin, Lincoln, North Las Vegas, Pahrump Valley, Urban) Cox Communication, St. Rose Dominican Hospital, Associated General Contractors, Mandalay Resorts and Southwest Gas Corporation. Although there were many letters sent to various entities, the majority of nominations came by way of advertisement which were published in the Boulder City News, El Mundo, Henderson Home News, Las Vegas Review Journal, Las Vegas Sun, and the Las Vegas Sentinel Voice.

3. *The following describes how Workforce Connections will carry out its roles and responsibilities outlined in §661.305;*

In an attempt to minimize the efforts of the entire Board, duties will be assigned and completed in a committee structure. All work and/or recommendations completed by the committees will be brought to the entire board at its regular scheduled meetings. The Workforce Connections Board will meet as outlined in its by-laws at least four times a year to review program progress, hear and consider committee reports and approve or recommend policy changes and budget approval to the Local Elected Officials.

4. *Interaction with the State Workforce Investment Board;*

Workforce Connections will coordinate with, and assist the Governor's Workforce Investment Board in the development of state and local plans, which will encompass the development of local performance measures and sector strategies. Workforce Connections will also seek guidance and input from the Governor's Workforce Investment Board in the interpretation of state and federal laws, and any applicable federal regulation. Furthermore, Workforce Connections' in partnership with the Governor's Workforce Investment Board and other essential partners such as the Governor's Office of Economic Development, Nevada's System of Higher Education, i.e., community colleges, and local area businesses, will assure that the previously fragmented system of planning and service delivery is replaced by a state-wide integrated and coordinated system. Also, representatives from Workforce Connections will be available to serve as members of the Governor's Workforce Investment Board and committees and sector councils to ensure state and local collaboration.

5. *Attached is a list of current Workforce Connections members. Included is the organization and the membership category each individual represents as required under WIA Section 117 (b)(2), §661.315. (See Attachment B)*

6. *The following describes how local elected officials fulfill their role as decision-making partners with Workforce Connections;*

The Local Elected Officials (LEOs) have elected to sit on and become active members of Workforce Connections Board of Directors. The LEOs consortium who have the fiduciary responsibilities outlined in the Act will be involved in the decision making process of the Workforce Connections' Board and approve all budgets in connection Workforce Investment Act funds. Additionally, the Local Elected Officials will meet separately from the Workforce Connections' Board

when appropriate, to exercise the responsibilities and duties identified in the WIA that are exclusively theirs.

7. *Youth Council (WIA) Section 117(h)(2&4), §661.335, §661.340 and §664.110(c)*

Workforce Connections' Youth Council will be an advocate for youth, in terms of ensuring that programs are put in place to address the needs of disadvantaged and "at risk" youth who may be school drop-outs. The youth council shall also assist the state in eliminating the proficiency exam failure rate and increase youths' preparation in the math and science studies. The youth council will focus greater attention toward those youth who are aging out of the foster care system, those incarcerated youth who will be re-entering society, and those youth with developmental and physical disabilities, as well as those who are homeless.

8. *The following describes the process Workforce Connections used to select youth council members;*

In an effort to recruit qualified youth council members to serve, a committee survey was provided to each Workforce Connections' board member soliciting volunteers who were interested in youth activities. In addition, Workforce Connections bylaws require its members to serve on either a committee and/or council in order to engage themselves in active Board participation.

9. *Attached is a list of the current youth council members. The list includes the organization each individual represents; See Attachment C.*

10. *The following describes the roles and responsibilities of the youth council, including its oversight responsibilities of local youth programs;*

a. The primary role/function of the youth council will continue to serve as an advisory entity to Workforce Connections. In this capacity, the youth council members will provide expertise in youth policy and ensure that recommended provider(s) of youth services serve youth who are eligible for WIA services and are receiving the assistance they need to become productive individuals in society.

b. Responsibilities of the youth council are to coordinate youth activities, develop portions of the youth plan that deals with eligibility, recommend eligible service providers through a competitive process, facilitate oversight compliance of eligible providers of youth activities, and establish linkages with educational agencies, as well as, community-based organizations.

c. The youth council will facilitate the leveraging of resources available in the Southern Nevada Workforce Investment Area, and ensure that youth who are part of the juvenile justice system, state welfare and foster care agencies, will be served to the extent resources permit. The council shall set clear policy direction for creating employment opportunities and career pathways for eligible youth ages 14-21 years, both in school and out of school.

d. One of the council's major goals is to improve the efficiency and quality of youth services through the identification of gaps in services and activities. The needs of youth in and out of school will be addressed as well as the importance of continuous services in meeting the needs of youth in the 21st century.

I. Economic Development/Local Labor [WIA section 118(a)(1)(A-C)] and §661.350

1. *The following describes how Workforce Connections will meet the needs of employers, jobseekers and workers in the local workforce investment area;*

a. The needs of employers and jobseekers were identified primarily from statistical data derived from Nevada's Department of Employment, Training and Rehabilitation, Research and Analysis Bureau that include wage and growth estimates in the most demanding occupations. (Attachment D)

b. To ensure timely feedback from employers representing each of the four cities and four counties in the Southern Nevada Workforce Investment Area, business focus groups, healthcare, hospitality and manufacturing advisory sectors/groups were formed. These groups have the responsibility of identifying employer requirements such as; experience required, training requirements, desired skill sets, soft skills needed, and current or projected labor market demands.

c. In coordination with Nevada JobConnect employer services unit, and in response to Nevada Senate Bill 152, sector councils in the Southern Nevada Workforce Investment Area will be focused on keeping the business communities apprised of the one-stop delivery system and the benefits of utilizing the system. These sector councils will also solicit feedback from employers and businesses regarding what works well, what needs to be improved, and what additional services should be added to enhance Nevada JobConnect. Similarly, members of Workforce Connections who represent areas outside of Clark County (rural), work with the Rural Nevada JobConnect office to identify unique challenges facing rural jobseekers. It is envisioned that the combined efforts of Workforce Connections and rural area chambers of commerce will identify possible entrepreneurial and business attraction, and employment opportunities.

2. *The following describes how coordination with employers and economic development officials occurred in the development of the local workforce investment system:* Coordination activities with employers and economic development officials will be continuous to ensure alignment of southern Nevada's local workforce investment system in the following manner:

a. Local elected officials appointed to Workforce Connections board are key individuals who represent workforce and economic development administrators. Nevada's Department of Employment, Training and Rehabilitation in support of the Governor's Office of Economic Development has provided critical input into the development of the Southern Nevada local workforce system.

b. Local elected officials appointed principal executives of leading private sector businesses to Workforce Connection Board of Directors who understand and support the state's economic development initiatives, and ensured there will be a

continuous dialogue between board members addressing their mutual workforce development concerns. Workforce Connections' Board of Directors, which is made up primarily of business representatives and employers, are essential components of Southern Nevada's workforce development system. Workforce Connections' will have assigned, dedicated staff to work with the business community in developing business relationships.

3. *The following describes how the current and projected employment opportunities are identified in both the private and public sectors, and how jobseekers can obtain the necessary job skills to fulfill workforce demands;*
 - a. Information regarding the current and forecasted employment opportunities and the necessary skills to obtain such employment are acquired from Nevada's Department of Employment, Training and Rehabilitation, Bureau of Research and Analysis, Nevada JobConnect Resource Centers, urban/rural chambers of commerce, urban/rural economic development agencies, post-secondary training institutions, apprenticeship training programs, local business journals and publications, labor union employment, businesses, human resources "hot lines" private sector employment agencies, state and federal government employment solicitation, internet, job fairs, public libraries and local visual/verbal/printed news media.
 - b. Working closely with economic development entities, Workforce Connections will have at its disposal information regarding outlining businesses/employers skill set needs which will allow Workforce Connections to contract directly with appropriate training partners like community colleges to fulfill any demand-driven skills. Also, Workforce Connections will continue to hold/sponsored employer focus groups in support of the state's sector strategies to ascertain project employment opportunities, as well as projected needed skills.
4. *The following describes how Workforce Connections identifies the needs of employers, jobseekers, and workers to fulfill demand-driven job skills;*
 - a. As identified in Nevada's Integrated Workforce Plan, meeting all of our employers' skill-set needs will be a challenge; however, using Nevada Career Information System (NCIS), Workforce Connections will be able to guide its contracted workforce development service providers to focus on current and projected skill gaps. Additionally, Workforce Connections' layoff aversion plan as supported by Nevada's Department of Employment, Training and Rehabilitation, will offer employers sure-ready resources that help improve their bottom line profits, thereby averting staff reductions.
 - b. The jobseekers will have ready access to employment services resources either through Nevada JobConnect, contracted service providers and on-line using Workforce Connections' virtual One-Stop System network.
5. *The following describes any additional indicators of performance established by Workforce Connections;*

In addition to the required negotiated performance measures established by the Department of Labor and the State of Nevada, Workforce Connections has added participant enrollments and financial expenditure rate as required performance measures that is passed on to its subrecipients (service providers).

6. *The following describes how customer satisfaction data will be evaluated and used to improve services and customer satisfaction;*

Customer satisfaction data and information will be shared with the operators of the Nevada JobConnect One-Stop System, Workforce Connections' staff members, and the general public as requested, to ensure quality improvement takes place.

7. *The following describes how Workforce Connections will evaluate performance and what corrective actions (including sanctions and technical assistance) will take place if performance falls short of expectations;*

a. It is the commitment of Workforce Connections to comply with both state and federal regulations and policies. Workforce Connections' staff has developed local performance measures and policies to generate reports detailing each service provider's performance. Service providers' performance is reported to all Workforce Connections' board members at least monthly.

b. When service providers fall below established performance measures and fail to take positive corrective action, Workforce Connections' staff will offer technical assistance and guidance to assist service providers in improving their performance and/or correcting noted findings. If, after technical assistance is provided along with detailed corrective action guidance, service providers still do not achieve established performance measures, Workforce Connections' staff will recommend to its Board of Directors appropriate sanctions against service providers as outlined in Workforce Connections Policy 5.2 (Non-Compliance Sanctioning Process. (Attachment E)

J. One-Stop System [WIA Section 121 and §661.350(3)(I-ii)]

1. *The following describes how Workforce Connections plans to ensure continuous improvement of eligible providers of service and ensure that such providers meet the employment needs of local employers and WIA program participants;*

a. Workforce Connections publishes Requests for Proposals (RFPs) to solicit responses for employment and training services delivery. The selection of service providers is based on respondents/proposer's demonstrated ability of meeting both the employer and jobseekers needs. Workforce Connections' staff monitors service providers' employment and training programs at least annually to ensure that services are engineered to meet the needs of the jobseekers and perspective employers.

b. Customer satisfaction surveys, along with Workforce Connections' established performance indicators are used to ensure customers' needs are

adequately addressed when accessing the Southern Nevada Workforce Investment Area's systems, i.e., Nevada JobConnect. In addition, jobseekers, sector councils, focus groups, and periodic round table discussions with businesses and service providers, training providers, and the employment community take place to encourage the agencies and businesses to foster continued improvement of services.

2. *The following describes how Workforce Connections will designate and certify One-Stop Operators in the local area;*

Workforce Connections has agreed that a consortium of the mandatory partners will serve as the One-Stop Operator for the Southern Nevada Workforce Investment Area. It is understood that this consortium of agencies, will embody the utmost quality of customer service, and a level of efficiency that will be predicated on the following requirements:

- a. Must enter into a Memorandum of Understanding (MOU) with Workforce Connections relating to the operation of Southern Nevada Workforce Investment Area One-Stop system that meets the requirements of 20 CFR 662.330 of WIA regulations and section 121.
- b. Must establish a foundation for integrating the WIA required One-Stop partners into a non-duplicating, collaborative seamless system of service delivery that will enhance access to the programs and services and improve long-term employment outcomes for individuals receiving assistance.
- c. Must establish a system that ensures a range of workforce development services is carried out by One-Stop partners and is easily accessible to individuals seeking assistance.
- d. Must provide all WIA specified core services to customers.
- e. Must have experienced staff versed in all aspects of local labor market information, employment and training programs and WIA regulations.
- f. Must have a fiscal accountability system in place that consists of policies and procedures which exemplify integrity, financial competency of Generally Accepted Accounting Principles and a thorough knowledge of federal monetary regulations.
- g. Must have a demonstrated history of salient performance in employment and training programs that addresses the needs of a diverse population of adults and dislocated workers.

3. *The following indicate the mandated partners outlined in §662.200 that are participating in Workforce Connections' (Southern Nevada Workforce Investment Area) One-Stop system, and how access to each participating partners' core services will be provided in accordance with §662.320;*

a. **Title I Programs:**

Bridge Counseling Associates
 Foundation for an Independent Tomorrow (FIT)
 GNJ Family Life Center
 Goodwill of Southern Nevada
 Help of Southern Nevada
 Latin Chamber of Commerce Community Foundation
 Nevada JobConnect—119 Water Street, Henderson
 Nevada JobConnect—3405 South Maryland Parkway, Las Vegas
 Nevada JobConnect—2827 Las Vegas Blvd., North, North Las Vegas
 Nevada Partners, Inc., 710 West Lake Mead Blvd., North Las Vegas
 Southern Nevada Children's First
 Southern Nevada Regional Housing Authority
 Nye Communities Coalition
 Lincoln County – Youth Career Program
 Job Corps
 Migrant Seasonal Farm Worker
 Veterans Employment and Training Services
 Department of Employment, Training, and Rehabilitation (DETR) Wagner
 Peyser
 College of Southern Nevada, Adult Education and Literacy
 College of Southern Nevada, Vocational Education authorized under Carl D.
 Perkins Act Department of Employment, Training, and Rehabilitation (DETR)
 Vocational Rehabilitation
 AARP, Title 5 Older Americans Act
 Department of Employment, Training, and Rehabilitation (DETR) Trade
 Adjustment Act (TAA) & NAFTA Chapter 41 of Title 38, United States Code
 (local veterans employment representative and disabled veterans outreach
 program
 Community Service Block Grant Act (CSBG)
 Department of Housing and Urban Development (HUD)
 Department of Employment, Training, and Rehabilitation (DETR)
 Unemployment Insurance

b. It is envisioned that customers entering the Nevada JobConnect system will be able to receive a full array of information regarding the services offered by each partner. However, there are core services common to all partners. Core Services of each of the partners will be offered to customers in the following manner:

- (1) Self service job search
- (2) Employment information, performance and cost associated with training providers, local area performance, and availability of supportive services
- (3) Assistance in filing unemployment claims
- (4) Educational and financial aid information

c. Core services are available through the resource center on a self service basis and/or with minimal staff assistance.

d. Based upon an individual's need, he or she may be referred to the appropriate One-Stop center or system partner for additional core services. The need for this level of core service will be determined through a simple, easy to negotiate self-assessment instrument.

4. *COORDINATION – The Act requires coordination between the Local Workforce Investment Board and the program/agencies listed in Section 112(b)(8)(A) to enhance the provision of services and avoid duplication of services with these program/agencies. The following briefly describes the linkages established for each of the programs/agencies listed, including the type of agreement(s) with each.*

a. WIA One-Stop System partners' resources will be identified and leveraged to avoid duplication of services as outlined in Memorandums of Understanding (MOU) and Workforce Connections' policies. Partners' contributions of core services will result in increased services for jobseekers and businesses—while freeing WIA funds and resources to expand greater employer services and identification of demands for human capital with appropriate skill-sets.

b. Sector Councils have been established to provide input and guidance in the type of services needed and desired by the business community. Through MOUs, linkages with partnering agencies may include:

- (1) Employer Access to Information and Services
- (2) Application Screening and Referral
- (3) Application Assessment and Testing
- (4) Training Available to New/Current Employees and Employers
- (5) Assistance to New/Current Employees with Value-Added Services to Employers
- (6) Labor Trends and Wage Information
- (7) Economic and Business Development Assistance
- (8) Customer Service and Performance Accountability
- (9) Outreach and Marketing to Employers

5. *The following describes the requirements for coordination of WIA training funds and other grant assistance. [§663.320]*

a. As outlined in Workforce Connections' policies, prior to granting or authorizing the use of WIA training funds, Workforce Connections' subrecipients are required to seek partnering non-WIA funds, including in-kind resources. If

after first seeking non-WIA funds for training services, WIA funds may be authorized for eligible participants' training services.

b. Training services through Nevada's community college system/Nevada System of Higher Education will be the primary method of providing occupational skills training for adults and dislocated workers. Training services will be authorized for participants who have received core and intensive services, but were unable to obtain or retain employment through such services. To receive training services, participants must be evaluated/assessed by contracted services providers' case managers to determine if they possess the skills and qualifications needed to participate successfully in the training activity in which they expressed an interest.

c. Eligible participants will receive authorization to participate in training activities at an institution/agency contained on the State of Nevada Approved Eligible Training Providers List. Participants shall choose their training activity after consulting with Workforce Connections service providers' case managers.

6. *Public Comments/Process [WIA Section 118(c)(1&2) and §661.345(b) and (c). The following describes the process used by Workforce Connections to provide opportunity for public comment, including comment by representatives of business and labor organizations and input into the development of the local plan, prior to submission of the plan to Workforce Connections Board of Directors.*

a. Upon completion of Workforce Connections proposed plan, announcement of the plan will be published in local area newspapers throughout the Southern Nevada Workforce Investment Area. The published announcement/article indicated that the proposed plan will be accessible at Workforce Connections' official website at: www.nvworkforceconnections.org.

b. The announcement also encouraged Southern Nevada Workforce Investment Area residents, business representatives and labor organizations to submit written comments regarding the proposed plan to Workforce Connections. The media announcement included the date, time and place to receive the proposed plan.

7. *The following describes how Workforce Connections will ensure the public has access to Board meetings and information regarding Workforce Connections activities, including membership and meeting minutes;*

a. Official meeting agendas and minutes will be posted in accordance with Nevada's Open Meeting Law which requires public notices announcing such meeting at least three business days prior to the scheduled meeting. Additionally, official agendas and meeting minutes will be posted on Workforce Connections' website at: www.nvworkforceconnections.org. Posted official meeting agendas and minutes will advise the public as to information regarding Workforce Connections activities.

b. Public comments in disagreement with the proposed plan shall be submitted to Workforce Connections' Board of Directors for its review and consideration.

Workforce Connections will document receipt of all public comments received regarding its two-year plan. Comments in disagreement with the proposed plan will be referred to Workforce Connections' Executive Director for review and possible incorporation into the two-year plan.

K. Program Management and Program Design [WIA Section 134 Subpart (d)(4)(E)]

1. *The following describes the criteria established to determine the availability of funds and the process by which any priority for services to recipients of public assistance and other low income individuals will be applied under Section 134(d)(4)(E);*
 - a. Based on allocated funds received by Workforce Connections, priority of services may be instituted to ensure those most in need of assistance receive the necessary employment and training services to become gainfully employed. When priority of services is instituted, Workforce Connections will establish priority categories for eligible adult participants using household income levels.
 - b. In addition to income levels, as part of its deliberations, Workforce Connections will consider the designation of multiple employment barriers which may include the following categories: Individuals with Substantial Language or Cultural Barriers, Ex-Offenders, Homeless Individuals, and Other Hard to Serve Populations as Defined by the Governor's Workforce Investment Board Plan.
2. *The following describes the policy(s)/guidelines established for service providers in conducting the assessment process for both youth and adult (core, intensive and training services) participants;*
 - a. Workforce Connections established policies outlining assessment requirements for adults, dislocated worker and youth program participants. Workforce Connections policy outlines that contracted service providers shall conduct objective assessments on all participants prior to delivering intensive and training services. (Attachment F)
 - b. All partners within the Southern Nevada JobConnect System have committed to provide core services on behalf of their targeted populations, and to the greatest extent allowed by funding resources, to the general public. Specific details for each agency are contained within Southern Nevada JobConnect One-Stop System MOUs. (Attachment G)
3. *The following describes how Workforce Connections will meet the employment and training needs of the dislocated worker; displaced homemakers; low income individuals; public aid recipients and individuals with multiple barriers;*
 - a. Workforce Connections has three design features of a successful delivery system that offers employment and training services to dislocated workers; displaced homemakers, low income individuals, public aid recipients and individuals with multiple barriers. These three features are: accessibility, visibility, and universality.

(1) **Accessibility** refers to the ease by which jobseekers, i.e., dislocated workers, displaced homemakers, low income individuals, people with disabilities. For example, any job seeking customer, can access the services provided by Southern Nevada JobConnect One-Stop Center Delivery System. By establishing four primary One-Stop Centers in the Southern Nevada Workforce Investment Area, access to services in each major population area is ensured.

(2) **Visibility** refers to the degree with which jobseekers are made aware of the existence of the One-Stop Centers and the services and benefits available to them through Nevada's Workforce Development System, i.e., Nevada JobConnect. In addition to Southern Nevada's comprehensive One-Stop Center, several contracted service providers' workforce resource centers (affiliate sites) are strategically located and visible within the communities in which they exist. Visibility of the workforce resource center is enhanced with ongoing and effective public relations campaigns. An internet website is maintained to provide access to information about services available to both jobseekers and employers through the workforce resource centers.

(3) **Universality** refers to the ability of Southern Nevada's One-Stop Delivery System to meet the needs of all its customers, i.e., jobseekers and businesses. While Workforce Connections recognizes that customer needs, appropriate services and eligibility criteria vary widely, it has designed a system that provides universal access to all core services. As outlined in WIA, the Southern Nevada One-Stop (JobConnect), Workforce Development System services are tiered to provide core, intensive, and training services to adults, dislocated workers and all other targeted population groups through the One-Stop Delivery System.

b. The Nevada JobConnect Workforce Development System has been designed to accommodate the individual needs of businesses and jobseekers. By involving a wide array of partner agencies and service providers, the available activities will be tailored or customized to meet the unique needs of southern Nevada's diverse population. To the greatest extent possible, the specific expertise of one-stop partners and service providers will address the varied needs of the population group identified in the Southern Nevada Workforce Investment Area.

