

## WORKFORCE CONNECTIONS

### BOARD AGENDA

September 24, 2013

10:00 a.m.

*Workforce Connections*  
*6330 W. Charleston Blvd., Ste. 150*  
*Bronze Conference Room*  
*Las Vegas, NV89146*

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

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

City of Las Vegas, 495 S. Main, Las Vegas

City of North Las Vegas, 2250 Las Vegas Blvd. N., North Las Vegas, NV

Clark County, County Clerk's Office 500 S. Grand Central Parkway, Las Vegas, NV

Esmeralda County Courthouse, 233 Crook Street, Goldfield, NV

Henderson City Hall, 240 Water Street, Henderson, NV

City Hall, Boulder City, 401 California Ave., Boulder City, NV

Workforce Connections, 6330 W. Charleston Blvd., Ste. 150, Las Vegas, NV

Nevada JobConnect, 3405 S. Maryland Pkwy., Las Vegas, NV

Lincoln County 181 Main Street Courthouse, Pioche, NV

Nye County School District, 484 S. West St., Pahrump, NV

Pahrump Chamber of Commerce, 1302 S. Highway 160, Pahrump, NV

This Agenda is also available at [www.nvworkforceconnections.org](http://www.nvworkforceconnections.org)

### COMMENTARY BY THE GENERAL PUBLIC

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

As required by Nevada's Open Meeting Law, the Board 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 to give all citizens an opportunity to be heard.

Welcome to our meeting.

Copies of non-confidential supporting materials provided to the Board are available upon request. Request for such supporting materials should be made to Suzanne Potter at (702) 638-8750 or at [spotter@snavwc.org](mailto:spotter@snavwc.org). Such supporting materials are available at the front desk of Workforce Connections, at 6330 W. Charleston Blvd., Ste. 150, Las Vegas, NV 89146 and are available on-line at [www.nvworkforceconnections.org](http://www.nvworkforceconnections.org).

Auxiliary aids and services are available upon request to individuals with disabilities by notifying Dianne Tracy, in writing at 6330 W. Charleston Blvd., Ste. 150, Las Vegas, NV 89146; or by calling (702) 638-8750; or by fax (702) 638-8774. The TTY/TDD access number is (800) 326-6868 / Nevada Relay 711. A sign language interpreter may also be made available with twenty-four (24) hours advance notice. An Equal Opportunity Employer/Program.

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

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

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

**AGENDA**

1. Call to order, confirmation of posting and roll call
2. **DISCUSSION AND POSSIBLE ACTION:** Approve the agenda with inclusions of any emergency items and deletion of any items..... 2
3. **FIRST PUBLIC COMMENT SESSION:** Members of the public may now comment on any matter posted on this Agenda, which is before this Board for consideration and action today. Please clearly state and spell your name and state your address for the record. Each public comment will be limited to three (3) minutes..... 5
4. **DISCUSSION AND POSSIBLE ACTION:** Approve the Board Meeting Minutes of August 27, 2013..... 6

*ADULT & DISLOCATED WORKER COMMITTEE UPDATE ~ Valerie Murzl, Chair*

---

5. **INFORMATION:** Adult & Dislocated Worker Committee Meeting Minutes of September 11, 2013 (draft)..... 12
6. **DISCUSSION AND POSSIBLE ACTION:** Approve the Adult & Dislocated Worker Committee’s recommendation to modify the strategic plan to streamline access to the delivery of employment and training services to eligible clients ..... 21
7. **DISCUSSION AND POSSIBLE ACTION:** Approve the Adult & Dislocated Worker Committee’s recommendation to re-release the Veterans RFP in order to encourage responses that indicate stronger partnerships and more quantifiable outcomes ..... 25
8. **INFORMATION:** Training, Wage, Job Title, and Employment Reports ..... 26
9. **INFORMATION:** WIA Client Demographics Report – Youth & ADW..... 40

*YOUTH COUNCIL UPDATE ~ Sonja Holloway, Chair*

---

10. **INFORMATION:** Youth Council Meeting Minutes of September 11, 2013 (draft) ..... 52

11. **DISCUSSION AND POSSIBLE ACTION:** Approve the Youth Council’s recommendation to award the following Out-of-School Youth contracts for the term of October 1, 2013 through September 30, 2014..... 59
  - a. HELP of Southern Nevada ..... \$400,000
  - b. GNJ Family Life Center ..... \$600,000
  - c. Latin Chamber of Commerce Community Foundation ..... \$600,000
  
12. **DISCUSSION AND POSSIBLE ACTION:** Approve the Youth Council’s recommendation to negotiate and amend Rural Youth contracts for an extended term of October 1, 2013 through September 30, 2014..... 61
  - a. Lincoln County ..... \$100,000
  - b. Nye Communities Coalition ..... \$200,000
  
13. **INFORMATION:** Jobs for America’s Graduates (JAG) and Graduate Advocate Initiative (GAI) to serve eligible youth in some of the same Clark County School District (CCSD) high schools ..... 64
  - a. Basic H.S.
  - b. Bonanza H.S.
  - c. Cheyenne H.S.
  - d. Cimarron-Memorial H.S.
  - e. Del Sol H.S.
  - f. Desert Pines H.S.
  - g. Mojave H.S.
  - h. Valley H.S.
  
14. **INFORMATION:** 2012 – 2013 Graduate Advocate Initiative Report..... 68

*OPERATIONS UPDATE*

---

15. **INFORMATION:** Budget & Finance Committee Meeting Minutes of September 11, 2013 (draft) ..... 70
  
16. **DISCUSSION AND POSSIBLE ACTION:** Accept staff’s report regarding Southern Nevada Children First (SNCF) “High Risk” Designation ..... 77
  
17. **DISCUSSION AND POSSIBLE ACTION:** Accept staff’s report regarding Bridge Counseling Associates (BCA) “High Risk” Designation ..... 87
  
18. **INFORMATION:** J.A. Solari – WISS Monitoring Report and Response ..... 94
  
19. **DISCUSSION AND POSSIBLE ACTION:** Review, Discuss, Accept, and Approve Reports ..... 117
  - a. PY2013 WIA Formula Budget July 1, 2013 through June 30, 2014 and Budget Narrative (no change). 118
  - b. Budget vs. Actual Finance Report (Workforce Connections’ Operations) for the period July 1, 2012 through June 30, 2013 (Formula WIA) (no change)..... 126
  - c. Awards & Expenditures Report – Monthly Update ..... 127
  - d. Adult & Dislocated Worker and Youth Funding Plans ..... 130
  - e. Audit Findings Report for Program Year 2011 (Year Ended June 30, 2012) – Monthly Update..... 132
  - f. Workforce Connections’ Standing Professional Services Contracts – Monthly Update ..... 134

EXECUTIVE DIRECTOR REPORT ~ Ardell Galbreth, Executive Director

---

**20. DISCUSSION AND POSSIBLE ACTION: Executive Director’s Report ..... 140**  
    a. Executive Director Report ..... 141  
    b. Workforce Connections’ Annual Report FY2012 ..... 143

**21. SECOND PUBLIC COMMENT SESSION: Members of the public may now comment on any matter or topic, which is relevant to or within the authority or jurisdiction of the Board. You may comment now even if you commented earlier, however, please do not simply repeat the same comment you previously made. Please clearly state and spell your name and state your address for the record. Each comment will be limited to three (3) minutes ..... 175**

**22. INFORMATION: Board Member Comments ..... 176**

**23. ACTION: Adjournment ..... 177**

**Agenda Item 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

**Agenda Item 4. DISCUSSION AND POSSIBLE ACTION:** Approve  
the Board Meeting Minutes of August 27, 2013

**WORKFORCE CONNECTIONS**

**BOARD MEETING  
MINUTES**

**August 27, 2013  
10:00 a.m.**

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

**Members Present**

Bart Patterson	Bill Regenhardt	Commissioner Adam Katschke
Commissioner Lawrence Weekly	Councilman Bob Beers	Councilwoman Peggy Leavitt
Councilwoman Anita Wood	Charles Perry	Dan Rose
Dr. David Lee	Hannah Brown, Chair	Lynda Parven
Matt Cecil (Phone)	Mujahid Ramadan	Michelle Bize
Sonja Holloway	Tommy Rowe	Valerie Murzl (Phone)
Vida Chan Lin	William Bruninga (Phone)	

**Members Absent**

Commissioner Butch Borasky	Commissioner Ralph Keyes	Councilwoman Gerri Schroder
Dan Gouker	Maggie Arias-Petrel	Mark Edgel
Willie J. Fields		

**Staff Present**

Ardell Galbreth	Suzanne Potter	Heather DeSart
Brett Miller	Ricardo Villalobos	Jim Kostecki
LeVerne Kelley	Clentine January	Carol Turner
Jeannie Kuennen	Chris Shaw	Tom Dang
Kenadie Cobbin-Richardson		

**Others Present**

Nield Montgomery, The Learning Center	Linda Montgomery, The Learning Center
Sharon Morales, LCCCF	Earl McDowell, DETR
Dr. Tiffany Tyler, Nevada Partners, Inc.	Jennifer Olsen, Nevada Partners, Inc.
Dr. Rene Cantu, Jr., LCCCF	Tommy Albert, SNRHA
Joleen Arnold, Easter Seals of Nevada	Jennifer Casey, FIT
Stacy Howell, FIT	LaTanya Runnells, Nevada Partners, Inc.
Cherie Miller, SNRHA	William McCurdy, ASCSN Senate
Kristi Siegmund, Goodwill of Southern Nevada	Elizabeth McDaniels, Goodwill of Southern Nevada
Monique Harris, SNCF	Davontie Moore, SNCF
Anthony Carter, SNCF	Keisha Martin, SNCF

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

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

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

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

*A motion was made to approve the agenda by Mujahid Ramadan and seconded by Charles Perry. Motion carried.*

**3. FIRST PUBLIC COMMENT SESSION**

Linda Montgomery, President - The Learning Center: The Learning Center (TLC) has been a proud partner of Workforce Connections (WC) and its funded partners for many years. Under the SESP grant, TLC enrolled 22 individuals into a Healthcare Information Technology (HIT) program. Of these individuals, 11 entered employment/internship in the Healthcare Sector and three are employed in another field. The results of the program have been very stellar. TLC trained 11 individuals in the Information Technology sector. Ten of these individuals entered employment in the IT sector, earning an average wage of \$35,000 immediately upon graduation.

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

The Board Meeting Minutes of July 23, 2013 are provided on page 6 – 11 of the agenda packet.

*A motion was made to approve the Board Meeting Minutes of July 23, 2013 as presented by Charles Perry and seconded by Tommy Rowe. Motion carried.*

*ADULT & DISLOCATED WORKER COMMITTEE UPDATE ~ Valerie Murzl, Chair***5. INFORMATION: Training, Wage and Employment Reports**

Heather DeSart presented the training, wage and employment reports for PY2012 provided on page 13 and 14 of the agenda packet. The charts show the average training cost per sector, the number trained in each sector, the average wage by sector, and the number employed in each sector. Discussion ensued.

Brett Miller will provide Councilman Bob Beers a wage growth report to reflect wage increases.

**6. INFORMATION: Las Vegas Urban League Computer Lab Metrics**

Ms. DeSart presented the Las Vegas Urban League Computer Lab Metrics report for the period April 1 through July 31, 2013 provided on page 16 of the agenda packet. For this period the lab logged 4,530 computer uses (Job Search 45%, Health Card 15%, Homework 21%, Microsoft Office Suite Training 3%, Computer Basics 10% and Other 21%) at an average cost of \$11.07 per use. Discussion ensued.

Staff will provide more detail regarding the activities that fall under the “Other” category as well as look into how many of the computer uses are by repeat customers.

**7. INFORMATION: Sector Snapshot Report**

Ms. DeSart presented the Sector Snapshot on page 18 – 19 of the agenda packet and noted that each of the Governor’s sector councils have a Workforce Connections’ staff member assigned as an exofficio member.

*OPERATIONS UPDATE***8. INFORMATION: Budget & Finance Committee Meeting Minutes of August 14, 2013 (draft)**

Jim Kostecki presented the Budget & Finance Committee Meeting Minutes of August 14, 2013 provided on page 21 – 26 of the agenda packet.

**9. INFORMATION: Southern Nevada Children First (SNCF) “High Risk” Designation Update**

Mr. Kostecki reported that staff is monitoring SNCF every two weeks to collect and review three months of invoices and supporting documentation for SNCF’s Youth Out-of-School and Summer Component grants. Yesterday staff monitored invoices and supporting documents through March 2013 and by September 9<sup>th</sup>, staff will review invoices through June. Pink papers have been issued at every visit to request additional information from SNCF. Staff is providing technical assistance about what can and cannot be charged to the grant. Discussion ensued.

Monique Harris, SNCF explained the repeat findings regarding sales tax and talked about some of the improvements SNCF has made including revising policies and procedures and enhancing the hiring process to include ‘pre-hiring’ training. Ms. Harris

Chair Brown and Commissioner Weekly both commended Ms. Harris and SNCF for providing phenomenal, life-changing service to the individuals in the program.



**10. DISCUSSION AND POSSIBLE ACTION: REVIEW, DISCUSS, ACCEPT AND APPROVE****a. PY2013 WIA Formula Budget July 1, 2013 through June 30, 2014 and Budget Narrative**

Mr. Kostecki presented the PY2013 WIA Formula Budget and Narrative provided on page 38 – 45 of the agenda packet and highlighted the following:

- 7085 - Program Support Contracts: increase of \$85,000 due to the additional training contracts for staff and funded partners, the hiring of interns for July and August and the procurement of an outreach consultant to support business services:
  - Staff /funded partner training provided by Larry Robbins (approximately \$10,000 for 2-day session)
  - Business Writing workshop for staff (approximately \$10,000 for seven weeks)
  - Board training provided by John Chamberlain (approximately \$10,000)
  - Summer interns at Workforce Connections (approximately \$32,000)
  - Security at One-Stop Center & wC (\$8,500)
  - Business services outreach/support (approximately \$18,000)
- 8900 – Strategic Initiatives: decrease of \$85,000 to move the funds to support the increase in program support contracts

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

Mr. Kostecki presented the Budget vs. Actual Finance Report provided on page 46 of the agenda packet. Each of the line items is within the annual budget and approximately \$1.5 million (approximately 29%) will be rolled over into the current year's operating budget. Workforce Connections will not have direct grants to cost allocate to, so next year's operating budget will be closer to actual.

