

REVISED
*workforce***CONNECTIONS**

**YOUTH COUNCIL
AGENDA**

**July 10, 2013
11:00 a.m.**

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

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, 2250 Las Vegas Blvd. N., North Las Vegas, NV
City of Las Vegas, City Clerk's Office, 495 S. Main St., 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 on our website 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.

Youth Council Members: Chair Sonja Holloway, Vice-Chair Willie J. Fields, Dan Rose, Stavan R. Corbett, Vida Chan Lin, Lt. Jack Owen, Tommy Rowe, Mujahid Ramadan

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
4. **DISCUSSION AND POSSIBLE ACTION**: Approve the Youth Council Meeting Minutes of May 8, 2013..... 5
5. **DISCUSSION AND POSSIBLE ACTION**: Election of Committee Officers 12
 The Committee Chairperson will ask the Committee members to provide nominations for potential officers. Any qualifying Board member who is nominated and seconded will be a candidate, unless that Board member does not accept the nomination. The Committee members will then vote on members who accept their nominations. The candidate who receives the most votes for that office prevails and will serve in that office.
 - a. Accept nominations and vote for Committee **Chairperson**
 - b. Accept nominations and vote for Committee **Vice-Chairperson**
6. **DISCUSSION AND POSSIBLE ACTION**: Approve staff's recommendation to negotiate and amend Nevada Partners, Inc. In-School Youth Program PY2012 contract for an additional amount not to exceed \$750,000 and extend the contract date from September 30, 2013 to September 30, 2014..... 16
7. **DISCUSSION AND POSSIBLE ACTION**: Approve staff's recommendation to negotiate and amend HELP of Southern Nevada's In-School Youth Program PY2012 contract for an additional amount not to exceed \$750,000 and extend the contract date from September 30, 2013 to September 30, 2014..... 18
8. **DISCUSSION AND POSSIBLE ACTION**: Approve staff's recommendation to support the Governor's Statewide Jobs for America's Graduates (JAG) Initiative in partnership with Clark and Nye County School Districts in an amount not to exceed \$350,000. Allocated funds will become part of statewide resources supported by the Governor's Office; Nevada Department of Education; Nevada Department of Employment, Training and Rehabilitation; NevadaWorks, and School Districts across the State with Service Delivery by the Community Service Agency. 20
9. **DISCUSSION AND POSSIBLE ACTION AND DIRECT STAFF ACCORDINGLY**: Staff has identified significant fiscal problems associated with Southern Nevada Children's First's (SNCF) financial management system. Although technical assistance has been and is currently underway, closely watched monitoring of SNCF's fiscal transactions is a necessity. If prompt corrective action does not occur soon, "high risk" designation may be necessary. 39

10.	<u>INFORMATION:</u> HELP of Southern Nevada Youth Presentation	70
11.	<u>INFORMATION:</u> Awards & Expenditures Report with Expenditures Forecast.....	71
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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	75
14.	<u>INFORMATION:</u> Youth Council Member Comments	76
15.	<u>ACTION:</u> Adjournment	

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 Youth Council Meeting
Minutes of May 8, 2013

workforceCONNECTIONS

MINUTES

Youth Council Meeting

May 8, 2013

11:00 a.m.

workforceCONNECTIONS

7251 W. Lake Mead Blvd., Suite 200

Conference Room

Las Vegas, NV 89128

Members Present

Sonja Holloway, Chair
Stavan Corbett

Dan Rose
Mujahid Ramadan

Willie J. Fields

Lt. Jack Owen

Members Absent

Vida Chan Lin

Tommy Rowe

Staff Present

Ardell Galbreth
Clentine January
Brett Miller

Suzanne Potter
Ricardo Villalobos

Heather DeSart
Wilson Ramos

Jim Kostecki
Carol Turner

Others Present

Sharon Morales, LCCCF
Vincent Miller, Goodwill of Southern Nevada
Suzanne Burke, Southern Nevada Children First
Tracey Torrence, SNRHA
Maureen Cudal-Griffin, New Horizons CLC
Michelle Hinojosa, Goodwill of Southern Nevada
Monique Harris, Southern Nevada Children First
Kelli Mosley, Olive Crest
Arneller Mullins, Nevada Partners, Inc.
Ron Hilke, DETR
Trnee Stephenson, Southern Nevada Children First
Debbie Tarantino, LCCCF

Dr. Tiffany Tyler, Nevada Partners, Inc.
Dr. Rene Cantu, LCCCF
Daniela Mierez, YouthBuild Las Vegas
Donna Bensing, New Horizons CLC
Stacey Smith, NYECC
Michael Simmons, GNJ Family Life Center
Helicia Thomas, GNJ Family Life Center
Roger Matthis, Olive Crest
Jeramey Pickett, Nevada Partners, Inc.
Magann Jordan, Youth Advocate Program
Pamela R. Poston, HELP of Southern Nevada
Esther Valenzuela, SNRHA

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

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

The meeting was called to order at 11:07 a.m. by Chair Sonja Holloway. Staff confirmed the agenda had been properly noticed and posted in accordance with the Nevada Open Meeting Law. Roll call was taken and a quorum was present.

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

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

3. **FIRST PUBLIC COMMENT SESSION**

Pamela R. Poston, HELP of Southern Nevada: Ms. Poston reported that HELP has enrolled 150 Out-of-School youth and 457 In-School youth.

4. **DISCUSSION AND POSSIBLE ACTION: Approve the Youth Council Meeting Minutes of April 10, 2013**

A motion was made to approve the Youth Council Meeting Minutes of April 10, 2013 as presented by Dan Rose and seconded by Willie J. Fields. Motion carried.

5. **INFORMATION: Welcome new Youth Council members Tommy Rowe, Rural Nevada, and Mujahid Ramadan, NAACP**

Mr. Ramadan greeted the Youth Council and said he is excited to be a member.

6. **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 Ardell Galbreth by 3:00 p.m. on May 29, 2013:**

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

Chair Holloway announced the upcoming elections and Heather DeSart noted that last year the Board Bylaws were revised to hold the elections for Committee officer positions every two years during the month of June.

7. **DISCUSSION AND POSSIBLE ACTION: Approve staff'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 summary of Youth Advocate Program's scope of work as provided on page 15 of the agenda packet. YAP will serve an additional 80 re-entry youth with the additional funds for a total number of 189 youth to be served.

Magann Jordan, Youth Advocate Programs stated that the new youth will be identified pending approval of the additional funding; however, YAP has viable referral sources, including Youth Probation and Parole, Caliente Youth Center, Spring Mountain Youth Camp and Case Grande to identify youth that need services.

Ms. Jordan spoke briefly about YAP's relationship with Caliente and Spring Mountain Youth Camp. YAP also provides support to the families and individuals at SMYC prior to their release.

YAP has assisted approximately 40% of its current youth to earn a GED and has identified 20 \$1,000 scholarships in technical trades for 20 youth.

Dan Rose stated that he has provided presentations to SMYC and Caliente in the past and offered to provide a presentation on union apprenticeships to YAP. Ms. Jordan replied that YAP would like to invite Mr. Rose to one of their upcoming job fairs.

Stavan Corbett stated that he is pleased with this contract recommendation and in speaking with representatives from SMYC and Caliente, they are pleased as well. Mr. Corbett said that he has received positive feedback from some of YAP's youth clients and gave kudos to Ms. Jordan and the YAP team for doing an excellent job the youth.

Ardell Galbreth commented that the \$4,000 cost per amount is a tremendous bargain considering the difficulty in serving this hard-to-serve population.

Ms. Jordan stated that YAP is currently going through a study from the University of Texas San Antonio to become evidence based which will allow YAP to be a part of national studies regarding the outcome of mentoring vs. not mentoring high risk youth with multiple barriers. YAP will be co-accredited and evidenced based showing that mentoring works to help youth become self-sufficient. Ms. Jordan stated that more grant opportunities will be available to YAP as a result.

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

8. **DISCUSSION AND POSSIBLE ACTION: Approve staff's recommendation to negotiate and amend PY2012 contracts for following additional amounts and extend the contract dates from June 30, 2012 to September 30, 2013**

- a. Summer Component/Year-Round Youth Programs
 - i. Nevada Partners, Inc. additional funding recommendation - \$85,525
 - ii. Southern Nevada Children First - \$14,433
 - iii. Latin Chamber of Commerce Community Foundation - ~~\$19,686~~ \$36,016
- b. Out-of-School Youth Programs
 - i. GNJ Family Life Center - \$80,000
 - ii. Southern Nevada Children First - \$13,798
 - iii. Latin Chamber of Commerce Community Foundation - \$13,150
 - 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 Program
 - i. Nye Community Coalition - \$10,531

Mr. Villalobos corrected the amount listed under item 8.b.ii which should be \$13,798 instead of \$19,686 and provided a brief overview of the additional funding requests for the Summer Component/Year-Round, Out-of-School, In-School and Rural Youth Programs. Last month, the PY2012 Youth contracts were extended through September 30, 2013. The recommendation for additional funding is for staffing the programs, to ensure the supportive services are available and to cover any additional costs to ensure that operations continue to function effectively so the youth can be served efficiently.

The funding recommendations were calculated based on the following criteria:

1. Monthly average of funded partner's 3rd quarter (January through March) expenditures
2. Amount remaining on funded partner contracts based on most recent invoices (March)
3. Monthly average from April through September as estimated costs

Chair Holloway expressed concerns about the low contract expenditures and questioned the need for additional funding at this time.

Mr. Villalobos replied that there will be a significant increase in expenditures over the summer.

Jim Kostecki explained the procedure the fiscal department used to determine the additional funding amounts to cover the expenditures through September 30, 2013. He stated that the funded partners have

plenty of training dollars; however, additional funding is needed for personnel/fringe, direct/overhead and cost allocations purposes. Discussion ensued.

Ardell Galbreth stated that funded partners cannot use their training dollars for personnel costs because of the contract limitations we impose; therefore, additional funding is needed to cover personnel costs through September 30, 2013.

Willie J. Fields suggested that staff provide an itemization of projected expenditures (i.e., training, personnel, etc.); staff provided a breakdown in an Excel spreadsheet.

Mr. Villalobos stated that any unspent funds will be recaptured, which is not a bad thing because staff does not want the funded partners to spend haphazardly.

Carol Turner reported that staff has estimated recaptured funds that will be put back into the October 1st contract awards.

Chair Holloway stated that there are youth who were enrolled in 2009 that are still in the program and asked where these youth are and when will they complete the program. Are they in-school? Employed?

Mr. Villalobos replied that it depends on the program, the age of the youth and other factors. Youth are not exited until they are ready (e.g., employed) and/or have achieved their individual goals determined by the Individual Service Strategy (ISS) assessment upon enrollment. Many of these goals are completed during the summer (e.g., summer school). Discussion ensued.