4. *Describe the core services to be provided to adults and dislocated workers [WIA Section 134(d)(2)];*

a. Core services in the one-stop system are available to individual adults and dislocated workers, and are provided by each one-stop partner which includes:

- (1) Orientation to the full range of available services in the One-Stop Resource Centers;
- (2) Determination of eligibility for WIA, Title I, and other programs;
- (3) Initial assessment of skill level, aptitudes, and supportive services needs;

- (4) Job Search, placement assistance, and where appropriate, career counseling;
- (5) Local, regional, and national labor market information;
- (6) Job vacancy listings;
- (7) Information on skills needed to get various jobs;
- (8) Local occupations in demand with skill requirements and earnings;
- (9) Performance and cost information about training providers and schools;
- (10) Information regarding filing claims for unemployment compensation;
- (11) Availability of financial assistance for training and education; and
- (12) Availability of local supportive services, including:
 - (a) Various aid programs
 - (b) Other agencies and their services

b. Follow-up services for customers attaining unsubsidized employment, for not less than 12 months after the first known day and employment.

5. *The following describes how the core services will be delivered [§663.155];*

- a. Core services are delivered through each One-Stop Center and by all contracted service providers. All individuals have universal access to the One-Stop System's core resources and services.
- b. Using the Southern Nevada Workforce Development client tracking system, i.e., NV Trac program, delivered core services, as well as clients' activities are tracked and recorded to allow One-Stop Center managers to effectively assign resources in support of clients' core services activities.

6. *The following describes any core services an individual must receive before receiving intensive services [§663.160], including any minimum time period for participation in core services before receiving intensive services [§663.165];*

- a. As previously indicated, core services in the one-stop delivery system are available to individual adults and dislocated workers, and are provided by each one-stop partner which include:
 - (1) Orientation to the full range of available services in the One-Stop Resource Centers;
 - (2) Determination of eligibility for WIA, Title I, and other programs;

- (3) Initial assessment of skill level, aptitudes, and supportive services needs;
- (4) Job Search, placement assistance, and where appropriate, career counseling;
- (5) Local, regional, and national labor market information;
- (6) Job vacancy listings;
- (7) Information on skills needed to get various jobs;
- (8) Local occupations in demand with skill requirements and earnings;
- (9) Performance and cost information about training providers and schools;
- (10) Information regarding filing claims for unemployment compensation;
- (11) Availability of financial aid assistance for training and education; and
- (12) Availability of local supportive services, including:
 - (a) Childcare
 - (b) Transportation
 - (c) Various aid programs
 - (d) Other agencies and their services

b. Follow-up services for customers attaining unsubsidized employment, for not less than 12 months after the first known day and employment. Individuals must receive at least one core service before they are eligible to receive intensive services.

7. *The following describes the intensive services to be provided to adults and dislocated workers:*

a. Intensive services will be provided to adults and dislocated workers that meet certain eligibility requirements (must have received at least one core service), and have not been able to obtain employment through core services, and are in need of intensive services in order to obtain employment. The following may be considered intensive services:

- (1) Comprehensive and specialized assessments of skill levels (including diagnostic testing);
- (2) In-dept interviewing and evaluation to identify employment barriers;
- (3) Development of Individual Employment Plans;

- (4) Group Counseling;
- (5) Individual counseling and career planning;
- (6) Case management for participants seeking training services;
- (7) Short-term prevocational training;
- (8) Referrals to community services;
- (9) Referrals to training. (Individual must receive at least one intensive service before they can receive training services). Out of area job search and relocation assistance;
- (10) Literacy activities related to basic workforce readiness; and
- (11) Internships and work experience based on an assessment or individual employment plan.

8. *The following describes how these intensive services will be delivered [§663.210];*

Employment and training intensive services will be delivered through contracted service providers and partners of the One-Stop Delivery System. Individuals may access intensive services after receiving at least one core service and still could not obtain gainful employment.

9. *The following describes the eligibility criteria for adults and dislocated workers to receive intensive service [§663.220];*

- a. After adults and dislocated workers have received at least one core service and still could not obtain employment, they may be eligible for intensive services. In addition to the receipt of core services, adult and dislocated workers must be at least 18 years of age and eligible to work in the United States of America and show proof of the following:

Social Security Account Number
 U.S. Selective Service (*Males Only*)
 Birth Date/Age establishing the age of 18 years old

- b. In addition to meeting the requirements for adult services, dislocated workers must meet the following:

- (1) Individual has been terminated or laid off, or has received notice of termination or layoff, from employment;
- (2) Individual must be eligible for or must have exhausted entitlement to unemployment compensation; or

(3) Individual has been employed for a duration sufficient to demonstrate attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that was not covered under the State of Nevada unemployment compensation law.

10. The following describes the criteria used to determine whether an employed worker needs intensive services to obtain or retain employment leading to "self-sufficiency." [§663.230];

Workforce Connections promotes the incumbent worker concept to allow employed or underemployed workers to retain employment or gain livable wages through promotions and/or increased wages leading to self-sufficiency. Specific emphasis has been placed on Workforce Connections incumbent worker program as outlined by the Governor's Workforce Investment Board, with service providers establishing partnerships with employers to identify employees and develop training programs customized to fit their business goals and objectives.

11. The following describes any intensive services an individual must receive prior to receiving training services [§663.250] including any minimum time period for participation in intensive services to be eligible for training services [§663.250];

Although Workforce Connections requires no specific time period for a participant to undergo intensive services, the following are considered intensive services available to eligible jobseekers:

- (1) Comprehensive and specialized assessments of skill levels (including diagnostic testing, etc.);
- (2) In-dept interviewing and evaluation to identify employment barriers;
- (3) Development of Individual Employment Plans;
- (4) Group Counseling;
- (5) Individual counseling and career planning;
- (6) Case management for participants seeking training services;
- (7) Short-term prevocational training;
- (8) Referrals to community services;
- (9) Referrals to training. (Individual must receive at least one intensive service before they can receive training services). Out of area job search and relocation assistance;
- (10) Literacy activities related to basic workforce readiness; and

(11) Internships and work experience based on an assessment or individual employment plan.

12. The following describes the criteria for individuals to receive training services

After receiving at least one intensive service and jobseekers still are unable to obtain work, they may be eligible to receive training services if they are at least 18 years old and provide the supporting documentation to verify their right to work eligibility as outlined in both state and Workforce Connections' policies.

13. The following describes what supporting documentation will be required when training services have been deemed appropriate for an individual;

a. Documentation indicating the individual has received at least one intensive service must be established prior to receipt of training services.

b. When applicable, special participant populations must meet low income eligibility criteria detailed under the State of Nevada WIA Compliance Policy—Priority of Services and documentation to support at least one of the following:

(1) For individuals with substantial language or cultural barriers

(a) Self Certification

(b) English as a Second Language Evaluation

(2) For ex-offenders

(a) Prison records

(b) Prison identification

(c) Other documentation from correction agency

(3) For homeless individuals: Written statement from social service agency, shelter, or individual providing temporary shelter

(4) For Demand occupations:

(a) Describe what supporting documentation will be required to ensure that the selection of a program of training services is linked to employment opportunities either in the local area or in another to which the individual is willing to relocate. [§663.310];

(b) At least one of the following sources must be used to document occupations that are directly linked to employment opportunities in the Southern Nevada Workforce Investment Area or in another area where the jobseeker is willing to relocate:

(c) Demand occupations listing published by the Department of Employment, Training, and Rehabilitation or from appropriate state agency where the individual is willing to relocate; Training agreement signed by the employer; Local want ads or internet website announcements, indicating at least three openings; Letter or telephone contact with employers; or Three job order searches documented in the service's comment's section of NJCOS. For individuals willing to relocate, a written statement from the jobseeker indicating their willingness to relocate must accompany the documentation previously listed.

14. The following describes the criteria used by Workforce Connections to determine the appropriate length of time for an OJT contract;

- a. Workforce Connections has established policy guidelines for service providers to limit OJT contracts to the period of time that is required for the participant to become competent in the occupation for which they are being trained. The start and end dates of training must appear in service providers' contracts with associated employers.
- b. The justification for the timeframe must be documented in the participant's individual employment plan (IEP) based on the skill level of the participant and required occupational skills of the job, the participant's work history, and any other factor that may effect the time period of the training.

15. The following and attached describes the guidelines/policy(s) established for providing OJT or Customized Training Activities. Please see Workforce Connections Policy 3.8—Attachment H for what types of supportive services will be available for OJT participants:

- a. Workforce Connections authorizes its contracted service providers to deliver participant's supportive services. Duplicate participant supportive services must not be made available through other agencies, and the participant must be unable to provide such service for themselves, and the supportive services are necessary, reasonable, and allowable in accordance with WIA to allow the participant to participate in employment and training activities.
- b. Generally, the following are allowable supportive services in accordance with Workforce Connections' policies: transportation, i.e., bus pass/tokens, dependant care, housing assistance (rental assistance), employment related equipment and supplies, and additional supportive services necessary for the participant to engage in WIA training activities (Such as Health/Sheriff Cards, eyeglasses, and minor auto repairs.)

16. The following describes what limits on the amounts or duration of funds for supportive services have been established [663.810]

- a. Workforce Connections allows its service providers the flexibility to develop supportive services policies and procedures that are tailored and deemed appropriate to meet the needs of the local community.

b. Workforce Connections requires service providers to develop policies and procedures that include the following assurance elements:

- (1) That coordination and referrals with other entities are in place to prevent duplication of services;
- (2) That the support services provided are allowable, necessary, and reasonable for the individual to participate in WIA Title I activities. **Note:** Supportive services shall not be provided as a stand-alone service, and must only be provided to support other WIA activities;
- (3) That all services providers' staff is knowledgeable of other support resource entities that are accessible within the Workforce Investment Area;
- (4) Criteria that determine when funds are unavailable for necessary support services, and how such services may be provided and funded; and
- (5) Criteria that ascertains the provisions as to the granting of an exception to the established criteria of service and cost of services.

17. The following describes how the level of needs-related payment will be determined [663.840]: Workforce Connections does not authorize needs related payments.

18. The following describes how the "deficient in basic skills literacy" criteria in [§664.2000 (c) (1) will be defined and documented]

Workforce Connections uses the State of Nevada definition for basic literacy skills deficiency, which reads as follows: The individual computes or solves problems, reads, writes, or speaks English at or below the eighth grade level or is unable to compute or solve problems, read, write, or speak English at a level necessary to function on the job, in the individual's family, or in society.

19. The following describes the use and control of the five (5) percent window for the non-economically disadvantaged youth participants [§664.220];

Workforce Connections does not encourage services to non-economically disadvantaged youth participants. However, when such services do occur, service providers must document the exception prior to service delivery.

20. The following describes the design framework for youth program design [§664.400] in the local area, including the ten required program elements listed in this section. [WIA Section 129 (c) (2) and §664.410];

a. Workforce Connections has designated several youth providers to serve as the focal points for all youth service delivery in the Southern Nevada Workforce Investment Area. Funded youth service providers along with independent youth services vendors ensure quality youth services are delivered to eligible youth participants.

b. Funded youth service providers will be selected by Workforce Connections to provide management and control of WIA youth funded programs. Service providers are responsible for outreach, recruitment, screening, determination/certification of eligibility of youth for WIA programs, and coordination of youth support services and activities consistent with the rules, regulations and guidelines established by Workforce Connections.

(1) Youth services provided shall include, but are not limited to:

- (a) Recruitment;
- (b) Outreach;
- (c) Screening;
- (d) Certification of eligibility of WIA youth participants and referral to appropriate agencies;
- (e) Coordination with the Nevada JobConnect system;
- (f) Labor Market Information;
- (g) Outreach to determine employer's needs;
- (h) Job Development;
- (i) Organizing job fairs;
- (j) Referring qualified older youth to employers for employment opportunities

(3) Two concepts are at the heart of managing the WIA youth programs: **Integration of systems resources and services, plus performance-driven outcome based measurements.**

(a) **Integration of systems, resources and services** are ultimate goals which go beyond co-location and technological access to provide a seamless, single referral source to all eligible youth customers.

(b) **Performance-driven outcome based measures** are the criteria by which successful youth programs are judged. Measures which will be followed are: entered employment rate, wage at placement, wage gains at follow up, employment retention, credential rate, basic skills, work readiness and/or occupational skills attainment, secondary school diploma or equivalent attainment, and customer satisfaction.

(4) Ten Required Program Elements: There are ten required program elements, of which eight must be available to all eligible youth participants through Workforce Connections' funded youth providers:

- (a) Tutoring, study skills training, and instructions leading to secondary school completion, including school dropout prevention strategies.
- (b) Alternative secondary school offerings.
- (c) Summer employment opportunities directly linked to academic and occupational learning.
- (d) Paid and unpaid work experiences, including internships and job shadowing, as provided in 20 CFR 664.460 and 664.470.
- (e) Occupational skill training.
- (f) Leadership development opportunities that include community service and peer-centered activities encouraging responsibility and other positive social behaviors.
- (g) Supportive services that may include the services outlined in 20 CFR 664.440.
- (h) Adult mentoring for a duration of at least 12 months, that may occur both during and after program participation.
- (i) Follow-up services as outlined in 20 CFR 664.450 for at least 12 months.
- (j) Comprehensive guidance and counseling, including drug and alcohol abuse counseling as well as referrals to counseling as appropriate the needs of the individual youth.

21. The following describes how Workforce Connections will ensure that service providers adhere to the 30% minimum expenditure requirement for out of school youth programs;

- a. Each youth service provider is required to indicate both in-school and out-of-school youth served, and the amount of funds expended in each category on every youth services reimbursement invoice submitted.
- b. Workforce Connections financial staff reviews all youth services invoices and their required monthly financial reports to ensure funding for services delivered to out-of-school youth is at least 30% of the total amount expended.

22. The following describes the planned rapid response provider and activities at the local level;

Service providers are teamed with employer services rapid response staff members. Upon receipt of a rapid response notification, service providers assign appropriate staff to deliver briefings and core services to jobseekers identified as a result of rapid response activities.

23. The following describes how Workforce Connections will coordinate rapid response activities with the State Rapid Response Team;

Workforce Connections staff and its funded service providers are members of southern Nevada rapid response teams. Coordination is an integral part of Workforce Connections' contracted service providers' role in support of rapid response activities.

24. The following identifies the entity responsible for the disbursement of WIA grant funds:

Workforce Connections has the sole responsibility for disbursing WIA grant funds to contracted service providers/funded partners. In turn, service providers have the responsibility for disbursing WIA funds to participants in the form of service delivery.

25. The following describes the competitive and noncompetitive process that will be used to award grants and contracts for activities under Title I including how potential bidders are being made aware of the availability of grants and contracts;

Workforce Connections uses the Request for Proposal (RFP) process to solicit service providers' proposals. All proposals are reviewed and rated during a competitive process conducted by qualified evaluators using Workforce Connections evaluators' selection process. Respondents are made aware of RFPs through published newspaper announcements and posting of RFPs on Workforce Connections' website at: www.nvworkforceconnections.org.

26. The following describes how Workforce Connections will identify training providers to be recommended for certification as eligible for receipt of WIA vouchers from individual training accounts (ITAs);

Training providers are recommended to the State of Nevada for approval based on their capacity to effectively deliver training services to eligible participants. Workforce Connections' staff reviews all southern Nevada training providers' certification request applications and provides input to the State of Nevada with an appropriate recommendation.

27. The following describes the process for requesting a provider be removed from the eligible training provider list;

a. Workforce Connections' staff monitors and assesses all training providers' delivery of required training services and activities. After providing technical assistance and recommended corrective action, Workforce Connections' staff

conducts follow-up reviews to verify training providers' corrective action and compliance of training services delivery.

b. If appropriate corrective action or progress is not made, Workforce Connections staff recommends to the State of Nevada Workforce Investment Support Services (WISS) that the identified training provider be removed from the approved eligible training providers list.

28. *The following describes how the consumer report (performance information)[§663.570] will be prepared and updated, including any supplemental information to be provided customers in supporting informed customer choice and achievement of local performance measures [§663.575];*

The State of Nevada has the responsibility for preparing consumers training reports. Upon receipt of consumer training reports, they are posted and made visible at each Nevada JobConnect One-Stop Center and service providers' local offices.

29. *The following describes the process for identifying eligible providers of youth activities [WIA Section 123];*

All youth service providers are identified through a competitive process using RFP solicitations. Upon receipt of service providers' proposals, Workforce Connections' staff conducts a technical assistance review to verify all necessary components outlined in the RFP were met. Workforce Connections' staff also provides qualified proposals evaluators inputs regarding the performance of current/incumbent proposers/respondents. Upon completion of evaluators' review of proposals, recommendations for award and funding are to the youth council for review and make further recommendations to Workforce Connections' Board of Directors for award approval.

30. *The following identify the criteria Workforce Connections uses in awarding grants for youth activities including criteria used to identify effective and ineffective youth activities and providers.*

a. Generally, Workforce Connections uses the following criteria for awarding grants for delivery of youth activities:

(1) Program Design (Proposals respondents/service providers must illustrate their program overview, outline their program goals and performance measures; describe the effectiveness of their case management services; demonstrate their job placement services, indicate what supportive services they plan to deliver, and outline youth services outreach and recruitment strategies);

(2) Ability to Serve Special Youth Populations (Ex-offenders, foster children, economic disadvantage, and physically impaired youth)
Collaborations and partnerships (Service providers must describe their employment and training linkages and collaborative efforts);

- (3) Available Funds to Leverage with WIA Services and Activities (Service providers must indicate non-WIA funding sources and the amounts available for leveraging);
- (4) Creativity and Innovation in Delivering Effective Youth Services (Service providers are required to outline their agency's creativity and innovation in developing and delivering youth employment and training services);
- (5) Experience in Serving Youth to Achieve Skill Credentials (Service providers are required to illustrate their ability to help youth attain educational achievements, skills and qualify for apprenticeships);
- (6) Program Management Systems (Demonstrated capacity to capture participant data and submit reports on a regular basis in a timely manner);
- (7) Financial Management System (Service providers must submit their cost allocation plan and demonstrate the effectiveness of their financial system); and
- (8) Services to the Entire Workforce Investment Area (Service providers must describe their agency's strategy to provide youth services throughout Southern Nevada Workforce Investment Area).

b. Each area is scored using a point scale, with heavier weighted points designated to areas where Workforce Connections places significant emphasis. After proposals are rated/scored, they are placed in an order of merit and the providers/respondents receiving the highest score are awarded grant funds to deliver employment and training services to eligible youth.

31. The following describes the limitations placed on ITAs, such as the dollar amount and/or duration:

Workforce Connections has not established a dollar limitation for individual training accounts (ITA); however, Workforce Connections does encourage occupational training services not to exceed a period of 12 months.

32. The following describes how performance information will be gathered and reported;

a. Workforce Connections requires all service providers (who have been awarded WIA Title I funds to provide client services), to use its central database, i.e., NV Trac. Workforce Connections' NV Trac system contains all the required data elements to address local, state, and federal programmatic reporting requirements, including performance information. Workforce Connections develops monthly reports that delineate programmatic and financial performance by service provider. These reports are distributed to the service providers and Workforce Connections board members.

b. Workforce Connections Board of Directors review and evaluate the reports to ensure proper accountability and oversight measures are in place for federal, state, and local compliance requirements. Workforce Connections' NV Trac system also interfaces with the Department of Employment, Training, and Rehabilitation (DETR) Nevada

JobConnect Operating System (NJCOS). Workforce Connections NV Trac system contains all necessary programmatic reporting requirements, including performance information for all WIA partners, promoting seamless service delivery.

33. The following describes common data systems in place to track progress;

- a. As previously indicated, Workforce Connections requires all of its contracted/funded service providers (who have been awarded WIA Title I funds to provide client services), to use its centralized NV Trac system. Workforce Connections' NV Trac system contains all the required data elements to address local, state, and federal programmatic reporting requirements, including performance information. Workforce Connections' staff develops monthly reports that delineate programmatic and financial performance by service provider. These reports are distributed to the service providers and Workforce Connections Board of Directors.
- b. Workforce Connections Board of Directors review and evaluate the reports to ensure proper accountability and oversight of established performance measures are in place to satisfy federal, state, and local compliance requirements. Workforce Connections' NV Trac system also interfaces with the Department of Employment, Training, and Rehabilitation (DETR) Nevada JobConnect Operating System (NJCOS). Workforce Connections' NV Trac system contains all necessary programmatic reporting requirements, including performance information for all WIA partners, promoting seamless service delivery.

34. The following describes how customer satisfaction information will be collected;

Workforce Connections encourages its service providers to capture customer satisfaction through a variety of methods, not limited to suggestion boxes, comment cards, telephone surveys and point of service surveys. Workforce Connections' staff coordinates with the state entity to provide required data necessary for the state to complete the Department of Labor mandated customer satisfaction.

35. The following describes the financial control and fund activity procedures to assure proper dispersal of, and accounting for federal funds in accordance with GAAP applicable in Nevada at the local level. Financial controls are established as outlined in the following Workforce Connections policies and its internal fiscal management procedures:

- a. Cost Classification and Allocation—Policy 2.1
- b. Procurement—Policy 2.2
- c. Contract/Proposal Modification—Policy 2.3
- d. Financial and Fiscal Reporting—Policy 2.4
- e. Property Management—Policy 2.5
- f. Youth Services Invoicing—Policy 2.6
- g. Adult/Dislocated Worker Services Invoicing—Policy 2.7

- h. Cash Management—Policy 2.8
- i. Contractor Budget Modification—Policy 2.9
- j. Program Income—Policy 2.11
- k. Audit Process/Debt Resolution—Policy 2.12
- l. Allowable Costs—Policy 2.13
- m. Subrecipient Program Funds Carry Forward Process—Policy 2.14
- n. Debt Management—Policy 2.15
- o. Workforce Connections Internal Fiscal Management Procedures, Dated February 2011; Revision in Process with Estimated Completion Date of June 30, 2012.

36. *The following describes how fiscal control and accounting procedures, including those of subrecipients, will be sufficient to provide information pertaining to sub-grant and contract awards, obligations, unobligated balance, assets, expenditures and income;*

In addition to Federal and State regulations and policies, Workforce Connections policies outline the requirement for subrecipients/service providers to follow. Through monthly financial status reports, reimbursement invoices, approved budgets, and costs allocation plans, Workforce Connections financial staff will verify, validate and document its financial activities as well as those of its subrecipients.

37. *The following describes how fiscal control and accounting procedures, including those of subrecipient, will be sufficient to provide effective internal control to safeguard assets and insure their proper use;*

a. Through annual independent audits required for Workforce Connections and its subrecipients, and monitoring of internal financial controls and procedures, sound safeguards have been established to ensure proper utilization of awarded funds and resources.

b. Also, through frequent financial desk reviews of contracted service providers' are conducted daily, and on-site fiscal monitoring reviews at least annually; Accounting procedures and fiscal controls will be thoroughly checked with the results reported to Workforce Connections' Budget Committee.