**c. Awards & Expenditures Report – Monthly Update**

Mr. Kostecki presented the PY2011/PY2012 Awards & Expenditures Report provided on page 47-49 of the agenda packet. The report format has changed to include open pink papers, which will be highlighted in pink on the report.

ADW: each of the providers received a new home office contract (started on 7/1/13) and a one-stop contracts (starts 6/1/13). The ADW rural contracts are no-cost extensions through June 30, 2014. Foundation for an Independent Tomorrow (FIT) received an additional \$700,000 to provide re-entry services through June 30, 2014.

Workforce Connections received a \$1,400,000 National Emergency Grant to supplement the Dislocated Worker Program to provide OJTs to individuals who have been on unemployment for over 27 weeks.

YOUTH: Southern Nevada Children First has an open pink paper. All Youth contracts were extended to September 30, 2013, except for the Goodwill and Olive Crest contracts which end on June 30, 2014. Currently, an RFP for Youth Out-of-School is under evaluation. HELP of Southern Nevada and Nevada Partners, Inc. received an additional \$700,000 to serve In-School youth. The Youth rural contracts will be brought to the Youth Council next month for additional funding. Youth Advocate Programs (YAP) received an additional \$300,000 to provide re-entry services through June 30, 2014.

Workforce Connections received a \$1,100,000 YouthBuild grant and \$25,000 AmeriCorps grant.

**d. Adult & Dislocated Worker and Youth Funding Plans**

Carol Turner presented the Adult & Dislocated Worker and Youth Funding Plans provided on page 50 and 51 of the agenda packet.

**e. Audit Findings Report for Program Year 2011 (Year Ended June 30, 2012) – Monthly Update**

Mr. Kostecki presented the Audit Findings Report for PY2011 provided on page 52 and 53 of the agenda packet.

**f. Workforce Connections' Standing Professional Services Contracts**

Mr. Kostecki presented the Standing Professional Services Contracts report provided on page 54-57 of the agenda packet.

*A motion was made to accept and approve the Operations Report as presented by Charles Perry and seconded by Commissioner Adam Katschke. Motion carried.*

EXECUTIVE DIRECTOR'S REPORT ~ Ardell Galbreth**11. DISCUSSION AND POSSIBLE ACTION: Executive Director's Report ~ Ardell Galbreth**

Mr. Galbreth provided the following report:

- Workforce Connections' Administrative Offices is relocating on August 30, 2013 to its new location at 6330 W. Charleston Blvd., Las Vegas, NV 89146. Effective September 1<sup>st</sup>, all meetings will be held at the new location.
- The Affordable Care Act was launched via WebEx videoconference at the One-Stop Career Center on August 21<sup>st</sup>; the U.S. Secretary of Labor was at the event.
- The Clark County School District Superintendent would like the Jobs for America's Graduates (JAG) program to serve youth alongside the Graduate Advocate Initiative (GAI) based on the need of the high schools in the district.
- Upcoming Training Session(s)
- Collaborative establishment of a barber school is still in works to train ex-offenders and other individuals so they can become licensed barbers.
- Getting clients prompt access to employment and training services is still in works and will become a strategic planning goal as approved. This is receiving national attention as indicated by the U.S. Secretary of Labor's radar.
- Workforce Connections is establishing the Workforce Development Academy by 2014 to provide comprehensive training to its partners.
- Establish more Comprehensive One-Stop Career Center throughout Greater Las Vegas, (i.e., Henderson and North Las Vegas) and One-Stop Career Center Affiliate Sites in Boulder City, Henderson, Laughlin, Pahrump, and Mesquite. Staff will establish MOUs with partners to make facilities comprehensive.
- On August 8<sup>th</sup>, Workforce Connections had a hearing for the potential disallowed costs associated with the Nevada State College's Spanish Emersion Training in Guadalajara, Mexico. Waiting for the outcome; will update the Board accordingly. The Nurses that attended the training became gainfully employed at area hospitals.

Commissioner Weekly congratulated staff for doing a great job hosting the U.S. Secretary of Labor's visit at the One-Stop Center and requested that the JAG/GAI item be put on the next LEO Consortium agenda for discussion and possible action. Mr. Weekly spoke briefly about the possible fuel tax for Nevada and stated that he hopes Workforce Connections does not endorse it until there are some guarantees that the jobs will go to Nevada residents.

Mr. Galbreth stated that this is a policy board that directs staff so there would not be any official contract execution unless stated by the Board and Local Elected Officials.

*A motion was made to accept the Executive Director's Report with the exclusion of the JAG and GAI item as presented by Commissioner Lawrence Weekly and seconded by Vida Chan Lin. Motion carried.*

**12. SECOND PUBLIC COMMENT SESSION:**

Monique Harris, Southern Nevada Children First: Ms. Harris thanked the Board for giving SNCF the opportunity to serve youth and board staff for their support and guidance. Summer Youth Program participants Anthony Carter, Davontie Moore, and Keisha Martin shared about their positive experience with SNCF's WIA Summer Youth Program.

Dr. Tiffany Tyler, Nevada Partners, Inc.: Dr. Tyler reported that the GAI graduation rate in some instances is 31.83% higher than last year's graduation rate overall and thanked the Board for the opportunity to do this work.

**13. INFORMATION: Board Member Comments:**

Charles Perry stated that he fully supports Dr. Lee's comments that Workforce Connections' staff should provide training for the funded partners, rather than go outside the agency for training providers, as the agency has a full staff of qualified individuals

**14. ACTION: Adjournment**

*A motion was made to adjourn the meeting at 11:55 a.m. by Charles Perry and seconded by William Bruninga. Motion carried.*

**Agenda Item 5. INFORMATION: Adult & Dislocated Worker  
Committee Meeting Minutes of September 11, 2013  
(draft)**

**ADULT & DISLOCATED WORKER COMMITTEE MINUTES**

September 11, 2013 - 9:30 AM

*workforce***CONNECTIONS**

Bronze Conference Room

6330 W. Charleston Blvd., Ste. 150

Las Vegas, NV 89146

**Members Present**

Maggie Arias-Petrel  
Chelle Bize  
Matt Cecil  
David Lee  
Valerie Murzl, Chair  
Bart Patterson  
Lynda Parven  
Charles Perry  
Dan Rose, Vice-Chair

**Members Absent**

Hannah Brown  
Mark Edgel  
Bill Regenhardt

**Staff Present**

Debra Collins  
Heather DeSart  
Kelly Ford  
Ardell Galbreth  
Jim Kostecki  
Jeannie Kuennen  
Brett Miller  
Emilio Pias  
Dianne Tracy  
Carol Turner

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

**Others Present**

Donna Bensing – New Horizons CLC  
Dr. Tiffany Tyler – Nevada Partners  
Janice Rael – Nevada Partners  
Thresea Kaufman - NHA  
Rene Cantu, Jr. – Latin Chamber Community Foundation  
Nield Montgomery – The Learning Center  
Sharon Morales – Latin Chamber Community Foundation  
Arcadio Bolanos – Academy of Human Development  
Helicia Thomas – GNJ Family Life Center  
Cherie Miller - SNRHA  
Ann Marie-Colin - FIT  
Esther Valenzuela - SNRHA  
Michelle Carter - SNRHA  
Debbie Tarantino – Latin Chamber Community Foundation  
Nancy Karr – Bridge Counseling Associates  
Joleen Arnold – Easter Seals  
Tamara Collins – Las Vegas Urban League  
Chris Carothers – Bridge Counseling Associates  
Vincent Miller – Good will of Southern Nevada  
Linda Montgomery – The Learning Center  
Kevin Hooks, Las Vegas Urban League

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

Valerie Murzl, Chair, called the meeting to order at 9:33 a.m. and a quorum present. Staff confirmed the meeting had been properly noted and posted in accordance with the Nevada Open Meeting Law. Roll call was taken, and the quorum was confirmed.

**Agenda Item 2 –Action:** Approval of the agenda with the inclusions of any emergency items, and deletion of any items

*A motion to approve the agenda as presented was made by Charles Perry and seconded by Dan Rose. The motion carried.*

**Agenda Item 3 - First Public Comment Session:** Members of the public may now comment on any matter posted on this Agenda, which is before this committee for consideration and action today. Please clearly state and spell your name and your address for the record. Each public comment will be limited to three (3) minutes.

*Hearing no comments, Valerie Murzl, Chair, closed the Public Comment Session.*

**Agenda Item 4 - Information:** Welcome new ADW Committee member, Bart Patterson

Ms. Murzl welcomed Bart Patterson as a new member of the ADW Committee.

**Agenda Item 5 – Discussion and Possible Action:** Approval of minutes of the previous ADW Committee meeting minutes of June 19, 2013

*A motion to approve the meeting minutes of June 19, 2013 presented by staff, made by Chelle Bize and seconded by Dr. David Lee. Motion carried.*

**Agenda Item 6 – Discussion and Possible Action:** The Committee Chairperson will ask the committee members to provide nominations for potential officers. There are two officers' positions – chairperson and vice-chairperson. Any Board member who is nominated and seconded is considered a candidate, unless that Board member does not accept the nomination. Committee members will then vote on members who accept their nominations. Candidates who receive the most votes for the individual offices will serve in their respective office.

- a. Accept nominations and vote for Committee Chairperson
- b. Accept nominations and vote for Committee Vice-Chairperson

Ms. Murzl opened the floor to accept nominations for the position of Chairperson and Vice-Chairperson for the ADW Committee.

*A motion made by Charles Perry to nominate the current Chairperson, Valerie Murzl and current Vice-Chairperson, Dan Rose with a second from Chelle Bize. Ms. Murzl presented the nominees: Valerie Murzl, Chairperson and Dan Rose as Vice-Chairperson for the vote. The vote was taken and a unanimous vote accepted. Motion carried.*

Congratulations, Valerie and Dan!

**Agenda Item 7 – Discussion and Possible Action:** Accept staff's recommendation to re-release the Veterans' RFP in order to encourage responses that indicate stronger partnerships and more quantifiable outcomes.

Heather DeSart, Deputy Director stated scores were returned from the evaluators on five proposals with a required score of at least 80 points to be considered for recommendation of funding. Two of the five scored above 80 points, but were not strong proposals according to the evaluators' observations. Comments by the evaluators in the scoring were:

- Lack of partnerships established
- Lack of strong outreach plans in program design
- Lack of clear and decisive deliverables in the proposal

Staffs' decision was to forego awarding funds to one of the two proponents that could technically have been recommended, but rather prepare a stronger RFP for Veteran's under a re-release in the RFP process. The RFP re-release would have the same criteria stipulated, and the same evaluators have agreed to return and re-evaluate the RFP re-release.

Discussion ensued regarding questions related to the RFP re-release with respective answers:

- Q: The two that reached the 80 points, can they revamp their proposals and resubmit and improve their proposal?

A: Yes. Those that submitted proposals the first time could make their proposals stronger, and staff will have another bidders' conference with invitation to new proposers.

- Q: Do you (WC staff) walk the proposers through any detail, or are the proposers required to go back and resubmit on their own?

A: At the bidders' conference staff is comprehensive in disbursing information and technical assistance regarding what it is that WC is looking for in the proposal. The proposers that did submit the first time could review their score sheets to learn where their strengths and weaknesses are, and to assist them in revamping their existing proposal.

- Q: Outreach is critical.

A: Outreach is very important. Staff did not feel it met the mark in the proposals submitted.

- Q: What is our liability with the proposers that did successfully complete and submit RFP's? For those that submitted their proposals the first time, and are able to review their scores to strengthen their proposals under the re-release, there may be a sense of favoritism to the new proposers.

A: Staff brings this recommendation to this committee today because it is in the best interest of the local area to get stronger programs.

- Q: Is the RFP itself, there is language that says you must score 80 points or higher to be considered for recommendation.

A: There is also very specific language that states WC reserves the right not to award funds, or partial funds to augment or modify a proposal if it is the best interest of the local area. Regarding favoritism: Staff will proceed with the same process as was the first time. The proposers that previously submitted will already have the framework in which to start their second proposal if they choose to resubmit; those that come in fresh all RFP's will be evaluated with the same tools, and the same criteria as was the first time.

- Q: Have there been any issues/grievances from the first proposers with this re-release?

A: To date, they have not. They are welcomed to submit a grievance to the process which always an opportunity to anyone who proposes.

- A: Concern was conveyed regarding a relationship, impropriety, or benefit that would be conferred to someone or WC from the proposers who were below the threshold creating a perception of favoritism.

A: Assumption is there is no relationship or inappropriate conduct between WC staff and any proposers. The fact that staff is re-releasing the RFP is not necessarily an advantage to any proposers, except the proposers that have not submitted an RFP. WC staff is to be commended for taking the effort to realize the proposers met the minimum threshold, but did not meet the mark for a strong program, and they are not quite in the best interest of the local area. WC should be cautious when providing a re-release of an RFP to avoid 'burn-out' by the proposers [perception that they would not be awarded anyway]. Staff must be very clear as to the reason why there is a re-release, use this re-release option judiciously, and offer the resources that the responders may need in order to reapply it will be a benefit for Workforce Connections.

Mr. Perry requested that the record reflect, "That he may have misspoke saying 'favoritism'. It may have been an inappropriate word. He further stated that he did not in any respect or to any degree mean to imply that there was anything inappropriate between WC staff and any of the applicants. If all of the processes are in place, I do not see a problem with what we are doing. Has this been done before as an example, do we have precedent for this?"