Heather DeSart introduced new staff member Brett Miller who will be creating analytical and statistical program reports that will be reported to the Youth Council, Board and other Committees.

A motion was made to approve staff's recommendation to negotiate and amend PY2012 contracts for following additional amounts and extend the contract dates from June 30, 2012 to September 30, 2013 with a caveat that concerns are addressed by Workforce Connections staff by Stavan Corbett and seconded by Mujahid Ramadan. Motion carried.

a. Summer Component/Year-Round Youth Programs

- i. Nevada Partners, Inc. additional funding recommendation - \$85,525***
- ii. Southern Nevada Children First - \$14,433***
- iii. Latin Chamber of Commerce Community Foundation - \$36,016***

b. Out-of-School Youth Programs

- i. GNJ Family Life Center - \$80,000***
- ii. Southern Nevada Children First - \$13,798***
- iii. Latin Chamber of Commerce Community Foundation - \$13,150***
- 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 Program

- i. Nye Community Coalition - \$10,531***

At 12:05 p.m. the quorum was lost and the meeting adjourned. The following items were presented as information only.

9. **INFORMATION: PY2012 Youth Funded Partner Enrollment Status Report**

Mr. Villalobos reported that enrollment is at 98% (goal is 2177 youth), which is a 219% increase from last year's enrollments. Summer Business Institute's total enrollment is 120 of which approximately 23% are WIA youth.

The PY2012 Youth Funded Partner Enrollment Status Report is provided on page 19 of the agenda packet.

10. **INFORMATION: Graduate Advocate Initiative Summer School Enrollment Report**

Mr. Villalobos presented the Graduate Advocate Initiative Summer School Enrollment Report as provided on page 21 of the agenda packet.

Following is the number of WIA youth enrolled in summer school through the Graduate Advocate Initiative from the 14 high schools served:

HELP of Southern Nevada103

Nevada Partners, Inc.60

Chair Holloway asked staff to provide summer school enrollment numbers for all WIA Youth programs.

11. **INFORMATION: Awards & Expenditures Report with Expenditure Forecast Report**

Jim Kostecki presented the Awards & Expenditures Report with Expenditure Forecast Report as provided on page 32 and 33 respectively.

Chair Holloway requested Dr. Rene Cantu to comment on Latin Chamber of Commerce Community Foundation's (LCCCCF) low expenditure rate.

Dr. Cantu presented a program enrollment report and stated that LCCCCF is committed to spending their funds wisely and producing positive outcomes by September 30th.

12. **INFORMATION: Southern Nevada Children First Presentation**

A presentation was provided by Southern Nevada Children First (SNCF) Monique Harris and Suzanne Burke and SNCF participant "Jenny" shared about her positive experience with the program.

SNCF provides a comprehensive continuum of care to parenting and pregnant youth including transitional and permanent housing as well as a maternity group home providing a safe and stable environment that allows them the opportunity to be reengaged back into the education system and/or introduced to employment. SNCF also provides education, employment and training assistance through the WIA program to youth in their housing program and youth in the community as well as a clinical program that assists youth who have barriers due to mental health and/or behavioral issues. Youth are prepared to engage back into mainstream society through individual/group counseling and support groups.

Ms. Burke reported program enrollment at 147, expected to be 150 (100% enrolled) by the end of the week and Summer school enrollment is at 48 In-School Youth and 27 Out-of-School Youth.

Ms. Burke recognized Anisa McNeil (Summer Youth Program Case Manager) who was featured in SNCF's May 2013 Newsletter in the *Success Story of the Month*.

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

Mr. Villalobos presented the process for recruiting youth representatives on the Youth Council. Staff anticipates recruiting one or two youth.

Dan Rose commented that the youth representatives should not be held to a higher standard than the rest of the Youth Council members.

14. **SECOND PUBLIC COMMENT SESSION:**

Helicia Thomas, COO – GNJ Family Life Center (GNJ): In a video presented by Ms. Thomas, GNJ’s youth participants invited Youth Council members to GNJ’s Annual Employability & Leadership Conference on June 7, 2013.

Sharon Morales – Latin Chamber of Commerce Community Foundation: Ms. Morales distributed a program report and reported LCCCF’s enrollments:

<u>Program</u>	<u>Goal</u>	<u>Actual</u>	
Summer Youth Program	100 101	(91% received .5 credits)
GIFT	100 88	
Out-of-School Youth	100 164	

Out of the 265 youth served through the Summer Youth Program and Out-of-School Youth Program, 133 were credit deficient and 58% are pregnant/parenting teens.

Dr. Tiffany Tyler, Nevada Partners: Dr. Tyler distributed NPI’s May 2013 Program Report and provided a brief overview. Dr. Tyler noted that there will be an increase in expenditures for summer services (e.g., summer school, work experience opportunities).

15. **INFORMATION: Youth Council Member Comments**

Dan Rose commented that the Sheet Metal Apprenticeship Program is accepting applications on the first Tuesday of each month. The program is preparing to make its selection for the upcoming school year which typically begins in August. Applicants must be 18 years old, have a high school diploma or GED, and a valid birth certificate. To be qualified, applicants must pass a reading test (English) and math test (based on 8th grade level math) – calculators are not allowed. There is a list of the different types of materials that are studied as well as a list of various websites that offer math tutorials, etc. at www.88training.com. Next month is the cut off before interviews and the selection process begins.

Heather DeSart noted that getting participants into the apprenticeship program is considered a positive performance outcome.

Mr. Rose stated that the Sheet Metal Apprenticeship Program is affiliated with College of Southern Nevada; therefore, anyone accepted into the apprenticeship program receives a \$5,000/year scholarship. Upon graduating from the apprenticeship program students will have earned an Associate’s Degree in Applied Science. The only thing an apprentice pays for are hand tools.

Mr. Rose stated that “Jenny’s” story was a good but sad story and as a father to 11 children in his household he always makes sure they know that it is not their responsibility to take care of him and it is not their responsibility to make sure that his life is good. The only responsibility Jenny has is to herself and her child, he stated.

5. DISCUSSION AND POSSIBLE ACTION: Election of Committee Officers
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The Committee Chairperson will ask the Committee members to provide nominations for potential officers. Any qualifying Board member who is nominated and seconded will be a candidate, unless that Board member does not accept the nomination.

The Committee members will then vote on members who accept their nominations. The candidate who receives the most votes for that office prevails and will serve in that office.

a. Accept nominations and vote for Committee Chairperson

Nominees:

Sonja Holloway (resume included)

b. Accept nominations and vote for Committee Vice-Chairperson

Nominees:

Sonja Holloway

2300 Rock Springs apt. 2080, Las Vegas, Nevada 89128

Home: (702) 256-5502 Cell: (702) 756-3054

E-mail: SonjaHollo@yahoo.com

Objective: Obtain a Directors position with the responsibility of developing employment and educational opportunities for program participants

QUALIFICATION HIGHLIGHTS

- 10 years experience working with Youth
- Proficient in Microsoft Office 2000: Word, Access, Excel, and Power Point.
- Energetic enthusiasm and the ability to work effectively in both independently and collaborative manners with limited supervision
- Strong commitment to working with disadvantaged youth

PROFESSIONAL EXPERIENCE

Job Title: Manager, Outreach, Admissions and Career Transitions. Sierra Nevada Job Corps, Las Vegas, Nevada

(November 2007-Present)

- Responsible for direct supervision of Admissions Counselors and Career Transition Specialists
- Supervise, Plan, and Coordinate the administrative and programmatic activities of the department
- Responsible for evaluating staff performance and providing staff training to comply with prescribed expected outcomes and quality indicators
- Responsible for supervising and successfully executing the Centers Outreach, Admissions, and Placement requirements for students
- Maintain active and productive coordination and linkage with multiple employers, organizations and agencies, etc. Including local/regional WIA partners, One Stop Career Centers, Youth Opportunity partners, Welfare to Work partners
- Responsible for meeting or exceeding all Center OMS performance standards in compliance with the Job Corps Policy and Requirements Handbook (PRH)
- Perform all other duties assigned

Job Title: Career Transition Specialist. Sierra Nevada Job Corps, Las Vegas, Nevada

(January 2007-November 2007)

- Counsel and assist Former Enrollee students in obtaining placement and transitional support services
- Maintain and Update Case Notes for students on Caseload
- Participate in student Community Outreach Activities
- Participate in student employability programs and activities

- Establish personal contact with prospective area employers to expand job development and employment opportunities. Maintain a list of employers, Military contacts, schools and other potential placement sites.
- Responsible for completing activities that ensure that all placement outcomes are met

Job Title: Psychosocial Rehabilitation Provider/Basic Skills Rehabilitation provider.
Maple Star Foster Care Agency, Las Vegas, Nevada
(March 2006-January 2008)

- Responsible for targeting the development of concrete skills in a variety of setting including community based, clinic based and the home environment
- Responsible for providing a variety of services to children such as monitoring for safety, basic living skills, household management, self-care, social skills, communication skills, parent education, organizational skills, time management, and transitional living skills. Services are goal oriented, strength-based, and tailored to the unique needs of the child.
- Responsible for maintaining good communication with case managers and legal guardians
- Responsible for developing treatment plans and maintaining progress notes for each client
- Responsible for maintaining confidentiality of the client and family at all times
- Demonstrate professional and ethical behavior at all times and maintain appropriate boundaries with clients

Job Title: Outreach and Admissions Counselor. Sierra Nevada Job Corps, Las Vegas, Nevada

(October 2005-January 2007)

- Interview interested candidates and obtain important information on each applicant
- Provide required information about the program, including zero tolerance policy and Career development Services System.
- Prepare and verify required documentation on Potential Graduates
- Prepare applicant for transition to assigned Job Corps Center
- Participate in Community Outreach Activities
- Create linkages for recruitment of eligible applicants
- Counsel and assist Former Enrollee students in obtaining placement and transitional support services
- Maintain and Update Case Notes for students on Caseload
- Participate in student Community Outreach Activities; create linkages for recruitment of eligible applicants and job placement after separation from the program

Job Title: Career Development Specialist. Cleveland Job Corps, Cleveland, Ohio
(February 2004-October 2005)

- Responsible for completing activities that ensure all placement outcomes are met
- Arrange job interviews for Graduates and Former Enrollees
- Maintain placement follow-up services activities on all graduates throughout 12-month period
- Establish personal contact with prospective area employers to expand job development and employment opportunities. Maintain a list of employers, Military contacts, schools and other potential placement sites.