38. *The following describes how fiscal control and accounting procedures, including those of subrecipient, will be sufficient to allow comparison of actual expenditures with budgeted amounts for each subgrant;*

- a. Workforce Connections' financial department develops monthly financial reports/statements that reflect actual expenditures in comparison to budgeted amounts. Such reports are reviewed by Workforce Connections' Board of Directors and its budget committee during its formal public committee and board meetings.
 - b. Subrecipients/services providers' monthly financial reports are reviewed by Workforce Connections' financial department and compared with their approved budgets.
- 39. *The following describes how fiscal control and accounting procedures, including those of subrecipient, will be sufficient to provide source documentation to support accounting records;***
- a. As outlined in Workforce Connections' policies, reimbursement invoices, payment vouchers, receipts, along with other supporting documents (back-up information), and comprehensive reimbursement data and information are required for payment approval and funds disbursement.
 - b. All financial records along with supporting documents are maintained for at least three years from the date of last activity, financial transaction or questionable costs determination.
- 40. *The following describes how fiscal control and accounting procedures, including those of subrecipient, will be sufficient to allow proper charging of costs and cost allocation;***
- a. Workforce Connections' reimbursement invoices/vouchers are designed to identify appropriate costs allocated among programs.
 - b. All invoices/vouchers request for reimbursement payments are reviewed and verified for proper program costs allocation prior to approval for payment and funds disbursement.
- 41. *The following describes how fiscal control and accounting procedures, including those of subrecipient, will be sufficient to permit preparation of required reports;***
- Workforce Connections financial records are organized and maintained to allow for prompt access and data collection for reporting purposes. For example, bank reconciliations and financial trial balances are reviewed at least monthly against source documents and reports are prepared using the extracted data/information.
- 42. *The following describes how fiscal control and accounting procedures, including those of subrecipient, will be sufficient to trace transfer of funds to be at the level of expenditure adequate to establish that funds have not been used in violation of the restrictions on use of funds;***

a. As previously indicated, Workforce Connections' financial records are organized and maintained to allow for prompt access and data collection for reporting purposes. Documentation of funds transfers and contracts and amendments, and budgets require revision when necessary to match awarded contracts.

b. Along with budget adjustments, revisions of contract statements of work are also required to justify expenditures in accordance with compliance requirements.

43. The following describes how fiscal control and accounting procedures, including those of subrecipient, will be sufficient to permit transfer of program income, potential stand in costs and other funds that are allowable;

a. Workforce Connections' policies require program income and stand-in costs and other allowable funds/resources to be reported monthly in financial status reports. Contracted service providers must provide Workforce Connections monthly financial status reports no later than the 15th day of each month following the end of each quarter.

b. Workforce Connections' financial department tests and monitor's service providers' financial data and records to ensure proper reporting of accrual funds, program income and potential stand-in costs.

44. The following describes the oversight role and responsibilities of Workforce Connections, including technical assistance as necessary and appropriate, in monitoring its own WIA activities and those of its subrecipients;

a. Workforce Connections has developed policies and procedures, and assigned its staff members fixed responsibilities and accountability for the monitoring and oversight of all WIA programmatic and fiscal activities.

b. Using Workforce Connections' programmatic and fiscal monitoring review plan, its staff shall schedule on-site monitoring reviews with all its subrecipients at least annually. During monitoring reviews, Workforce Connections' staff will check and test subrecipients' programmatic and financial activities and services to ensure they comply with WIA and all related regulations and policies.

(1) Upon completion of on-site monitoring reviews, reports of findings, recommendations, suggestions and corrective action will be documented to show each subrecipient's performance and capacity to follow compliance guidance and directives.

(2) Programmatic activities and services shall be tested and verified to determine that allowable expenditures have been made against appropriate cost categories and within the cost limitations specified in WIA and applicable regulations and policies.

(3) Desk and on-site monitoring reviews shall be conducted on a regular basis to determine whether or not subrecipients are complying with provisions outlined in WIA and all applicable laws and regulations.

L. Cost Allocation Plan

1. The following outlines Workforce Connections Cost Allocation Plan:

a. The purpose of the cost allocation plan (CAP) is to allocate the agency's costs and record such costs in the expense ledger on an equitable basis across to all grants awarded, with all partners and/or programs sharing in cost of the operation of Workforce Connections.

(1) Workforce Connections Board of Directors have elected to limit its staff operating costs to 10%. Limiting operating costs at 10% ensures at least 80% of all Workforce Investment Act formula dollars are targeted for direct clients' services. The 10% programmatic allocation along with statutory 10% administrative limitation will allow Workforce Connections the flexibility to promptly coordinate and execute critical employment and training initiatives to meet southern Nevada's demand-driven workforce needs.

(2) A bi-weekly time system that identifies actual hours worked by staff on various activities.

(2) A monthly time review that distributes direct and indirect staff hours, i.e., administrative programmatic, to final time objectives (activities by grant) and calculates the proportional relationship among the grant objectives. These percentage allocations are used to allocate salary costs.

(4) A chart of accounts and an expense recording system that allow for direct and indirect costs to be recorded at the time of payment or when incurred. The costs are allocated to the final cost objectives (grant, cost category, partner agency) based on the following allocation methods.

(a) Direct Costs: All direct cost chargeable to a final cost objective (grant, cost category, partner agency) must be supported by appropriate time distribution records for personnel costs or appropriate source documentation for non-personnel costs. The supporting documentation must show that the direct cost has a specific relationship to the final cost objective.

(b) Indirect Costs: Indirect costs have no specific relationship to a particular final cost objective and, accordingly must be allocated. Workforce Connections charges various salary and operational costs to non-final cost objectives (temporary funds) to the final cost objectives (grant, cost category, partner agency) they benefit. The allocation is based on appropriate methods that are fair, reasonable and equitable.

b. Allocation of Indirect Costs:

(1) Indirect costs are those that are charged in the expense ledger to various non-final cost objectives, called temporary funds, pending allocation to the final cost objectives. The temporary funds charged are determined by the nature of the cost. The following are the allocation methods used to allocate indirect costs.

(a) Salary: The monthly staff time analysis calculates the percentages to be used in charging costs to the final cost objectives (grant and cost category). Direct labor hours are recorded under the appropriate final time objectives (activities by grant) and the labor percentages are calculated per final time objective. Labor percentages are calculated for all final time objectives as a group, as well as separately for program final time objectives, and separately for administration final time objectives, as well as individually by employee.

(b) Individual labor percentages are used to distribute individual salary expense to the final cost objectives and to indirect salary expense, which in turn is allocated to the final cost objective by applying the specific program labor percentage or the administration labor percentage.

(c) General Indirect Costs: Allocated by labor percentages—the amount of expense in general indirect cost is allocated to the benefiting grants by applying the labor percentages or hours contributed (worked) to the program.

(d) Facility Costs: Allocated by space usage/number of assigned staff members/labor percentages—Costs identified as related to the physical occupancy of office space, including all Nevada JobConnect One-Stop Center, are gathered in these temporary funds, which include staff salary costs.

i. First, pre-determined proportions are periodically calculated for the following categories:

(I) Grant specific space: Calculating the amount, and proportion, of Workforce Connections' space used for activities directly traceable to a specific grant.

(II) Administration space: Calculating the amount, and proportion, of Workforce Connections' space used for activities that are classified as administration under the grants.

(III) Program space: Calculating the amount, and proportion, of Workforce Connections' space used for activities that are classified as program under the grants.

(IV) One-Stop Center Space: Calculating the amount, and proportion, of non-Workforce Connections space used for activities such as One-Stop partners.

(V) Telephone extensions: Calculating the number, and proportion, of extensions used for each category, grant specific, administration, program, and One-Stop Center partners.

ii. Second, costs are allocated into categories by applying the proportions determined by the periodic measurement and calculation of the space usage and the number of telephone extensions. The expense attributable to a specific grant or agency is recorded as such.

iii. Third, the amount determined allocable to administration is charged to the temporary administration costs and consequently allocated to the administration cost category of the benefiting grants based on the formula used for the funds.

iv. Fourth, the amount determined allocable to the program category is distributed among the benefiting grants using the program labor percentages.

v. Fifth, the amount determined allocable to non-Workforce Connections, such as One-Stop System partner agencies, is charged to accounts specific to each partner agency.

c. Indirect administration costs: Allocated by administration labor percentages—the monthly personnel time analysis includes percentages based on the proportion of staff hours charged to the administration final time objectives. The amount of costs is allocated to the benefiting grants using these percentages.

d. Indirect program costs: Allocated by related program labor percentages—the monthly staff time analysis includes percentages based on the proportion of staff hours charged to the program final time objectives. The amount of costs is allocated to the benefiting grants using these percentages.

e. Fringe benefit costs: Allocated by labor percentages—the monthly staff time analysis includes percentages based on the proportion of staff hours charged to final time objectives (activities by grant). The amount of costs is allocated to the benefiting grants using these percentages.

2. Calculation of Labor Percentages and Allocation of Salary Costs:

a. Time objectives: Time objectives are used in recording hours on timesheets and the time analysis worksheets. A time objective is represented by activity, and if identifiable; grant codes. The codes allow for the identification of hours charged by Workforce Connections' staff based on activities performed. The activities are correlated to the corresponding cost categories under each grant.

(1) Non-final time objective: Defined as identifiable activities that benefit several grants. Hours incurred by Workforce Connections' staff in activities that benefit several grants are charged to non-final time objectives on timesheets. Hours charged to non-final time objectives are accumulated in the

time analysis and allocated to final time objectives based on the proportion of hours directly charged to final time objectives.

(2) Final time objective: Defined as an identifiable activity benefiting a specific grant. Hours incurred by Workforce Connections staff in activities that benefit specific grants are charged to final time objectives (activities by grant).

3. *Time distribution records: Workforce Connections time distribution system includes the following:*

- a. A timesheet accounting for the total hours that each employee worked.
- b. The timesheet serves as a system to summarize employees' time and attendance, showing a comprehensive view of the activities of each employee.
- c. Timesheet entries are prepared on a weekly basis.
- d. Timesheets are signed by the employee and a supervisor and/or the executive director or designated staff members with signature authorization who has knowledge of the activities performed by the employee.
- e. Where an employee performs a single activity that can be chargeable to more than one cost objective, the time distribution of the employee's activities may be split between benefiting cost objectives based on an equitable distribution method.
- f. Distributions based on budgeted estimates of employee activities shall not be used.

4. *Time Analysis and Distribution: Workforce Connections shall utilize the following time analysis and distribution system:*

- a. This process will produce two sets of percentages:
 - (1) Individual labor hour percentages for the distribution of individual salary cost to final cost objectives, and
 - (2) Collective labor hour percentage for the distribution of indirect costs.
- b. The monthly personnel time analysis calculates the percentages to be used in charging costs to the final cost objectives (grant and cost category). Direct labor hours are recorded under the appropriate final time objectives (activities by grant) and the labor percentages are calculated per final time objective. Labor percentages are calculated for final time objectives as a group, as well as separately for program final time objectives, and separately for administration final time objectives, as well as individually by employee.
- c. Individual labor percentages are used to distribute individual salary expense to the final cost objectives and to indirect salary expense, which in turn is allocated

to the final cost objective by applying the specific program labor percentage or the administration labor percentage.

d. The labor percentages, program labor percentages, and the administration labor percentages are used to distribute non-salary expense to the appropriate final cost objective.

(1) The hours chargeable to final time objectives are distributed as recorded on the timesheets.

(2) The hours charged to non-final time objectives (program and administration pools) are allocated to the corresponding final time objectives (program or administration activities by grant) based on the following methods:

(a) Pooled (indirect) program hours are distributed based on the proportionate number of direct labor hours charged to the program final time objectives.

(b) Pooled (indirect) administrative hours are distributed after the direct program hours have been distributed to the grants, and the direct administration hours have been distributed to the grants. The pooled administrative hours are distributed based on the proportionate number of direct program hours, plus direct administration hours charged to the program and administration final time objectives.

e. Distribution of Salary Costs: Salary costs are charged to final cost objective by applying individual staff percentages to individual salary costs, after the time analysis is completed.

6. DISCUSSION AND POSSIBLE ACTION: Approve Adult & Dislocated Worker Committee's recommendation to amend Latin Chamber of Commerce Community Foundation's One-Stop Contract from \$400,000 to \$800,000 to accommodate additional co-located staff member at the Comprehensive One-Stop Career Center

7. INFORMATION: Las Vegas Urban League Computer Lab Metrics
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workforce CONNECTIONS
Las Vegas Urban League Computer Lab Metrics
April - May, 2013

	Computer Usage⁽¹⁾					Est. Annual
	Apr 1 - Apr 30	May 1 - May 24	May 25- May 31	Apr - May	Avg. per Day	
# of Days	30	24	7	61		
Job Search	350	420	102	872	14	5,218
Health Card	400	175	3	578	9	3,459
Home Work	50	60	0	110	2	658
Office Suite Training				0	0	0
Computer Basics	132	200	7	339	6	2,028
Other	341	175	102	618	10	3,698
Total	1,273	1,030	214	2,517	41	15,061

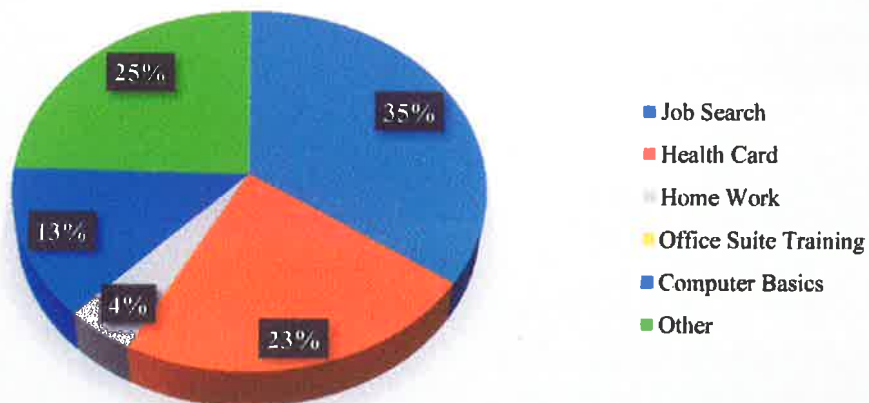
Annual Contract \$ \$147,000

Average Cost per Use \$9.76

Notes

- 1) Summary data for April 1, 2013 through May 24, 2013 was provided by Las Vegas Urban League in a spreadsheet. Data for May 25 - 31 was compiled from sign in sheets.

1024 Computer Users by Category



8. DISCUSSION AND POSSIBLE ACTION: Accept Adult & Dislocated Worker Committee's recommendation based on community needs in the service delivery area to fund Academy of Human Development's proposal in the amount of \$250,000 to operate a community resource center in support of local area job seekers. The computer center or resource laboratory will serve as an Affiliate One-Stop Career Center linked to Workforce Connections' Comprehensive One-Stop Career Center

B-n-G Consulting L.L.C.
ACADEMY OF HUMAN DEVELOPMENT

ACADEMY OF HUMAN DEVELOPMENT PROPOSAL

I.

Entity Name	BnG Consulting L.L.C. DBA Academy of Human Development
Legal Name	Academy of Human Development
Also Known As	Academy of Human Development
Mailing Address	235 North Eastern Avenue, Suite # 109
City, State, Zip Code	Las Vegas, NV 89101
Main Entity Phone	702-759-0050
Main Entity Fax	702-759-0046
Email Address	abolanos@ahdlv.org
Website Address	www.ahdlv.org
Indicate One – Non-Profit/ For-Profit/Other	For-Profit
Accreditation and Expiration Date (if applicable)	IN770700668
Tax Identification Number or Nevada Business License Number	R-25001445142030
Primary Organization Contact, Land and Cell Phone Numbers, Email	Arcadio Bolanos Office: 702-759-0050 office/ Cell: 702-419-4928 abolanos@ahdlv.org
Primary Program Contact, Land and Cell Phone Numbers, Email	Elizabeth Ortiz Office: 702-759-0050 office / Cell: 702-370-0451 eortiz@ahdlv.org
Primary Fiscal Contact, Land and Cell Phone Numbers, Email	Yvonne Griebing Office: 702-759-0050 / Cell: 702-326-4309 ygriebing@ahdlv.org
NAME OF PROGRAM OR TITLE OF PROJECT for which funds are requested	AHD – Community Based Computer Training Center
Amount of Funding Requested	\$ 250,000.00

235 N Eastern # 109 Las Vegas NV 89101 702-759-0050

II. EXECUTIVE SUMMARY

The Academy of Human Development (AHD) is a privately owned and operated educational institution dedicated to serving the needs of the citizens of Nevada and the Greater Las Vegas, North Las Vegas and Henderson areas, with an emphasis on educating and training/retraining the hardest to serve communities. Taking into account the goals and mission of the Silver State Health Insurance Exchange grant, we believe AHD has the infrastructure, assets, and the human and intellectual capital in place to deliver the necessary services to successfully enroll targeted populations into qualified health plans. The appropriate infrastructure as well as the effective delivery system are both already in place and utilized on a daily basis.

As a frame of reference to understanding our existing business model and delivery system, it is useful to note that since 2007, AHD has been facilitating Leadership Development/Work Readiness Classes for several state and municipal agencies and community organizations. The completion and success rate of participants in these one-week sessions is in the ninety-eighth percentile. The students range in age from teenagers who have not completed the required courses of study in order to receive their diplomas, to adults ranging in age from 18 through 70+ years of age.

In the past seven years of operation, the Academy's students have completed the State of Nevada GED program with a 92% success rate. Specifically though, AHD facilitates single and/or multiple session workshops in Life Skills, Conflict Resolution, Job Development, Experience and Skills Assessment, Skill Enhancement, Resume Writing, Communication and other related topics such as effective job interviewing, effective application completion, résumé preparation, workplace expectations and behavior, soft skills for workplace success, basic entrepreneurship, and dressing for success. In addition, the Academy works closely with community organizations, State, and local agencies to provide students with the assistance they need to reach their goals. In the many years of experience in teaching adults and teens from diverse backgrounds, the Academy staff has acquired several teaching methods of preference. These include, but are not limited to: Cognitive Training, Behavior Modification, Visual, Motivational, and most importantly by effectively engaging and connecting with the students. Our experience includes having taught adults and teens at the College of Southern Nevada, Court System, Private sector and a variety of Non-Profit and Governmental Social Service Agencies totaling more than 25 combined years of experience.

These arenas have afforded us the exposure and opportunity to prove our ability to communicate and connect with individuals of very diverse educational, socio-economic, and cultural backgrounds. Moreover, by dealing with a wide range of topics, we have learned ways to adjust teaching methods and delivery systems to fit the goal of various program objectives. Combining culturally relevant teaching methods and technology, AHD has become an agile and effective instructional institution able to educate, train, and in some cases matriculate students and clients through an array of courses and services.

II. Purpose of Activities

- A. *The purpose of this RFF is to utilize A.H.D. computer resources in a comprehensive and collaborative manner in order to jointly fund a Basic Skills Computer Training Center that will enhance the computer skills of local residents seeking employment .*
- B. *The Academy of Human development proposes to continue to operate its community resource center in support of local area job seekers. The computer center or resource laboratory will serve as an Affiliate One-Stop Career Center linked to Workforce Connections' Comprehensive One-Stop Career Center. The Academy of Human development is requesting assistance from Workforce Connections to continue the operations of this Computer Resource Center*

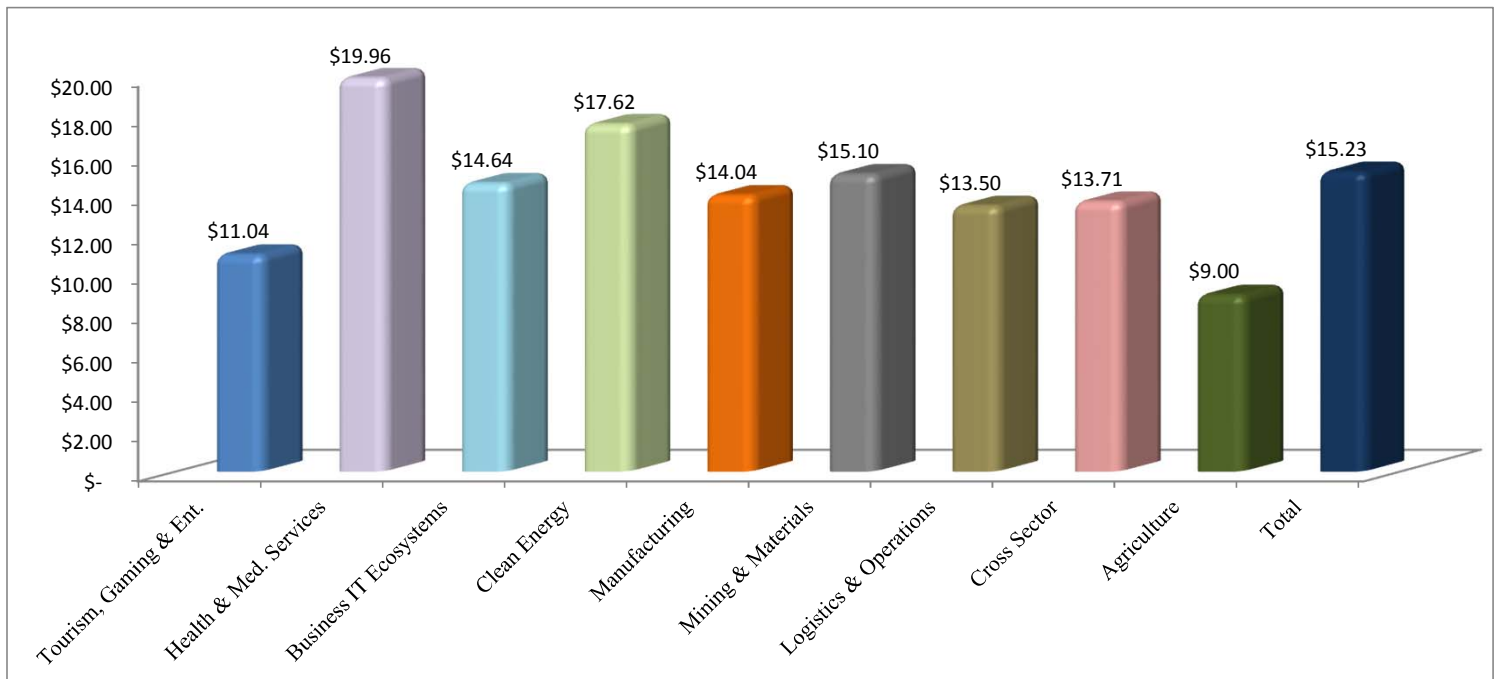
III Target Populations

The Academy of Human Development (A.H.D) will recruit participants in North Las Vegas, Las Vegas and Henderson. A.H.D. will ensure only eligible participants are enrolled by operating within our pre-screening process confirming eligibility for W.I.A, acquiring required documentation during the actual enrollment process. Currently, the Academy works closely with community organizations, State and Municipal agencies to provide students with the assistance they need to reach their goals. Specifically, since 2007 AHD has been facilitating Leadership Development/Work Readiness Classes for the State of Nevada Vocational Rehabilitation, African Community Centers, Catholic Charities of Southern Nevada, Workforce Connections, Las Vegas Latin Chamber of Commerce Community Foundation, the Southern Nevada Regional Housing Authority. The completion/success rate of participants in these one week sessions has been in the ninety-eighth percentile. In addition, our experience includes having taught adults and teens at the College of Southern Nevada, University of Nevada Las Vegas, Court Systems, and the following governmental social service agencies: Nevada State Welfare Division, Nevada Job Connect, State of Nevada Vocational Rehabilitation, African Community Centers, Catholic Charities of Southern Nevada, Workforce Connections, Latin Chamber of Commerce Foundation, HELP of Southern Nevada, GNJ Nevada, Deseret Industries, Goodwill Career Connections, North Las Vegas Police Department, Nevada Parole and Probation, University of Nevada Cooperative Extension, Children First Nevada, Olive Crest Independent Living, Hope for Prisoners, Center for Independent Living, Shannon West Center, the Southern Nevada Regional Housing Authority, Youth Advocate Program, and The Family Leadership Initiative.