Ms. Bize voiced concern regarding the significant number of Veteran's groups in southern Nevada and very surprised that only five (5) proposals received. Ms. DeSart responded that she too was surprised, and that

none of the proposers to her knowledge were Veteran's organizations, but all non-profit or community based organizations. That would be part of the outreach WC staff would perform with the secondary notice and may broaden the outreach to Veteran's organizations specific.

Ms. Murzl commented that with her affiliation with Veteran groups, she too is surprised at the number of respondents, further stating that her view is they do not have the infrastructure to accommodate WIA requirements and monitoring.

Ms. DeSart requested of Ms. Murzl, that she send the word out to the groups she is affiliated and request that the groups attend the bidders' conference, ask questions that may be answered both fiscally and programmatically and perhaps those groups could collaborate [partner] with another agency that provides Veteran's exposure.

Mr. Perry stated that there are resources in the One-Stop Career Center and queried if there were any people that concentrate on Veteran's groups located in the Center. Mr. Galbreth responded that WC does not have a co-locator in the Center; however, Department of Employment, Training and Rehabilitation (DETR) are responsible for the disabled Veteran outreach program as well as the local Veteran area representative. There is a connection via Memorandum of Understanding (MOU) on a referral basis, but WC does not currently have Veteran's services specifically delivered out of this particular location. He further stated that Lynda Parven could answer further details he may have.

Ms. DeSart stated that in answer to Mr. Perry's questions, staff does have language in the RFP mandating representation located in the One-Stop Career Center to the awarded agency.

***A motion made by Charles Perry to accept staff's recommendation to re-release the Veterans' RFP with a second from Matt Cecil. The motion carried.***

**Agenda Item 8 – Discussion and Possible Action:** Approve staff's initiatives to modify the strategic plan to streamline access to the delivery of employment and training services to eligible clients.

Ms. DeSart presented and reviewed page 10 of the agenda packet which illustrates item 3 of the 2-Year Strategic Plan that includes having ownership responsibility by the ADW Committee over some of the goals, and recommending approval of this modification to the Strategic Plan. It has become very important with feedback from the LEOs, board members, and people in the community the difficulty for clients to access services. Item 3.3 added to streamline access to employment and training service delivery with four objectives and detailed criteria on how to accomplish these goals. She further stated that staff would provide training [Workforce Connections Development Academy] encompassing Item 3.3.

***A motion made by Dr. David Lee to approve staff's initiatives to modify the strategic plan to streamline access to the delivery of employment and training services with a second from Lynda Parven. The motion carried.***

**Agenda Item 9 – Discussion and Possible Action:** Bridge Counseling Associates' "High Risk" Designation

Mr. Galbreth presented and reviewed the letter on page 11 of the agenda packet notifying Bridge Counseling Associates' on their "High Risk" Designation. He further stated that staff is in support of providing technical assistance to Bridge Counseling Associates (BCA) in an effort to allow BCA to overcome their shortcomings with regards to the fiscal and programmatic requirements.

Mr. Galbreth has met with Frank Parenti, Program Director for Bridge Counseling Associates requesting some assurances from him and the Chairman of the Board regarding this issue. He further stated that the letter requests corrective action(s) completed by no later than September 30, 2013, with a response back from BCA requesting a 90-day reprieve. Funds currently allocated to BCA at approximately \$115,500.00 in training accruals are at risk of a disallowed cost.



Mr. Galbreth stated he is in support of allowing BCA the time (90-days) to re-coop the non-Federal dollars to cover the cost of the liquidated funds that they have expended. This will allow WC as a board and citizen counties that make up the consortium, to avoid disallowed costs. The funds have to be paid back. We could put restrictions in place that would certainly force BCA to close their doors, but this would not benefit WC, the community, or the consortium. WC will outline specific details as to how this process will take place.

Discussion ensued regarding the timeline leading up to the "High Risk" Designation (pages 11 -16 of the agenda packet).

Mr. Galbreth further stated that a policy is in process to reflect that all contracts will be closed out annually, allowing no opportunity to carry funds from one program year to another.

Ms. Murzl stated that her question is obvious as BCA has been a great provider for WC for years and shocking that BCA used WC money for disallowed costs. Did you have a revamp of your staff, and they do not know what they are doing? It does not make logical sense. Understandable if you were a new provider.

Chris Carothers, Board Chair, BCA and Nancy Karr, Treasurer, and Frank Parenti, Program Director.

*Mr. Carothers stated that basically, the leadership that was in place to do part of the corrective actions resigned. We are taking great strides to pay it back in a very short period. We actually discovered it at our year-end budget, we saw the shortfall, but as a board of director's we were not aware of it. It was, "yes, we are getting money in to pay it, we will be flush, we are good!" Unfortunately, it was a snowball effect. There was nothing intentional going on, but I think that it caught up to them because of the grant year-end as you mentioned. I do think it is a great safety measure, because it does cause the books to be closed. However, they did say that there was money coming in which a large portion of that money was paid to the vendor and we are making payments.*

*Our financial person did not return a phone call, it was not proactive in working with the vendor, which caused a second phone call, and that is why we have made changes within the staff because of the lack of communication. We have relieved that staff based on a resignation and opening that line of communication to resolve this issue.*

*We are a viable agency providing quality service for many years in this community and our only goal is to protect BCA for the benefit of our community. We are making hard changes quickly because it is for the benefit of all. We are disappointed to be here today, but if we would have known sooner, we could have alleviated this issue. I do not think the intent was purposeful by anyone's part, but sometimes things creep up on you and you are backed into a corner.*

*Frank Parenti, Program Director stated the issue is the snowball effect and because we did have grants that paid late, or did not pay at all for a six-month period (first in first out) which is where the lack of oversight came in as far as we understand it. The fiscal and executive director both resigned over this issue, because this has been somewhat of a reoccurring problem paying late. We do not pay on a cash basis we pay and are reimbursed. We did it on an accrual basis, based on the fact, that it is a large amount of money. Our payroll is so large and our obligations are so large that when we had three specific grants that were not paying over a six-month period, we were always behind. When that last final payment came in to close out the program year that is where this actually happened. We would have floated over to the next program year and be caught up in our obligation.*

*We are not happy about what has happened, what has become known through this process, this has resulted in some dramatic steps and measures taken by the board for BCA. We feel very confident that through our conversation with Ardell yesterday, that we can repay this obligation. It is not a matter of solvency; it is a matter of catching up, and to catch up in the 2-3 days or twenty-five days*

*was not feasible or viable for us, and the reason for asking for an extension. It is not a matter of can we pay it, it is a matter of when we can pay it and the very reason for requesting this extension.*

*Programmatically we are doing what we need to (always have) and have been able to get thousands of people employed. It started with Dr. Lee making small recommendations for us to be funded thirteen years ago. We are aware of what we need to be doing in the community, we are mindful of what the requirements are, it is just unfortunate that there was a level of mismanagement that we were not aware of. Programmatically we have not suffered or failed. Fiscally we have, and a result of this is a serious issue we do not take lightly. We want to make sure we can continue to offer this valuable service to the community as part of services we have been providing for 43 years.*

Ms. Murzl thanked both Mr. Carothers and Mr. Parenti for their clarification noting that this is a timing issue to get the money back, and that BCA will continue to serve the community.

Ms. Bize stated that she is familiar with Southwest Truck Driving Academy. It seems significant the amount of money you are paying for training which is probably justified. Ms. Bize suggested that for the next Board meeting to have the logistics: How many people served; total was \$200,000, which Mr. Carothers said was partially paid; what is the remaining balance; and, detail on the total amount.

Ardell stated for the record as Executive Director for this agency that he takes full responsibility as well. He wants to make it clear that there was no way staff to understand this particular problem. BCA have been getting clean audits from Independent Auditors throughout the years. I do not want anyone to think that staff did not do their job, they monitored with detailed testing of the financial records, but again with the floating money from one contract year to another that will change, and in no way could staff have detected this until now.

Mr. Rose queried regarding the current participants, and if this was affecting them in any way. Moreover, where will WC be 91-days down the road with BCAs current participants? Mr. Parenti responded that the meeting scheduled with WC fiscal staff and board staff next week, is to go over the details and expectations going forward. Anyone that was registered, or about to be registered prior to the letter on August 30, have they been assisted? BCA is not seeing new clients until there is a plan that is agreeable with the board. It is not having an immediate effect on those served, it is a matter for those that were scheduled through the intake process that schedule within a 24-48 hour, BCA is referring them to other providers.

Mr. Galberth stated that the tentative plan is to avoid disruption of training or services to the clients. The very reason for the recommendation to approve the request for the 90-day extension is to allow BCA to serve the clients they currently have, and not bring on additional clients at this time.

Mr. Carothers stated that they have reached out to their CPA for suggestions, others in the community, working with Frank and the program directors to work together to ensure communication. We have an all staff meeting coming up, as well as keeping the board involved.

Ms. Murzl offered a lesson to be learned by this, that for all providers that floating money should first come forward to the committee members and WC staff and communicate concerns to see what resolutions that could be offered or assist with before it gets to this point where they have to be placed on "High Risk". She asked if the institution of closing out the books been communicated to the providers. Mr. Galbreth responded that the policy; has not been instituted or communicated, and that is it is not a one-time occurrence it will become policy for Workforce Connections.

Mr. Rose queried whether the "High Risk" designation would be a huge negative affect on BCA in the future in becoming eligible as a service provider receiving funds. Mr. Galbreth responded that those agencies placed on "High Risk" and removed from "High Risk" will not be a barrier on whether or not they will be awarded funds based on their proposal for service delivery. He further clarified the distinction between

“High Risk” and “Debarment”. Debarment is a critical position for any agency to be in and would not be eligible to apply for any Workforce Connections funds or any federal funds.

Dr. Lee suggested a 4-8 week mid-month meeting with the service providers requesting them to present their financial status prior to the annual close out timeframe. Mr. Galbreth concurred with Dr. Lee’s suggestion.

**Agenda Item 10 – Discussion and Possible Action:** Training, Wage, Job Title, and Employment Reports

Ms. DeSart presented the Training, Wage, Job Title, and Employment Reports with the first month of PY13 on pages 17-18 of the agenda packet. The report indicates the average training costs by sector for the month of July. Trainings are dominating in the Health and Medical Services, Logistics & Operations and Business IT Ecosystems, and Cross Sectors. Page 18 illustrates Wage by Sector and Employed by Sector. Pages 19 – 28 of the agenda packet indicates the corresponding information from last months’ ADW meeting for job placements with Job Titles and Average Wage information detail. Page 29 of the agenda packet is a snapshot on the Employment Wage Distribution detail.

Mr. Patterson requested a benchmark on each of the sectors in terms of wage and average training costs to see a trend line. Brett Miller queried if Mr. Patterson was requesting a year-to-year comparison, and Mr. Patterson concurred.

Dr. Lee requested additional information and outreach to the manufacturing sector. Ms. Bize will provide the manufacturing list of information to Ms. DeSart.

**Agenda Item 11 – Information:** Adult and Dislocated Worker Fiscal Reports

Mr. Kostecki presented the Awards and Expenditures Fiscal Report (active contracts only) illustrated on page 30 of the agenda packet and stated that providers highlighted in pink have an active pink paper or are on “High Risk” status: Bridge Counseling Associates and Lincoln County School District.

	Adult Expenditures	Dislocated Worker Expenditures	% Spent
WIA PY11 One-Stop			3.45%
WIA PY11 Home Office			5.28%
WIA PY11 Other (Disabilities, Re-Entry, Rural)			52.19%
<b>Total PY2011/PY2012 Adult &amp; Dislocated Worker</b>	<b>70%</b>	<b>30%</b>	<b>18.43%</b>

Discussion ensued regarding the One-Stop Career Center with Mr. Galbreth expressing his view that he would like to see the consortium of entities take more control of the operations of the One-Stop Career Center as Workforce Connections staff is to provide guidance, leadership, and technical assistance.

**Agenda Item 12 – Information:** ADW Committee Member Comments

Ms. Murzl requested a moment of silence acknowledging 9/11 to remember and honor the fallen of that devastating day on September 11, 2001.

Mr. Cecil queried if there was feedback or a client survey from those served at the One-Stop Career Center. One of the concerns is it is so centralized we are not able to serve the people as well. Have we received feedback and/or are they agreeing that we need to branch out further? Mr. Galbreth responded that for the partners in the One-Stop, any questions asked are addressed. The QLess system is not working as anticipated, additional training implemented and the operation of the system software reviewed.

**Agenda Item 13 – Second Public Comment Session:** Members of the public may now comment on any matter or topic, which is relevant to or within the authority or jurisdiction of the Board. You may comment now even if you commented earlier, however, please do not simply repeat the same comment you previously

made. Please clearly state and spell your name and state address for the record. Each comment will be limited to three (3) minutes.

**Arcadio Bolanos**, Director, Academy of Human Development expressed his thanks to the committee and reported. Contract started July 1, 2013 and as of July 31, 2013: 187 clients served and exceed all expectations; 31 clients per week, 103 from the 187 were job search.

Mr. Bolanos extended an invitation to all members of the committee, the board members, and the community to an Open House, Friday, September 20, 2013 at 11:00 a.m.

**Janice Rael**, Program Manager – ADW, Nevada Partners, Inc., thanked the committee and reported: 107 enrollments; 61 of those enrollments are in the One-Stop Career Center; 42 gainfully employed with an average wage of \$20.16 with a return on investment of \$1,761,177.60

**Kevin Hooks**, Las Vegas Urban League, conveyed as a responder of the Veteran’s grant that he wanted this committee know that WC staff is to be commended on the RFP process. Mr. Hooks stated, it is incumbent upon the responder to hold themselves accountable for those who do not exceed the minimum threshold. Not only has WC staff looked at the process and requested a re-release; we appreciate all of the support we have received so much support through the process. Questions answered and staff was available for technical support. The team did a fantastic job and thank you.

**Helicia Thomas**, GNJ Family Life Center. We are so excited at GNJ to be a part of the One-Stop Career Center and report: 96 registered at the One-Stop Career Center, 6 pending, 80% are currently in training; 97 registered in the home office; 150 carryovers and in training

Ms. Thomas expressed thanks to the committee and Jeannie Kuennen for her technical assistance.