Job Title: Educational Technology Specialist. Cleveland Job Corps/ECOT,
Cleveland, Ohio

July 2003-February 2004

- Assisted in teaching the appropriate use of technology
- Communicated with students to motivate and support the completion of lessons
- Monitored and corrected behavior as necessary

Job Title: Long Term Substitute Teacher. Cleveland Heights/University Heights
School District. Cleveland Heights, Ohio

October 1996-August 2001

- Assumed full responsibilities as a certified classroom teacher
- Created and implemented lesson plans
- Successfully handled classroom management

EDUCATION

Kent State University
Bachelor of Liberal Arts

Kent, Ohio
August 1996

6. DISCUSSION AND POSSIBLE ACTION: Approve staff's recommendation to negotiate and amend Nevada Partners, Inc. In-School Youth Program PY12 contract for an additional amount not to exceed \$750,000 and extend the contract date from September 30, 2013 to September 30, 2014

**Nevada Partners, Inc.
In-School Youth Program**

Program Year:	PY13
Program/Agency Name:	Nevada Partners, Inc.
Location:	710 W. Lake Mead Blvd., North Las Vegas, NV 89030
Program Type: (Please note the funding stream)	WIA Youth Formula
Program Dates:	October 1, 2013 – September 30, 2014
Amount Recommended:	\$750,000
Cost Per:	\$2,000
# to Serve:	375 New Youth
Target Population:	In School Youth
Program Description:	<p>NPI will provide services to WIA-eligible students who are enrolled at the following seven (7) high schools targeted for the Graduate Advocate Initiative:</p> <ul style="list-style-type: none"> • Canyon Springs • Cheyenne • Desert Pines • Mojave • Rancho • Valley • Western <p>The services will target, but not be limited to, the following:</p> <ul style="list-style-type: none"> • High School seniors who have two (2) to three (3) credit deficiencies; • students who have been identified as unsuccessful in passing the Nevada High School Proficiency Exam; and/or; • students who face other barriers to graduation.
Contact Person & Info.:	<p>Tiffany Tyler, Ph.D. 710 W. Lake Mead Boulevard, North Las Vegas, NV 89030 ttyler@nevadapartners.org</p>

7. DISCUSSION AND POSSIBLE ACTION: Approve staff's recommendation to negotiate and amend HELP of Southern Nevada's In-School Youth Program PY12 contract for an additional amount not to exceed \$750,000 and extend the contract date from September 30, 2013 to September 30, 2014



**HELP of Southern Nevada
In-School Youth Program**

Program Year:	PY13
Program/Agency Name:	HELP of Southern Nevada
Location:	1640 E Flamingo Rd #100 Las Vegas, NV 89119
Program Type: <i>(Please note the funding stream)</i>	WIA Youth Formula
Program Dates:	October 1, 2013 – September 30, 2014
Amount Recommended:	\$750,000
Cost Per:	\$2,000
# to Serve:	375 New Youth
Target Population:	In School Youth
Program Description:	<p>HELP will provide services to WIA-eligible students who are enrolled at the following seven (7) high schools targeted for the Graduate Advocate Initiative:</p> <ul style="list-style-type: none">• Basic• Bonanza• Chaparral• Cimarron-Memorial• Clark• Del Sol• Sunrise Mountain. <p>The services will target, but not be limited to, the following:</p> <ul style="list-style-type: none">• High School seniors who have two (2) to three (3) credit deficiencies;• students who have been identified as unsuccessful in passing the Nevada High School Proficiency Exam; and/or;• students who face other barriers to graduation.
Contact Person & Info.:	Denise Gee, WORC Director 1640 E Flamingo Rd #100 Las Vegas, NV 89119 dgee@helpsonv.org

8. DISCUSSION AND POSSIBLE ACTION: Approve staff's recommendation to support the Governor's Statewide Jobs for America's Graduates (JAG) Initiative in partnership with Clark and Nye County School Districts in an amount not to exceed \$350,000. Allocated funds will become part of statewide resources supported by the Governor's Office; Nevada Department of Education; Nevada Department of Employment, Training and Rehabilitation; NevadaWorks, and School Districts across the State with Service Delivery by the Community Service Agency



Academics • Employability Skills • High School Graduation • Work-Based Learning • Postsecondary Education • Career

Jobs for America's Graduates

A Special Briefing for

JAG-Nevada Pilot School Districts & Schools

JAG Conference Call, Wednesday, March 14, 2012

"The 4-R's of JAG—Rigor, Relevance, Recognition and Rewards"





Briefing: Jobs for America's Graduates “The Dropout Problem” Solution

JAG is a cost-effective dropout prevention, school-to-career, dropout recovery solution to serve young people who are greatest at risk of not:

- staying in school through graduation or completing a GED
- pursuing a postsecondary education; and/or
- securing a quality entry-level job that leads to career advancement opportunities.

Since 1980, JAG State Organizations and Local Affiliates have served over **800,000** young people with major barriers to success.

For 31 years, JAG has enjoyed the support of elected public officials and corporate executives.



Briefing: Jobs for America's Graduates Chairs of the JAG Board of Directors



Governor Pete du Pont Founder (DE)	Governor Charles Robb (VA)	Governor John R. McKernan, Jr. (ME)	Governor George Voinovich (OH)	Governor Marc Radicot (MT)	Julie Nixon Eisenhower (PA)	Governor Tom Vilsack (IA)	Governor Janet Napolitano (AZ)	Governor John Baldacci (ME)	Governor Jack Markell (DE)
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Current Vice Chairs of JAG

Governor
Mike
Beebe
(AR)



Governor
Mitchell
Daniels
(IN)

31 Years of Leadership Excellence



Briefing: Jobs for America's Graduates

JAG Board of Directors

- ☑ Always been Chaired by Governors – Largest number of Governors to serve on any board other than National Governors Association.
- ☑ Three previous JAG Board Members were appointed to President Obama's Cabinet:
 - Janet Napolitano, Secretary of Homeland Security;
 - Tom Vilsack, Secretary of Agriculture
 - Arne Duncan, Secretary of Education
 - Napolitano & Vilsack both served as JAG Chairs when they were Governors.
- ☑ **Bipartisan Board**
 - 2 Republican and 4 Democratic Governors serve on the JAG Board.
- ☑ **Senior Education Leaders**
 - CEO of American Association of Colleges for Teacher Education
 - CEO of Education Commission of the States
 - State Superintendent, Washington
- ☑ **Senior Business Leaders from:**

• ADM	• Honeywell	• Shell
• Ally	• IBM	• SHRM
• AT&T	• JPMorgan	• Sony
• GE	• Chase	• Toys "R" Us
• HCA	• McDonald's	• Verizon
	• Microsoft	



Briefing: Jobs for America's Graduates

JAG Corporate Supporters



at&t



Allstate®
You're in good hands.



JPMORGAN CHASE & CO.



ToysRUs

Honeywell



Walmart*

Microsoft



CCI

CORINTHIAN
COLLEGES, INC.



Delta Regional
Authority

ally

EDMC
Education Management Corporation



Bank of America



UnitedHealth Group

HCA



WIN



careers.com

ConocoPhillips



AMERICAN ASSOCIATION OF COLLEGE NOW
TEACHER EDUCATION
LEADERS

DeVry
University



LEE HECHT
HARRISON

More options. Better results.

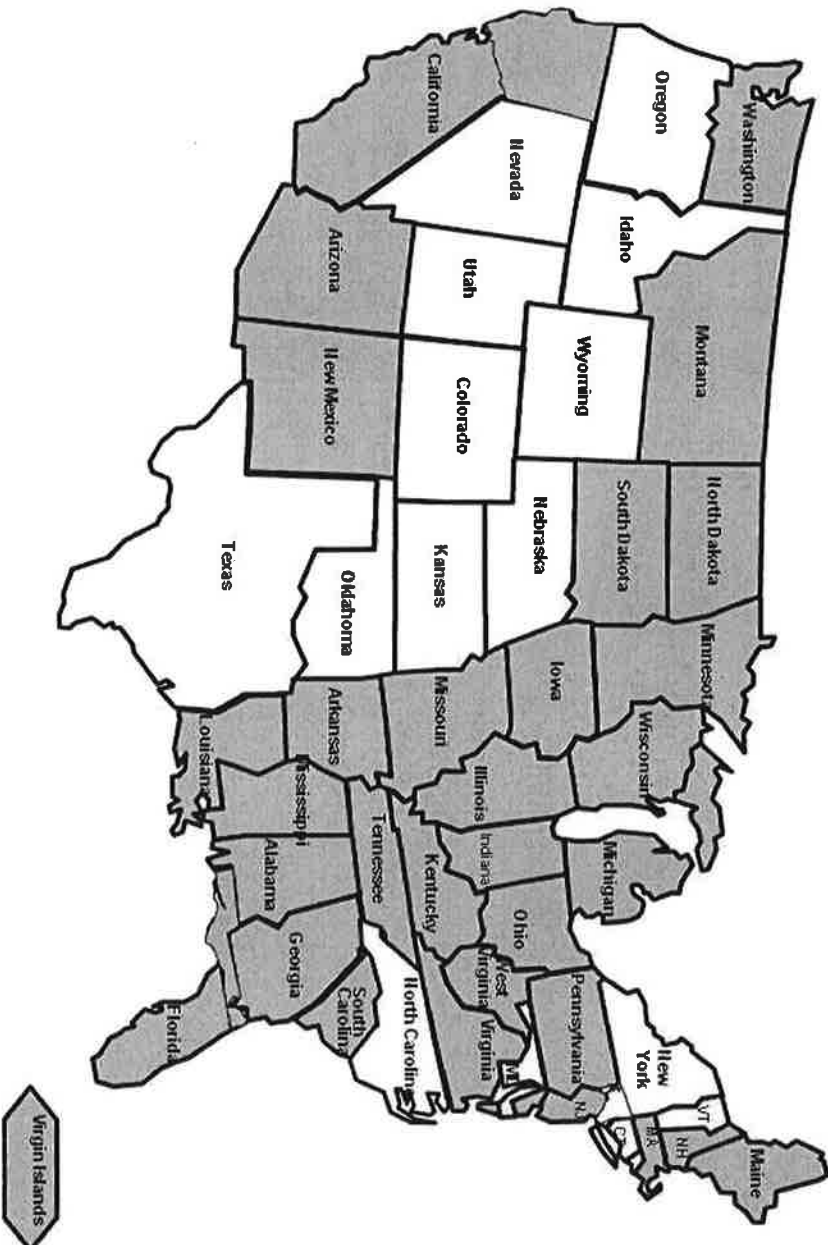




Briefing: Jobs for America's Graduates

JAG National Network 2011-2012

1979	1. Delaware (The 1st State)
1980	2. Arizona
1981	3. Massachusetts
1986	4. Tennessee
1987	5. Ohio
1988	6. Georgia
1989	7. New Hampshire
1990	8. Maine
1993	9. California
1996	10. Mississippi
1997	11. Montana
1998	12. Kentucky
1999	13. Alabama
2000	14. Arkansas
2003	15. Illinois
2004	16. Louisiana
2005	17. Virginia
2006	18. West Virginia
2008	19. Florida
2009	20. Wisconsin
2010	21. Iowa
2011	22. Minnesota
	23. New Mexico
	24. Missouri
	25. South Carolina
	26. Indiana
	27. District of Columbia
	28. North Dakota
	29. Michigan
	30. South Dakota
	31. U.S. Virgin Islands
	32. Washington
	33. New Jersey





Briefing: Jobs for America's Graduates Funding

JAG State Organizations

- Total Funding—\$50 Million
- 18 State Legislatures—42%
- 14 Workforce Investment Act—19%
- 11 School District Funds—11%
- 2 Wagner-Peyser—8%
- 40 Funding Sources

JAG-National

- Total Funding—\$1.7 Million
- Private Corporations—66%
- Affiliation Fees—33%
- Core Funders—30%



Briefing: Jobs for America's Graduates

JAG Model Program Applications

Middle School Program. The fastest growing program helping 7th and 8th graders to transition more successfully from middle to high school receiving an array of JAG Model services to improve their academic performance, school behavior, attendance, confidence, participation and self-esteem.