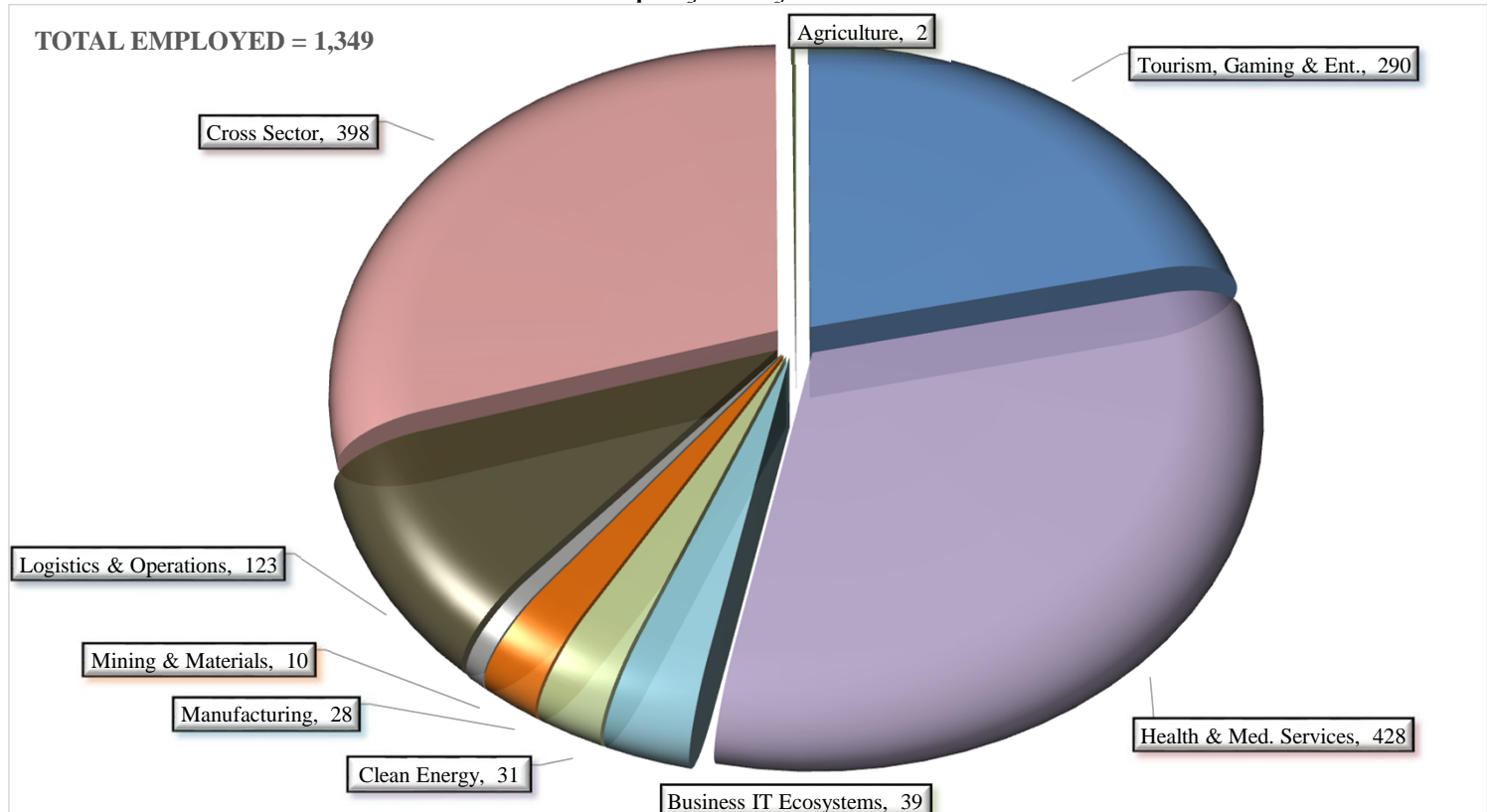
9. INFORMATION: Employment, Training, Wage and Job Title Reports

Adult and Dislocated Workers Employed by Industry Sector July 1, 2012 through April 30, 2013

Wage by Sector

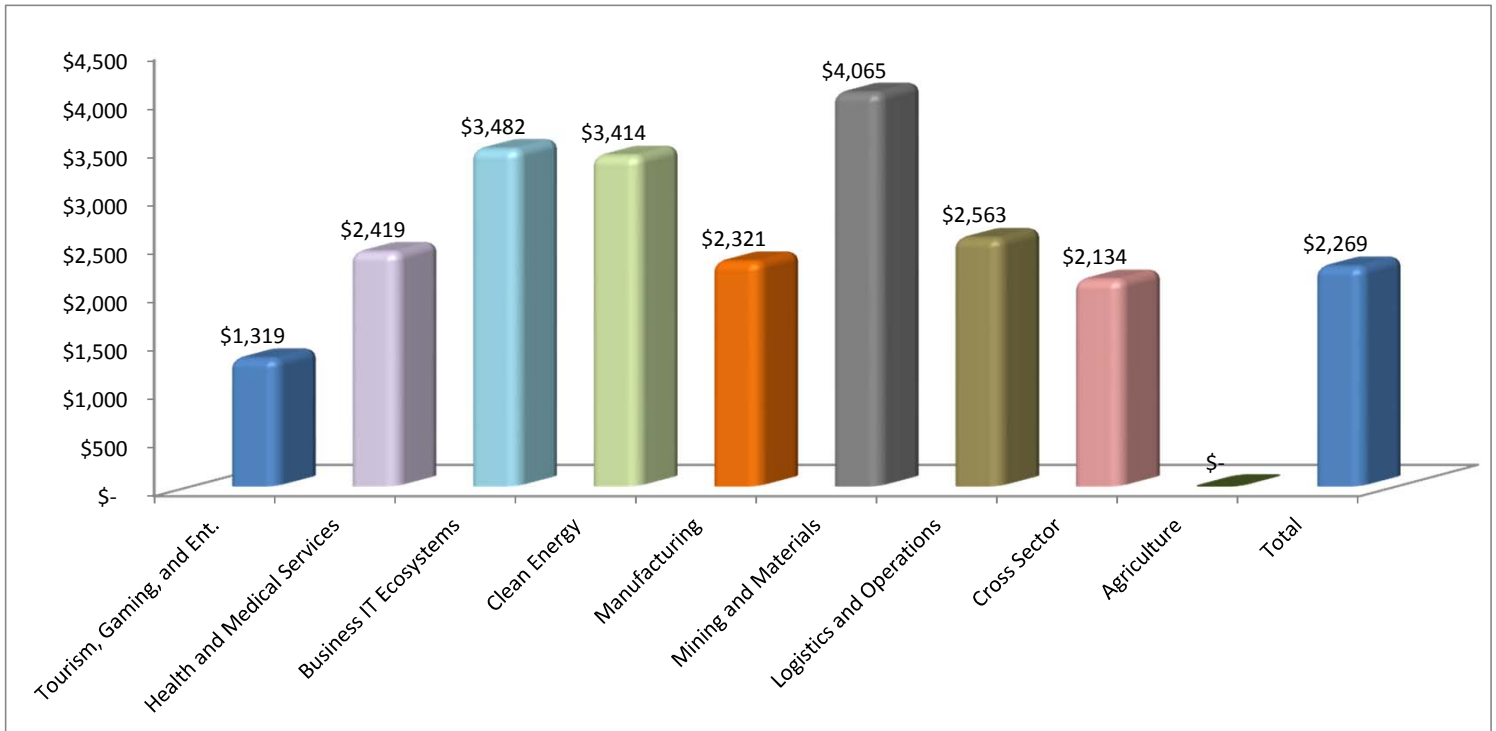


Employed by Sector

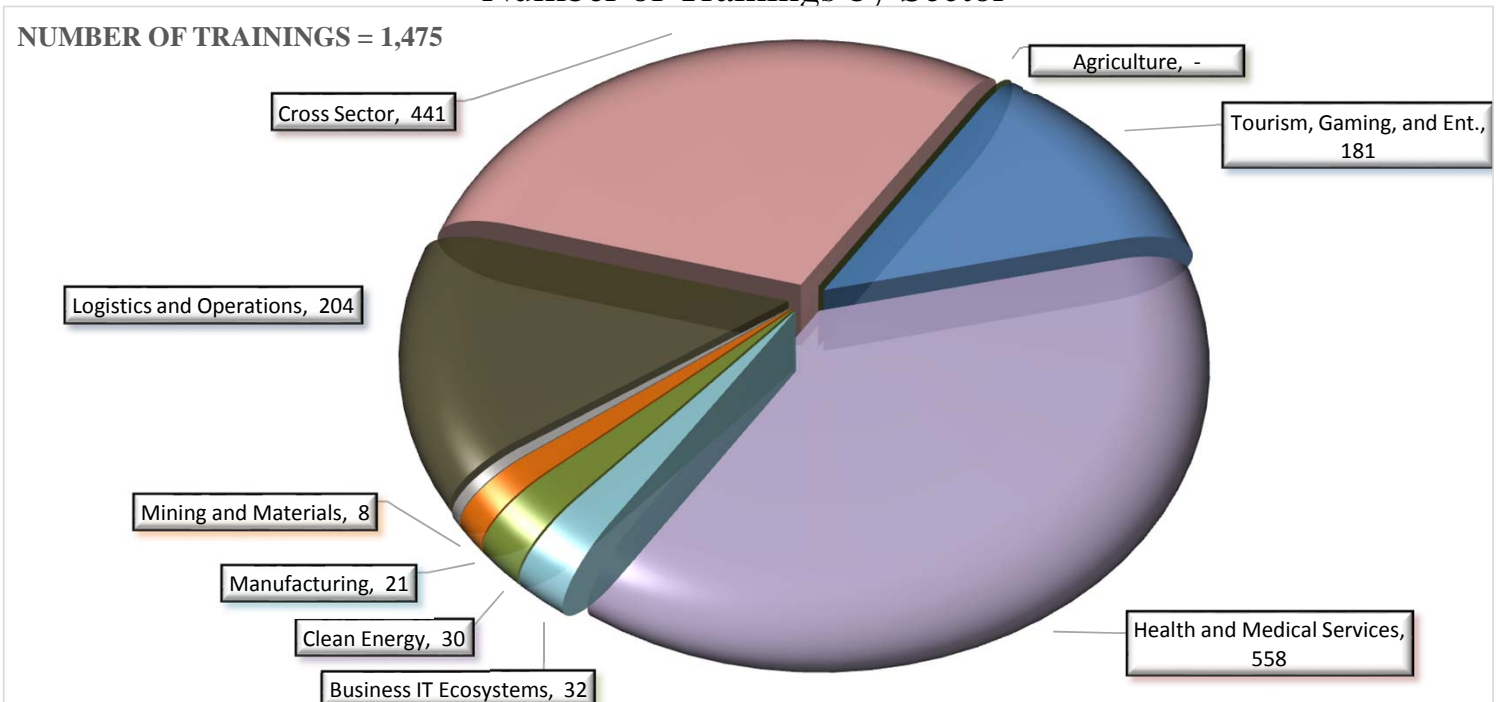


Adult and Dislocated Workers Trained by Industry Sector July 1, 2012 through April 30, 2013

Average Training Cost by Sector



Number of Trainings by Sector



workforce CONNECTIONS
Training by Locality & Sector
July 1, 2012 through April 30, 2013

Locality ⁽¹⁾	# of Trainings									
	Sector									Sector Total
	Business IT Ecosystems	Clean Energy	Cross Sector	Health And Medical Services	Logistics And Operations	Manufacturing	Mining And Materials	Agriculture	Tourism Gaming and Entertainment	
<u>Clark</u>										
Boulder City	0	0	1	8	1	0	0	0	1	11
Henderson	4	2	29	105	21	4	3	0	13	181
Indian Springs	0	0	1	0	0	0	0	0	0	1
Jean	0	0	0	1	0	0	0	0	0	1
Las Vegas	22	23	317	348	138	14	3	0	129	994
Laughlin	0	0	1	0	0	0	0	0	0	1
Moapa	0	0	0	0	1	0	0	0	0	1
North Las Vegas	6	3	77	74	34	3	2	0	30	229
Overton	0	0	1	0	0	0	0	0	0	1
Logandale	0	0	1	0	0	0	0	0	0	1
Clark Total	32	28	428	536	195	21	8	0	173	1,421
<u>Esmeralda</u>										
Dyer	0	0	0	0	1	0	0	0	0	1
Esmeralda Total	0	0	0	0	1	0	0	0	0	1
<u>Lincoln</u>										
Caliente	0	0	2	0	0	0	0	0	0	2
Lincoln Total	0	0	2	0	0	0	0	0	0	2
<u>Nye</u>										
Beatty	0	0	0	0	1	0	0	0	0	1
Pahrump	0	0	9	13	6	0	0	0	6	34
Nye Total	0	0	9	13	7	0	0	0	6	35
<u>Other</u>										
Other	0	2	2	9	1	0	0	0	2	16
Other Total	0	2	2	9	1	0	0	0	2	16
Total	32	30	441	558	204	21	8	0	181	1,475

Notes

1) Locality determined by customer home address.

workforce CONNECTIONS
Employment Wage Distribution
July 1, 2012 through April 30, 2013

	Wage Distribution				
	Minimum Wage	Median Wage	Average Wage	Max Wage	Total Employed
Sector					
Tourism, Gaming, and Ent.	7.00	10.00	11.04	34.62	290
Health and Medical Services	7.00	15.50	19.96	89.90	428
Business IT Ecosystems	8.00	11.00	14.64	52.88	39
Clean Energy	8.00	15.00	17.62	40.86	31
Manu-facturing	8.50	10.65	14.04	34.00	28
Mining and Materials	9.00	16.00	15.10	18.00	10
Logistics and Operations	7.25	12.00	13.50	37.50	123
Cross Sector	7.25	12.00	13.71	50.00	398
Ag	8.50	9.00	9.00	9.50	2
Aerospace and Defense	0.00	0.00	0.00	0.00	0
Total	7.00	12.00	15.23	89.90	1,349

workforce CONNECTIONS
Job Titles Report
July 1, 2012 through April 30, 2013

Sector / Job Title	Job Count	Avg. Wage
<u>Agriculture</u>		
Electricians	1	\$9.50
Tree Trimmers and Pruners	1	\$8.50
Agriculture	2	\$9.00
<u>Business IT Ecosystems</u>		
General and Operations Managers	1	\$29.30
Computer Hardware Engineers	1	\$26.44
Computer Specialists, All Other	1	\$25.00
Computer Support Specialists	4	\$24.60
Information and Record Clerks, All Other	1	\$18.15
Compliance Officers, Except Agriculture, Construction, Health and Safety, and Transportation	1	\$18.00
Web Developers	2	\$16.82
Network and Computer Systems Administrators	1	\$16.00
Sales and Related Workers, All Other	1	\$15.00
Bill and Account Collectors	1	\$14.90
Software Quality Assurance Engineers and Testers	3	\$14.58
Bookkeeping, Accounting, and Auditing Clerks	1	\$13.00
Computer and Information Systems Managers	1	\$13.00
Telemarketers	1	\$11.00
Customer Service Representatives	14	\$10.64
Market Research Analysts	2	\$10.00
Inspectors, Testers, Sorters, Samplers, and Weighers	3	\$8.83
Business IT Ecosystems	39	\$14.64
<u>Clean Energy</u>		
Sales Engineers	2	\$37.62
Plant and System Operators, All Other	1	\$37.00
General and Operations Managers	1	\$33.18
Executive Secretaries and Administrative Assistants	1	\$21.63
Service Unit Operators, Oil, Gas, and Mining	1	\$21.00
Aircraft Mechanics and Service Technicians	1	\$20.00
Electrical and Electronic Engineering Technicians	1	\$20.00
Geological Sample Test Technicians	1	\$19.23
Heating and Air Conditioning Mechanics and Installers	3	\$18.07
Biofuels Processing Technicians	1	\$16.00
Installation, Maintenance, and Repair Workers, All Other	1	\$16.00
Janitors and Cleaners, Except Maids and Housekeeping Cleaners	1	\$15.78
Helpers--Installation, Maintenance, and Repair Workers	1	\$15.00
Life, Physical, and Social Science Technicians, All Other	1	\$14.25
Traffic Technicians	1	\$14.00
Maintenance and Repair Workers, General	3	\$13.00
Inspectors, Testers, Sorters, Samplers, and Weighers	3	\$12.60
Customer Service Representatives	3	\$12.42
Engineers, All Other	1	\$11.00
Software Quality Assurance Engineers and Testers	1	\$10.50
Automotive Body and Related Repairers	1	\$10.00
Solar Sales Representatives and Assessors	1	\$8.25
Clean Energy	31	\$17.62
<u>Cross Sector</u>		
Tutors	1	\$50.00
Sheet Metal Workers	1	\$32.45
Electrical Power-Line Installers and Repairers	1	\$32.00
Bus and Truck Mechanics and Diesel Engine Specialists	1	\$30.00

workforce CONNECTIONS
Job Titles Report
July 1, 2012 through April 30, 2013

Sector / Job Title	Job Count	Avg. Wage
Operating Engineers and Other Construction Equipment Operators	1	\$30.00
Welders, Cutters, and Welder Fitters	2	\$26.00
Electricians	8	\$24.71
Carpenters	2	\$24.50
Construction and Building Inspectors	1	\$24.00
Plumbers	1	\$24.00
Plasterers and Stucco Masons	2	\$23.94
Loading Machine Operators, Underground Mining	1	\$23.82
Wind Energy Engineers	1	\$23.81
Crane and Tower Operators	1	\$23.53
Financial Analysts	2	\$21.88
Floor Layers, Except Carpet, Wood, and Hard Tiles	1	\$21.87
Registered Nurses	1	\$21.20
Accountants and Auditors	3	\$21.17
Substance Abuse and Behavioral Disorder Counselors	1	\$20.00
Social and Human Service Assistants	2	\$19.75
Truck Drivers, Heavy and Tractor-Trailer	10	\$19.22
Business Operations Specialists, All Other	1	\$18.50
Personnel Recruiters	2	\$18.18
Computer Specialists, All Other	1	\$18.00
Eligibility Interviewers, Government Programs	1	\$18.00
Employment, Recruitment, and Placement Specialists	1	\$18.00
Construction Laborers	29	\$17.93
Recreational Therapists	1	\$17.78
Office and Administrative Support Workers, All Other	4	\$17.73
Accountants	2	\$17.50
Court Clerks	1	\$17.08
First-Line Supervisors/Managers of Mechanics, Installers, and Repairers	2	\$17.02
General and Operations Managers	2	\$17.00
Education Administrators, Preschool and Child Care Center/Program	3	\$16.79
Chefs and Head Cooks	1	\$16.50
Social Workers, All Other	3	\$16.33
Mental Health Counselors	2	\$16.25
Child, Family, and School Social Workers	4	\$16.24
Maintenance and Repair Workers, General	5	\$16.16
Property, Real Estate, and Community Association Managers	1	\$16.00
Counselors, All Other	2	\$15.40
Community and Social Service Specialists, All Other	1	\$15.05
Insurance Sales Agents	10	\$15.03
Heating, Air Conditioning, and Refrigeration Mechanics and Installers	1	\$15.00
Structural Iron and Steel Workers	1	\$15.00
Postal Service Mail Carriers	1	\$14.89
Postal Service Clerks	2	\$14.80
Administrative Services Managers	4	\$14.53
Healthcare Support Workers, All Other	2	\$14.50
Lawyers	1	\$14.50
Loan Interviewers and Clerks	1	\$14.42
Paralegals and Legal Assistants	5	\$14.42
Bookkeeping, Accounting, and Auditing Clerks	3	\$14.33
Executive Secretaries and Administrative Assistants	10	\$14.17
Loan Officers	2	\$14.03
Electrical and Electronic Engineering Technicians	1	\$14.00
Fitness and Wellness Coordinators	1	\$14.00
Vocational Education Teachers, Middle School	1	\$13.75
First-Line Supervisors/Managers of Office and Administrative Support Workers	3	\$13.67
Maids and Housekeeping Cleaners	3	\$13.66