**Agenda Item 14 – Adjournment:** The meeting adjourned at 11:03 a.m.

Mr. Galbreth extended a tour of the new Administrative Offices of Workforce Connections to the committee.

**Agenda Item 6. DISCUSSION AND POSSIBLE ACTION:**

Approve the Adult & Dislocated Worker Committee's recommendation to modify the strategic plan to streamline access to the delivery of employment and training services to eligible clients

Goal 3 Establish a One-Stop Delivery System and a Comprehensive One-Stop Career Center				
Objective	Strategy/ Action	Timeline	Measurement	Assignment—Status
3.1. Solicit partnership agreements from both mandatory and non-required partners to participate in Southern Nevada Workforce Investment Area One-Stop Delivery System.	1. Establish agreements with required and potential One-Stop System partners.	Ongoing and throughout program year.	Executed MOUs.	Adult/Dislocated Worker Committee—Ongoing with 31 partner executed MOUs as of July 2013
	2. Review and discuss Local Workforce Investment One-Stop System requirements and setup training schedules for system partners.	August 2012 and at least quarterly.	Published meetings minutes and training schedules.	Adult/Dislocated Worker Committee—Due Quarterly
	3. Secure/procure One-Stop System professional expert as a consultant to assist in laying/establishing the framework for Southern Nevada Workforce Investment Area One-Stop Delivery System.	August 2012	Executed contracts.	Adult/Dislocated Worker Committee—Completed
	4. Arrange for One-Stop System training for all system partners, conducted by a professional WIA subject matter expert.	August 2012 and ongoing	Published training outline or syllabus along with training attendance records.	Adult/Dislocated Worker Committee—Completed and Ongoing
	5. Conduct ongoing One-Stop System partnership meetings for the purpose of updating system partners and revealing new/revised system changes or upcoming modifications.	Quarterly	Published meetings minutes and training schedules.	Adult/Dislocated Worker Committee—Due Quarterly
3.2. Establish a One-Stop Consortium to serve as One-Stop Center Operator for Workforce Connections' One-Stop Career Center	1. Solicit at least three required One-Stop Center partners to participate in a One-Stop Center Consortium with responsibility to operate a Comprehensive One-Stop Center.	October 2012	Required Southern Nevada Workforce Investment Board and Local Elected Officials certification and approval.	Workforce Connections Board of Directors Completed—Approved October 23, 2012

<p>3.2. Establish a One-Stop Consortium to serve as One-Stop Center Operator for Workforce Connections' One-Stop Career Center (continued)</p>	<p>2. Execute MOUs among One-Stop Center Consortium partners, i.e., outlining each partner's role.</p>	<p>October 2012</p>	<p>Executed MOUs with at least three required partners.</p>	<p>Adult/Dislocated Worker Completed— October 2012</p>
<p>3. Identify and assign One-Stop Center consortium staff.</p>	<p>3. Identify and assign One-Stop Center consortium staff.</p>	<p>February 2013</p>	<p>Receipt of named individuals to be staffed in One-Stop Career Center and corresponding business cards printed.</p>	<p>Adult/Dislocated Worker Committee— Completed</p>
<p>4. Conduct ongoing meetings and training opportunities for consortium partners.</p>	<p>4. Conduct ongoing meetings and training opportunities for consortium partners.</p>	<p>Ongoing</p>	<p>Published meeting/training outline or syllabus along with attendance records.</p>	<p>Adult/Dislocated Worker Committee— Completed and ongoing.</p>
<p>5. Secure One-Stop Center facility along with associated equipment and supplies.</p>	<p>5. Secure One-Stop Center facility along with associated equipment and supplies.</p>	<p>May 2013</p>	<p>Executed facility lease agreement along with improvements (build-out) and construction contracts, and Purchase Orders (POs) for necessary furniture and equipment.</p>	<p>Adult/Dislocated Worker Committee— Tenant improvements completed, final move pending</p>
<p>6. Conduct at least five One-Stop Center service delivery mocked work flows in facility prior to grand opening.</p>	<p>6. Conduct at least five One-Stop Center service delivery mocked work flows in facility prior to grand opening.</p>	<p>May 2013</p>	<p>Staff written reported progress.</p>	<p>Adult/Dislocated Worker Committee— Completed</p>
<p>7. Send formal invites to distinguished guests to attend grand opening.</p>	<p>7. Send formal invites to distinguished guests to attend grand opening.</p>	<p>May 2013 (Rev.)</p>	<p>Documented guests' list with verified invite mailings and RSVPs.</p>	<p>Workforce Connections administrative staff— Completed</p>
<p>8. Planned grand opening event agenda.</p>	<p>8. Planned grand opening event agenda.</p>	<p>May 2013 (Rev.)</p>	<p>Grand opening event presentation to Workforce Connections Board of Directors.</p>	<p>Workforce Connections Board of Directors— Completed</p>

<p>3.3. Streamline access to employment and training service delivery</p>	<p>1. Review policies and associated directives addressing WIA service delivery</p>	<p>Oct-13</p>	<p>Detailed staff status report</p>	<p>Monthly</p>
	<p>2. Solicit inputs from contracted service providers to streamline service delivery processes</p>	<p>Oct-13</p>	<p>Receipt of feedback/inputs from contracted service providers</p>	<p>Nov-13</p>
	<p>3. Review and assess merit value with regard to enhancing clients' services processes.</p>	<p>Oct-13</p>	<p>Detailed staff reports</p>	<p>Monthly</p>
	<p>4. Revise, modify and/or develop Workforce Connections' policies and associated contracts to provide incentives for clients' rapid/prompt access to quality service delivery.</p>	<p>Dec-13</p>	<p>Published policy with effective implementation date.</p>	<p>Jan-14</p>



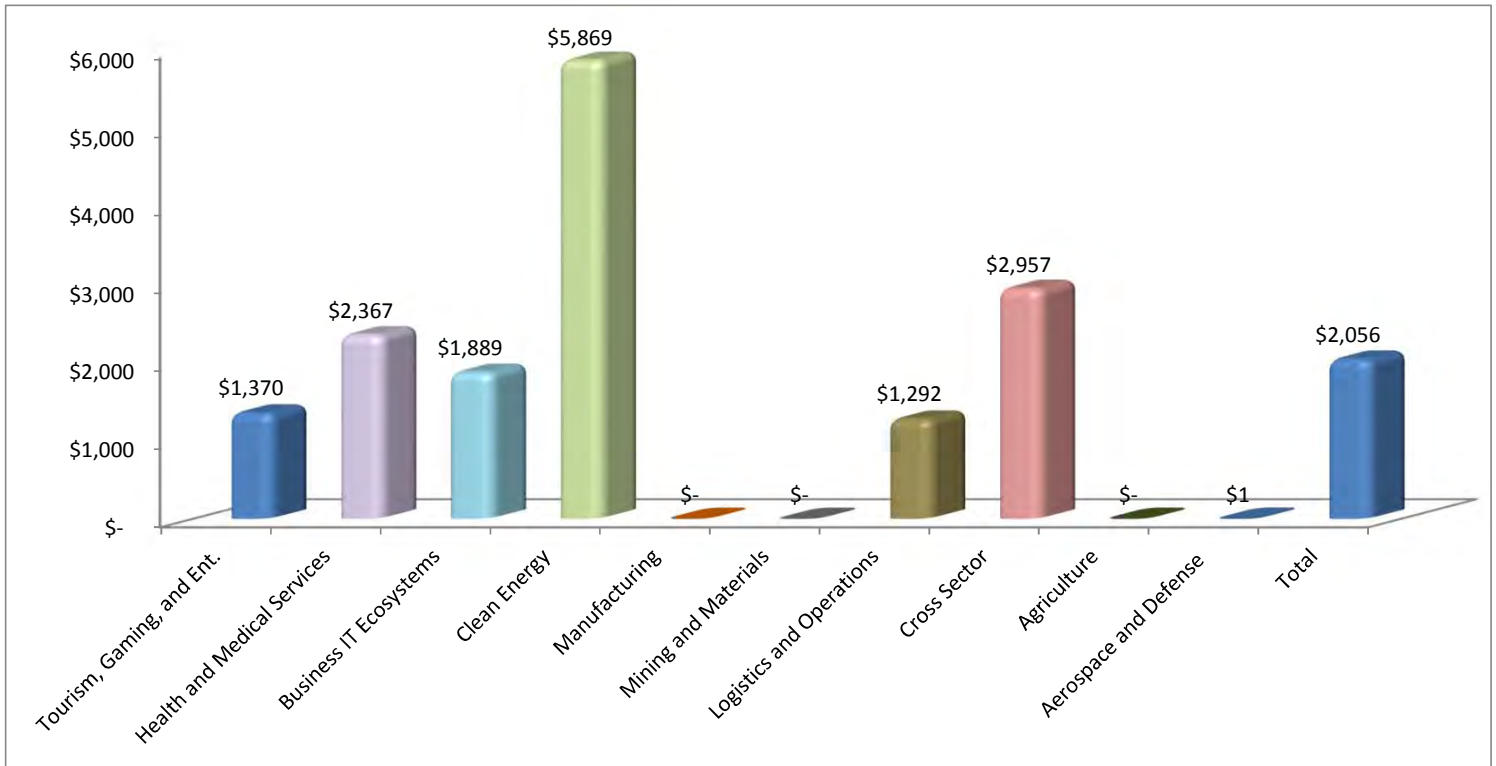
**Agenda Item 7. DISCUSSION AND POSSIBLE ACTION:**

Approve the Adult & Dislocated Worker Committee's recommendation to re-release the Veterans RFP in order to encourage responses that indicate stronger partnerships and more quantifiable outcomes

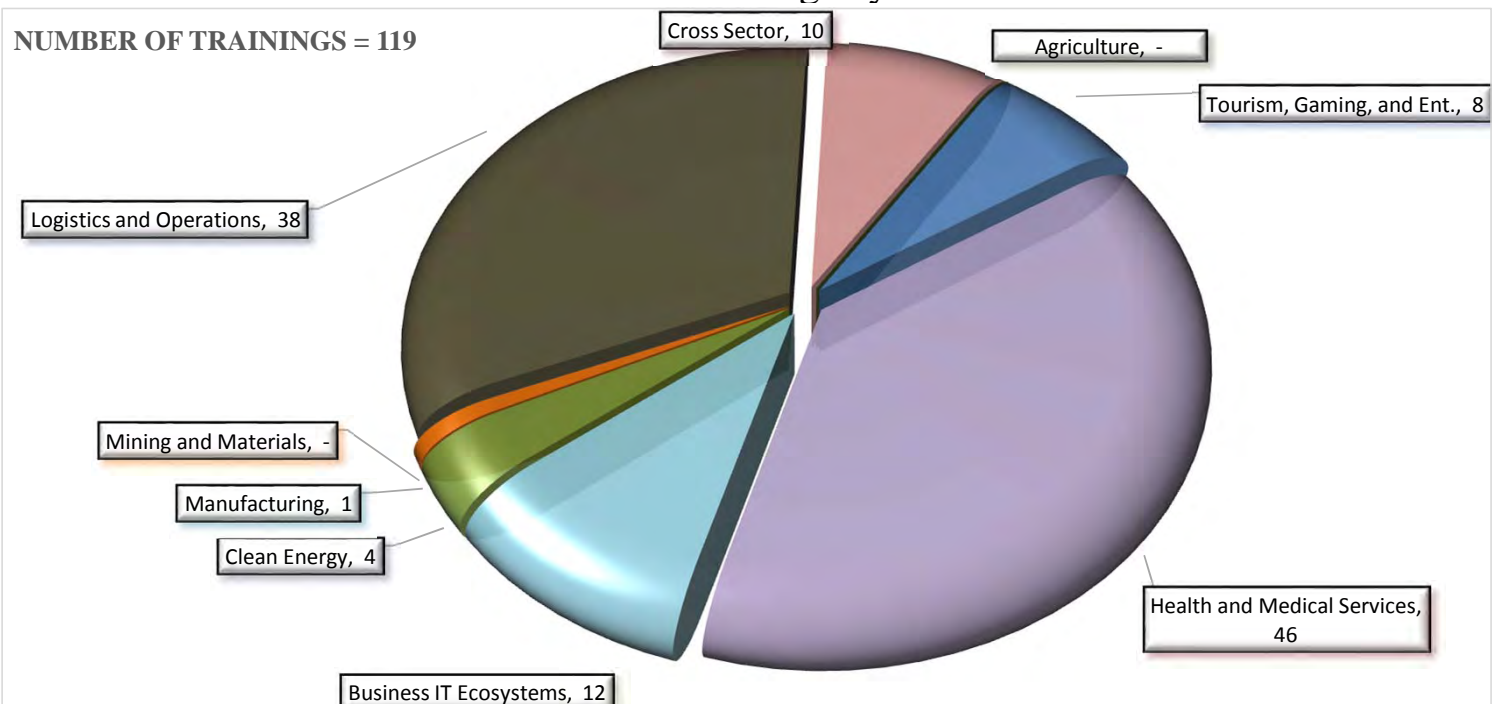
**Agenda Item 8. INFORMATION: Training, Wage, Job Title, and  
Employment Reports**

## Adult and Dislocated Workers Trained by Industry Sector July 1, 2013 through July 31, 2013

### Average Training Cost by Sector



### Number of Trainings by Sector



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

<b>Sector</b>	<b>Wage Distribution</b>				
	<b>Minimum Wage</b>	<b>Median Wage</b>	<b>Average Wage</b>	<b>Max Wage</b>	<b>Total Employed</b>
Aerospace and Defense	0.00	0.00	0.00	0.00	0
Agriculture	8.00	8.38	8.63	9.50	8
Business IT Ecosystems	8.00	12.00	14.11	52.88	61
Clean Energy	8.00	15.00	16.61	40.86	39
Cross Sector	7.25	11.50	13.29	53.00	537
Health & Med. Services	7.00	15.00	19.50	89.90	552
Logistics & Operations	7.25	12.00	13.01	43.33	188
Manufacturing	8.00	10.25	13.65	36.06	40
Mining & Materials	9.00	16.00	14.54	18.00	12
Tourism, Gaming & Ent.	7.00	10.00	11.24	34.62	357
<b>Total</b>	<b>7.00</b>	<b>12.00</b>	<b>14.86</b>	<b>89.90</b>	<b>1,794</b>