Multi-Year Program. A dropout prevention program serving students (9th to 12th grade) who possess significant barriers to graduation or successfully transitioning into postsecondary schooling or the labor market including 12 months of post-graduation follow-up services.

Alternative Education Program. A dropout prevention program serving students (9th to 12th grade) who are unable to be successful in a traditional high school program requiring additional support services to overcome or cope with barriers to academic, economic, family and personal barriers.

Senior Program. A school-to-work transition program for high school seniors believed to be at risk of not completing high school or successfully transitioning into postsecondary schooling or the labor market because of academic, economic, family and personal barriers including 12 months of post-graduation follow-up services.



Briefing: Jobs for America's Graduates

JAG Model Program Applications

Out-of-School Program. A dropout recovery program serving youth (16-24 years) who left the traditional school system and wants to complete requirements for a high school diploma or attain a GED with assistance in securing a quality job leading to a career and/or enrollment in a postsecondary education and training program.

Early College Success Program. A collegiate dropout prevention program to help at-risk students successfully complete their first year of college and ensure graduation with a degree, certificate, diploma or transfer to another college.



Briefing: Jobs for America's Graduates

JAG Model in the Schools

- **Specialists deployed in the schools**—serve 35-45 students.
- **Contact**—one hour a day; 5 days/week; 36 weeks plus summer.
- **JAG National Curriculum**—37 to 86 Employability Competencies.
- **JAG Career Association**—develop, practice, and refine personal, leadership, and teaming skills.
- **Service-learning, community-based projects.**
- **Field trips, guest speakers, job shadowing, mentors, tutors.**
- **Employer marketing and job development.**
- **Goals:** Graduation, Employment, and Higher Education.



Briefing: Jobs for America's Graduates

Performance Goals and Outcomes

Class of 2010

Performance	Goals	Actual Outcomes
Graduation Rate	90%	93%
Positive Outcomes Rate	80%	79%
Aggregate Employment Rate	60%	54%
Full-time Jobs Rate	60%	67%
Full-time Placement Rate	80%	88%
Further Education Rate	35%	47%
JAG Documents Extraordinary and Consistent Results—Annually!		



Briefing: Jobs for America's Graduates

U.S. Chamber of Commerce

Survey Findings

- A random sample survey of employers of JAG graduates were asked by the Chamber to rate their perceptions of JAG workers and the JAG program.
- To quote the Chamber: *"The results portray a highly successful program that enjoys considerable success and one that is valued among JAG employers. Both the JAG program and the worker consistently received high rankings throughout the survey."*
- An overwhelming majority of supervisors (98%) are "Very Likely" or "Somewhat Likely" to employ other JAG graduates.
- Only 3% of the JAG workers did not meet supervisors' expectations about the overall work value they would receive from a JAG graduate.



Briefing: Jobs for America's Graduates Research Findings

- Dr. Andy Sum, Center for Labor Market Studies, Northeastern University
- Research Study: Employment Impact of JAG Graduates
- In-school Work Experience:
 - Increases the **likelihood of employment** upon graduation for all graduates including those enrolled in college.
 - Increases the access of non-enrolled participants to **full-time** jobs
 - Provides college students access to jobs with **more work hours per week**
 - Increases weekly hours worked and hourly wages of non-enrolled graduates



Briefing: Jobs for America's Graduates

Employment Impact of JAG

Conducted by Center for Labor Market Studies, Northeastern University

1. **Dramatic differences among low income JAG minority youth:**
 - 56% improvement in employment for Hispanic youth
 - 24% improvement in employment for African Americans
2. **Full-time employment in comparison to similar youth:**
 - 22% improvement in full-time employment for JAG grads
 - 45% improvement for African American youth
 - 70% improvement for Hispanic youth
3. **Full-time employment for low income youth:**
 - 88% difference for African American youth
 - 102% difference for Hispanic youth
4. **JAG youth employed for many more hours:**
 - 31% improvement in mean hours for all youth
 - 45% improvement in mean hours for African American youth



Briefing: Jobs for America's Graduates

JAG — A Proven Solution!

- Targeting and keeping youth at risk of not graduating in school—**96%!**
- Achieving a remarkable graduation rate—**93%**
- Encouraging graduates to pursue a postsecondary education—**47%**
- Extraordinary impact on employment for all JAG graduates, particularly low-income minority youth—**88% to 102%** improvement!



Briefing: Jobs for America's Graduates

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Governor Mike Beebe (AR), Vice Chair of the Board
Governor Mitch Daniels (IN), Vice Chair of the Board

Kenneth M. Smith, President

Jim Koeninger, Ph.D., Executive Vice President

JAG-Nevada Program Implementation is Exemplary

Mid-Year Accreditation Review, January 22-25, 2013

Nevada joined the 32-state JAG National Network in July of 2012 under the leadership of Governor Brian Sandoval. The primary impetus for bringing JAG to Nevada was to establish a highly accountable and tested program in the schools that is dedicated full-time to intensively focused support of students with a high probability of leaving the education system before high school completion. Five sites in Nevada (three in southern and two in northern Nevada) began full program implementation during the first semester of the 2012-13 school year and two additional programs are in the early stages of development in the second semester.

During the week of January 21st, a JAG accreditation team conducted a mid-year review of the progress and quality of the implementation of the JAG Model. The mid-year review involved a series of interviews at each participating school, as well as members of the non-profit responsible for the on-the-ground implementation and key representatives of the Governor's Office, Department of Education, and Workforce Development. Principals, counselors, students, and JAG-Nevada Specialists were also interviewed. This was the initial opportunity for the national organization to provide input and feedback prior to the more formal National Accreditation Process that concludes with the awarding of standard, provisional or probationary accreditation. If this were a full accreditation review, JAG-Nevada representatives were told that they would receive the highest accreditation status to be awarded.

Key Findings

In general, related to adequate progress toward JAG Model standard implementation, the JAG reviewers shared the following:

- School administrators were very supportive of the JAG Model program and highlighted the benefits of students that they suggested were "falling between the cracks". Each school commended the impressive JAG Specialists for their passion, and "whatever it takes" attitude in working with students selected for the program. Early success stories were shared ranging from significant improvement in the state proficiency exam to improvement in student attendance, to changes in student behavior and "smiles in the hallways".
- Students participating in the JAG Model program need the program to graduate and transition successfully into college and/or employment upon graduation. Students shared a variety of reasons for their changed attitude toward school. Among the most common were:
 - "...with JAG I feel like I belong and someone really cares about me – not just my school work, but me"
 - "...I never thought I could ever really get back on track with my credits, but with the support of my JAG Specialist I can see a future for me, I need college and I need to graduate"
 - "....I'm learning to believe in myself, to set goals and to not give up." Several students interviewed will be the first in their family to attend college. Students are also helping identify other struggling students that will benefit from the JAG program. Demand will likely exceed capacity as early as next school year at current program locations.
- Specialists are committed to using the Electronic National Data Management System (e-NDMS) effectively to track students served, services delivered and are ready to report performance outcomes. Individual Development Plans have been developed for each student to address barriers to academic, personal and employment success.
- The Governor organized a JAG-Nevada State Council to oversee the implementation and operation of the statewide program. In his State of the State Address, the Governor indicated that his budget "includes sufficient resources to fund the JAG program to include up to 50 additional schools by 2014 and to serve nearly 2,000 additional high school students".
- It is estimated that the return on investment is a cost-savings of approximately \$260,000 per student (calculated from average lost earnings, taxes, productivity in a dropout's lifetime). It is also estimated that a JAG graduate working full-time will repay the cost of the program in taxes paid in fourteen months.

The mid-year review team devoted considerable time to examining the student profiles of those being served by JAG Model programs. The following demographics and services are impressive considering the initial year of operation:

• Total e-NDMS Profiles:	94
• Gender:	
- Males	50%
- Females	50%
• Race:	
- Hispanic	51.06%
- Black, African-American	21.28%
- White, Caucasian	22.34%
- Asian	1.06%
- Multi-Racial	2.13%
- Other	2.13%
• Currently Employed	7.45%
• Living Situation:	
- Live with both parents or step parents	57.45%
- Live with mother	32.98%
• Parental Education:	
- Mother's Education: Less than a high school diploma	55.32%
- Father's Education: Less than a high school diploma	52.13%
• Free or Subsidized Lunch	82.97%
• Class Standing:	
- Bottom 25%	40.43%
- Middle 50%	51.06%
• Average Number of Barriers:	8.91
- Having inadequate or no work experience	94.68%
- Lacks marketable occupational skills	93.62%
- Economically disadvantaged	84.04%
- Low academic performance	71.28%
- Did not pass the state proficiency exam	63.83%
- Basic skills deficient	56.38%
• Model Services—the average investment of time by Specialists:	
- Average number of instructional hours:	28.25 per student
- Employability Skills Training:	30.31%
- Career Association:	13.45%
- Community Service:	2.64%
- Guidance/Counseling:	2.35%
- Field Trips/Guest Speakers:	10.07%
- Academic Remediation:	22.92%
- Work-based Learning:	14.80%

For additional information about the Mid-Year Review, contact:

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9. DISCUSSION AND POSSIBLE ACTION AND DIRECT STAFF

ACCORDINGLY: Staff has identified significant fiscal problems associated with Southern Nevada Children's First's (SNCF) financial management system. Although technical assistance has been and is currently underway, closely watched monitoring of SNCF's fiscal transactions is a necessity. If prompt corrective action does not occur soon, "high risk" designation may be necessary.