workforce CONNECTIONS
Job Titles Report
July 1, 2012 through April 30, 2013

Sector / Job Title	Job Count	Avg. Wage
Baggage Porters and Bellhops	1	\$13.56
Financial Specialists, All Other	1	\$13.50
Payroll and Timekeeping Clerks	1	\$13.40
Computer Support Specialists	3	\$13.27
Order Fillers, Wholesale and Retail Sales	1	\$13.22
Building Cleaning Workers, All Other	1	\$13.00
Bus Drivers, School	1	\$13.00
Chemists	2	\$13.00
Title Examiners, Abstractors, and Searchers	1	\$13.00
Painters, Construction and Maintenance	5	\$12.80
Advertising and Promotions Managers	2	\$12.75
Bill and Account Collectors	3	\$12.67
Educational, Vocational, and School Counselors	2	\$12.63
Sales Representatives, Services, All Other	3	\$12.58
Purchasing Managers	1	\$12.50
Compliance Officers, Except Agriculture, Construction, Health and Safety, and Transportation	1	\$12.00
Correspondence Clerks	1	\$12.00
Grounds Maintenance Workers, All Other	1	\$12.00
Human Resources Assistants, Except Payroll and Timekeeping	1	\$12.00
Installation, Maintenance, and Repair Workers, All Other	1	\$12.00
Personal Financial Advisors	1	\$12.00
Residential Advisors	1	\$12.00
Roofers	1	\$12.00
Sales and Related Workers, All Other	1	\$12.00
Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products	1	\$12.00
Taxi Drivers and Chauffeurs	1	\$12.00
Assemblers and Fabricators, All Other	2	\$11.75
NULL	8	\$11.56
Teachers and Instructors, All Other	2	\$11.50
Customer Service Representatives	26	\$11.25
Driver/Sales Workers	2	\$11.25
Elementary School Teachers, Except Special Education	1	\$11.25
Teacher Assistants	5	\$11.16
Preschool Teachers, Except Special Education	5	\$11.01
Cooks, All Other	1	\$11.00
Office Clerks, General	2	\$11.00
Security Guards	25	\$10.91
Automotive Service Technicians and Mechanics	6	\$10.79
Social and Community Service Managers	1	\$10.75
Receptionists and Information Clerks	4	\$10.50
Secretaries, Except Legal, Medical, and Executive	3	\$10.50
Stock Clerks- Stockroom, Warehouse, or Storage Yard	8	\$10.50
File Clerks	3	\$10.09
Automotive Glass Installers and Repairers	1	\$10.00
Automotive Specialty Technicians	2	\$10.00
Computer Operators	1	\$10.00
Data Entry Keyers	3	\$10.00
Data Warehousing Specialists	1	\$10.00
Drywall and Ceiling Tile Installers	1	\$10.00
Fitness Trainers and Aerobics Instructors	1	\$10.00
Helpers, Construction Trades, All Other	1	\$10.00
Helpers--Pipelayers, Plumbers, Pipefitters, and Steamfitters	1	\$10.00
Insurance Claims and Policy Processing Clerks	2	\$10.00
Marketing Managers	1	\$10.00
Producers	1	\$10.00
Real Estate Sales Agents	1	\$10.00

workforce CONNECTIONS
Job Titles Report
July 1, 2012 through April 30, 2013

Sector / Job Title	Job Count	Avg. Wage
Cashiers	12	\$9.65
First-Line Supervisors/Managers of Housekeeping and Janitorial Workers	1	\$9.50
Hairdressers, Hairstylists, and Cosmetologists	2	\$9.50
Personal and Home Care Aides	2	\$9.50
Shuttle Car Operators	1	\$9.50
Tellers	1	\$9.50
Janitors and Cleaners, Except Maids and Housekeeping Cleaners	24	\$9.22
Telemarketers	6	\$9.13
Bakers	1	\$9.00
Food Servers, Nonrestaurant	1	\$9.00
Interviewers, Except Eligibility and Loan	1	\$9.00
Maintenance Workers, Machinery	1	\$9.00
Personal Care and Service Workers, All Other	2	\$9.00
Skin Care Specialists	1	\$9.00
Telephone Operators	1	\$9.00
Truck Drivers, Light or Delivery Services	2	\$9.00
Stock Clerks and Order Fillers	1	\$8.65
Landscaping and Groundskeeping Workers	3	\$8.50
Adult Literacy, Remedial Education, and GED Teachers and Instructors	1	\$8.25
Advertising Sales Agents	1	\$8.25
Cleaners of Vehicles and Equipment	1	\$8.25
Computer, Automated Teller, and Office Machine Repairers	1	\$8.25
Dishwashers	1	\$8.25
Door-To-Door Sales Workers, News and Street Vendors, and Related Workers	1	\$8.25
Gaming Dealers	1	\$8.25
Helpers--Production Workers	1	\$8.25
Laborers and Freight, Stock, and Material Movers, Hand	1	\$8.25
Cooks, Institution and Cafeteria	1	\$7.25
Cross Sector	398	\$13.71
<u>Health and Medical Services</u>		
Dentists, All Other Specialists	3	\$62.13
Dentists, General	11	\$36.95
Registered Nurses	149	\$29.83
Community and Social Service Specialists, All Other	2	\$26.69
Clinical, Counseling, and School Psychologists	1	\$25.00
Program Directors	1	\$25.00
Social and Community Service Managers	1	\$21.63
Rehabilitation Counselors	1	\$20.74
Surgical Technologists	4	\$19.53
Administrative Services Managers	2	\$19.00
Social Workers, All Other	4	\$18.08
Counselors, All Other	12	\$18.04
Acute Care Nurses	2	\$18.00
Social and Human Service Assistants	2	\$18.00
Medical Records and Health Information Technicians	3	\$17.17
Substance Abuse and Behavioral Disorder Counselors	9	\$16.64
Mental Health Counselors	13	\$16.59
Licensed Practical and Licensed Vocational Nurses	2	\$16.13
Bookkeeping, Accounting, and Auditing Clerks	1	\$16.00
Clinical Research Coordinators	1	\$16.00
Maintenance and Repair Workers, General	1	\$15.50
Bill and Account Collectors	1	\$15.00
Dental Laboratory Technicians	3	\$15.00
First-Line Supervisors/Managers of Office and Administrative Support Workers	1	\$15.00

workforce CONNECTIONS
Job Titles Report
July 1, 2012 through April 30, 2013

Sector / Job Title	Job Count	Avg. Wage
Medical and Health Services Managers	1	\$15.00
Personnel Recruiters	1	\$15.00
Teachers and Instructors, All Other	1	\$15.00
Healthcare Support Workers, All Other	7	\$14.87
Life, Physical, and Social Science Technicians, All Other	1	\$14.66
Billing, Cost, and Rate Clerks	1	\$14.00
Business Operations Specialists, All Other	1	\$14.00
Janitors and Cleaners, Except Maids and Housekeeping Cleaners	2	\$14.00
Mental Health and Substance Abuse Social Workers	1	\$14.00
Patient Representatives	1	\$14.00
Office Clerks, General	2	\$13.75
Medical and Clinical Laboratory Technicians	9	\$13.67
Medical and Clinical Laboratory Technologists	2	\$13.50
Receptionists and Information Clerks	5	\$13.10
Nurse Practitioners	1	\$12.75
Emergency Medical Technicians and Paramedics	1	\$12.59
Dental Assistants	7	\$12.34
Office and Administrative Support Workers, All Other	6	\$12.33
Cardiovascular Technologists and Technicians	1	\$12.00
Cooks, All Other	1	\$12.00
Secretaries, Except Legal, Medical, and Executive	1	\$12.00
Transportation Workers, All Other	1	\$12.00
Pharmacy Technicians	2	\$11.86
Nursing Aides, Orderlies, and Attendants	41	\$11.72
Medical Secretaries	3	\$11.67
Medical Assistants	37	\$11.59
Personal and Home Care Aides	19	\$11.58
Truck Drivers, Light or Delivery Services	2	\$10.75
Clinical Nurse Specialists	1	\$10.00
Food Servers, Nonrestaurant	1	\$10.00
Massage Therapists	1	\$10.00
Residential Advisors	1	\$10.00
Physical Therapist Aides	1	\$10.00
Customer Service Representatives	5	\$9.85
Home Health Aides	10	\$9.63
Bus Drivers, Transit and Intercity	2	\$9.50
Driver/Sales Workers	1	\$9.50
Personal Care and Service Workers, All Other	8	\$9.41
Ambulance Drivers and Attendants, Except Emergency Medical Technicians	1	\$9.00
Cooks, Institution and Cafeteria	1	\$9.00
Executive Secretaries and Administrative Assistants	1	\$9.00
Maids and Housekeeping Cleaners	1	\$9.00
Food Preparation Workers	1	\$8.50
Cashiers	1	\$8.25
Educational, Vocational, and School Counselors	1	\$8.25
Health Technologists and Technicians, All Other	1	\$8.25
Security Guards	1	\$8.25
Health and Medical Services	428	\$19.96
<u>Logistics and Operations</u>		
Graphic Designers	1	\$33.65
Sales Managers	1	\$22.00
Administrative Services Managers	1	\$20.19
Bill and Account Collectors	1	\$19.23
Human Resources Managers	1	\$19.23

workforce CONNECTIONS
Job Titles Report
July 1, 2012 through April 30, 2013

Sector / Job Title	Job Count	Avg. Wage
Web Developers	1	\$19.23
Machinists	1	\$18.00
Transportation Attendants, Except Flight Attendants and Baggage Porters	1	\$17.02
Electrical Engineers	1	\$17.00
Truck Drivers, Heavy and Tractor-Trailer	42	\$16.61
First-Line Supervisors/Managers of Food Preparation and Serving Workers	1	\$15.90
Truck Drivers, Light or Delivery Services	6	\$14.48
Executive Secretaries and Administrative Assistants	1	\$14.21
Office and Administrative Support Workers, All Other	1	\$14.00
Transportation Workers, All Other	1	\$13.00
Security and Fire Alarm Systems Installers	1	\$12.50
Taxi Drivers and Chauffeurs	3	\$12.29
Driver/Sales Workers	2	\$12.11
Advertising Sales Agents	1	\$12.00
General and Operations Managers	1	\$12.00
Order Fillers, Wholesale and Retail Sales	2	\$12.00
Transportation Vehicle, Equipment and Systems Inspectors, Except Aviation	1	\$12.00
Bus Drivers, Transit and Intercity	3	\$11.35
Customer Service Representatives	5	\$10.76
Production Workers, All Other	3	\$10.61
Stock Clerks- Stockroom, Warehouse, or Storage Yard	11	\$10.17
Automotive Service Technicians and Mechanics	1	\$10.00
Heating and Air Conditioning Mechanics and Installers	1	\$10.00
Material Moving Workers, All Other	1	\$10.00
Public Relations Specialists	1	\$10.00
Receptionists and Information Clerks	1	\$10.00
Sales and Related Workers, All Other	1	\$10.00
Sales Representatives, Services, All Other	1	\$10.00
Retail Salespersons	6	\$9.71
Cashiers	1	\$9.50
Stock Clerks and Order Fillers	2	\$9.50
First-Line Supervisors/Managers of Helpers, Laborers, and Material Movers, Hand	1	\$9.00
Photographers	1	\$9.00
Security Guards	5	\$8.95
Team Assemblers	1	\$8.36
Automotive Specialty Technicians	1	\$8.25
Dispatchers, Except Police, Fire, and Ambulance	1	\$8.25
Janitors and Cleaners, Except Maids and Housekeeping Cleaners	2	\$8.25
Food Preparation and Serving Related Workers, All Other	1	\$7.55
Logistics and Operations	123	\$13.50
<u>Manufacturing</u>		
Electrical Engineers	1	\$34.00
Quality Control Systems Managers	1	\$28.50
Truck Drivers, Heavy and Tractor-Trailer	1	\$25.00
Electricians	2	\$22.00
Automotive Service Technicians and Mechanics	1	\$16.00
Floor Layers, Except Carpet, Wood, and Hard Tiles	1	\$15.00
Packaging and Filling Machine Operators and Tenders	1	\$14.75
Packers and Packagers, Hand	1	\$14.00
Supply Chain Managers	1	\$13.00
Receptionists and Information Clerks	2	\$12.75
Construction Laborers	3	\$11.67
Sewers, Hand	1	\$11.50
Stock Clerks- Stockroom, Warehouse, or Storage Yard	4	\$10.08

workforce CONNECTIONS
Job Titles Report
July 1, 2012 through April 30, 2013

Sector / Job Title	Job Count	Avg. Wage
Grinding, Lapping, Polishing, and Buffing Machine Tool Setters, Operators, and Tenders, Metal and Plastic	1	\$10.00
Insulation Workers, Floor, Ceiling, and Wall	1	\$10.00
Laborers and Freight, Stock, and Material Movers, Hand	1	\$10.00
Recycling and Reclamation Workers	1	\$10.00
Shipping, Receiving, and Traffic Clerks	1	\$10.00
Manufacturing Production Technicians	1	\$9.00
Sheet Metal Workers	1	\$9.00
Assemblers and Fabricators, All Other	1	\$8.50
Manufacturing	28	\$14.04
<u>Mining and Materials</u>		
Biofuels Processing Technicians	8	\$16.25
Executive Secretaries and Administrative Assistants	1	\$12.00
Construction Laborers	1	\$9.00
Mining and Materials	10	\$15.10
<u>Tourism Gaming and Entertainment</u>		
Web Administrators	1	\$25.00
First-Line Supervisors/Managers of Non-Retail Sales Workers	1	\$23.44
Sales Managers	2	\$22.06
Human Resources Managers	1	\$20.19
Web Developers	1	\$20.00
General and Operations Managers	1	\$19.23
Travel Agents	1	\$19.23
Truck Drivers, Heavy and Tractor-Trailer	2	\$18.50
First-Line Supervisors/Managers of Housekeeping and Janitorial Workers	2	\$17.99
Producers and Directors	1	\$17.31
Automotive Service Technicians and Mechanics	1	\$15.64
First-Line Supervisors/Managers of Retail Sales Workers	3	\$14.60
Slot Key Persons	1	\$14.00
Maids and Housekeeping Cleaners	24	\$13.67
First-Line Supervisors/Managers of Food Preparation and Serving Workers	2	\$13.50
Janitors and Cleaners, Except Maids and Housekeeping Cleaners	9	\$13.47
Dining Room and Cafeteria Attendants and Bartender Helpers	1	\$13.02
Cleaning, Washing, and Metal Pickling Equipment Operators and Tenders	1	\$13.00
Credit Authorizers, Checkers, and Clerks	1	\$13.00
Bookkeeping, Accounting, and Auditing Clerks	3	\$12.60
Cooks, Institution and Cafeteria	4	\$12.53
Sales and Related Workers, All Other	3	\$12.50
Cooks, Restaurant	9	\$12.05
Material Moving Workers, All Other	1	\$12.00
Gaming Service Workers, All Other	1	\$12.00
Graphic Designers	1	\$11.75
Food Service Managers	2	\$11.74
Office Clerks, General	1	\$11.50
Stock Clerks- Stockroom, Warehouse, or Storage Yard	5	\$11.28
Cooks, All Other	20	\$11.15
Dishwashers	6	\$10.88
Security Guards	15	\$10.85
Food Preparation and Serving Related Workers, All Other	8	\$10.84
Reservation and Transportation Ticket Agents and Travel Clerks	1	\$10.75
Advertising Sales Agents	1	\$10.50
Video Game Designers	3	\$10.50
Merchandise Displayers and Window Trimmers	2	\$10.38
Customer Service Representatives	20	\$10.25

workforce CONNECTIONS
Job Titles Report
July 1, 2012 through April 30, 2013

Sector / Job Title	Job Count	Avg. Wage
Waiters and Waitresses	10	\$10.19
Public Relations Specialists	1	\$10.00
Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products	1	\$10.00
Securities, Commodities, and Financial Services Sales Agents	1	\$10.00
Shipping, Receiving, and Traffic Clerks	1	\$10.00
Tour Guides and Escorts	1	\$10.00
Sales Representatives, Services, All Other	11	\$9.92
Food Preparation Workers	4	\$9.89
Retail Salespersons	7	\$9.82
Hotel, Motel, and Resort Desk Clerks	3	\$9.80
Gaming Dealers	2	\$9.38
Telemarketers	2	\$9.38
Ushers, Lobby Attendants, and Ticket Takers	1	\$9.30
Cooks, Short Order	2	\$9.25
Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop	9	\$9.25
Receptionists and Information Clerks	2	\$9.25
Stock Clerks, Sales Floor	3	\$9.17
Truck Drivers, Light or Delivery Services	2	\$9.13
Taxi Drivers and Chauffeurs	3	\$9.08
Food Servers, Nonrestaurant	10	\$9.03
Bakers	1	\$8.75
Cashiers	34	\$8.72
First-Line Supervisors/Managers of Helpers, Laborers, and Material Movers, Hand	1	\$8.65
Laborers and Freight, Stock, and Material Movers, Hand	1	\$8.50
Market Research Analysts	1	\$8.50
Baristas	3	\$8.25
Combined Food Preparation and Serving Workers, Including Fast Food	2	\$8.25
Cooks, Fast Food	3	\$8.25
Inspectors, Testers, Sorters, Samplers, and Weighers	1	\$8.25
Order Fillers, Wholesale and Retail Sales	1	\$8.25
Bartenders	4	\$7.83
Tourism Gaming and Entertainment	290	\$11.04
Report Total	1,349	\$15.23

10. INFORMATION: Budget and Finance Committee Meeting Minutes of June 5, 2013
(draft)

*workforce***CONNECTIONS**
MINUTES

of the meeting of the

BUDGET & FINANCE COMMITTEE

The Budget & Finance Committee held a public meeting on Wednesday, June 5, 2013, beginning at 10:20 a.m. at the following location:

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

The site has speakerphone and voice-stream link capability. The public was invited to attend at this location.

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

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

Staff confirmed the agenda posted three working days prior to the meeting in accordance with the Nevada Open Meeting Law by posting at four Official Bulletin Boards (locations listed on agenda). Staff members of *workforce***CONNECTIONS** and members of the public were asked to sign in. (Sign in sheets are attached to the original minutes).

2. Discussion and Possible Action: Approval of the Agenda with inclusions of any emergency items or deletion of any items

A motion to approve the agenda presented by staff, made by Hannah Brown and seconded by Dan Gouker. Motion carried.

3. Public Comment (1st period)

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

Hearing no comments, Councilwoman Gerri Schroder-Chair closed the Public Comment Session.

4. Welcome Councilman Bob Beers to the Budget & Finance Committee

Councilwoman Gerri Schroder noted that although Councilman Beers was unable to attend the meeting she formally welcomed him to the committee and looks forward to his participation.

5. Discussion and Possible Action: Approval of minutes of the previous Budget & Finance Committee meeting held on May 1, 2013

A motion to approve the meeting minutes of May 1, 2013 presented by staff, made by Hannah Brown and seconded by Vida Chan Lin. Motion carried.

6. Discussion and Possible Action: Nomination for election of the Chair and Vice-Chair to the Budget & Finance Committee

Ardell stated, this event occurs every two years and all board members are eligible for nomination. Hannah Brown nominated Vida Chan Lin. Ms. Lin abstained. Hannah nominated Dan Gouker. Hearing no further nominations, Councilwoman Gerri Schroder closed the nominations. She then presented Dan Gouker as Chair to the Budget & Finance Committee for the vote. The vote was unanimous.

Ardell noted that Hannah Brown has one more year as Vice-Chair. Councilwoman Schroder nominated Hannah Brown as Vice-Chair to the Budget & Finance Committee. Hearing no further nominations, Councilwoman Gerri Schroder closed the nominations. She then presented Hannah Brown as Vice-Chair to the Budget & Finance Committee for the vote. The vote was unanimous.

Congratulations, Dan and Hannah!

7. Review, Discuss and Accept Reports:

A. PY2013 WIA Formula Budget and PY2013 WIA Budget Narrative

Jim Kostecki reported on the PY2013 WIA Formula Budget with accompanying Budget Narrative. Last month the Finance department brought forward an estimated budget based solely on projected numbers. In the past, when WC received Adult and Dislocated Worker funds WC was allowed to transfer up to 50% of the Dislocated Worker or Adult funds between the two streams. DETR allowed WC to build this into the main contract rather than performing an intertitle transfer. WC transferred 50% of the allotment of Dislocated Worker (original allotment of \$8,280,823) to the Adult funding stream.

The budget for the expenditures presented last month has not changed. WCs portion of 10% Administrative and 10% Program resulted in an additional \$357,922 available to spend and added to line item 8900 – Strategic Initiative-WIA.

Correction noted on page 13 under Revenues, “Funding is allocated among the three funding streams: Adult - \$10,665,753, Dislocated Worker - \$4,140,823, Youth - \$6,564,523.”

B. PY2012 WIA Formula Budget and PY2012 WIA Budget Narratives

Jim Kostecki reported on the PY2012 WIA Formula Budget with accompanying Budget Narrative reporting that this is the adjustment for the current year’s budget. WC became aware of the waiver for the intertitle transfer at 50% that was available from Dislocated Worker transferred to Adult \$1,423,900. Throughout the year, WC has updated the carryforward number to the actual with \$250,542 applied to line item 8900 – Strategic Initiative-WIA.

C. Budget vs. Actual Finance Report (Workforce Connections’ Operations) for the period July 1, 2012 through June 30, 2013 (Formula WIA)

Jim presented and reported on the Budget vs. Actual Finance Report (Workforce Connections’ Operations) indicating it is all “Green.”

Ardell noted that staff deserves credit working with the jurisdictions CFOs and it takes a lot of hard work to ensure that a budget is properly balanced. Councilwoman Schroder concurred and thanked WC staff, and credited Ardell for hiring the staff that he has in place.

D. Awards & Expenditures – Monthly Update

Jim presented and reported on the Awards & Expenditures for Program Year PY2011/PY2012 Adult/Dislocated Worker and Youth monthly update.