**workforce CONNECTIONS**  
**Job Titles Report (Sorted by Impact on Average Wage Descending)**  
**July 1, 2012 through June 30, 2013**

Sector / Job Title	Job Count	Avg. Wage
<b><u>Agriculture</u></b>		
Landscaping and Groundskeeping Workers	5	\$8.45
Grounds Maintenance Workers, All Other	1	\$9.50
Agricultural Workers, All Other	1	\$9.25
Ushers, Lobby Attendants, and Ticket Takers	1	\$8.00
<b>Agriculture</b>	<b>8</b>	<b>\$8.63</b>
<b><u>Business IT Ecosystems</u></b>		
Customer Service Representatives	14	\$10.48
Computer Support Specialists	4	\$24.60
Insurance Sales Agents	4	\$15.23
Software Quality Assurance Engineers and Testers	3	\$14.58
Security Guards	3	\$13.00
Network and Computer Systems Administrators	2	\$17.00
Web Developers	2	\$16.82
General and Operations Managers	1	\$29.30
Inspectors, Testers, Sorters, Samplers, and Weighers	3	\$8.83
Computer Hardware Engineers	1	\$26.44
Computer Specialists, All Other	1	\$25.00
Sales and Related Workers, All Other	2	\$11.63
Computer Software Engineers, Applications	1	\$20.19
Market Research Analysts	2	\$10.00
Telemarketers	2	\$9.63
Information and Record Clerks, All Other	1	\$18.15
Compliance Officers, Except Agriculture, Construction, Health and Safety, and Transportation	1	\$18.00
Computer Security Specialists	1	\$16.00
Bus Drivers, School	1	\$15.00
Office Clerks, General	1	\$15.00
Bill and Account Collectors	1	\$14.90
Geological Sample Test Technicians	1	\$14.42
Employment, Recruitment, and Placement Specialists	1	\$14.00
Bookkeeping, Accounting, and Auditing Clerks	1	\$13.00
Computer and Information Systems Managers	1	\$13.00
Executive Secretaries and Administrative Assistants	1	\$13.00
Gaming and Sports Book Writers and Runners	1	\$13.00
Graphic Designers	1	\$10.00
Retail Salespersons	1	\$10.00
Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products	1	\$8.85
Food and Tobacco Roasting, Baking, and Drying Machine Operators and Tenders	1	\$8.00
<b>Business IT Ecosystems</b>	<b>61</b>	<b>\$14.11</b>
<b><u>Clean Energy</u></b>		
Sales Engineers	2	\$37.62
Heating and Air Conditioning Mechanics and Installers	3	\$18.07
Maintenance and Repair Workers, General	4	\$12.25
Geological Sample Test Technicians	2	\$19.23
Customer Service Representatives	3	\$12.42
Plant and System Operators, All Other	1	\$37.00
General and Operations Managers	1	\$33.18
Executive Secretaries and Administrative Assistants	2	\$15.82
Service Unit Operators, Oil, Gas, and Mining	1	\$21.00
Aircraft Mechanics and Service Technicians	1	\$20.00
Electrical and Electronic Engineering Technicians	1	\$20.00
Installation, Maintenance, and Repair Workers, All Other	1	\$19.17
Welding, Soldering, and Brazing Machine Setters, Operators, and Tenders	1	\$18.00

**workforce CONNECTIONS**  
**Job Titles Report (Sorted by Impact on Average Wage Descending)**  
**July 1, 2012 through June 30, 2013**

Sector / Job Title	Job Count	Avg. Wage
Janitors and Cleaners, Except Maids and Housekeeping Cleaners	1	\$17.00
Biofuels Processing Technicians	1	\$16.00
Inspectors, Testers, Sorters, Samplers, and Weighers	2	\$8.00
Insurance Sales Agents	1	\$15.23
Counselors, All Other	1	\$15.00
Helpers--Installation, Maintenance, and Repair Workers	1	\$15.00
Life, Physical, and Social Science Technicians, All Other	1	\$14.25
Traffic Technicians	1	\$14.00
First-Line Supervisors/Managers of Housekeeping and Janitorial Workers	1	\$11.50
Engineers, All Other	1	\$11.00
Software Quality Assurance Engineers and Testers	1	\$10.50
Automotive Body and Related Repairers	1	\$10.00
Combined Food Preparation and Serving Workers, Including Fast Food	1	\$10.00
Cooks, Restaurant	1	\$10.00
Solar Sales Representatives and Assessors	1	\$8.25
<b>Clean Energy</b>	<b>39</b>	<b>\$16.61</b>
<b>Cross Sector</b>		
Construction Laborers	38	\$18.95
Customer Service Representatives	38	\$10.92
Security Guards	26	\$10.63
Truck Drivers, Heavy and Tractor-Trailer	13	\$17.78
Electricians	10	\$22.56
Janitors and Cleaners, Except Maids and Housekeeping Cleaners	24	\$9.18
Cashiers	20	\$9.12
Insurance Sales Agents	12	\$15.09
Executive Secretaries and Administrative Assistants	12	\$13.22
Office and Administrative Support Workers, All Other	9	\$15.14
Stock Clerks- Stockroom, Warehouse, or Storage Yard	11	\$10.98
Maintenance and Repair Workers, General	7	\$14.83
Accountants and Auditors	5	\$18.65
Maids and Housekeeping Cleaners	7	\$12.39
NULL	7	\$11.18
Receptionists and Information Clerks	7	\$10.93
Teacher Assistants	7	\$10.62
Automotive Service Technicians and Mechanics	7	\$10.53
Computer Support Specialists	5	\$14.71
Paralegals and Legal Assistants	5	\$14.42
Preschool Teachers, Except Special Education	6	\$11.05
Education Administrators, Preschool and Child Care Center/Program	4	\$16.09
Painters, Construction and Maintenance	5	\$12.80
Telemarketers	7	\$8.89
Sales and Related Workers, All Other	5	\$10.85
Child, Family, and School Social Workers	3	\$17.62
Cooks, All Other	5	\$10.49
Welders, Cutters, and Welder Fitters	2	\$26.00
Sales Representatives, Services, All Other	5	\$10.18
Tutors	1	\$50.00
Carpenters	2	\$24.50
Plasterers and Stucco Masons	2	\$23.94
Secretaries, Except Legal, Medical, and Executive	4	\$11.84
General and Operations Managers	3	\$15.33
Social Workers, All Other	3	\$14.97
Financial Analysts	2	\$21.88
Administrative Services Managers	3	\$14.37

**workforce CONNECTIONS**  
**Job Titles Report (Sorted by Impact on Average Wage Descending)**  
**July 1, 2012 through June 30, 2013**

Sector / Job Title	Job Count	Avg. Wage
Bookkeeping, Accounting, and Auditing Clerks	3	\$14.33
Data Entry Keyers	4	\$10.75
First-Line Supervisors/Managers of Office and Administrative Support Workers	3	\$13.67
Social and Human Service Assistants	2	\$19.75
Bill and Account Collectors	3	\$12.67
Healthcare Support Workers, All Other	3	\$12.42
Personal and Home Care Aides	4	\$9.25
Personnel Recruiters	2	\$18.18
Accountants	2	\$17.50
Helpers--Painters, Paperhangers, Plasterers, and Stucco Masons	1	\$34.63
Cement Masons and Concrete Finishers	1	\$34.17
First-Line Supervisors/Managers of Mechanics, Installers, and Repairers	2	\$17.02
Mental Health Counselors	2	\$16.25
Sheet Metal Workers	1	\$32.45
Plumbers	2	\$16.13
Electrical Power-Line Installers and Repairers	1	\$32.00
Office Clerks, General	3	\$10.67
Teachers and Instructors, All Other	3	\$10.67
Retail Salespersons	3	\$10.58
Driver/Sales Workers	3	\$10.50
Counselors, All Other	2	\$15.40
File Clerks	3	\$10.09
Bus and Truck Mechanics and Diesel Engine Specialists	1	\$30.00
Operating Engineers and Other Construction Equipment Operators	1	\$30.00
Baggage Porters and Bellhops	2	\$14.97
Postal Service Clerks	2	\$14.80
Property, Real Estate, and Community Association Managers	2	\$14.50
Loan Officers	2	\$14.03
Food Servers, Nonrestaurant	3	\$8.95
Industrial Production Managers	1	\$26.44
Chemists	2	\$13.00
Laborers and Freight, Stock, and Material Movers, Hand	3	\$8.58
Telephone Operators	3	\$8.58
Advertising and Promotions Managers	2	\$12.75
Educational, Vocational, and School Counselors	2	\$12.63
Packers and Packagers, Hand	2	\$12.25
Construction and Building Inspectors	1	\$24.00
Loading Machine Operators, Underground Mining	1	\$23.82
Crane and Tower Operators	1	\$23.53
Assemblers and Fabricators, All Other	2	\$11.75
Medical Assistants	2	\$11.75
Fitness Trainers and Aerobics Instructors	2	\$11.50
Taxi Drivers and Chauffeurs	2	\$11.13
Floor Layers, Except Carpet, Wood, and Hard Tiles	1	\$21.87
Fitness and Wellness Coordinators	1	\$21.59
Registered Nurses	1	\$21.20
Cooks, Restaurant	2	\$10.50
Roofers	2	\$10.50
Managers, All Other	2	\$10.26
Automotive Specialty Technicians	2	\$10.00
Cooks, Fast Food	2	\$10.00
Substance Abuse and Behavioral Disorder Counselors	1	\$20.00
Cost Estimators	1	\$20.00
Advertising Sales Agents	2	\$9.63
Hairdressers, Hairstylists, and Cosmetologists	2	\$9.50
Personal Care and Service Workers, All Other	2	\$9.50

***workforce CONNECTIONS***  
***Job Titles Report (Sorted by Impact on Average Wage Descending)***  
***July 1, 2012 through June 30, 2013***

Sector / Job Title	Job Count	Avg. Wage
Business Operations Specialists, All Other	1	\$18.50
Computer Specialists, All Other	1	\$18.00
Eligibility Interviewers, Government Programs	1	\$18.00
Employment, Recruitment, and Placement Specialists	1	\$18.00
Truck Drivers, Light or Delivery Services	2	\$9.00
Technical Directors/Managers	1	\$18.00
Recreational Therapists	1	\$17.78
Bakers	2	\$8.88
Landscaping and Groundskeeping Workers	2	\$8.63
Court Clerks	1	\$17.08
Chefs and Head Cooks	1	\$16.50
Cleaners of Vehicles and Equipment	2	\$8.25
Market Research Analysts	2	\$8.25
Kindergarten Teachers, Except Special Education	1	\$15.38
Community and Social Service Specialists, All Other	1	\$15.05
Commercial Divers	1	\$15.00
Heating, Air Conditioning, and Refrigeration Mechanics and Installers	1	\$15.00
Structural Iron and Steel Workers	1	\$15.00
Web Developers	1	\$15.00
Postal Service Mail Carriers	1	\$14.89
Lawyers	1	\$14.50
Loan Interviewers and Clerks	1	\$14.42
Electrical and Electronic Engineering Technicians	1	\$14.00
Legal Support Workers, All Other	1	\$14.00
Construction Managers	1	\$14.00
Vocational Education Teachers, Middle School	1	\$13.75
Financial Specialists, All Other	1	\$13.50
Payroll and Timekeeping Clerks	1	\$13.40
Order Fillers, Wholesale and Retail Sales	1	\$13.22
Billing, Cost, and Rate Clerks	1	\$13.00
Building Cleaning Workers, All Other	1	\$13.00
Bus Drivers, School	1	\$13.00
Glaziers	1	\$13.00
Title Examiners, Abstractors, and Searchers	1	\$13.00
Purchasing Agents and Buyers, Farm Products	1	\$13.00
Purchasing Managers	1	\$12.50
Billing and Posting Clerks and Machine Operators	1	\$12.40
Special Education Teachers, Preschool, Kindergarten, and Elementary School	1	\$12.03
Compliance Officers, Except Agriculture, Construction, Health and Safety, and Transportation	1	\$12.00
Correspondence Clerks	1	\$12.00
Grounds Maintenance Workers, All Other	1	\$12.00
Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop	1	\$12.00
Human Resources Assistants, Except Payroll and Timekeeping	1	\$12.00
Installation, Maintenance, and Repair Workers, All Other	1	\$12.00
Personal Financial Advisors	1	\$12.00
Residential Advisors	1	\$12.00
Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products	1	\$12.00
Sales Agents, Financial Services	1	\$12.00
Graphic Designers	1	\$11.75
Nursing Aides, Orderlies, and Attendants	1	\$11.75
Elementary School Teachers, Except Special Education	1	\$11.25
Bartenders	1	\$11.00
Education Administrators, All Other	1	\$11.00
Production Workers, All Other	1	\$11.00
Laundry and Dry-Cleaning Workers	1	\$10.84
Social and Community Service Managers	1	\$10.75



**workforce CONNECTIONS**  
**Job Titles Report (Sorted by Impact on Average Wage Descending)**  
**July 1, 2012 through June 30, 2013**