- a. SNCF Monitoring Report (12 pages)
- b. SNCF Monitoring Response (9 pages)
- c. SNCF Disallowed Letter for work experience (1 page)
- d. SNCF Technical Assistance History (1 page)
- e. SNCF Timeline for Monitoring Corrective Action (2 pages)

Southern Nevada Children First

Monitoring Report



<div data-bbox="191 359 522 1245"> <p>Report No. WC-011-2013</p> </div> <div data-bbox="199 1266 506 1396"> <p>Entrance Conference 1/23/2013</p> </div> <div data-bbox="204 1482 506 1608"> <p>Exit Conference 2/28/2013</p> </div>	<div data-bbox="649 470 1362 537"> <h2>Comprehensive Report</h2> </div> <div data-bbox="540 596 1370 800"> <p>Funded Partner Name: Southern Nevada Children's First Address: 720 West Cheyenne #30, Las Vegas, NV 89030 Contact Person: Monique Harris Phone: (702) 487-5665 Contract #12 – WIA-YOS-SNCF-00 #12-SNCF-WIA-Summer YR Youth-00</p> </div> <div data-bbox="605 1396 1424 1650"> <p>Prepared By: Clentine January Title: Program Specialist II Department: Youth Date: March 29, 2013</p> </div>
	<p>workforce CONNECTIONS 7251 W. Lake Mead Blvd. Suite 200 Las Vegas, Nevada 89128 Phone (702) 638-8750 Fax (702) 638-8774</p>



Executive Summary

On January 23, 2013 Workforce Connections conducted an on-site monitoring review of Southern Nevada Children First formula funded grant, including grant-related fiscal and administrative systems and procedures. Workforce Connections visited the Southern Nevada Children First Program located at 720 West Cheyenne Avenue #30. The purpose of the review was to evaluate Southern Nevada Children First management and administration of the grant, including the quality of program operations.

Workforce Connections' reviewers found thirteen **(13)** issues of non-compliance with federal requirements. **All of the compliance-related findings and required corrective actions outlined in this report necessitate a written response to Workforce Connections within 30 days of receipt of this report.** Workforce Connections staff will assist Youth Advocate Programs, Inc. as necessary and feasible in this regard. In addition, the report includes nineteen **(19)** areas of concern. Although Workforce Connections requests a response for actions taken or planned for the areas of concern, a written response from Provider is not required.

On-Site Monitoring Review Scope

The review analyzed the Youth program. In order to make the above assessments, Workforce Connections staff reviewed participant files, policies, EEO compliance and financial records. Prior to the on-site review, Workforce Connections staff conducted programmatic and fiscal desk reviews.

The primary monitoring tools used were the Youth Individual Record Monitoring Tool and the Fiscal Review Monitoring Tool. Both of these tools were developed from the Employment and Training Administration's Core Monitoring Guide and the Financial Supplement to the Core Monitoring Guide. Copies of these tools were provided to Southern Nevada Children First prior to the on-site review.

Promising Practices

FISCAL

- Policies – SNCF policies are comprehensive, clear, and easy to follow. Several policies contain screen shots of activities within relevant computer programs which makes the policies even more practical and user friendly.
- Work Experience (WEX) Timesheets – SNCF WEX timesheets contain pre-printed guidance to participants, worksite supervisors, and SNCF staff reminding them to not use white-out, initial all changes, etc. The timecard also has a built-in participant evaluation tool that allows the worksite supervisors to easily report on the participant's performance.



Findings of Non-Compliance

Finding 1: wC Core monitoring Guide, Core Activity 3-Participant Files

Condition: Of the twenty files reviewed relating to program activates, three of the files showed that youth worked at/on a Political Campaign.

Citation: 20 CFR 667.264 (a) (3) WIA Regulations provides a list activities that are prohibited under Title I of WIA. General Program Requirements 195 (6) provides guidance that WIA funds must not be spent on political activities.

Corrective Action (programmatic): Reimburse the disallowed cost, develop and implement operational procedures for all worksites that will include the following:

1. All job duties to show that youth are not involved in political or campaign work.
 2. Do not use the phrase other duties as required or assigned or appropriate duties in the job description.
 3. Get/Provide assurance that the participant will not be involved in any political activity.
 4. Provide pertinent information about the worksite.
 5. Place participant job descriptions in the file along with the *workforce*CONNECTIONS worksite agreements.
- wC Fiscal monitoring staff reviewed files and documents of youth who worked at political worksite. The total number of files youth worked and amount of disallowed cost in this area is being documented by fiscal staff.

Finding 2: WC's Core Monitoring Guide; Core Activity 3 – Objective 3.2 Participant Files

Condition: SNCF is missing documentation to verify that participant received WC's Grievance Policy/Procedures for #9940 and #12379.

Citation: WC's Policy # 3.10 Section A1 (i), Client Record Documentation Requirements

To ensure WIA Title I eligibility, all required documentation must be in participant's file.

(i) - Documentation to verify that participant received WC's Grievance Policy/Procedure

Corrective Action: SNCF must go over the Grievance Policy with the participant. Upon completion, the form must be signed and placed in the participant's file.

Finding 3: Missing required forms for data validation.

Condition: Southern Nevada Children's First was unable to locate file #36136 on the day of monitoring.

Citation: Missing required forms for data validation.



Corrective Action: Southern Nevada Children's First will need to locate the file (the file was recovered within 5 days of the monitoring). **Written response is still required for this finding.**

Finding 4: wC Fiscal Monitoring Tool #3 – Records Availability for Review

Condition: SNCF was unable to produce all of the records WC requested for testing by the exit date.

Citation: WC Policy 5.6 Records Retention

Corrective Action: SNCF must provide copies of all source documentation listed on the exit form attachment with the corrective action response or the associated costs will be disallowed.

Questioned Costs: None

Finding 5: wC Fiscal Monitoring Tool #4 – Required Posting for Fraud

Condition: SNCF does not have the DOL fraud hotline poster displayed where employees and participants can view it.

Citation: WC Contract Provision B.19 Prevention of Fraud and Abuse

Corrective Action: SNCF must display the DOL fraud hotline poster where employees and participants can view it.

Questioned Costs: None

Finding 6: wC Fiscal Monitoring Tool #7 – Segregation of Duties

Condition: SNCF's authorized signature lists do not specify who has the authority to sign fiscal invoices and reports and programmatic contracts for work experience, on the job training, and occupational skills training. Also, SNCF's policy states that blank checks are in the custody of the Program Director, who is not a check signer, but at the time of the monitoring the checks were in the Executive Director's custody. The Executive Director is a check signer. This is a repeat finding.

Citation: 29 CFR 97.20 (a)(2) and (b)(3) and 29 CFR 95.21 (b)(3) Standards for Financial Management Systems

Corrective Action: SNCF must submit an authorized signer list that specifies who has the authority to sign fiscal invoices and reports as well as programmatic contracts. SNCF must also follow its separation of duties policy and return the blank checks to the Program Director's custody.

Questioned Costs: None

Finding 7: wC Fiscal Monitoring Tool #18-21 – Insurance Requirements

Condition: SNCF did not produce a certificate of insurance, as requested, listing WC as an additional insured on its insurance coverage.

Citation: WC Contract Provision A. G. 5 Insurance Coverage Requirements



This contract section states that the contractor must list WC as an additional insured on all insurance coverage.

Corrective Action: SNCF must obtain and submit a certificate of insurance naming WC as an additional insured on all of its insurance coverage.

Questioned Costs: None

Finding 8: wC Fiscal Monitoring Tool #30 – Reporting

Condition: SNCF is not reporting accrued expenditures or unliquidated obligations on its quarterly financial report. The amounts that were reported on the quarterly financial report for the quarter ending 12/31/12 appear to be underreported and SNCF did not retain backup documentation regarding how the numbers on the report were calculated.

Citation: WC Policy #2.4 Financial Reporting

This policy states that accrued expenditures and unliquidated obligations are required elements of the quarterly financial report and provides definitions of those items.

Corrective Action: SNCF must develop and implement a written procedure regarding how to properly fill out the quarterly financial report. SNCF must also develop a system to track unliquidated obligations, such as work experience contracts and other contracted obligations that have not been fulfilled, in order to properly report them on the financial report.

Questioned Costs: None

Finding 9: wC Fiscal Monitoring Tool #32 – Invoicing

Condition: Nearly all invoices submitted for reimbursement for the PY12 period have not had correct year to date numbers reported. On multiple instances, expenses have been disallowed from invoices because there was no budget authority for those expenses. General ledger expense reports often do not match the year to date amount billed.

Citation: WC Contract Provision B.3. Provisions for Payment

This contract provision states that the contractor must charge expenditures against the correct line items in line with the approved program budget, and also must include appropriate supporting documentation to justify the request.

Corrective Action: SNCF must develop and implement a written procedure regarding how to properly fill out the monthly invoice form. SNCF must also develop a system to track year to date expenses in order to properly report them on the financial report. SNCF must also reconcile its general ledger expense reports for each contract to ensure that the accounting records match year to date expenses billed. In the event that a contract has been overbilled, SNCF must submit credit invoices to reduce the amount of expenses reported to the amount recorded in the accounting records.

Questioned Costs: None



Finding 10: wC Fiscal Monitoring Tool #34 – Cost Allocation

Condition: While SNCF is using the allowable base of participant enrollments to allocate non-participant expenses between the In-School and Out-of-School categories on the Summer Component contract, the allocation was not updated each month to reflect the actual participant caseload. One initial allocation was prepared at the start of the contract and the same percentages were used each subsequent month.

Citation: WC Contract Provision B.9. Cost Allocation Requirements

This contract provision states that the any cost allocation methodologies used must reflect some measure of actual activity.

Corrective Action: SNCF must update cost allocation percentages for the Summer Component contract each month to coincide with actual enrollments. SNCF must retain documentation of how each month's percentage was determined. This documentation must contain participant lists and a worksheet calculating the percentage for each type of expense.

Questioned Costs: None

Finding 11: wC Fiscal Monitoring Tool #35 & #43 – Organizational Costs & Supportive Services

Condition: WC staff noted numerous inconsistencies on source documents and payments including:

- paying late fees when they are not due
- paying the wrong amount on an invoice and still charging the full amount to WIA contracts
- no client receipt of service for an expense reimbursed to a case manager
- expenses billed to the wrong contract
- expenses billed for participants enrolled under another WIA contract
- expenses billed for participants not WIA enrolled
- payments with only internal forms as backup and no invoice or receipt
- reimbursing vendors for supportive services expenses outside of the voucher dates
- no source documentation was able to be produced for a significant number of items selected for testing (this detail was provided at the monitoring exit date as an attachment to the monitoring exit form)
- no documentation or logs regarding how bus passes purchased and billed to the contract in bulk had been distributed

Citation: OMB Circular A-122, Attachment A.2. Factors Affecting Allowability of Costs

This contract provision states that in order for costs to be allowable, those costs must be reasonable for the performance of the award, benefit the program, and be adequately documented.