	Adult Expenditures	Dislocated Worker Expenditures	% Spent
WIA PY2011-PY2012 Adult & DW Green Sector	60%	40%	84.71%
WIA PY2011-PY2012 Adult & DW Health Sector	68%	32%	73.93%
WIA PY2011-PY2012 Adult & DW Rural Services	56%	44%	62.70%
WIA PY2012 Adult & DW Re-Entry Services	100%	0%	34.48%
Total PY2011/PY2012 Adult & Dislocated Worker	65%	35%	73.44%
	Youth In-School	Youth Out-Of-School	% Spent
WIA PY2011 Youth General	62%	38%	70.25%
WIA PY2012 Youth General	49%	51%	35.41%
WIA PY2011 Youth Rural and Tri County	52%	48%	62.37%
Nye Communities Coalition (contract ends 6/30/2014)	0%	100%	27.35%
WIA PY2011 To Be Allocated Amounts	52%	48%	45.86%
Direct Grants PY2010/PY2011			% Spent
Direct Adult & DW Grants			92.49%

- Next years' contracts will have a dual component with a separate amendment to their contract for their two separate budgets, one for the One-Stop Career Center and one for their Home Office locations. Jim noted that the October reporting would reflect the dual components.
- Carol Turner noted that roughly \$2.5M of the \$9.6M is estimated recaptured funds.
- No-cost extensions for rural contracts extended through June 30, 2014.
- Foundation for an Independent Tomorrow (FIT) approved to receive an additional \$700,000 for the Re-Entry Program.
- Dan Gouker queried Easter Seals. Jim noted that last month Easter Seals was approved a contract for Adults with Disabilities for \$800,000, but no activity to date. Carol stated Easter Seals received an advance of \$50,000, but no invoice is due.
- All Youth contracts are extensions to 9/30/2013 with additional funding to cover projected shortfalls, staffing, and overhead. They all had training funds to carry them through September. Monies remaining after September 30, 2013 will be recaptured and factored into funding streams for the RFP process October 1, 2013.
- YouthBuild Grant – WC should be notified of the new grant in July.

E. Funding Plans ADW/Youth

Carol Turner presented and reported on the Adult and Dislocated Worker Funding Plan. She noted the pending contracts of \$4,800,000 for the One-Stop Career Center and the \$4,800,000 for the Affiliate Sites (Service Provider's Home Offices).

There is \$400,000 allocated to the Latin Chamber Foundation was not brought before the Board last month, but will be presented at the June meeting.

We will be using carryforward funds for the first 3 months of the year with most new funds beginning October 1, 2013.

Pending Contracts-ADW

*PY2013 New One-Stop Partner RFP (Veterans - Start 10/2013)	\$650,000
*PY2013 New Adult and DW (Rural-Esmeralda - Start 10/2013)	\$50,000
*PY2013 New Adult and DW Contracts (Clark County-Mesquite – Start 10/2013)	\$50,000
*PY2013 New Adult and DW Contracts (Re-entry - Barber Training)	\$1,000,000
*PY2013 Adult and DW Contracts (Re-entry – Logistics/Warehousing Operations)	\$500,000

**Not issued until after October 1, 2013*

Pending Contracts-Youth

*PY2013 Out-of-School Youth Contracts (Start Oct 2013)	\$1,500,000
*PY2013 In-School Youth Contracts (Start Oct 2013)	\$1,400,000
*PY2013 Youth Rural Contracts (Start Oct 2013)	\$350,000
*PY2013 Youth One-Stop Corner (Start Oct 2013)	\$200,000

**Not issued until after October 1, 2013*

Carol noted that new Request for Proposal's will be published for pending youth contracts with funds available to support youth ages 18-21 that would be offered out of the One-Stop Career Center.

F. Audit findings for Program Year 2011 (Year Ended June 30, 2012) – June Report

Jim presented and reported Audit findings for Program Year 2011 (Year Ended June 30, 2012) with minor changes to the report.

- Item 12-1 WC continues to pay providers within 2 days from receipt of funding. When WC has an exception and draws funds for a provider, and cannot pay the service provider, the funds are returned to the State and then redrawn (draw swap). Paperwork is documented as such and acceptable to the auditors. WC will continue this process.
- Item 12-2 WC staff continues to review all provider invoices to ensure accuracy and completeness.
- Item 12-3 (supporting documentation to participant eligibility files for SESP (400+ participant files)). A quality assurance process is in place for these files that will continue into August 2013 with shortfalls identified and corrected prior to the audit. Hannah Brown queried when the auditors gave their report they provided recommendations to eliminate Item 12-3. Jim concurred. Carol stated that there is a plan set in place to review 100% of the files. As SESP grant staff are finishing the grant and completing final reporting through June 30, 2013, that system will sunset and SESP staff support will begin in-depth reviews of all files since July 1, 2012.
- Item 12-4 WC staff has requested and received authorization from the state to dispose of a large list of fully depreciated assets. Efforts are in process to reconcile WCs asset list with the service providers lists to ensure all assets coded correctly.

Jim announced that the audit through PBTk begins on or around November 18, 2013.

G. SESP Audit Findings

Carol presented the closure of the SESP Audit Findings report with the summaries of five (5) findings that were resolved on page 34 of the agenda packet. Carol stated that a written response was submitted to DETR that included a response to each of the five findings (two issues noted -- records retention and data recording), and accepted.

Carol stated that WC has not seen the informal US DOLs Audit Report conducted last year on the SESP grant. She further stated that this was a large grant (approximately \$6,000,000) statewide with approximately \$3,500,000 assigned to southern Nevada.

Jim Kostecki stated that the SESP Audit was a compliance audit with no fiscal review conducted.

A motion to accept the reports A through G presented by staff, made by Bill Bruninga and seconded by Dan Gouker. Motion carried.

8. Public Comment (2nd period)

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

Hearing no comments, Councilwoman Gerri Schroder, Chair closed the Public Comment Session.

Councilwoman Gerri Schroder addressed the Budget & Finance Committee 2013 Calendar and queried the July 9, 2013 meeting. Discussion ensued regarding the dates/times and the locations. Jim Kostecki noted that the July and August meeting would be at Workforce Connections. Ardell stated that committee meetings would be located at the One-Stop Career Center. He also stated that the July 9 meeting would be a working lunch based on the calendared time. Jim further stated that with the meetings scheduled for the second Wednesday of the month, more current and complete reports will be available for the Committee to review.

9. Adjournment unanimously approved at 11:08 a.m.

11. DISCUSSION AND POSSIBLE ACTION: REVIEW, DISCUSS, ACCEPT, APPROVE

- a. PY2013 WIA Formula Budget July 1, 2013 through June 30, 2014 and Budget Narrative
- b. PY2012 WIA Formula Budget July 1, 2012 through June 30, 2013 and Budget
- c. Budget vs. Actual Finance Report (Workforce Connections' Operations) for the period July 1, 2012 through June 30, 2013 (Formula WIA)
- d. PY2011/PY2012 Awards & Expenditures Report – Monthly Update
- e. Adult & Dislocated Worker and Youth Funding Plans
- f. Audit Findings Report for Program Year 2011 (Year Ended June 30, 2012)
- g. State Energy Sector Partnership (SESP) Audit Findings
- h. Workforce Connections' Standing Professional Services Contracts – Monthly Update

workforceCONNECTIONS
PY2013 WIA Formula Budget
July 1, 2013 - June 30, 2014
(Revised Budget - June 1, 2013 Revision)

Revenue by Funding Stream	Approved Budget PY2013	Proposed Budget PY2013	\$ Change	Available for LWIB Operations		Community Resource Allocations	TOTAL
				10% Admin	10% Program		
PY2013 Adult	5,782,124	10,665,753	4,883,629	1,066,575	1,066,575	8,532,603	10,665,753
PY2013 Dislocated Worker	7,140,903	4,140,823	(3,000,080)	414,082	414,082	3,312,659	4,140,823
PY2013 Youth	5,908,457	6,564,523	656,066	656,452	656,452	5,251,619	6,564,523
PY2011 Dislocated Worker - Addl. DETR Allocation Apr 2013	669,776	-	(669,776)	-	-	-	-
PY2012 Dislocated Worker - Addl. DETR Allocation Apr 2013	1,358,271	628,047	(730,224)	62,805	62,805	502,437	628,047
PY2011/2012 Adult Carry Forward	2,000,000	3,400,000	1,400,000	340,000	340,000	2,720,000	3,400,000
PY2011/2012 Dislocated Worker Carry Forward	471,953	471,953	-	47,195	47,195	377,563	471,953
PY2011/2012 Youth Carry Forward	2,000,000	2,000,000	-	50,000	200,000	1,750,000	2,000,000
Other Revenues (Interest)	25	25	-		25	-	25
Total Revenue by Funding Stream	\$ 25,331,509	\$ 27,871,124	\$ 2,539,615	\$ 2,637,109	\$ 2,787,134	\$ 22,446,881	\$ 27,871,124
				Subtotal Board Operations		\$ 5,424,243	

Notes:

1. PY2013 Estimated Revenues include WIA funding in the total amount of \$21,371,099
2. Carry forward funds have been estimated for PY2012 in the amount of \$6,500,000.
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 PY2013	\$ Change	One-Stop Center	One-Stop System	Community Resource Allocation	TOTAL
Adult Services	6,225,700	11,252,603	5,026,903	92,734	214,266	10,945,603	11,252,603
Dislocated Worker Services	7,712,723	4,192,659	(3,520,064)	250,000	643,000	3,299,659	4,192,659
Youth Services	6,326,765	7,001,619	674,854			7,001,619	7,001,619
Subtotal Community Resource Allocations	\$ 20,265,188	\$ 22,446,881	\$ 2,181,693	\$ 342,734	\$ 857,266	\$ 21,246,881	\$ 22,446,881

Board Operations	Approved Budget PY2012	Proposed Budget PY2013	\$ Change	Admin	Program	Total
Subtotal Operating Expenditures	5,066,321	5,424,243	357,922	1,965,032	3,459,211	5,424,243
Total Expenditures	\$ 25,331,509	\$ 27,871,124		\$ 1,965,032	\$ 3,459,211	
Fund Balance	\$ -	\$ -		\$ 672,077	\$ (672,077)	\$ -

NOTE: PY2013 funding period is available July 1, 2013 through June 30, 2015 (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)

workforceCONNECTIONS
PY2013 WIA Formula Budget
July 1, 2013 - June 30, 2014
(Revised Budget - June 1, 2013 Revision)

Board Operations	Authorized FTE	Actual FTE	Original Budget PY2013	Proposed Budget PY2013	\$ Change	Admin	Program	Total
6500 Salaries	33.18	31.18	2,692,533	2,692,533	-	807,760	1,884,773	2,692,533
7000 Accounting and Auditing			300,000	300,000	-	300,000	-	300,000
7005 Legal Fees			50,000	50,000	-	50,000	-	50,000
7010 Legal Publication Advertising			18,000	18,000	-	6,480	11,520	18,000
7020 Licenses and Permits			3,000	3,000	-	1,080	1,920	3,000
7025 Dues and Subscriptions			12,000	12,000	-	4,320	7,680	12,000
7030 Postage and Delivery			6,000	6,000	-	2,160	3,840	6,000
7035 Printing and Reproduction			12,000	12,000	-	4,320	7,680	12,000
7040 Office Supplies			15,000	15,000	-	5,400	9,600	15,000
7045 Systems Communications			50,000	50,000	-	18,000	32,000	50,000
7050 Tuition, Training, and Seminars - Staff			40,000	40,000	-	14,400	25,600	40,000
7055 Travel and Mileage - Staff			40,000	40,000	-	14,400	25,600	40,000
7060 Utilities			30,000	30,000	-	10,800	19,200	30,000
7065 Telephone			30,000	30,000	-	10,800	19,200	30,000
7070 Rent (Offices)			264,723	264,723	-	95,300	169,423	264,723
7075 Facilities Repairs & Maintenance			41,680	41,680	-	15,005	26,675	41,680
7080 Admin Support Contracts			135,000	135,000	-	135,000	-	135,000
7085 Program Support Contracts			85,000	85,000	-	-	85,000	85,000
7085 Program Support Contracts - IT NVTrac/Web			121,800	121,800	-	-	121,800	121,800
7090 Non-Board Meetings and Outreach			39,168	39,168	-	14,100	25,068	39,168
7095 Board Meetings and Travel			18,000	18,000	-	-	18,000	18,000
7100 Insurance			47,500	47,500	-	17,100	30,400	47,500
7100-7120 Employee Fringe Benefits			846,140	846,140	-	253,842	592,298	846,140
7125 Employer Payroll Taxes			80,777	80,777	-	24,233	56,544	80,777
7130/7135 Payroll Services and Bank Fees			11,000	11,000	-	3,960	7,040	11,000
7200 Equipment - Operating Leases			15,000	15,000	-	5,400	9,600	15,000
8500 Capital - Equipment and Furniture			62,000	62,000	-	22,320	39,680	62,000
8900 Strategic Initiative - WIA				357,922	357,922	128,852	229,070	357,922
Subtotal Board Operations			5,066,321	5,424,243	357,922	1,965,032	3,459,211	5,424,243

**Workforce Connections
Program Year 2013
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 PY2013 allotted funds are in the amount of \$21,371,099. Funding is allocated among the three funding streams: Adult - \$10,665,753, Dislocated Worker - \$4,140,823, Youth - \$6,564,523.

Overall funding for PY2013 is projected to increase by \$1,868,559 (10%), compared to the PY 2012 WIA allocation which was \$19,502,540.

Other anticipated funding includes operating carry forward funds from PY2012 WIA allocation estimated at \$6,500,000 and interest at \$25.

Total budgeted revenues for PY2013 are \$27,871,124.

Expenditures – Community Resource Allocation:

On May 28, 2013, the Board approved funding for the One-Stop Career Center and Systems Operations as well as the extension of the Adult and Dislocated Worker PY2012 contracts. Existing contracts for the LV Clark County Urban League Computer Center and Easter Seals of Southern Nevada will continue into PY2013.

On May 28, 2013, the Board approved additional funding on the extended Youth PY2011 and PY2012 contracts for Summer Component/ Year Round, In-School, Out of School, Re-Entry and the Rural Youth program. Contracts for Olive Crest, Goodwill of Southern Nevada, Southern Nevada Regional Housing Authority and the Latin Chamber Green Consortium will continue into PY2013.

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, the board of directors has allocated 10% of the total budget allocation. 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: \$2,692,533 –Allocated costs for administrative and program staff salaries.

7000 - Accounting and Auditing: \$300,000 –Allocated costs for the A-133 audit as well as extended accounting, financial consulting, and technical support.

A-133 Audit	\$ 80,000
Auditing Services	\$ 55,000
Accounting Services	\$165,000

7005 Legal Fees: \$50,000 –Allocated costs for legal services in areas such as board and official open meetings preparation including review of agendas, contract agreements, RFPs, and policies.

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

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

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

7030 Postage and Delivery: \$6,000 –Allocated costs for postage and mail delivery including such activities as routine postage, courier delivery service, and Federal Express delivery.

7035 Printing and Reproduction: \$12,000 – Allocated costs for monthly copier per copy charges and other ancillary copying and printing costs associated with Board administration and daily operations.

7040 Office Supplies: \$15,000 – Allocated costs for various office supplies needed for daily operations.

7045 Systems Communications: \$50,000 – Allocated costs for support systems such as data backup, T-1 computer lines, and web hosting for internal e-mail support.

7050 Tuition, Training, and Seminars (Staff): \$40,000 –Allocated costs for local and out-of-town staff training and seminars for both local and out-of-town locations for fiscal, program, and systems management.

7055 Travel and Mileage (Staff): \$40,000 – Allocated costs for local mileage and out-of-town staff travel for grant related matters such as State and USDOL sponsored training and conferences. Mileage includes 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: A new line item \$30,000** – Allocated costs for utilities for the new location. Utilities are included in our current 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): \$264,723** –Allocated costs for Workforce Connections’ office space for staff in support of the Board’s administrative and programmatic functions.
- 7075 Facilities Maintenance: \$41,680** –Allocated costs for equipment or facility repairs and maintenance..
- 7080 Admin Support Contracts: \$135,000** –Allocated costs for administrative support agreements and temporary staffing with focus on administrative, fiscal, and personnel management.
- 7085 Program Support Contracts: \$85,000** –Allocated costs for program support training agreements and security guard costs.
- 7085 Program Support Contracts – IT NVTrac and Web: \$121,800** –Allocated costs for temporary staffing to support program and data support activities.
- 7090 Non-Board Meetings and Outreach: \$39,168** –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: \$47,500** –Allocated costs for Board anticipated liability insurance costs for workers’ compensation, general business liability, auto, and Board of Directors’ and officers’ omission and errors liability.
- 7100-7120 Employee Fringe Benefits: \$846,140** –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: \$80,777** –Allocated costs for employer payroll taxes which are calculated at 3% of total salaries.
- 7130-7135 Bank/Payroll Services: \$11,000** –Allocated costs for various banking services which include wire transfers, ACH payments, and payroll services.

Bank Fees	\$6,000
Payroll Services	\$5,000

- 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.
- 8500 Capital – Equipment and Furniture: \$62,000** –Allocated costs for equipment and furniture including computers, servers, and furniture for administrative and programmatic support staff.
- 8900 Strategic Initiatives: \$357,922 – Increase of \$357,922 -** 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.

workforceCONNECTIONS
PY 2013 WIA Formula Budget
One Stop Center
(Revised Budget - June 1, 2013 Revision)

One-StopCenter	Authorized FTE	Actual FTE	Original Budget PY2013	Proposed Budget PY2013	\$ Change	Admin	Program	Total
6500 Salaries	2.00	2.00		88,526	-		88,526	88,526
7000 Accounting and Auditing					-		-	-
7005 Legal Fees					-		-	-
7010 Legal Publication Advertising					-		-	-
7020 License and Permits					-		-	-
7025 Dues and Subscriptions				1,000	-		1,000	1,000
7030 Postage and Delivery				2,820	-		2,820	2,820
7035 Printing and Reproduction				10,500	-		10,500	10,500
7040 Office Supplies				12,000	-		12,000	12,000
7045 Systems Comm./Telephone Support				9,810	-		9,810	9,810
7050 Tuition, Training, and Seminars - Staff					-		-	-
7055 Travel and Mileage - Staff				2,000	-		2,000	2,000
7060 Utilities				13,800	-		13,800	13,800
7065 Telephone					-		-	-
7070 Facility Rent/Lease				64,032	-		64,032	64,032
7075 Facilities Repairs and Maintenance				16,082	-		16,082	16,082
7080 Admin Support Contracts					-		-	-
7085 Program Support Contracts				13,442	-		13,442	13,442
7085 Program Support Contracts - IT NVTrac/Web					-		-	-
7090 Non-Board Meetings and Outreach				6,825	-		6,825	6,825
7095 Board Meetings and Travel					-		-	-
7100 Insurance				12,900	-		12,900	12,900
7100-7120 Employee Fringe Benefits				30,984	-		30,984	30,984
7125 Employer Payroll Taxes				2,656	-		2,656	2,656
7130/7135 Payroll Services and Bank Fees					-		-	-
7200 Equipment - Operating Leases				4,446	-		4,446	4,446
8500 Capital - Equipment and Furniture					-		-	-
8510 Capital - Software NVTrac - Data System					-		-	-
8900 Strategic Initiative - WIA					-		-	-
GASB Depreciation				50,911	-		50,911	50,911
Subtotal One-Stop Center				342,734	-	-	342,734	342,734
Per Partner Cost - 38 Total			9,019.32	\$ 9,019.32				

workforceCONNECTIONS
PY 2013 WIA Formula Budget
One Stop Systems
(Revised Budget - June 1, 2013 Revision)

One-Stop System	Authorized FTE	Actual FTE	Original Budget PY2013	Proposed Budget PY2013	\$ Change	Admin	Program	Total
6500 Salaries	4.00	4.00		263,358	-		263,358	263,358
7000 Accounting and Auditing					-			
7005 Legal Fees					-			
7010 Legal Publication Advertising				1,000	-		1,000	1,000
7020 License and Permits				500	-		500	500
7025 Dues and Subscriptions				-	-		-	-
7030 Postage and Delivery				3,180	-		3,180	3,180
7035 Printing and Reproduction				4,500	-		4,500	4,500
7040 Office Supplies				3,000	-		3,000	3,000
7045 Systems Comm./Telephone Support				11,310	-		11,310	11,310
7050 Tuition, Training, and Seminars - Staff				1,000	-		1,000	1,000
7055 Travel and Mileage - Staff				13,480	-		13,480	13,480
7060 Utilities				16,200	-		16,200	16,200
7065 Telephone				3,720	-		3,720	3,720
7070 Facility Rent/Lease				75,168	-		75,168	75,168
7075 Facilities Repairs and Maintenance				19,898	-		19,898	19,898
7080 Admin Support Contracts					-			
7085 Program Support Contracts				195,159	-		195,159	195,159
7085 Program Support Contracts - IT NVTrac/Web				25,000	-		25,000	25,000
7090 Non-Board Meetings and Outreach				15,750	-		15,750	15,750
7095 Board Meetings and Travel					-			
7100 Insurance				2,100	-		2,100	2,100
7100-7120 Employee Fringe Benefits				92,176	-		92,176	92,176
7125 Employer Payroll Taxes				7,901	-		7,901	7,901
7130-7135 Payroll Services and Bank Fees				500	-		500	500
7200 Equipment - Operating Leases				28,000	-		28,000	28,000
8500 Capital - Equipment and Furniture				10,260	-		10,260	10,260
8510 Capital - Software NVTrac - Data System					-		-	-
8900 Strategic Initiative - WIA				64,106	-		64,106	64,106
GASB Depreciation					-		-	-
Subtotal One-Stop System				857,266	-	-	857,266	857,266

Note: Urban League Resource Center has been included for \$150,000 proposed one time funding.