Sector / Job Title	Job Count	Avg. Wage
Automotive Glass Installers and Repairers	1	\$10.00
Computer Operators	1	\$10.00
Data Warehousing Specialists	1	\$10.00
Drywall and Ceiling Tile Installers	1	\$10.00
Heating and Air Conditioning Mechanics and Installers	1	\$10.00
Helpers, Construction Trades, All Other	1	\$10.00
Helpers--Pipelayers, Plumbers, Pipefitters, and Steamfitters	1	\$10.00
Insurance Claims and Policy Processing Clerks	1	\$10.00
Marketing Managers	1	\$10.00
Producers	1	\$10.00
Real Estate Sales Agents	1	\$10.00
Dishwashers	1	\$9.50
First-Line Supervisors/Managers of Housekeeping and Janitorial Workers	1	\$9.50
Shuttle Car Operators	1	\$9.50
Tellers	1	\$9.50
Dispatchers, Except Police, Fire, and Ambulance	1	\$9.00
Interviewers, Except Eligibility and Loan	1	\$9.00
Maintenance Workers, Machinery	1	\$9.00
Skin Care Specialists	1	\$9.00
Entertainment Attendants and Related Workers, All Other	1	\$9.00
Combined Food Preparation and Serving Workers, Including Fast Food	1	\$8.75
Stock Clerks and Order Fillers	1	\$8.65
Food Preparation and Serving Related Workers, All Other	1	\$8.50
Child Care Workers	1	\$8.25
Computer, Automated Teller, and Office Machine Repairers	1	\$8.25
Door-To-Door Sales Workers, News and Street Vendors, and Related Workers	1	\$8.25
First-Line Supervisors/Managers of Helpers, Laborers, and Material Movers, Hand	1	\$8.25
Gaming Dealers	1	\$8.25
Helpers--Production Workers	1	\$8.25
Cooks, Institution and Cafeteria	1	\$7.25
Waiters and Waitresses	1	\$7.25
<b>Cross Sector</b>	<b>537</b>	<b>\$13.29</b>
<b><u>Health and Medical Services</u></b>		
Registered Nurses	180	\$29.78
Medical Assistants	51	\$11.44
Dentists, General	16	\$36.20
Nursing Aides, Orderlies, and Attendants	47	\$11.75
Personal and Home Care Aides	21	\$11.31
Counselors, All Other	12	\$19.15
Mental Health Counselors	14	\$16.33
Dental Assistants	15	\$12.73
Dentists, All Other Specialists	3	\$62.13
Medical and Clinical Laboratory Technicians	11	\$14.92
Substance Abuse and Behavioral Disorder Counselors	9	\$16.64
Home Health Aides	13	\$10.20
Healthcare Support Workers, All Other	10	\$13.14
Office and Administrative Support Workers, All Other	8	\$12.63
Personal Care and Service Workers, All Other	10	\$9.13
Social Workers, All Other	5	\$18.21
Surgical Technologists	4	\$19.53
Community and Social Service Specialists, All Other	4	\$19.34
Administrative Services Managers	4	\$17.50
Receptionists and Information Clerks	5	\$13.10
Medical Records and Health Information Technicians	4	\$15.14

**workforce CONNECTIONS**  
**Job Titles Report (Sorted by Impact on Average Wage Descending)**  
**July 1, 2012 through June 30, 2013**

Sector / Job Title	Job Count	Avg. Wage
Customer Service Representatives	6	\$9.96
Bus Drivers, Transit and Intercity	6	\$9.75
Patient Representatives	4	\$13.81
Executive Secretaries and Administrative Assistants	5	\$10.90
Medical Secretaries	4	\$13.29
Social and Human Service Assistants	3	\$16.42
Dental Hygienists	2	\$24.50
Janitors and Cleaners, Except Maids and Housekeeping Cleaners	4	\$11.94
Dental Laboratory Technicians	3	\$15.00
Pharmacy Technicians	3	\$13.57
Maids and Housekeeping Cleaners	3	\$12.67
Program Directors	2	\$18.75
Acute Care Nurses	2	\$18.00
Education Teachers, Postsecondary	2	\$18.00
Licensed Practical and Licensed Vocational Nurses	2	\$16.13
Child, Family, and School Social Workers	2	\$15.73
Teachers and Instructors, All Other	2	\$15.52
Massage Therapists	2	\$15.00
Office Clerks, General	2	\$13.75
Medical and Clinical Laboratory Technologists	2	\$13.50
Clinical, Counseling, and School Psychologists	1	\$25.00
Cooks, All Other	2	\$12.00
Health Technologists and Technicians, All Other	2	\$11.63
Social and Community Service Managers	1	\$21.63
Truck Drivers, Light or Delivery Services	2	\$10.75
Rehabilitation Counselors	1	\$20.74
Medical and Public Health Social Workers	1	\$20.00
Driver/Sales Workers	2	\$9.50
Ambulance Drivers and Attendants, Except Emergency Medical Technicians	2	\$9.25
Bookkeeping, Accounting, and Auditing Clerks	1	\$16.00
Clinical Research Coordinators	1	\$16.00
Maintenance and Repair Workers, General	1	\$15.50
Recreational Therapists	1	\$15.45
Bill and Account Collectors	1	\$15.00
First-Line Supervisors/Managers of Office and Administrative Support Workers	1	\$15.00
Medical and Health Services Managers	1	\$15.00
Mental Health and Substance Abuse Social Workers	1	\$15.00
Personnel Recruiters	1	\$15.00
Life, Physical, and Social Science Technicians, All Other	1	\$14.66
Billing, Cost, and Rate Clerks	1	\$14.00
Business Operations Specialists, All Other	1	\$14.00
Nurse Practitioners	1	\$12.75
Emergency Medical Technicians and Paramedics	1	\$12.59
Cardiovascular Technologists and Technicians	1	\$12.00
Information and Record Clerks, All Other	1	\$12.00
Secretaries, Except Legal, Medical, and Executive	1	\$12.00
Transportation Workers, All Other	1	\$12.00
Concierges	1	\$10.50
Clinical Nurse Specialists	1	\$10.00
Residential Advisors	1	\$10.00
Physical Therapist Aides	1	\$10.00
Cooks, Institution and Cafeteria	1	\$9.00
Waiters and Waitresses	1	\$9.00
Data Entry Keyers	1	\$8.50
Dishwashers	1	\$8.50
Food Preparation Workers	1	\$8.50

**workforce CONNECTIONS**  
**Job Titles Report (Sorted by Impact on Average Wage Descending)**  
**July 1, 2012 through June 30, 2013**

Sector / Job Title	Job Count	Avg. Wage
Cashiers	1	\$8.25
Educational, Vocational, and School Counselors	1	\$8.25
Security Guards	1	\$8.25
Photographic Process Workers	1	\$8.25
<b>Health and Medical Services</b>	<b>552</b>	<b>\$19.50</b>
<b><u>Logistics and Operations</u></b>		
Truck Drivers, Heavy and Tractor-Trailer	54	\$16.59
Stock Clerks- Stockroom, Warehouse, or Storage Yard	16	\$9.87
Customer Service Representatives	10	\$10.86
Truck Drivers, Light or Delivery Services	7	\$14.27
Security Guards	10	\$9.08
Retail Salespersons	6	\$9.65
Executive Secretaries and Administrative Assistants	4	\$12.30
Office and Administrative Support Workers, All Other	4	\$11.88
Administrative Services Managers	2	\$22.60
Production Workers, All Other	4	\$10.46
Driver/Sales Workers	4	\$10.12
Taxi Drivers and Chauffeurs	3	\$12.29
Bus Drivers, Transit and Intercity	3	\$11.37
Graphic Designers	1	\$33.65
Sales Representatives, Services, All Other	3	\$10.08
Construction Laborers	3	\$9.67
Statistical Assistants	1	\$27.90
Cashiers	3	\$8.97
Heating, Air Conditioning, and Refrigeration Mechanics and Installers	2	\$12.75
Order Fillers, Wholesale and Retail Sales	2	\$12.00
Dispatchers, Except Police, Fire, and Ambulance	2	\$11.13
Advertising Sales Agents	2	\$11.00
Receptionists and Information Clerks	2	\$11.00
Sales Managers	1	\$22.00
Material Moving Workers, All Other	2	\$10.50
Security and Fire Alarm Systems Installers	2	\$10.37
Bill and Account Collectors	1	\$19.23
Human Resources Managers	1	\$19.23
Web Developers	1	\$19.23
Machinists	1	\$18.00
Welders, Cutters, and Welder Fitters	1	\$18.00
Transportation Attendants, Except Flight Attendants and Baggage Porters	1	\$17.02
Electrical Engineers	1	\$17.00
Janitors and Cleaners, Except Maids and Housekeeping Cleaners	2	\$8.25
First-Line Supervisors/Managers of Food Preparation and Serving Workers	1	\$15.90
Operating Engineers and Other Construction Equipment Operators	1	\$15.00
Teachers and Instructors, All Other	1	\$15.00
Bus Drivers, School	1	\$14.00
Transportation Workers, All Other	1	\$13.00
General and Operations Managers	1	\$12.00
Transportation Vehicle, Equipment and Systems Inspectors, Except Aviation	1	\$12.00
Purchasing Agents, Except Wholesale, Retail, and Farm Products	1	\$12.00
Pest Control Workers	1	\$11.00
Automotive Service Technicians and Mechanics	1	\$10.00
Heating and Air Conditioning Mechanics and Installers	1	\$10.00
Public Relations Specialists	1	\$10.00
Civil Engineering Technicians	1	\$10.00
First-Line Supervisors/Managers of Helpers, Laborers, and Material Movers, Hand	1	\$9.00

**workforce CONNECTIONS**  
**Job Titles Report (Sorted by Impact on Average Wage Descending)**  
**July 1, 2012 through June 30, 2013**

<b>Sector / Job Title</b>	<b>Job Count</b>	<b>Avg. Wage</b>
Food Preparation Workers	1	\$9.00
Maintenance and Repair Workers, General	1	\$9.00
Photographers	1	\$9.00
Veterinary Assistants and Laboratory Animal Caretakers	1	\$8.50
Team Assemblers	1	\$8.36
Inspectors, Testers, Sorters, Samplers, and Weighers	1	\$8.25
Stock Clerks, Sales Floor	1	\$8.25
Automotive Body and Related Repairers	1	\$8.00
Landscape Architects	1	\$8.00
First-Line Supervisors/Managers of Housekeeping and Janitorial Workers	1	\$7.85
Food Preparation and Serving Related Workers, All Other	1	\$7.55
Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop	1	\$7.55
<b>Logistics and Operations</b>	<b>188</b>	<b>\$13.01</b>
<b><u>Manufacturing</u></b>		
Construction Laborers	5	\$12.07
Stock Clerks- Stockroom, Warehouse, or Storage Yard	5	\$10.21
Electricians	2	\$22.00
Maintenance Workers, Machinery	1	\$36.06
Electrical Engineers	1	\$34.00
Quality Control Systems Managers	1	\$28.50
Receptionists and Information Clerks	2	\$12.75
Truck Drivers, Heavy and Tractor-Trailer	1	\$25.00
Payroll and Timekeeping Clerks	1	\$18.00
Food Preparation Workers	2	\$8.58
Combined Food Preparation and Serving Workers, Including Fast Food	2	\$8.25
Automotive Service Technicians and Mechanics	1	\$16.00
Floor Layers, Except Carpet, Wood, and Hard Tiles	1	\$15.00
Packaging and Filling Machine Operators and Tenders	1	\$14.75
Executive Secretaries and Administrative Assistants	1	\$13.75
Supply Chain Managers	1	\$13.00
Sewers, Hand	1	\$11.88
Food Cooking Machine Operators and Tenders	1	\$10.88
Customer Service Representatives	1	\$10.00
Grinding, Lapping, Polishing, and Buffing Machine Tool Setters, Operators, and Tenders, Metal and Plastic	1	\$10.00
Laborers and Freight, Stock, and Material Movers, Hand	1	\$10.00
Recycling and Reclamation Workers	1	\$10.00
Shipping, Receiving, and Traffic Clerks	1	\$10.00
Slot Key Persons	1	\$10.00
Manufacturing Production Technicians	1	\$9.00
Sheet Metal Workers	1	\$9.00
Assemblers and Fabricators, All Other	1	\$8.50
Bakers	1	\$8.25
<b>Manufacturing</b>	<b>40</b>	<b>\$13.65</b>
<b><u>Mining and Materials</u></b>		
Biofuels Processing Technicians	8	\$16.25
Rotary Drill Operators, Oil and Gas	1	\$13.50
Executive Secretaries and Administrative Assistants	1	\$12.00
Automotive Service Technicians and Mechanics	1	\$10.00
Construction Laborers	1	\$9.00
<b>Mining and Materials</b>	<b>12</b>	<b>\$14.54</b>

**workforce CONNECTIONS**  
**Job Titles Report (Sorted by Impact on Average Wage Descending)**  
**July 1, 2012 through June 30, 2013**