Corrective Action: SNCF must review all contract invoices submitted and provide source documentation for every expense with the exception of staff payroll and staff fringe. If expenses



were billed erroneously, SNCF must submit new and corrected invoices. These invoice packets should contain the following:

- A copy of the completed invoice template
- A general ledger report for the period
- Source documentation backup for every expense billed on each tab (example: invoice or receipt) with the exception of staff payroll and staff fringe

Questioned Costs: Due to the large amount of inconsistencies, all contract to date costs with the exception of staff payroll and staff fringe benefits are in questioned cost status:

- As of the January 2013 invoice, total contract to date costs less staff payroll and staff fringe benefits under the Summer Component contract total \$90,790.36
- As of the January 2013 invoice, total contract to date costs less staff payroll and staff fringe benefits under the Youth In School contract total \$27,169.59

Finding 12: wC Fiscal Monitoring Tool #36 – Allowable Activities

Condition: SNCF funded work experiences at a political organization.

Citation: WC Policy #2.13 Allowable Costs

This policy states that political activities are not allowable under WIA.

Corrective Action: Because WC staff could not obtain the total amount paid for these activities in NV Trac, SNCF must prepare a schedule for all participants who had a work experience activity from 6/1/12 to current with the following information:

- Participant name
- NV Trac number
- Worksite name
- Start Date
- End Date
- Hourly rate of work experience
- Total hours worked
- Total amount paid per participant
- Total amount of work experiences paid

Once this information is submitted as part of the corrective action response, WC will test it and determine the final amount of disallowed costs due to this activity. WC will notify SNCF of the amount of disallowed costs, and this must then be repaid to WC using non-federal funds.

Questioned Costs: Unknown and to be determined due to insufficient data entry



Finding 13: wC Fiscal Monitoring Tool #41 – Work Experiences

Condition: WC staff noted numerous inconsistencies on work experience source documents and payments including:

- Overpaying a participant
- Wrong dates on a work experience timecard
- Paying participants holiday pay, which is not allowable
- Changes to work experience timecards not initialed per the timecard instructions
- Timecards missing signatures of the participant or supervisor
- One work experience timecard appears to have a forged worksite supervisor signature

Citation: WC Policy #3.11 Work Experience & Internships

This policy states that work experiences must be properly documented and that holiday pay is not allowable.

Corrective Action: SNCF must adopt and implement a policy to ensure that all work experience timesheets are reviewed for the following before payment:

- All changes are initialed
- All timesheets are fully signed (if not signed by the employer, SNCF must obtain written verification from the worksite supervisor via email or other means that the participant's hours are properly reported; if not signed by the participant, SNCF must obtain the participant's signature prior to payment)
- Total hours reported are recalculated for accuracy
- Participants are only paid for actual hours worked (holiday or other paid leave is not allowable)

SNCF must review every work experience timesheet to determine which participants were paid for hours they did not actually work, including holidays or any other paid leave. SNCF must then prepare a schedule listing the following:

- Participant name
- NV Trac number
- Pay period end date in which leave was paid
- Hours of paid leave
- Hourly rate
- Total amount of paid leave for pay period
- Grand total amount of paid leave

Questioned Costs: Due to the large number of inconsistencies, all contract to date work experience and fringe charges are in questioned cost status:

- As of the January 2013 invoice, total work experience wages and fringe under the Summer Component contract total \$59,576.45



- As of the January 2013 invoice, total work experience wages and fringe under the Youth In School contract total \$2,716.35
- As of the January 2013 invoice, total work experience wages and fringe under the US Fish and Wildlife contract total \$10,795.73
-

Areas of Concern

1. Four of the thirty files lacked staff signatures on the Objective assessments. This was corrected during monitoring. Technical Assistance was provided to staff regarding the importance of the case manager signing that he/she assisted the youth in this process and determined together based on the outcome of the assessment where the youth needed to begin in the program and what he/she needed to fulfill their commitment to the program.
2. Five of the thirty files lacked staff signatures on the Individual Service Strategies. Technical Assistance was provided to staff regarding the importance of sitting with the youth and planning the goals that he/she would accomplish during the program year.
3. Three of the ten out of-school youth files reviewed had not taken the TABE test within 60 days of enrollment. All out of school youth should be tested at intake to avoid youth not receiving the pre-test.
4. Three of the thirty files reviewed had no participant signatures in the files. This concern was corrected 3 days after monitoring.
5. There is not participant signature on the time sheets used. SNCF staff will design or add a signature line so that the participant (s) can sign off on their time sheets.
6. Three time sheets were not signed by the participant. This was corrected four days after monitoring.
7. Case Notes are not comprehensive, i.e. dates of entrance into an activity is not recorded, what the activity is, when the activity was completed, progress of the youth's goals, outcome measures achieved are included in the case notes. Activities are defined as: work experience, training, work readiness classes and the Green Curriculum program.
8. In seven of the thirty files reviewed the WIA application was missing page 2. It was explained that staff used two sided copying and when the application was copied again, only one side was copied. SNCF was advised to copy all three pages and as the individual case manager made copies it would be their choice to use the two sided copying method.
9. White out was used in almost all files. Staff was informed that you cannot use white out on official documents and if it is necessary to make a correction, draw a line through the correction and initial it.



SESP

10. The following participant files are not co-enrolled in Nvtrac: 36269, 10530, 10220, 22938, 9939, 10510, 12469, 10529, 36136, 9917, 9944, 9935, 9940, and 9958 (please ensure that all program data is input).
11. The following participant files need to have program data input in NVTrac: 36187, 35423, 35416, 33289, 36140, 37098, 33960, and 9918.
12. The following participant files need a Services Receipt: 10220, 22938, 12469, 36136, 9912, and 32022,
13. The following participant files need signatures on the Services Receipt: 10530, 10510, 10529, 9958, and 12188
14. The following participant files need a Copy of the Certificate of Completion: 10220, 36544, 35416, 22938, 9939, 37098, 10510, 12469, 36136, 9932, and 32022.
15. Required Acknowledgements – SNCF flyers advertising the WIA programs did not have the required EEO tagline. SNCF must ensure that all program promotional materials contain both the WC logo and the EEO tagline, “An Equal Opportunity Employer/Program.”
16. Insurance – For case managers who transport participants in their personal vehicles, SNCF keeps copies of the driver’s license and proof of insurance in their HR files. Despite this, SNCF did not have current proof of insurance in the files. SNCF must ensure that it tracks expiration dates and receives updated proof of insurance for staff that transport participants in their personal vehicles.
17. Obligation Tracking – SNCF does not currently have an obligation tracking system to manage participant vouchers, work experience contracts, and individual training agreements. SNCF must institute an obligation tracking system that records all participant vouchers, WEX contracts, and training agreements as they are issued by programmatic staff. This tracking system should list the voucher number, date of issue, participant name, program, vendor, and amount of obligation. As the invoice is paid or the contract fulfilled, payments should be noted on the tracking sheet.
18. Bank Reconciliations – The September bank reconciliation was completed 11/27/12 and the October bank reconciliation was completed 12/9/12, which is not timely. SNCF must complete bank reconciliations as close to the month end as possible.
19. Timesheets – SNCF timecards do not have an employee certification that the hours reported are based on actual activity. SNCF must add this certification above the employee line on the timecard.



Equal Employment Opportunity

EEO

I. Purpose

WC EO consultant conducted EEO monitoring on March 26, 2013, at Southern Nevada Children's First (SNCF) located at 720 West Cheyenne Avenue, Suite 30, Las Vegas, NV 89030.

The purpose of the review: as part of the Methods of Administration (MOA or Equal Opportunity Plan) under accompanied Section 188 of the Workforce Investment Act (WIA) and 29 CFR Part 37, it is part of a system implemented by the State of Nevada to conduct a periodic monitoring to determine the compliance of their recipients of WIA Title I – financially assisted programs and ensure they are conducted in a nondiscriminatory manner.

EEO MONITORING OVERVIEW

- a. Staff composition during review: 1 staff member was available for the on-site monitoring review.
- b. Management and client interviews: EO Officer was accessible, provided a tour of the campus for Youth and facility, very willing to assist.
- c. Staff awareness of nondiscrimination and EO laws: Service Provider training is conducted; SNCF conducts regular staff meetings with information addressed as part of their criteria.
- d. Complaint Processing Procedures: Grievance Procedure in Place.
- e. Client Files: 20 Youth files and 2 Personnel files of Program Staff were reviewed and found to be in proper order. All participant files included signed copies of the "Equal Opportunity is the Law" notice.
- f. Notices & Communications: "Equal Opportunity is the Law" notices and Equal Opportunity posters were posted in English and Spanish; prominently displayed and easily accessible to the public as well as internally in break areas and offices of the Program Staff where WIA applicants/participants could view.
- g. Physical aspects of the site – Programmatic and architectural accessibility: All within compliance for the requirements of Federal Disability Law. Observance of reception, intake, and assessment processes were easily accessible. Training area – was noted to have reasonable accommodation for those challenged utilizing wheel chairs.
- h. Universal Access: SNCF has taken appropriate steps to ensure that they are providing universal access to their WIA Title-I-financially assisted programs and activities. These steps involve reasonable efforts to include members of both sexes, various racial and ethnic groups, individuals with disabilities, veterans, and individuals in differing age groups.



- i. Maintenance of EO policies – Utilizes Workforce Connections policies: Found to be in full compliance.
- j. Assurances: All in compliance.
- k. Data & Information Collection and Maintenance: Systems are utilized in full compliance.
- l. Monitoring – Workforce Connections is responsible for oversight of all WIA Title I&II financially assisted State programs. This responsibility includes enduring compliance with the nondiscrimination and equal opportunity provisions of WIA Section 188 and this part, and negotiating, where appropriate, with a recipient to secure voluntary compliance when noncompliance is found.
- m. Corrective Actions/Sanctions: No corrective Actions/Sanctions required.

Summary: SNCF is in compliance with all nine MOA elements.

Southern Nevada Children First

Monitoring Response



Fax

"Strengthening the Lives of Children and Families"

To:	Kelly Ford	From:	Monique Harris
Fax:	702.636.4374	Pages:	6 (including cover)
Phone:	702.636.2318	Date:	04.24.13
Re:	Response to Audit		

Kelly,

Per my email this morning I am faxing over the response to the audit conducted on January 23, 2013 along with the supporting documents.

The documents include; Certificate of Insurance, WIA flyer for the Work and Education Program and SNCF Service provider Fiscal and Resources Authorized Signature List.

Please contact me if any additional information is needed.

Monique Harris, Executive Director
Southern Nevada Children First

720 W. Cheyenne Ave Suite 30, N. Las Vegas, NV 89030
Phone 702-487-5665 Fax 702-463-5684
<http://www.childrenfirst-nv.org>



720 W. Cheyenne Ave, Suite 30

N. Las Vegas, Nevada 89030

Phone: (702) 487-5665 / Fax: (702) 463-5684

Greetings,

Please accept this letter in response to the on-site monitoring review of Southern Nevada Children formula funded grant, including grant related fiscal and administrative systems and procedures, conducted on January 23, 2013.

Please review the following information in response to action taken to address issues identified during monitoring.