6/18/2013

workforceCONNECTIONS
PY2012 WIA Formula Budget
July 1, 2012 - June 30, 2013
(Revised Budget - June 1, 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	8,316,715	9,740,615	1,423,900	974,062	974,062	7,792,491	9,740,615
PY2012 Dislocated Worker	4,847,926	3,424,026	(1,423,900)	342,403	342,403	2,739,220	3,424,026
PY2012 Dislocated Worker - Addl. DETR Allocation Jan 2013	679,465	679,465	-			679,465	679,465
PY2012 Dislocated Worker - Addl. DETR Allocation Apr 2013	1,358,271	1,358,271	-	135,827	135,827	1,086,617	1,358,271
PY2011 Dislocated Worker - Addl. DETR Allocation Apr 2013	669,776	669,776	-	66,978	66,978	535,820	669,776
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	3,576,575	2,576,575	100,000	100,000	3,376,575	3,576,575
PY2011 Dislocated Worker Carry Forward	1,000,000	1,316,464	316,464	100,000	100,000	1,116,464	1,316,464
PY2011 Youth Carry Forward	3,000,000	4,252,714	1,252,714	425,271	425,271	3,402,172	4,252,714
Other Revenues (Interest)	25	25	-		25	-	25
Governor's Reserve - Strategic Initiative			-		-		-
Total Revenue by Funding Stream	\$ 27,210,077	\$ 31,355,830	\$ 4,145,753	\$ 2,778,331	\$ 2,778,356	\$ 25,799,143	\$ 31,355,830
				Subtotal Board Operations \$ 5,556,687			

Notes:

1. PY2012 Revenues include WIA funding in the total amount of \$22,210,052.
2. Carry forward funds are revised based on final A-133 audit in the amount of \$9,145,753.
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 System	Staff Office Relocation	Community Resource Allocations	TOTAL
Adult Services	7,453,371	11,169,066	3,715,695	1,000,000		10,169,066	11,169,066
Dislocated Worker Services	6,980,242	6,157,586	(822,656)		1,435,600	4,721,986	6,157,586
Youth Services	7,470,319	8,472,491	1,002,172			8,472,491	8,472,491
Subtotal Community Resource Allocations	\$ 21,903,932	\$ 25,799,143	\$ 3,895,211	\$ 1,000,000	\$ 1,435,600	\$ 23,363,543	\$ 25,799,143

Board Operations	Approved Budget PY2012	Proposed Budget PY2012	\$ Change	Admin	Program	Total
Subtotal Operating Expenditures	5,306,145	5,556,687	250,542	1,840,802	3,715,885	5,556,687
Total Expenditures	\$ 27,210,077	\$ 31,355,830		\$ 1,840,802	\$ 3,715,885	\$ 25,799,143
Fund Balance	\$ -	\$ -		\$ 937,529	\$ (937,529)	\$ -

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)

6/18/2013

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

Board Operations	Authorized FTE	Actual FTE	Approved Budget PY2012	Proposed Budget PY2012	\$ Change	Admin	Program	Total
6500 Salaries	31.18	29.18	2,531,439	2,531,439	-	759,432	1,772,007	2,531,439
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	-	7,380	10,620	18,000
7020 Licenses and Permits			3,000	3,000	-	900	2,100	3,000
7025 Dues and Subscriptions			12,000	12,000	-	3,600	8,400	12,000
7030 Postage and Delivery			6,000	6,000	-	1,800	4,200	6,000
7035 Printing and Reproduction			12,000	12,000	-	3,600	8,400	12,000
7040 Office Supplies			15,000	15,000	-	4,500	10,500	15,000
7045 Systems Communications			50,000	60,000	10,000	24,600	35,400	60,000
7050 Tuition, Training, and Seminars - Staff			45,000	45,000	-	18,450	26,550	45,000
7055 Travel and Mileage - Staff			40,000	40,000	-	12,000	28,000	40,000
7060 Utilities (included in Rent)			-	-	-	-	-	-
7065 Telephone			30,000	30,000	-	12,300	17,700	30,000
7070 Rent (Offices)			365,348	365,348	-	109,604	255,744	365,348
7075 Facilities Maintenance			6,500	6,500	-	1,950	4,550	6,500
7080 Admin Support Contracts			120,000	120,000	-	120,000	-	120,000
7085 Program Support Contracts			120,000	120,000	-	-	120,000	120,000
7085 Program Support Contracts - IT NVTrac/Web			159,000	159,000	-	-	159,000	159,000
7090 Non-Board Meetings and Outreach			45,000	45,000	-	13,500	31,500	45,000
7095 Board Meetings and Travel			23,000	23,000	-	-	23,000	23,000
7100 Insurance			47,500	47,500	-	19,475	28,025	47,500
7100-7120 Employee Fringe Benefits			789,757	789,757	-	236,927	552,830	789,757
7125 Employer Payroll Taxes			75,945	75,945	-	22,784	53,161	75,945
7130/7135 Payroll Services and Bank Fees			16,000	16,000	-	16,000	-	16,000
7200 Equipment - Operating Leases			15,000	15,000	-	4,500	10,500	15,000
8500 Capital - Tenant Impr., Equipment and Furniture			75,000	75,000	-	22,500	52,500	75,000
8900 Strategic Initiative - WIA			260,656	501,198	240,542	-	501,198	501,198
Subtotal Board Operations			5,306,145	5,556,687	250,542	1,840,802	3,715,885	5,556,687

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**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 \$22,210,052. Intertitle transfers in the amount of \$1,423,900 were processed from the Dislocated Worker to Adult funding stream based on demand. Allocated (revised) among the three funding streams: Adult - \$9,740,615, Dislocated Worker - \$3,424,026, Youth - \$6,337,899, and Dislocated Worker Rapid Response Funds - \$679,465. In addition, more Dislocated Worker funds were received in May in the amount of \$2,028,047 from State Rapid Response funds.

Overall funding for PY 2012 was increased by \$4,009,441 (22%), 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 \$9,145,753 and interest at \$25.

Total budgeted revenues for PY 2012 are \$31,355,830.

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: \$2,531,439 – 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 – Allocated costs for postage and mail delivery including such activities as routine postage, courier delivery service, and Federal Express delivery.

7035 Printing and Reproduction: \$12,000 – Allocated costs for monthly copier per copy charges and other ancillary copying and printing costs associated with Board administration and daily operations.

7040 Office Supplies: \$15,000 – Allocated costs for various office supplies needed for every day operations.

7045 Systems Communications: \$50,000 – An increase of \$10,000 – Allocated costs for support systems such as data backup, T-1 lines, and web hosting for internal e-mail support. The increase is due to the cost of license renewals for various software programs.

7050 Tuition, Training, and Seminars (Staff): \$45,000 – 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): \$40,000** – 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: \$120,000** – Allocated costs for program support agreements and temporary staffing to support program activities.
- 7085 Program Support Contracts – IT NVTrac and Web: \$159,000** – Allocated costs for program support agreements and temporary staffing to support program and data support activities.
- 7090 Non-Board Meetings and Outreach: \$45,000** – 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: \$23,000** – Allocated costs for facility and event related charges tied to board and committee meetings and Board travel to grant activities.
- 7100 Insurance: \$47,500 – Increase of \$7,500** - Allocated costs for Board anticipated liability insurance costs for workers’ compensation, general business liability, auto, and Board of Directors’ and officers’ omission and errors liability.
- 7100-7120 Employee Fringe Benefits: \$789,757** – 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 used to calculate the fringe benefits.
- 7125 - Employer Payroll Taxes: \$75,945** – 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.

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

8900 Strategic Initiatives: \$501,198 – An increase of \$240,542 - 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.

workforceCONNECTIONS --Operations and One-Stop Side-by-Side
July 1, 2012 - June 30, 2013
(Updated March 21, 2013)

Board Operations	Authorized FTE	Actual FTE	Approved Budget PY2012	One-Stop Center	Proposed Budget PY2012	One-Stop System	Authorized FTE	Actual FTE	Proposed Budget PY2012	TOTAL
				MAY & JUNE						
6500 Salaries	31.88	27.88	2,531,439	Salaries	-	Salaries	7.00	6.00	184,474	2,715,913
7000 Accounting and Auditing			350,000	Accounting and Auditing	-	Accounting and Auditing			-	350,000
7005 Legal Fees			75,000	Legal Fees	-	Legal Fees			30,766	105,766
7010 Legal Publication Advertising			18,000	Legal Publication Advertising	-	Legal Publication Advertising			834	18,834
7020 Licenses and Permits			3,000	License and Permits	-	License and Permits			306	3,306
7025 Dues and Subscriptions			12,000	Dues and Subscriptions	500	Dues and Subscriptions			-	12,500
7030 Postage and Delivery			6,000	Postage and Delivery	500	Postage and Delivery			1,522	8,022
7035 Printing and Reproduction			12,000	Printing and Reproduction	1,400	Printing and Reproduction			2,100	15,500
7040 Office Supplies			15,000	Office Supplies	2,000	Office Supplies			1,888	18,888
7045 Systems Communications			60,000	Systems Comm./Telephone Support	1,000	Systems Comm./Telephone Support			5,000	66,000
7050 Tuition, Training, and Seminars - Staff			45,000	Tuition, Training, and Seminars - Staff	-	Tuition, Training, and Seminars - Staff			500	45,500
7055 Travel and Mileage - Staff			40,000	Travel and Mileage - Staff	-	Travel and Mileage - Staff			500	40,500
7060 Utilities				Utilities	2,000	Utilities			11,925	13,925
7060 Utilities (Deposit)				Utilities (Deposit)	-	Utilities (Deposit)			4,560	4,560
7065 Telephone			30,000	Telephone	-	Telephone			550	30,550
7070 Rent (Offices)			365,348	Rent (Offices)	11,600	Rent (Offices)			33,840	410,788
7070 Rent (Deposit)				Rent (Deposit)	-	Rent (Deposit)			52,816	52,816
7075 Facilities Maintenance			6,500	Facilities Repairs and Maintenance	1,860	Facilities Repairs and Maintenance			5,580	13,940
7080 Admin Support Contracts			120,000	Admin Support Contracts	-	Admin Support Contracts			-	120,000
7085 Program Support Contracts			120,000	Program Support Contracts	5,400	Program Support Contracts			221,962	347,362
7085 Program Support Contracts - IT NVTrac/Wet			159,000	Program Support Contracts - IT NVTrac/W	-	Program Support Contracts - IT NVTrac/Web			50,000	209,000
7090 Non-Board Meetings and Outreach			45,000	Non-Board Meetings and Outreach	416	Non-Board Meetings and Outreach			5,000	50,416
7095 Board Meetings and Travel			23,000	Board Meetings and Travel	-	Board Meetings and Travel			-	23,000
7100 Insurance			47,500	Insurance	-	Insurance			15,000	62,500
7100-7120 Employee Fringe Benefits			789,757	Employee Fringe Benefits	-	Employee Fringe Benefits			66,092	855,849
7125 Employer Payroll Taxes			75,945	Employer Payroll Taxes	-	Employer Payroll Taxes			5,665	81,610
7130/7135 Payroll Services and Bank Fees			16,000	Payroll Services and Bank Fees	-	Payroll Services and Bank Fees			350	16,350
7200 Equipment - Operating Leases			15,000	Equipment - Operating Leases	1,600	Equipment - Operating Leases			2,400	19,000
8500 Capital - Tenant Impr, Equip and Furniture			75,000	Capital - Tenant Impr, Equip and Furniture	-	Capital - Tenant Impr, Equip and Furniture			1,518,756	1,593,756
Depreciation (TI, Furnishing, Equip)			-	Depreciation (TI, Furnishing, Equip)	13,625	Depreciation (TI, Furnishing, Equip)			-	13,625
8900 Strategic Initiative - WIA			501,198	Strategic Initiative - WIA	-	Strategic Initiative - WIA			171,313	672,511
Subtotal Board Operations			5,556,687	Subtotal One-Stop Center	41,901	Subtotal One-Stop System			2,393,699	7,992,287

APRIL YTD 2013 REPORT-FINAL

workforce CONNECTIONS

PY2012 WIA Formula Expenses

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

Administrative and Program Operating Budget

Line Item Number	Budget				ACTUAL EXPENSES			Budget Authority Remaining			% of Program Year Concluded		
											83.33%		
	Operating Expenses	Admin	Program	Total	Admin	Program	Total	Admin	Program	Total	Admin	Program	Total
6500	Salaries	759,432	1,772,007	2,531,439	465,321	1,127,670	1,592,991	294,111	644,337	938,448	61.27%	63.64%	62.93%
7000	Accounting and Auditing	350,000	0	350,000	197,483	0	197,483	152,517	0	152,517	56.42%	0.00%	56.42%
7005	Legal Fees	75,000	0	75,000	37,441	0	37,441	37,559	0	37,559	49.92%	0.00%	49.92%
7010	Legal Publication Advertising	5,040	12,960	18,000	1,131	2,888	4,020	3,909	10,072	13,980	22.44%	22.29%	22.33%
7020	Licenses and Permits	840	2,160	3,000	230	589	819	610	1,571	2,181	27.44%	27.25%	27.30%
7025	Dues and Subscriptions	3,360	8,640	12,000	1,790	4,564	6,354	1,570	4,076	5,646	53.28%	52.83%	52.95%
7030	Postage & Delivery	1,680	4,320	6,000	636	1,625	2,261	1,044	2,695	3,739	37.88%	37.61%	37.68%
7035	Printing and Reproduction	3,360	8,640	12,000	2,235	5,707	7,942	1,125	2,933	4,058	66.52%	66.06%	66.18%
7040	Office Supplies	4,200	10,800	15,000	2,800	7,150	9,950	1,400	3,650	5,050	66.66%	66.20%	66.33%
7045	System Communications	14,000	36,000	50,000	12,451	31,796	44,247	1,549	4,204	5,753	88.94%	88.32%	88.49%
7050	Tuition, Training and Seminars	18,450	26,550	45,000	6,077	15,523	21,600	12,373	11,027	23,400	32.94%	58.47%	48.00%
7055	Travel and Mileage (Staff)	12,000	28,000	40,000	7,107	18,149	25,256	4,893	9,851	14,744	59.22%	64.82%	63.14%
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	3,395	8,662	12,056	5,005	12,938	17,944	40.42%	40.10%	40.19%
7070	Rent	102,297	263,051	365,348	69,912	178,525	248,438	32,385	84,526	116,910	68.34%	67.87%	68.00%
7075	Facilities Maintenance	1,820	4,680	6,500	562	1,435	1,997	1,258	3,245	4,503	30.88%	30.67%	30.73%
7080/7085	Support Contracts	120,000	279,000	399,000	102,190	171,964	274,154	17,810	107,036	124,846	85.16%	61.64%	68.71%
7090	Non-Board Meetings & Outreach	13,500	31,500	45,000	7,765	19,792	27,557	5,735	11,708	17,443	57.52%	62.83%	61.24%
7095	Board Meetings and Travel	0	23,000	23,000	0	11,771	11,771	0	11,229	11,229	0.00%	51.18%	51.18%
7100	Insurance	19,475	28,025	47,500	10,150	25,920	36,070	9,325	2,105	11,430	52.12%	92.49%	75.94%
7120	Employee Fringe Benefits	236,927	552,830	789,757	128,670	328,568	457,238	108,257	224,262	332,519	54.31%	59.43%	57.90%
7125	Employer Payroll Taxes	22,784	53,161	75,945	10,961	27,990	38,951	11,823	25,171	36,994	48.11%	52.65%	51.29%
7130/7135	Payroll Services and Bank Fees	16,000	0	16,000	5,497	0	5,497	10,503	0	10,503	34.36%	0.00%	34.36%
7200	Equipment - Operating Leases	4,500	10,500	15,000	3,357	8,574	11,931	1,143	1,926	3,069	74.61%	81.65%	79.54%
7600	Youth Program Activities	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%
7605	Adult/DW Program Activities	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%
8500	Equipment and Furniture	22,500	52,500	75,000	9,440	24,108	33,548	13,060	28,392	41,452	41.96%	45.92%	44.73%
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	260,656	260,656	0	0	0	0	260,656	260,656	0.00%	0.00%	0.00%
	Total	1,815,565	3,490,580	5,306,145	1,086,605	2,022,968	3,109,573	728,960	1,467,612	2,196,572	59.85%	57.96%	58.60%

Legend	
	Correct Now
	Watch
	OK

workforce CONNECTIONS
Awards and Expenditures
Program Year 2011/2012 Adult/Dislocated Worker Programs
May 31, 2013

Amounts for Providers reflect invoiced allowable expenditures through April 2013. Starred lines only reflect expenditures through March 2013.

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

WIA PY11-PY12 Adult and Dislocated Worker Green/All 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	\$ 279,713	\$ 171,809	\$ 451,522	64.50%	\$ 248,478	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	\$ 494,815	\$ 425,930	\$ 920,745	76.73%	\$ 279,255	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	\$ 666,219	\$ 218,021	\$ 884,239	73.69%	\$ 315,761	See above line
Latin Chamber Foundation	\$ 600,000	\$ 380,000	\$ 220,000	\$ 600,000	100.00%	\$ -	\$ 94,438
Nevada Partners, Inc	\$ 600,000	\$ 300,000	\$ 300,000	\$ 600,000	100.00%	\$ -	\$ 55,662
So. NV Regional Housing Authority	\$ 175,000	\$ 87,500	\$ 87,500	\$ 175,000	100.00%	\$ -	\$ 8,848
Total	\$ 6,175,000	\$ 3,203,247	\$ 2,128,259	\$ 5,331,506	86.34%	\$ 843,494	\$ 329,818

60%

40%

WIA PY11-PY12 Adult and Dislocated Worker Health/All 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	\$ 259,837	\$ 142,305	\$ 402,142	80.43%	\$ 97,858	\$ -
Eastern Seals of Nevada (contract ends 6/30/2014)*	\$ 800,000	\$ -	\$ -	\$ -	0.00%	\$ 800,000	\$ -
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	\$ 523,582	\$ 436,022	\$ 959,605	79.97%	\$ 240,395	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	\$ 294,080	\$ 221,251	\$ 515,331	42.94%	\$ 684,669	See Green Above
Nevada Hospital Association	\$ 600,000	\$ 570,000	\$ 30,000	\$ 600,000	100.00%	\$ -	\$ -
Nevada Hospital Association-PY12 Extension	\$ 900,000	\$ 740,999	\$ 3,902	\$ 744,901	82.77%	\$ 155,099	\$ -
Nevada Partners, Inc	\$ 600,000	\$ 360,000	\$ 240,000	\$ 600,000	100.00%	\$ -	See Green Above
Nevada Partners, Inc-PY12 Extension	\$ 1,200,000	\$ 696,627	\$ 319,000	\$ 1,015,627	84.64%	\$ 184,373	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	\$ 250,000	\$ 171,192	\$ 421,192	84.24%	\$ 78,808	See Green Above
Total	\$ 8,875,000	\$ 4,497,625	\$ 2,136,172	\$ 6,633,797	74.75%	\$ 2,241,203	\$ 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 (contract ends 6/30/2014)	\$ 100,000	\$ 19,381	\$ 13,210	\$ 32,591	32.59%	\$ 67,409	\$ -
Nye Communities Coalition	\$ 750,000	\$ 375,000	\$ 375,000	\$ 750,000	100.00%	\$ -	\$ 14,306
Nye Communities Coalition (contract ends 6/30/2014)	\$ 950,000	\$ 238,536	\$ 111,261	\$ 349,797	36.82%	\$ 600,203	See above line
Total	\$ 1,800,000	\$ 632,918	\$ 499,471	\$ 1,132,389	62.91%	\$ 667,611	\$ 14,306

56%

44%

WIA PY12 Adult and Dislocated Worker Re-Entry Services

Provider	Contract Award	Adult Expenditures	DW Expenditures	Total Invoiced	% Spent	Remaining Balance
Foundation for an Independent Tomorrow	\$ 700,000	\$ 482,729	\$ -	\$ 482,729	68.96%	\$ 217,271
Foundation for an Independent Tomorrow (ends 6/30/2014)	\$ 700,000	\$ -	\$ -	\$ -	0.00%	\$ 700,000
Total	\$ 1,400,000	\$ 482,729	\$ -	\$ 482,729	34.48%	\$ 917,271

100%

0%

Total PY11-PY12 Adult/DW	\$ 18,250,000	\$ 8,816,518	\$ 4,763,902	\$ 13,580,420	74.41%	\$ 4,669,580
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65%

35%

workforce CONNECTIONS
Awards and Expenditures
Program Year 2011/2012 Youth Programs
May 31, 2013

Amounts for Providers reflect invoiced allowable expenditures through April 2013. Starred lines only reflect expenditures through March 2013.

WIA PY11 Youth General

Provider	Contract Dates	Contract Award	Youth In-School Expenditures	Youth Out-Of-School Expenditures	Total Invoiced	% Spent	Remaining Balance
Latin Chamber Foundation-PY11 Summer Component	6/1/12-9/30/13	\$ 286,106	\$ 151,635	\$ 74,543	\$ 226,178	79.05%	\$ 59,928
Latin Chamber Foundation-PY11 Green Consortium	5/1/12-9/30/13	\$ 500,000	\$ 103,944	\$ 128,399	\$ 232,343	46.47%	\$ 267,657
Nevada Partners, Inc-PY11 Year Round	7/1/11-6/30/13	\$ 500,000	\$ 235,735	\$ 259,000	\$ 494,735	98.95%	\$ 5,265
Nevada Partners, Inc-PY11 Summer Component	6/1/12-9/30/13	\$ 585,525	\$ 265,624	\$ 98,912	\$ 364,536	62.26%	\$ 220,989
So. NV Children First-PY11 Summer Component	6/1/12-9/30/13	\$ 264,433	\$ 173,811	\$ 8,955	\$ 182,766	69.12%	\$ 81,667
Total		\$ 2,136,064	\$ 930,749	\$ 569,810	\$ 1,500,558	70.25%	\$ 635,506
			62%	38%			

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	7/1/12-9/30/13	\$ 680,000		\$ 404,944	\$ 404,944	59.55%	\$ 275,056
Goodwill of So. Nevada-PY12 Youth with Disabilities	3/1/13-6/30/14	\$ 500,000	\$ 2,756	\$ 6,430	\$ 9,186	1.84%	\$ 490,814
HELP of So. Nevada-PY12 Youth In School	7/1/12-9/30/13	\$ 973,403	\$ 404,649		\$ 404,649	41.57%	\$ 568,754
HELP of So. Nevada-PY12 Youth Out of School	7/1/12-9/30/13	\$ 483,530		\$ 261,052	\$ 261,052	53.99%	\$ 222,478
Latin Chamber Foundation-PY12 Youth Out of School	7/1/12-9/30/13	\$ 413,150		\$ 123,302	\$ 123,302	29.84%	\$ 289,848
Nevada Partners, Inc-PY12 Youth In School	7/1/12-9/30/13	\$ 1,030,594	\$ 452,529		\$ 452,529	43.91%	\$ 578,065
Olive Crest-PY12 Foster Youth	3/1/13-6/30/14	\$ 500,000	\$ 4,093	\$ 14,241	\$ 18,334	3.67%	\$ 481,666
So. NV Children First-PY12 Out of School	7/1/12-9/30/13	\$ 388,798		\$ 111,208	\$ 111,208	28.60%	\$ 277,590
Total		\$ 4,969,475	\$ 864,027	\$ 921,177	\$ 1,785,203	35.92%	\$ 3,184,272
			48%	52%			

WIA PY11-12 Youth Rural and Tri-County

Provider	Contract Dates	Contract Award	Youth In-School Expenditures	Youth Out-Of-School Expenditures	Total Invoiced	% Spent	Remaining Balance
Lincoln County School District-Tri-County-PY11 Year Round	7/1/11-9/30/13	\$ 100,000	\$ 58,277	\$ 30,000	\$ 88,277	88.28%	\$ 11,723
Lincoln County School District-Tri-County-PY11 Extension	7/1/11-9/30/13	\$ 100,000		\$ 52,305	\$ 52,305	52.31%	\$ 47,695
Nye Communities Coalition-PY11 Year Round	7/1/11-9/30/13	\$ 300,000	\$ 157,128	\$ 90,000	\$ 247,128	82.38%	\$ 52,872
Nye Communities Coalition-PY11 Extension	7/1/11-9/30/13	\$ 160,531	\$ 0	\$ 24,259	\$ 24,260	15.11%	\$ 136,271
Lincoln County School District (contract ends 6/30/2014)		\$ 660,531	\$ 215,405	\$ 196,565	\$ 411,970	62.37%	\$ 248,561
			52%	48%			

Nye Communities Coalition (contract ends 6/30/2014)

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	\$ -	\$ 164,118	\$ 164,118	54.71%	\$ 135,882
Youth Advocate Programs - PY13 Extension	7/1/13-6/30/14	\$ 300,000	\$ -	\$ -	\$ -	0.00%	\$ 300,000
Total		\$ 600,000	\$ -	\$ 164,118	\$ 164,118	27.35%	\$ 435,882
			0%	100%			

WIA PY11 To Be Allocated Amounts

Total Youth		\$ 8,366,070	\$ 2,010,181	\$ 1,851,669	\$ 3,861,850	46.16%	\$ 4,504,220
			52%	48%			

workforce CONNECTIONS
Awards and Expenditures
Program Year 2011/2012 Direct Programs
May 30, 2013

Amounts for Internal Programs reflect expenditures as of May 30, 2013.