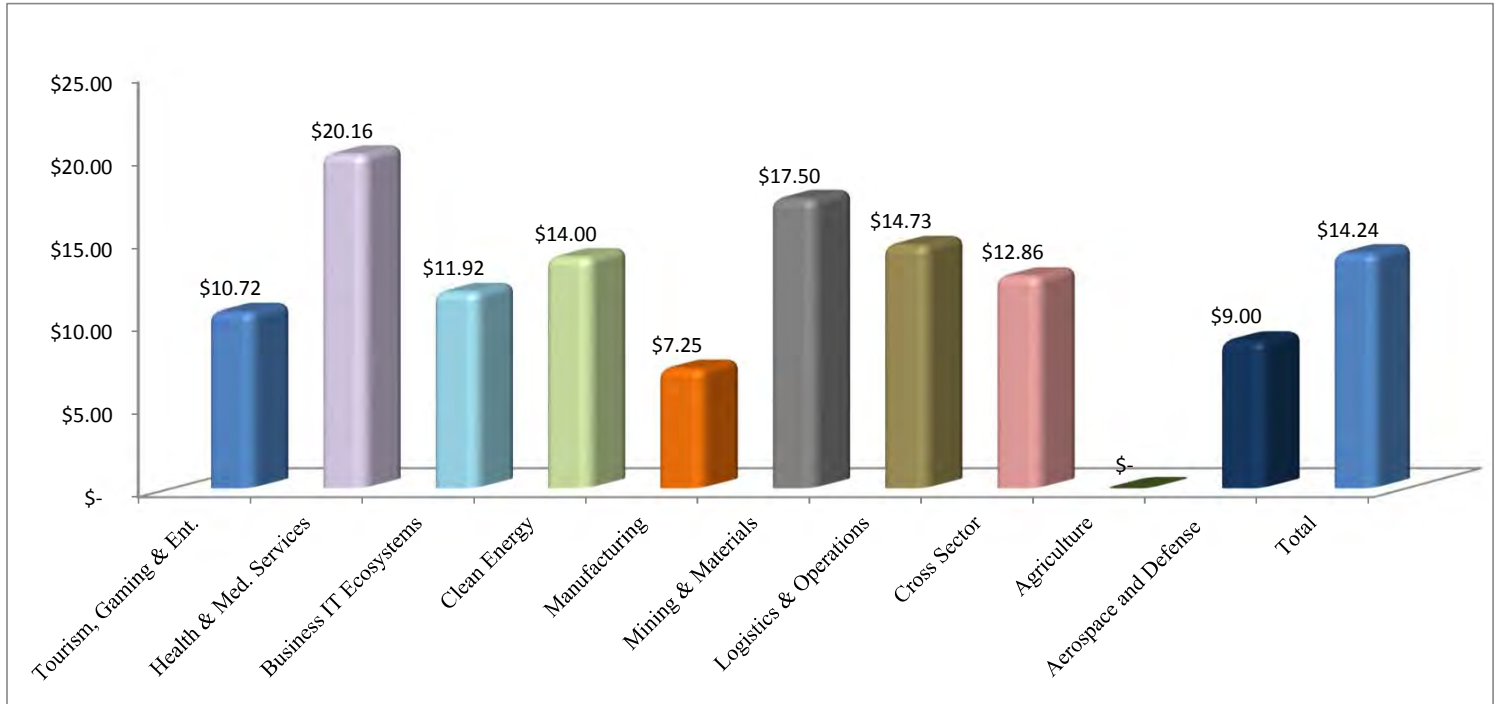
Sector / Job Title	Job Count	Avg. Wage
<b><u>Tourism Gaming and Entertainment</u></b>		
Maids and Housekeeping Cleaners	28	\$14.18
Cashiers	39	\$8.67
Cooks, All Other	23	\$11.42
Security Guards	20	\$11.18
Customer Service Representatives	21	\$10.41
Janitors and Cleaners, Except Maids and Housekeeping Cleaners	12	\$13.31
Waiters and Waitresses	15	\$10.05
Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop	14	\$8.97
Food Servers, Nonrestaurant	14	\$8.96
Cooks, Restaurant	10	\$12.33
Sales Representatives, Services, All Other	11	\$9.92
Food Preparation and Serving Related Workers, All Other	9	\$11.81
Dishwashers	11	\$9.30
Retail Salespersons	7	\$9.82
Bartenders	8	\$8.48
Bookkeeping, Accounting, and Auditing Clerks	4	\$12.20
Hotel, Motel, and Resort Desk Clerks	4	\$11.84
Stock Clerks- Stockroom, Warehouse, or Storage Yard	4	\$11.60
Sales Managers	2	\$22.06
First-Line Supervisors/Managers of Retail Sales Workers	3	\$14.60
Taxi Drivers and Chauffeurs	5	\$8.75
Food Preparation Workers	4	\$9.89
Food Service Managers	3	\$12.82
Cooks, Short Order	3	\$12.53
Sales and Related Workers, All Other	3	\$12.50
Truck Drivers, Heavy and Tractor-Trailer	2	\$18.50
First-Line Supervisors/Managers of Housekeeping and Janitorial Workers	2	\$17.99
Cooks, Fast Food	4	\$8.69
Cooks, Institution and Cafeteria	3	\$11.45
General and Operations Managers	2	\$17.12
Maintenance and Repair Workers, General	2	\$16.63
Video Game Designers	3	\$10.50
Network Systems and Data Communications Analysts	1	\$29.80
First-Line Supervisors/Managers of Food Preparation and Serving Workers	2	\$13.50
Gaming Change Persons and Booth Cashiers	2	\$13.25
Combined Food Preparation and Serving Workers, Including Fast Food	3	\$8.50
Web Administrators	1	\$25.00
First-Line Supervisors/Managers of Non-Retail Sales Workers	1	\$23.44
Advertising Sales Agents	2	\$11.50
Bakers	2	\$11.26
Truck Drivers, Light or Delivery Services	2	\$11.25
Security Managers	1	\$21.63
Merchandise Displayers and Window Trimmers	2	\$10.38
Human Resources Managers	1	\$20.19
Web Developers	1	\$20.00
Stock Clerks, Sales Floor	2	\$9.63
Travel Agents	1	\$19.23
Gaming Dealers	2	\$9.38
Receptionists and Information Clerks	2	\$9.25
Tour Guides and Escorts	2	\$9.25
Producers and Directors	1	\$17.31
Baristas	2	\$8.25
Gaming Surveillance Officers and Gaming Investigators	1	\$16.48
Automotive Service Technicians and Mechanics	1	\$15.64
Coin, Vending, and Amusement Machine Servicers and Repairers	1	\$15.00

**workforce CONNECTIONS**  
**Job Titles Report (Sorted by Impact on Average Wage Descending)**  
**July 1, 2012 through June 30, 2013**

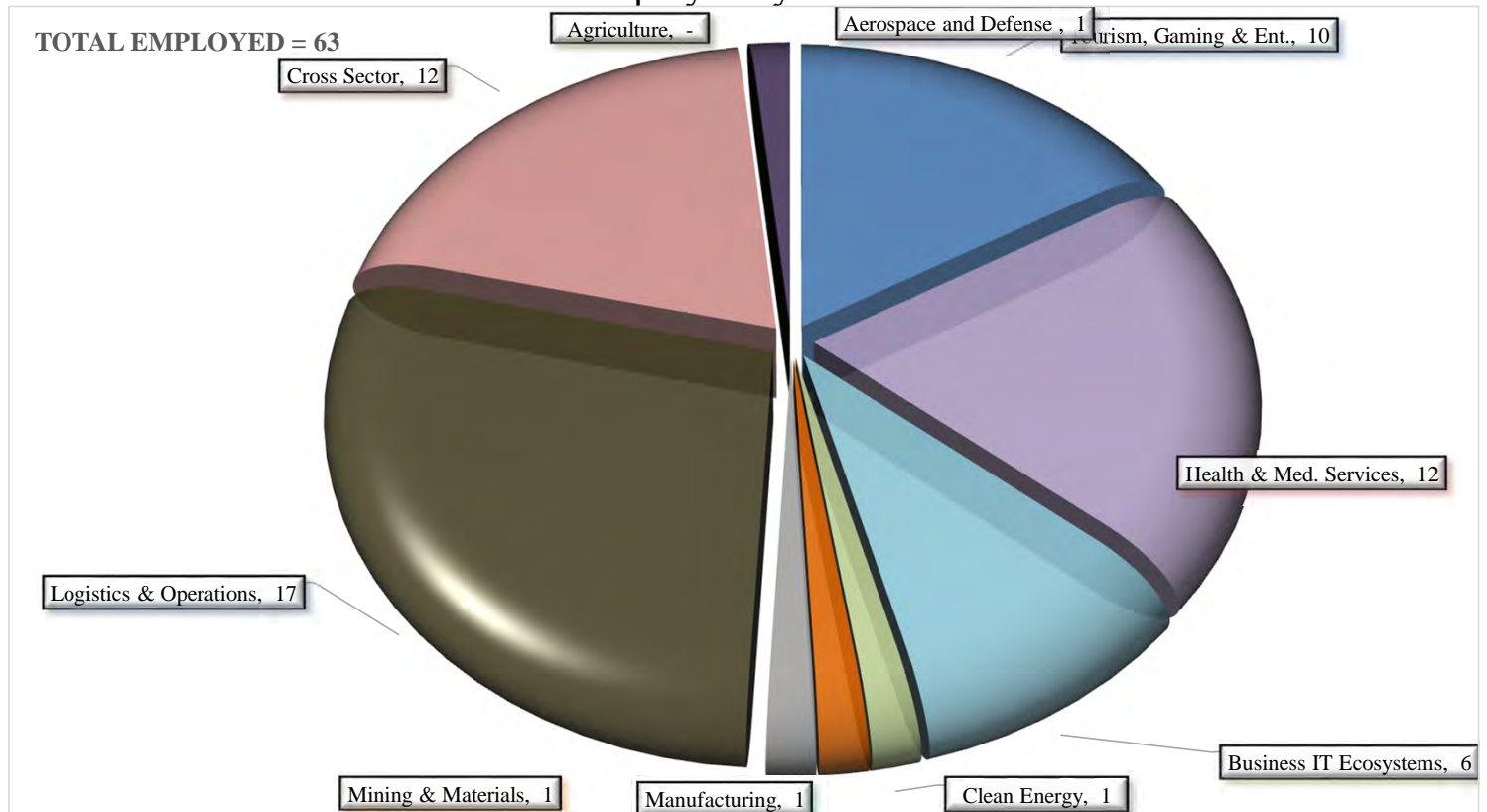
Sector / Job Title	Job Count	Avg. Wage
Human Resources, Training, and Labor Relations Specialists, All Other	1	\$15.00
Slot Key Persons	1	\$14.00
Dining Room and Cafeteria Attendants and Bartender Helpers	1	\$13.02
Cleaning, Washing, and Metal Pickling Equipment Operators and Tenders	1	\$13.00
Credit Authorizers, Checkers, and Clerks	1	\$13.00
Material Moving Workers, All Other	1	\$12.00
Transportation Workers, All Other	1	\$12.00
Gaming Service Workers, All Other	1	\$12.00
Amusement and Recreation Attendants	1	\$12.00
Office Clerks, General	1	\$11.50
Driver/Sales Workers	1	\$10.75
Reservation and Transportation Ticket Agents and Travel Clerks	1	\$10.75
Managers, All Other	1	\$10.00
Public Relations Specialists	1	\$10.00
Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products	1	\$10.00
Securities, Commodities, and Financial Services Sales Agents	1	\$10.00
Shipping, Receiving, and Traffic Clerks	1	\$10.00
Gaming and Sports Book Writers and Runners	1	\$10.00
Parking Lot Attendants	1	\$10.00
Laborers and Freight, Stock, and Material Movers, Hand	1	\$9.80
Ushers, Lobby Attendants, and Ticket Takers	1	\$9.30
Stock Clerks and Order Fillers	1	\$9.00
Telemarketers	1	\$9.00
First-Line Supervisors/Managers of Helpers, Laborers, and Material Movers, Hand	1	\$8.65
Market Research Analysts	1	\$8.50
Order Fillers, Wholesale and Retail Sales	1	\$8.25
<b>Tourism Gaming and Entertainment</b>	<b>357</b>	<b>\$11.24</b>
<b>Report Total</b>	<b>1,794</b>	<b>\$14.86</b>

## Adult and Dislocated Workers Employed by Industry Sector July 1, 2013 through July 31, 2013

### Wage by Sector



### Employed by Sector



**Agenda Item 9. INFORMATION: WIA Client Demographics Report –  
ADW & Youth**



**workforce CONNECTIONS**  
**ADW Demographics by Zip and Locality**  
**Actives From July 1, 2013 through August 31, 2013**

Community / Zip	Ethnicity <sup>(1)</sup>							Gender	
	African American	Alaskan Native / American Indian	Asian	Caucasian	Hawaiian / Pacific Islander	Hispanic / Latino	Total Enrolled	Female	Male
<b><u>Henderson</u></b>									
89002	1	1	0	4	1	1	10	5	5
89011	3	1	0	2	1	2	10	6	4
89012	3	0	1	5	1	2	13	4	9
89014	4	0	0	14	0	2	24	12	12
89015	1	0	0	7	0	0	10	5	5
89044	0	0	0	2	0	0	3	0	3
89052	4	0	1	9	0	2	17	9	8
89074	1	0	0	4	0	3	8	4	4
89077	0	0	1	0	1	0	1	0	1
89016	0	0	0	1	0	0	1	1	0
89105	1	0	0	1	0	0	2	0	2
<b>Henderson Total</b>	<b>18</b>	<b>2</b>	<b>3</b>	<b>49</b>	<b>4</b>	<b>12</b>	<b>99</b>	<b>46</b>	<b>53</b>
<b><u>Las Vegas</u></b>									
89002									
89014									
89030									
89031	0	0	0	1	0	0	1	0	1
89032	1	0	0	0	0	0	1	0	1
89052	1	0	0	0	0	0	1	1	0
89101	14	1	0	9	1	5	39	11	28
89102	9	1	0	2	0	4	20	11	9
89103	16	1	1	5	1	3	35	11	24
89104	5	0	1	4	1	4	21	9	12
89105	1	0	0	0	0	0	1	1	0
89106	27	0	2	4	1	2	42	27	15
89107	6	2	0	10	1	4	21	14	7
89108	22	1	3	24	1	7	62	36	26
89109	1	0	0	3	0	0	6	2	4
89110	12	1	0	11	0	9	33	20	13
89113	8	0	2	5	0	1	16	10	6
89115	28	1	1	7	0	4	45	25	20
89116	0	0	0	0	0	0	1	0	1
89117	11	0	0	10	0	6	30	14	16
89118	11	0	1	3	0	1	19	4	15
89119	23	1	4	8	0	6	47	19	28
89120	2	0	0	5	0	2	8	5	3
89121	8	1	0	9	2	3	27	17	10
89122	5	1	0	14	1	8	33	17	16
89123	4	0	3	5	0	0	17	7	10
89125	1	0	0	1	0	1	3	3	0
89126	2	0	0	0	0	0	3	3	0
89128	7	0	1	11	0	8	28	16	12
89129	7	0	3	8	1	4	25	15	10
89130	5	0	0	5	0	5	16	9	7
89131	3	0	1	5	0	1	11	6	5