FINDINGS:

1. 3 Participant Files Condition:

- To assure programmatically and fiscally Southern Nevada Children First is not involved in political or campaign project or worksite, SNCF has included in all contract and work site agreements the following statement:

Southern Nevada Children First prohibits any and all direct or indirect participation in, or intervening in, any political campaign on behalf of (or in opposition to) any candidate for elective public office.

2. 3.2 Participants Files Condition :

- Participant 9940 has moved to Texas, but we are working to get her signatures by fax or email attachment.

- Participant 12379 has an appointment this week on Thursday to discuss and sign the paperwork

3. Missing forms for data validation

- File # 36136 was recovered and reviewed during the monitoring

4. Records Availability for review testing records

- Need further clarification on documents needed

5. Fraud Posting

- Poster posted and EEO monitoring - Fully in Compliance. :-)

6. Segregation of Duties

- Authorized signature page is attached.

- Due to current setup of SNCF program and Admin offices, checks are kept locked in a safe in the ED office on the administration side of the building. Safe passcode has been changed and is currently in only in the possession of the program manager.

7. Enclosed is a certificate of Insurance with WC as an additional insured

FISCAL MONITORING

To address fiscal challenges, SNCF has hired new fiscal staff and is diligently working to clean and organize all documentation. SNCF is also redeveloping and implementing financial policies and procedures to include WIA reporting and documentation. SNCF humbly request a 60 day extension to provide information needed to address finance issues and will submit information in quarterly increments.

8. Fiscal Monitoring -Reporting

- SNCF has recently changed its accounting staff. In order to address issues identified SNCF current staff has requested technical support with WIA personnel to go over all invoice forms to ensure accurate understanding of WIA forms and reports.

- Current accounting staff has also met with the organizations CPA to get an understanding of the QuickBooks reports and the best report for tracking all expenditures, including accrued expenses and unliquidated obligations. In the future all monthly, quarterly and annual reports will be consistent and back-up retained.

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- Upon completion of TA from WC written procedures will be developed and implemented on how to properly fill out WIA monthly invoice form and tracking year to date expenses.

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- SNCF request a 60 day extension to clean and organize current information and research enrollment numbers and percentage allocation for Summer Component contract to complete this request.

11. Fiscal Monitoring- Organizational Cost and Supportive Services

- SNCF request 60 days to provide all of the supportive documents requested in this item

12. Fiscal Monitoring- Allowable Activities

- Per your instructions, the attached report includes the following requested information:

- o participant name

- o NVTrac number

- o worksite name

- o start date

- o end date

- o hourly rate of work experience

- To complete the report, we request approval to submit the following information with the other fiscal monitoring request.

- o total hours worked

- o total amount of work experiences paid

13. Fiscal Monitoring- Work Experience

- SNCF request a 60 day extension to clean and organize current information and provided requested information.

AREAS OF CONCERN -

#2 - Has been corrected

#3 - we are working on getting all youth that have not been tested, completed by June 30th.

#4 - Corrected

#5 - Will add additional client signature line for all future WEX

#6 - Was corrected during monitoring.

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SESP

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#11 - All program Data has been entered as required

#12 - All services receipts are in the client files as required

#13 - We are working to get client signatures on the services receipts 50% completed

#14 - All Certificates are on the client files are required.





#15 - We provided a sample copy of up to date insurance to MaryAnn at the time of the Audi


workforce CONNECTIONS
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

workforceCONNECTIONS

Service Provider Fiscal and Resources Authorized Signature List

Service Provider Name: Southern Nevada Children First

Authorized Employee/Agent Print Name	Authorized Employee/Agent Title	Authorized Employee/Agent Signature	Contracts	Purchase Orders	Vendor Invoices/Travel Reimb.	Fiscal Invoices	Fiscal Reporting	Checks	Time Cards/ Leave Requests	OJT/WEX/ITA contracts
Chris Miller	Board Chair		X					X		
Monique Harris	Executive Director		X	X	X	X	X	X	X	X
Suzanne Burke	Program Manager				X	X	X			
Sonia Harris	Finance Manager									


AUTHORIZED SERVICE PROVIDER SIGNATORY

4/10/13

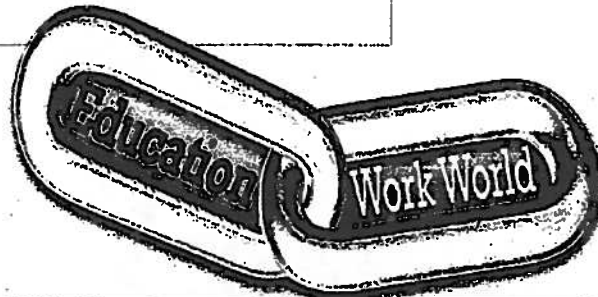
DATE



Do you know a young person who is

- **Between 16-21**
- **Credit Deficient**
- **Dropped out of High School**
- **Needs Employment**
- **Needs Work Readiness Skills**
- **Pregnant or Parenting**

Telephone (702)487-5665
Fax (702) 463-5684
www.childrenfirst-nv.org



Work & Education Program

We seek to support all youth to achieve their full potential. We recognize that there are many barriers that can prevent them from fulfilling their work and educational goals. We have recently secured funding through the Workforce Investment Act (WIA) to help with these challenges. For more information and eligibility contact our offices between 8am and 5pm weekdays.

We Can Help



workforce CONNECTIONS

"An Equal Opportunity Employer/Program"



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/16/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Chris Miller Miller Family Insurance Agency 2441 Tech Center Ct 112 Las Vegas NV 89128		CONTACT NAME: Chris Miller PHONE (A/C, No, Ext): 702-478-2780 E-MAIL ADDRESS: Farmers.Chris@gmail.com FAX (A/C, No): 702-478-1763	
INSURED Southern Nevada Children First 720 W Cheyenne Ave #30 Las Vegas, NV 89030		INSURER(S) AFFORDING COVERAGE INSURER A: American Alternative Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
COVERAGES		NAIC # 19720	
CERTIFICATE NUMBER:			

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

<p>CERTIFICATE NUMBER:</p>		<p>REVISION NUMBER:</p>	
<p>THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.</p>			
<p>INSURANCE</p>	<p>TYPE OF INSURANCE</p>	<p>AMOUNT</p>	<p>DATE</p>

EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY BE REDUCED BY PAID CLAIMS.										
INSR LTR	TYPE OF INSURANCE		ADDITIONAL SUBR		POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS		
A	GENERAL LIABILITY		X	X	99A2CP0001091-04	08/19/2012	08/19/2013	EACH OCCURRENCE	\$ 1,000,000	
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000	
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR							MED EXP (Any one person)	\$ 5,000	
	GENTL AGGREGATE LIMIT APPLIES PER:								PERSONAL & ADV INJURY	\$ 1,000,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC							GENERAL AGGREGATE	\$ 3,000,000	
	AUTOMOBILE LIABILITY							PRODUCTS - COMP/OP AGG	\$ 3,000,000	
B	<input type="checkbox"/> ANY AUTO	<input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	X	X	99A2CP0001091-04	08/19/2013	08/19/2013			
	<input type="checkbox"/> ALL OWNED AUTOS								COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
	<input type="checkbox"/> HIRED AUTOS								BODILY INJURY (Per person)	\$
									BODILY INJURY (Per accident)	\$
	UMBRELLA LIAB							PROPERTY DAMAGE (Per accident)	\$	
	EXCESS LIAB								\$	
	<input type="checkbox"/> DED	<input type="checkbox"/> RETENTION \$						EACH OCCURRENCE	\$	
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY							AGGREGATE	\$	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)								\$	
	If yea, describe under DESCRIPTION OF OPERATIONS below							WC STATUTORY LIMITS	OTHER	
								E.L. EACH ACCIDENT	\$	
								E.L. DISEASE - EA EMPLOYEE	\$	
								E.L. DISEASE - POLICY LIMIT	\$	
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACCORD 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600										

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER

**WORKFORCE CONNECTIONS
7251 W LAKE MEAD BLVD
SUITE 200
LAS VEGAS**

NV 89128

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

ACORD 25 (2010/05)

© 1988-2010 ACORD CORPORATION. All rights reserved.

The ACORD name and logo are registered marks of ACORD

Greetings

Please accept this letter in response to the on-site monitoring review of Southern Nevada Children formula funded grant, including grant related fiscal and administrative systems and procedures, conducted on January 23, 2013.

Please review the following information in response to action taken to address issues identified during monitoring.

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- Need further clarification on documents needed

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11. Fiscal Monitoring- Organizational Cost and Supportive Services

- SNCF request 60 days to provide all of the supportive documents requested in this item

12. Fiscal Monitoring- Allowable Activities

- Per your instructions, the attached report includes the following requested information:
 - participant name
 - NVTrac number
 - worksite name
 - start date
 - end date
 - hourly rate of work experience
- To complete the report, we request approval to submit the following information with the other fiscal monitoring request.
 - total hours worked
 - total amount of work experiences paid

13. Fiscal Monitoring- Work Experience

- SNCF request a 60 day extension to clean and organize current information and provided requested information.

AREAS OF CONCERN -

#2 - Has been corrected

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#4 - Corrected

#5 – Will add additional client signature line for all future WEX

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#15 - We provided a sample copy of up to date insurance to MaryAnn at the time of the Audit

Southern Nevada Children First

Disallowed Letter for Work Experience

Monique Harris, Executive Director
Southern Nevada Children First
720 W. Cheyenne #30
Las Vegas, NV 89117-7528

July 1, 2013

Dear Ms. Harris:

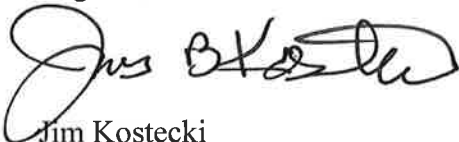
Upon review of additional documentation submitted as part of the PY12 monitoring process, we have determined that the following expenses are disallowed:

Work experience wages at a political organization:	\$11,479.88 (see attached backup for detail)
Fringe of 17% (per budget):	\$1,951.58
Work experience wages on the July 4 holiday:	\$1,617.00 (see attached backup for detail)
Fringe of 17% (per budget) on holiday wages:	<u>\$274.89</u>
Total:	\$15,323.35

As part of the monitoring corrective action timeline, you must show these expenses covered by a non-federal funding source on your general ledger by the site visit on July 29, 2013 at 10:00 a.m.

Because the PY12 monitoring findings have not yet been resolved, additional expenses may be determined to be disallowed and you will be notified separately of those costs, if applicable.