Amounts for Providers reflect invoiced allowable expenditures through April 2013. Starred lines only reflect expenditures through March 2013.

Direct Grants

Program	WC FTE	Contract Dates	Contract Award	Total Expended	% Spent	Remaining Balance
Americorps YouthBuild PY12	0.50	8/15/12-8/14/13	23,820	\$ 15,704	65.93%	8,116
Department of Justice - Get Out		10/1/12-12/31/12	692,096	\$ 692,096	100.00%	-
Layoff Aversion PY12 - Rapid Response	2.00	7/1/12-6/30/13	250,000	\$ 224,860	89.94%	25,140
State Energy Sector Partnership (SESP)	4.00	8/10/10-6/30/13	3,503,000	\$ 3,474,690	99.19%	28,310
SESP - Healthcare Information Technology (HIT)		12/11/2012-6/30/13	179,000	\$ 95,000	53.07%	84,000
SESP - HIT - So Nv Regional Housing Authority		2/1/13-6/30/13	21,000	\$ 21,000	100.00%	-
US Fish & Wildlife - WC		6/28/11-12/31/16	11,029	\$ 11,029	100.00%	-
US Fish & Wildlife - So. NV Children First		6/1/12-5/31/13	16,471	\$ 10,796	65.55%	5,675
Youth Build PY11 - CCSD Desert Rose		7/1/11-6/30/13	158,584	\$ 135,223	85.27%	23,361
Youth Build PY11 - WC	3.70	6/1/11-5/31/14	941,416	\$ 670,273	71.20%	271,143
Total	10.20		5,796,416	5,350,670	92.31%	445,746

Workforce Connections
Adult and Dislocated Worker Funding Plan
PY 2013 Projections

	Budget	Remaining Available Funds	Projections Based on Monthly Invoices					
			Jul-Sep 2013	Oct-Dec 2013	Jan-Mar 2014	Apr-Jun 2014	Projected PY2013 TOTAL	Remaining
			3 Months	3 Months	3 Months	3 Months		
REVENUES (Available as of May 30, 2013)								
PY2012 Adult and DW Funding	13,164,641	2,500,000	2,192,500	307,500			2,500,000	-
PY2011/2012 Additional Dislocated Worker Funding (BOE approval 05/2013)	2,028,047	2,000,000	2,000,000				2,000,000	-
PY2013 Adult and DW Funding	14,806,576	14,806,576		4,551,667	4,826,167	4,826,167	14,204,000	602,576
TOTAL REVENUES	29,999,264	19,306,576	4,192,500	4,859,167	4,826,167	4,826,167	18,704,000	602,576
EXPENDITURES								0.37 Months
Community Resources								
PY2011 Nye Rural Services (Extended to June 2014)	1,000,000	500,000	125,000	125,000	125,000	125,000	500,000	
PY2012 Lincoln County Rural Services (Extended to June 2014)	100,000	60,000	12,000	12,000	12,000	12,000	48,000	
PY2012 Reentry Program (Extended to June 2014)	1,400,000	770,000	190,000	190,000	190,000	190,000	760,000	
PY2012 Adult and DW (Adults with Disabilities)	800,000	700,000	170,000	170,000	170,000	170,000	680,000	
PY2012 One-Stop Center Operations / One-Time Construction/Equipment	1,855,600	10,000					-	
PY2012 Workforce Connections Urban Computer Center	150,000	98,000	33,000	33,000			66,000	
PY2013 One-Stop Center Operations	342,000	342,000	85,500	85,500	85,500	85,500	342,000	
PY2013 One-Stop System Operations	858,000	858,000	214,500	214,500	214,500	214,500	858,000	
Operations								
PY2012 Administration and Programs	3,438,540	1,550,000					-	
PY2013 Administration and Programs	3,860,000	3,860,000	900,000	900,000	900,000	900,000	3,600,000	
Pending Contracts								
PY2013 Extend Adult and DW Contracts (One-Stop Center Partners)	4,800,000	4,800,000	1,200,000	1,200,000	1,200,000	1,200,000	4,800,000	
PY2013 Extend Adult and DW Contracts (One-Stop Affiliate Locations)	4,800,000	4,800,000	1,200,000	1,200,000	1,200,000	1,200,000	4,800,000	
PY2013 Academy of Human Development - Computer Center	250,000	250,000	62,500	62,500	62,500	62,500	250,000	
PY2013 New One-Stop Partner RFP (Veterans - Start 10/2013)	650,000	650,000		216,667	216,667	216,667	650,000	
PY2013 New Adult and DW (Rural - Esmeralda - Start 10/2013)	50,000	50,000		16,667	16,667	16,667	50,000	
PY2013 New Adult and DW Contracts (Clark County - Mesquite - Start 10/2013)	50,000	50,000		16,667	16,667	16,667	50,000	
PY2013 Adult and DW Contracts (Reentry - Barber Training)	750,000	750,000		250,000	250,000	250,000	750,000	
PY2013 Adult and DW Contracts (Reentry - Logistics/Warehousing Operations)	500,000	500,000		166,667	166,667	166,667	500,000	
TOTAL			4,192,500	4,859,167	4,826,167	4,826,167	18,704,000	

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

PY2013 funding period is available July 1, 2013 through June 30, 2015 (after two years, funds revert to the State for one additional year)

	Service Provider	One-Stop Ctr/Sys	Total	
One Stop System/Center	5,450,000	1,200,000	6,650,000	44%
Affiliate Locations	7,520,000	348,000	7,868,000	52%
Rural Locations	660,000	-	660,000	4%
Total Community Resources	13,630,000	1,548,000	15,178,000	100%
	90%	10%	100%	

**Workforce Connections
Youth Funding Plan
PY 2013 Projections**

		Available Funds	Projections Based on Monthly Invoices						
			Jul-Sep 2013 3 Months	Oct-Dec 2013 3 Months	Jan-Mar 2014 3 Months	Apr-Jun 2014 3 Months	Next Program Year	Projected PY2013 TOTAL	Remaining
			Budget						
REVENUES (Available as of April 26, 2013)									
PY2012 Youth Funding	6,337,899	2,000,000	1,900,000	100,000				2,000,000	-
PY2013 Youth Funding	6,564,523	6,564,523	-	1,452,500	1,552,500	1,552,500	1,237,500	5,795,000	769,523
TOTAL REVENUES	12,902,422	8,564,523	1,900,000	1,552,500	1,552,500	1,552,500	1,237,500	7,795,000	769,523
EXPENDITURES									1.49 Months
Community Resource Contracts - PY 2011									
PY2011 Year-Round (Ending June 2013)	500,000	-						-	
PY2011 Latin Chamber Green Consortium (Ending date 9/30/2013)	500,000	225,000	80,000					80,000	
PY2011 Lincoln County	200,000	45,000	25,000					25,000	
PY2011 Nye County	460,531	135,000	75,000					75,000	
Community Resource Contracts - PY2012									
PY2012 Youth In-School Contracts (Extend to 9/30/2013)	2,003,997	915,000	350,000					350,000	
PY2012 Youth Out-of-School Contracts (Extend to 9/30/2013)	1,965,478	825,000	375,000					375,000	
PY2012 Youth Re-entry (Extend to 9/30/2014)	600,000	380,000	80,000	75,000	75,000	75,000	75,000	380,000	
PY2012 Youth Summer Component/Year Round	1,136,064	282,000	200,000					200,000	
PY2012 One-Stop Center Operations / One-Time Construction/Equipment	430,000	-							
Foster Care and Youth with Disabilities	1,000,000	900,000	175,000	175,000	175,000	175,000	175,000	875,000	
PY2012 Youth Summer Component / Year Round (Public Housing)	400,000	350,000	125,000	25,000	25,000	25,000	125,000	325,000	
Operations									
PY2012 Administration and Programs	1,867,580	50,000						-	
PY2013 Administration and Programs	1,712,905	1,712,905	415,000	415,000	415,000	415,000		1,660,000	
Pending Contracts									
PY2013 Out-of-School Youth Contracts (Start Oct 2013)	1,500,000	1,500,000		375,000	375,000	375,000	375,000	1,500,000	
PY2013 In-School Youth Contracts (Start Oct 2013)	1,400,000	1,400,000		350,000	350,000	350,000	350,000	1,400,000	
PY2013 Youth Rural Contracts (Start Oct 2013)	350,000	350,000		87,500	87,500	87,500	87,500	350,000	
PY2013 Youth One-Stop Corner (Start Oct 2013)	200,000	200,000		50,000	50,000	50,000	50,000	200,000	
TOTAL			1,900,000	1,552,500	1,552,500	1,552,500	1,237,500	7,795,000	

PY2012 funding period is available July 1, 2012 through June 30, 2014 (after two years, funds revert to the State for one additional year)
PY2013 funding period is available July 1, 2013 through June 30, 2015 (after two years, funds revert to the State for one additional year)

workforce CONNECTIONS

Audit Findings for PY2011
(Year Ended June 30, 2012)

Monthly Status Report
June 2013

Finding	Type	Description	Target Date	Audit					
				PY2011	PY2010	PY2009	PY2008	PY2007	PY2006
				ended	ended	ended	ended	ended	ended
				6/30/2012	6/30/2011	6/30/2010	6/30/2009	6/30/2008	6/30/2007
				(1/31/2013)	(2/24/2012)	(4/29/2011)	(06/08/2010)	(09/22/2009)	(07/22/2008)
12-1	Federal Grants	Funding federal grants in advance - excessive time elapsed between receipt of funds and disbursement of funds	June 2013	X	X	X	X		
		Action: June 2013 - Efforts to pay subrecipients within two days of receiving funds from the State continues. When funds are drawn for a provider, and not paid to them, the funds will be swapped on the subsequent draw to avoid using those funds for other expenses.							
		Action: Ongoing - FE must be kept up-to-date monthly to ensure accuracy.							
12-2	Federal Grants	Requests for funds need to be complete, accurate, and agree to supporting documentation.	July 2012	X	X	X			
		Action: June 2013 - Staff continues to review all provider invoices to ensure accuracy and completeness. Also, as part of the quarterly invoice reconciliation process, all provider invoices get reviewed again.							
12-3	Federal Grants	Documentation supporting program participant eligibility shall be complete, accurate, and retained	June 2013	X	X				
		Status: Policies and procedures have been developed and annual monitoring by program staff will ensure complete and accurate records.							
		Action: June 2013 - The Quality Assurance manager will begin reviewing records for the internal and direct programs that have participant files. This will be a formal process to help make sure all participant files have proper eligibility documentation. The review will ensure that all files have required eligibility documentation.							
12-4	Federal Grants	Property records shall be complete, accurate and equipment will be properly accounted for.	June 2013	X					
		Status: Policies and procedures will be followed to properly track equipment.							
		Action: June 2013 - Staff has requested and received authorization from the state to dispose of a large list of fully depreciated assets. We are in the process of reconciling our asset list with the funded partner asset lists to make sure we have all our assets coded correctly.							

workforce CONNECTIONS

Audit Findings for PY2011
(Year Ended June 30, 2012)

Monthly Status Report
June 2013

Finding	Type	Description	Target Date	Audit					
				PY2011	PY2010	PY2009	PY2008	PY2007	PY2006
				ended	ended	ended	ended	ended	ended
				6/30/2012	6/30/2011	6/30/2010	6/30/2009	6/30/2008	6/30/2007
				(1/31/2013)	(2/24/2012)	(4/29/2011)	(06/08/2010)	(09/22/2009)	(07/22/2008)
Findings below did not recur in the latest audit.									
11-1	Financial Reporting	Lack of Policies and Procedures and GAAP adherence - improved from last year but still lacks effective policy and procedures			X	X	X	X	X
		Status: The Finance staff will continue to operate within established policies and modify those that need to be updated. Adherence to GAAP will always be the goal.							
11-2	Financial Reporting	Lack or insufficient skills and knowledge to perform governmental accounting utilizing GAAP - improved from last year but still needs improvement			X	X	X	X	
		Status: The Finance Manager and Financial Consultant are providing the expertise necessary to provide the skills and knowledge that have been needed. Staff will keep up skills by attending all applicable training.							
11-3	Federal Grants	SEFA schedules did not agree with supporting records or documentation			X	X	X	X	X
		Status: The FE system continues to be reconciled to the supporting draw and invoice records.							
11-6	Federal Grants	ARRA - timely reporting of quarterly reports			X	X			
		Status: All of the ARRA funds have been expended and there are no more reports due.							
11-8	Federal Grants	Sub-recipients awards did not contain the required information			X	X	X		X
		Status: All contracts for program year 2011 included the new template that ensured all the required information was entered into the contracts.							
11-9	Federal Grants	Financial reporting of Form ETA 9130 - timely submissions			X	X			
		Status: A spreadsheet was developed for monitoring all report due dates and two fiscal staff are required to monitor the spreadsheet to ensure every report is submitted in advance of its deadline.							
		Action: 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			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: Apr 2013 - Continue the annual fiscal monitoring of all service provider contracts. Reports must be issued within 30 days.							

State of Nevada - DETR, State Energy Sector Partnership Grant

Date of Review: January 30 - February 8, 2013

(Report dated March 29, 2013)

Workforce Connections

June 2013

Finding	Type	Description	Target Date
#01	Records Retention	GNJ Family Life Center -- "What it Means to be Green" completion certificates not filed in two client files	April 2013
		Status: Prior to April 30, 2013, please provide what steps are being taken to ensure the certificates are filed in the participant files.	
		Action: Apr 2013 - Workforce Connections staff monitored on-site to ensure that GNJ's client files were updated to include the complete certificates.	
		Action: May 2013 - DETR notified Workforce Connections that the finding is closed.	
#02	Data Recording	Southern Nevada Regional Housing Authority -- Participant non-related employment was not entered into data entry system (RAD).	April 2013
		Status: Prior to April 30, 2013, client's non-related employment should be entered into RAD.	
		Action: Apr 2013 - Workforce Connections staff reviewed SNRHA client files and updated records in the RAD system.	
		Action: May 2013 - DETR notified Workforce Connections that the finding is closed.	
#03	Data Recording	Nye Communities Coalition -- Participant's first and second quarter retention follow-up was not recorded into data entry system (RAD).	April 2013
		Status: Prior to April 30, 2013, client's follow-up notes should be entered into RAD.	
		Action: Apr 2013 - Workforce Connections staff reviewed NYECC client files and updated records in the RAD system.	
		Action: May 2013 - DETR notified Workforce Connections that the finding is closed.	
#04	Records Retention	Nye Communities Coalition -- "What it Means to be Green" completion certificates not filed in client files	April 2013
		Status: Prior to April 30, 2013, please provide what steps are being taken to ensure the certificates are filed in the participant files.	
		Action: Apr 2013 - Workforce Connections staff reviewed the NYECC's client files to ensure they included completed certificates.	
		Action: May 2013 - DETR notified Workforce Connections that the finding is closed.	
#05	Data Recording	Nye Communities Coalition -- Two Youth participant's non-related employment was not entered into data entry system (RAD).	April 2013
		Status: Prior to April 30, 2013, client's non-related employment should be entered into RAD.	
		Action: Apr 2013 - Workforce Connections staff reviewed NYECC client files and updated records in the RAD system.	
		Action: May 2013 - DETR notified Workforce Connections that the finding is closed.	

**WORKFORCE CONNECTIONS
PROFESSIONAL SERVICES CONTRACTS
As of 6/20/2013**

Contractor/Consultant Scope of Work Summary	Amount of Contract	Procurement Method & WISS/State Approval**	Funding Sources	Term of Contract
BLACKBAUD Fiscal Software & Fiscal Staff Training Amendment #1 Fiscal Software Technical Assistance Amendment #2 Fiscal Software Technical Assistance ANNUAL MAINTENANCE AGREEMENT Maintain existing Software Software Maintenance	\$65,041.00 \$8,413.90 \$3,758.78 \$14, 343.21	Competitive	A/DW/Y Formula	6/15/2011 to 4/1/2014
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 Fiscal Technical Assistance for WC Cash Management System	\$74,990.00 \$163,184.00 \$163,440.00	Sole Source	Governor's Reserve & A/DW/Y Formula	9/15/2011 to 4/22/1012 9/15/2011 to 1/31/2013 9/15/2011 to 1/1/2014
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 2/12/2014

MACEY PRINCE CONSULTANTS Fiscal & Procurement Technical Assistance Amendment #1 Funded Partners & DETR Fiscal Training Amendment #2 Modification to hourly rate Amendment #3 Development of Procurement Manual and Modifications and Revisions to Fiscal Policies and Procedures Amendment #4 Staff & Workforce Community RFP Training	\$5,000.00 \$20,000.00 No cost amendment \$25,000.00 \$20,000.00	Competitive 	A/DW/Y 	9/23/2011 to 6/30/14
MARQUIS AURBACH COFFING Board Legal Counsel Second Contract Board/Staff Legal Counsel Amendment #1	100 to \$250 per hour not to exceed \$100,000.00 \$100,000.00 \$100,000.00	Sole Source Competitive	A/DW/Y Formula 	5/18/2009 to 1/25/2014
GREG NEWTON ASSOCIATES One Stop System Planning Training Amendment # 1 Partners One Stop System Training	\$25,200.00 \$8,400.00	Sole Source 	A/DW/Y Formula 	8/1/2012 to 6/30/2013
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	\$20,000.00 \$15,000.00 \$10,000.00	Sole Source 	A/DW/Y Formula 	4/1/2008 to 6/30/2013

Board Strategic Planning Amendment #4 Continuation of Board PY2013 Strategic Plan	\$20,000.00 \$1,000.00			
STRATEGIC PROGRESS Grant Research and Writing	\$8,000.00 per grant - (not to exceed \$24,000.00)	Competitive	WIA/YB/SESP	10/1/2012 to 10/31/2013
SWITCH Co-location Repository and Maintenance of WC Data Amendment #1 Extend term for another year	\$17,000.00 per year \$17,000.00 per year	Competitive	WIA/YB/SESP	8/10/2011 to 7/31/2013 8/1/2012 to 7/31/2013
PIERCY BOWLER TAYLOR & KERN A-133 AUDITING SERVICES–PY2010 Contract Extension A-133 AUDITING SERVICES for Program Year 2011 Amendment #1 A-133 AUDITING SERVICES for Program Year 2012	\$219,296.67 \$75,724.00 \$75,724.00	Competitive	WIA/YB/DOJ/ SESP	9/15/2011 to 3/31/2012 9/19/2012 to 3/31/2013 7/16/13 To 3/31/2014
SIN CITY MAD MEN Web Development Services Amendment #1 Maintenance of WC Web Site Amendment #2 Development & Maintenance of One Stop Web Site	\$8,000.00 \$30,000 \$61,500.00	Competitive	WIA	11/5/2012 to 6/30/2014

LAURA DIEKEN NV Trac Programmer Amendment #1 NV Trac Programmer	\$12,000.00 \$10,200.00	Competitive	WIA	11/5/2012 to 6/30/2013
LANTER CONSULTING GROUP Development of One-Stop Manual	\$6,000.00	Competitive	WIA	1/8/2013 to 1/30/2014
RICHARDSON PARTNERSHIP INC. One Stop Center Architect Amendment #1 Construction/Architectural Change Order for One Stop Center	\$60,000.00 \$8,935.00	Competitive	WIA	12/18/2012 to 12/31/2013
ANNIE V. WHITE, PHD Staff Team Building Training	\$3,500.00	Competitive	WIA	4/5/2013 to 6-30-2013
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 for NV Tract Edits and Maintenance Amendment #5 Temporary replacement WC IT staff	40,000.00 \$9,000.00 \$15,000.00 \$5,400.00 \$78,000.00 \$12,000.00	Sole Source	WIA/SESP	3/1/2012 to 6/30/2013
WORKPLACE ESL SOLUTIONS Basic Office Communications Skills Workshops Amendment #1 Basic Skills Monitoring Reports Staff Training	\$2,000.00 \$5,000.00	Competitive	WIA	4/9/2/13 to 6-30/2013

****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.**

12. DISCUSSION AND POSSIBLE ACTION: Executive Director's Report ~ Ardell Galbreth
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13. SECOND PUBLIC COMMENT: 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

14. INFORMATION: Board Member Comments