Regards,



Jim Kostecki
Finance Manager

cc: Ardell Galbreth, WC Executive Director
Heather DeSart, WC Deputy Director
Ricardo Villalobos, WC Program/Department Director – Youth Programs
Clentine January, WC Program Specialist II – Youth Programs
Faith Cannella, WC Sr. Financial Analyst
MaryAnn Avendano, WC Sr. Financial Analyst

Southern Nevada Children First

Technical Assistance History

Technical assistance history for SNCF

3/29/12 – Onsite technical assistance visit with Janelyn (she had just been hired)

4/3/12 – Onsite technical assistance visit with Janelyn

4/11/12 – Onsite technical assistance visit - monitoring prep with Janelyn

4/18/12 – Comprehensive WIA Fiscal and Admin Mgmt training with Janelyn onsite at SNCF

5/16/12 – SNCF PY11 fiscal monitoring [5 fiscal findings: segregation of duties, procurement, cost allocation, reporting, invoicing]

6/7/12 – Procurement training at WC

8/16/12 – Onsite technical assistance visit – monitoring corrective action progress

9/24/12 – PY11 fiscal monitoring findings closed

GAP IN TA – PERCEIVED EVERYTHING WAS CORRECTED WITH MONITORING CLOSEOUT

1/23/13 – SNCF PY12 fiscal monitoring [10 fiscal findings: records availability, required postings, segregation of duties (repeat), insurance requirements, reporting (repeat), invoicing (repeat), cost allocation (repeat), allowable costs, allowable activities, work experiences]

2/28/13 – Onsite technical assistance visit – acclimate Sonya who had just been hired

3/27/13 – Fiscal and Admin Training held at WC for all new providers and providers with new fiscal personnel, No one from SNCF showed

4/10/13 – Fiscal Invoice training held at WC for all new providers and providers with new fiscal personnel. Monique showed up 10 minutes prior to end of training.

5/22/13 – Onsite technical assistance visit to check progress of monitoring corrective action – received WEX information and reviewed source documents for first quarter, no GL or corrected invoices were provided, therefore not able to test if source documents agreed with anything.

6/27/13 – Onsite technical assistance visit to check progress of monitoring corrective action – timeline for completion established

7/1/13 – Comprehensive WIA Fiscal and Admin Mgmt training with Angel, Lisa, Joanne at WC

Southern Nevada Children First

Timeline for Monitoring Corrective Action

Monique Harris, Executive Director
 Southern Nevada Children First
 720 W. Cheyenne #30
 Las Vegas, NV 89117-7528

July 1, 2013

Dear Ms. Harris:

This letter serves to formalize the agreed upon timeline to resolve all PY12 fiscal monitoring findings. Following is a matrix listing due dates of specific tasks in order to accomplish this goal by the contract end date of September 30, 2013:

Due Date	Time Due	Invoicing Task Due	Other Task Due
Monday, July 8, 2013	10:00 a.m.	1. Bank recons Jan-May 2013 2. US Fish & Wild contract completely reconciled and contract to date invoice completed	1. Updated Signature Authority List
Monday, July 15, 2013	10:00 a.m.	1. June 2012 Summer invoice completed 2. July 2012 YOS invoice completed	1. Work experience payment procedure
Monday, July 29, 2013	10:00 a.m.	1. July-Sept 2012 Summer invoices completed 2. Aug-Sept 2012 YOS invoices completed	1. June bank recon 2. Reporting procedure 3. Show disallowed WEX re-classed to non-federal funds on GL
Monday, Aug 12, 2013	10:00 a.m.	1. Oct-Dec 2012 Summer invoices completed 2. Oct-Dec 2012 YOS invoices completed	NONE
Monday, Aug 26, 2013	10:00 a.m.	1. Jan-Mar 2013 Summer invoices completed 2. Jan-Mar 2013 YOS invoices completed	1. Invoicing procedure 2. July bank recon
Monday, Sept 9, 2013	10:00 a.m.	1. Apr-Jun 2013 Summer invoices completed 2. Apr-Jun 2013 YOS invoices completed	NONE
Monday, Sept 23, 2013	10:00 a.m.	1. Jul-Aug 2013 Summer invoices completed 2. Jul-Aug 2013 YOS invoices completed	1. August bank recon

For the Mondays listed in the matrix above where tasks are due, Faith and MaryAnn will conduct a site visit at 10:00 a.m. to review the items.

Please contact me with any questions regarding this process.

Regards,

Jim Kostecki
Finance Manager

cc: Ardell Galbreth, WC Executive Director
Heather DeSart, WC Deputy Director
Ricardo Villalobos, WC Program/Department Director – Youth Programs
Clentine January, WC Program Specialist II – Youth Programs
Faith Cannella, WC Sr. Financial Analyst
MaryAnn Avendano, WC Sr. Financial Analyst

10. INFORMATION: HELP of Southern Nevada Youth Presentation
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11. INFORMATION: Awards & Expenditures Report with Expenditures Forecast

workforce CONNECTIONS
Awards and Expenditures
Program Year 2011/2012 Youth Programs
June 30, 2013

Amounts for Providers reflect invoiced allowable expenditures through May 2013. Starred lines only reflect expenditures through April 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	\$ 250,000	\$ 155,742	\$ 75,381	\$ 231,123	92.45%	\$ 18,877
Latin Chamber Foundation-PY11 Green Consortium	5/1/12-9/30/13	\$ 500,000	\$ 114,073	\$ 144,852	\$ 258,925	51.79%	\$ 241,075
Nevada Partners, Inc-PY11 Year Round	7/1/11-6/30/13	\$ 500,000	\$ 235,735	\$ 260,730	\$ 496,465	99.29%	\$ 3,535
Nevada Partners, Inc-PY11 Year Round (addl summer \$)	4/1/12-6/30/12	\$ 677,909	\$ 197,869	\$ 480,040	\$ 677,909	100.00%	\$ -
Nevada Partners, Inc-PY11 Summer Component	6/1/12-9/30/13	\$ 500,000	\$ 285,102	\$ 109,679	\$ 394,780	78.96%	\$ 105,220
So. NV Children First-PY11 Summer Component*	6/1/12-9/30/13	\$ 250,000	\$ 173,811	\$ 8,955	\$ 182,766	73.11%	\$ 67,234
Total		\$ 2,802,909	\$ 1,212,629	\$ 1,154,341	\$ 2,366,970	84.45%	\$ 435,939
			51%	49%			

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	\$ 600,000		\$ 457,275	\$ 457,275	76.21%	\$ 142,725
Goodwill of So. Nevada-PY12 Youth with Disabilities	3/1/13-6/30/14	\$ 500,000	\$ 6,802	\$ 15,871	\$ 22,673	4.53%	\$ 477,327
HELP of So. Nevada-PY12 Youth In School	7/1/12-9/30/13	\$ 922,000	\$ 514,420		\$ 514,420	55.79%	\$ 407,580
HELP of So. Nevada-PY12 Youth Out of School	7/1/12-9/30/13	\$ 375,000		\$ 303,407	\$ 303,407	80.91%	\$ 71,593
Latin Chamber Foundation-PY12 Youth Out of School	7/1/12-9/30/13	\$ 400,000		\$ 162,333	\$ 162,333	40.58%	\$ 237,667
Nevada Partners, Inc-PY12 Youth In School	7/1/12-9/30/13	\$ 922,000	\$ 534,234		\$ 534,234	57.94%	\$ 387,766
Olive Crest-PY12 Foster Youth	3/1/13-6/30/14	\$ 500,000	\$ 10,482	\$ 24,370	\$ 34,851	6.97%	\$ 465,149
So. NV Children First-PY12 Out of School*	7/1/12-9/30/13	\$ 375,000		\$ 111,208	\$ 111,208	29.66%	\$ 263,792
Total		\$ 4,594,000	\$ 1,065,938	\$ 1,074,463	\$ 2,140,401	46.59%	\$ 2,453,599
			50%	50%			

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	\$ 61,935	\$ 30,000	\$ 91,935	91.94%	\$ 8,065
Lincoln County School District-Tri-County-PY11 Extension	7/1/11-9/30/13	\$ 100,000		\$ 55,079	\$ 55,079	55.08%	\$ 44,921
Nye Communities Coalition-PY11 Year Round	7/1/11-9/30/13	\$ 300,000	\$ 181,404	\$ 118,596	\$ 300,000	100.00%	\$ 0
Nye Communities Coalition-PY11 Extension	7/1/11-9/30/13	\$ 150,000	\$ -	\$ 16,343	\$ 16,343	10.90%	\$ 133,657
Lincoln County School District (contract ends 6/30/2014)		\$ 650,000	\$ 243,339	\$ 220,018	\$ 463,357	71.29%	\$ 186,643
			53%	47%			

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		\$ 8,646,909	\$ 2,521,906	\$ 2,612,939	\$ 5,134,845	59.38%	\$ 3,512,064
			49%	51%			

Workforce Connections
 Youth Funding Plan
 PY 2013 Projections

	Budget	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
REVENUES (Estimate for July 1, 2013)									
PY2012 Youth Funding	6,337,899	2,000,000	2,000,000	-				2,000,000	-
PY2013 Youth Funding	6,564,523	6,564,523	65,150	1,596,000	1,596,000	1,596,000	1,180,500	6,033,650	530,873
TOTAL REVENUES	12,902,422	8,564,523	2,065,150	1,596,000	1,596,000	1,596,000	1,180,500	8,033,650	530,873
EXPENDITURES									1.00 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	207,325	67,500					67,500	
PY2011 Lincoln County	200,000	42,786	20,400					20,400	
PY2011 Nye County	460,531	99,907	67,500					67,500	
Community Resource Contracts - PY2012									
PY2012 Youth In-School Contracts (Extend to 9/30/2013)	2,003,997	558,346	558,000					558,000	
PY2012 Youth Out-of-School Contracts (Extend to 9/30/2013)	1,965,478	524,473	381,000					381,000	
PY2012 Youth Re-entry (Extend to 9/30/2014)	600,000	395,757	80,250	78,000	78,000	78,000	78,000	392,250	
PY2012 Youth Summer Component/Year Round	1,136,064	98,456	98,000					98,000	
PY2012 One-Stop Center Operations / One-Time Construction/Equipment	430,000	-							
Foster Care and Youth with Disabilities	1,000,000	852,476	165,000	165,000	165,000	165,000	165,000	825,000	
PY2012 Youth Summer Component / Year Round (Public Housing)	400,000	375,000	125,000	38,000	38,000	38,000	125,000	364,000	
Operations									
PY2012 Administration and Programs	1,867,580	250,000						-	
PY2013 Administration and Programs	1,712,904	1,712,904	415,000	415,000	415,000	415,000		1,660,000	
Pending Contracts									
PY2012 In-School Youth Contracts Extension (Start Oct 2013)	1,500,000	1,500,000		375,000	375,000	375,000	375,000	1,500,000	
PY2013 Youth Jobs for America's Graduates (JAG) (Start July 2013)	350,000	350,000	87,500	87,500	87,500	87,500		350,000	
PY2013 Out-of-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	
TOTAL			2,065,150	1,596,000	1,596,000	1,596,000	1,180,500	8,033,650	

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)

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

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: Youth Council Member Comments