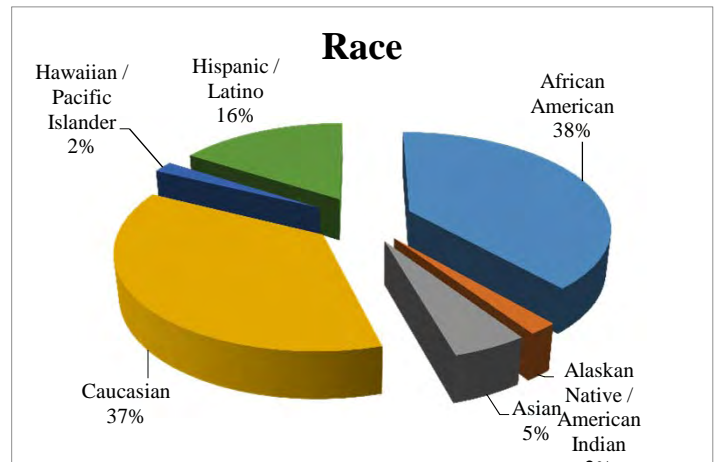
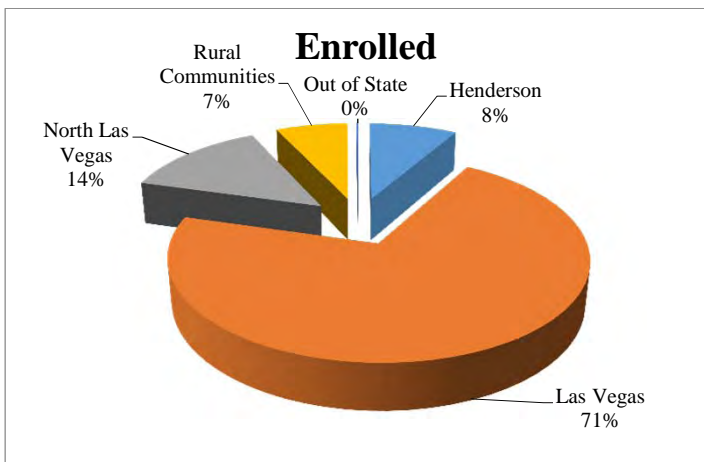
**workforce CONNECTIONS**  
**ADW Demographics by Zip and Locality**  
**Actives From July 1, 2013 through August 31, 2013**

Community / Zip	Ethnicity <sup>(1)</sup>						Total Enrolled	Gender	
	African American	Alaskan Native / American Indian	Asian	Caucasian	Hawaiian / Pacific Islander	Hispanic / Latino		Female	Male
89133	1	0	0	0	0	0	1	0	1
89134	1	1	0	3	0	1	8	5	3
89135	0	0	0	4	0	1	5	3	2
89138	0	0	2	5	0	0	9	5	4
89139	6	0	5	5	0	2	20	13	7
89141	7	0	0	3	0	1	13	6	7
89142	5	0	1	5	0	4	13	8	5
89143	0	0	0	2	0	0	3	1	2
89144	0	0	0	3	0	0	4	3	1
89145	6	1	2	9	0	2	19	11	8
89146	9	1	4	1	1	1	21	12	9
89147	6	0	1	7	0	4	21	10	11
89148	7	0	2	3	0	3	14	8	6
89149	1	0	0	7	0	2	11	5	6
89156	3	0	2	1	0	2	15	12	3
89160	1	0	0	0	0	0	1	0	1
89166	1	1	0	3	0	1	4	2	2
89169	4	0	1	7	1	3	15	7	8
89173	0	0	0	0	0	0	1	1	0
89178	5	0	1	11	1	2	17	10	7
89179	1	0	1	0	0	0	3	2	1
89183	2	0	4	4	1	2	15	8	7
<b>Las Vegas Total</b>	<b>306</b>	<b>15</b>	<b>49</b>	<b>252</b>	<b>14</b>	<b>119</b>	<b>845</b>	<b>445</b>	<b>400</b>
<b><u>North Las Vegas</u></b>									
89030	16	1	0	11	0	14	49	27	22
89031	15	1	1	7	0	5	34	19	15
89032	21	0	0	8	1	5	42	19	23
89081	13	0	0	3	1	2	19	14	5
89084	4	0	0	2	0	2	10	4	6
89086	6	0	0	1	0	1	7	3	4
89130	0	0	0	1	0	0	1	1	0
<b>North Las Vegas Total</b>	<b>75</b>	<b>2</b>	<b>1</b>	<b>33</b>	<b>2</b>	<b>29</b>	<b>162</b>	<b>87</b>	<b>75</b>

**workforce CONNECTIONS**  
**ADW Demographics by Zip and Locality**  
**Actives From July 1, 2013 through August 31, 2013**

Community / Zip	Ethnicity <sup>(1)</sup>						Total Enrolled	Gender	
	African American	Alaskan Native / American Indian	Asian	Caucasian	Hawaiian / Pacific Islander	Hispanic / Latino		Female	Male
<b>Rural Communities</b>									
Beatty	0	0	0	1	0	0	1	0	1
Boulder City	0	0	0	2	0	0	2	0	2
Caliente	0	0	0	5	0	0	5	2	3
Indian Springs	0	0	0	1	0	0	1	1	0
Jean	0	0	0	1	0	1	1	0	1
Pahrump	9	2	0	41	0	7	70	42	28
Reno	0	0	0	1	0	0	1	0	1
<b>Rural Total</b>	<b>9</b>	<b>2</b>	<b>0</b>	<b>52</b>	<b>0</b>	<b>8</b>	<b>81</b>	<b>45</b>	<b>36</b>
<b>Out of State</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>2</b>
<b>Report Total</b>	<b>408</b>	<b>21</b>	<b>53</b>	<b>387</b>	<b>20</b>	<b>168</b>	<b>1,189</b>	<b>623</b>	<b>566</b>

1) Totals for ethnicity will not generally equal total enrolled due to the fact that multiple ethnicities can be recorded or participants can choose not provide information.



**workforce CONNECTIONS**  
**ADW Demographics by Zip and Locality**  
**Actives From July 1, 2012 through June 30, 2013**

Community / Zip	Ethnicity <sup>(1)</sup>						Total Enrolled	Gender	
	African American	Alaskan Native / Indian	Asian	Caucasian	Hawaiian / Pacific Islander	Hispanic / Latino		Female	Male
<b>Henderson</b>									
89002	1	1	2	19	2	4	28	20	8
89009	0	0	0	1	0	0	1	1	0
89011	11	2	3	15	1	5	37	16	21
89012	7	0	2	13	0	1	29	15	14
89014	22	1	4	34	1	12	73	39	34
89015	7	0	1	32	0	5	46	28	18
89044	1	0	0	7	1	1	10	8	2
89052	6	0	7	21	3	5	41	26	15
89072	0	1	0	0	0	0	1	1	0
89074	4	1	5	19	1	4	35	21	14
89077	0	0	1	1	1	0	2	0	2
89105	1	0	0	1	0	0	2	0	2
<b>Henderson Total</b>	<b>60</b>	<b>6</b>	<b>25</b>	<b>163</b>	<b>10</b>	<b>37</b>	<b>305</b>	<b>175</b>	<b>130</b>
<b>Las Vegas</b>									
89002	0	0	0	1	0	0	1	0	1
89014	0	0	0	0	0	1	1	0	1
89030	1	0	0	1	0	0	2	0	2
89031	0	0	0	1	0	0	1	0	1
89032	1	0	0	1	0	1	2	1	1
89052	1	0	0	0	0	0	1	1	0
89074	0	0	0	1	0	0	1	0	1
89101	47	2	0	30	2	32	117	46	71
89102	21	2	3	13	0	14	59	33	26
89103	31	1	5	30	0	11	88	43	45
89104	15	0	1	20	2	18	64	30	34
89105	2	0	0	0	0	0	2	1	1
89106	70	0	2	13	1	10	109	63	46
89107	19	5	1	26	1	17	70	44	26
89108	54	2	7	47	1	30	152	96	56
89109	4	0	1	7	0	0	17	3	14
89110	35	1	2	39	0	46	120	58	62
89112	1	0	0	1	0	0	3	1	2
89113	11	0	4	11	1	3	32	19	13
89115	56	5	2	29	1	31	120	70	50
89116	1	0	0	0	0	0	1	1	0
89117	23	0	5	27	0	10	70	38	32
89118	20	3	4	29	0	6	68	21	47
89119	27	0	7	27	1	17	77	39	38
89120	5	1	2	19	0	12	36	17	19
89121	27	1	4	36	4	20	100	51	49
89122	13	1	13	39	4	23	99	50	49
89123	12	2	13	29	2	9	70	41	29
89124	0	0	0	0	0	0	1	0	1
89125	1	0	0	1	0	1	3	3	0
89126	1	0	0	2	0	0	4	4	0

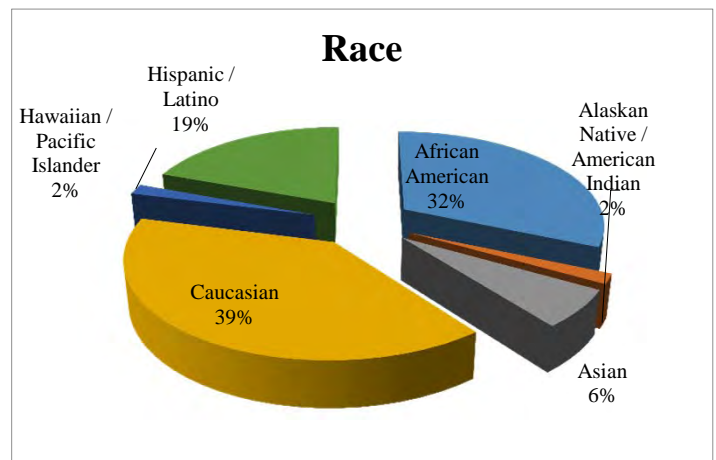
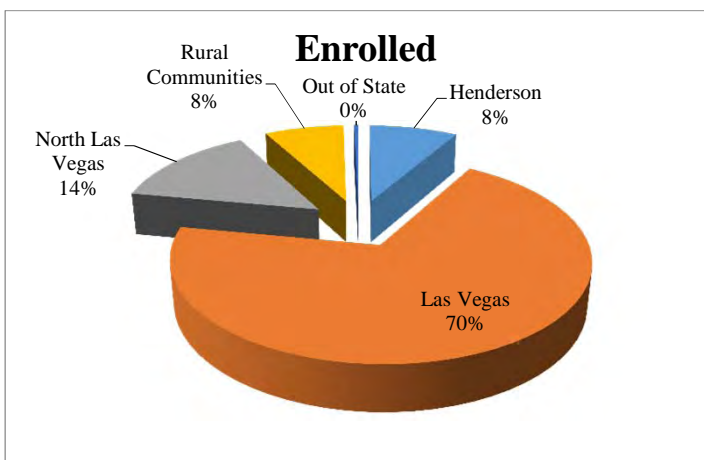
**workforce CONNECTIONS**  
**ADW Demographics by Zip and Locality**  
**Actives From July 1, 2012 through June 30, 2013**

Community / Zip	Ethnicity <sup>(1)</sup>						Gender		
	African American	Alaskan Native / American Indian	Asian	Caucasian	Hawaiian / Pacific Islander	Hispanic / Latino	Total Enrolled	Female	Male
89127	1	0	0	1	0	0	1	1	0
89128	21	1	8	27	0	21	80	50	30
89129	25	3	3	19	2	7	64	36	28
89130	19	0	0	24	0	9	55	29	26
89131	8	0	2	22	0	3	39	21	18
89133	1	0	0	0	0	0	1	0	1
89134	3	1	0	5	1	1	14	8	6
89135	6	0	2	4	0	0	13	9	4
89138	1	0	1	6	0	1	11	7	4
89139	10	0	9	16	0	6	46	27	19
89140	0	0	0	0	0	0	1	1	0
89141	11	0	1	9	1	5	29	11	18
89142	12	0	6	24	1	18	55	36	19
89143	4	0	1	9	0	0	14	8	6
89144	1	0	2	12	0	1	17	12	5
89145	9	0	4	22	1	6	47	26	21
89146	9	2	3	10	1	3	29	19	10
89147	12	0	5	17	3	9	56	27	29
89148	15	0	5	28	2	9	62	37	25
89149	5	0	2	14	3	5	32	14	18
89151	0	0	0	1	0	0	1	0	1
89156	21	1	4	10	0	12	53	32	21
89160	1	0	0	0	0	0	1	0	1
89166	3	1	0	8	0	3	15	10	5
89169	9	1	1	10	0	6	36	18	18
89170	1	0	0	0	0	0	2	1	1
89173	0	0	1	0	0	0	2	2	0
89178	6	0	9	16	0	6	34	22	12
89179	1	0	1	2	0	1	4	2	2
89180	0	0	1	0	0	0	1	0	1
89183	4	0	9	12	2	7	34	18	16
89193	0	0	1	0	0	0	1	1	0
<b>Las Vegas Total</b>	<b>718</b>	<b>36</b>	<b>157</b>	<b>808</b>	<b>37</b>	<b>451</b>	<b>2,341</b>	<b>1,259</b>	<b>1,082</b>
<b><u>North Las Vegas</u></b>									
89030	53	3	2	27	0	47	132	71	61
89031	47	2	12	37	3	16	124	76	48
89032	70	1	3	22	1	20	129	65	64
89081	28	1	2	14	2	14	64	45	19
89084	11	0	1	10	2	8	34	23	11
89085	1	0	0	1	0	1	4	1	3
89086	13	0	0	5	0	4	21	9	12
89106	1	0	0	0	0	0	1	1	0
89115	0	0	0	1	0	1	1	0	1
89125	0	0	0	0	0	0	1	1	0
89130	1	0	0	1	0	0	2	2	0
89131	0	0	0	0	0	1	1	0	1

**workforce CONNECTIONS**  
**ADW Demographics by Zip and Locality**  
**Actives From July 1, 2012 through June 30, 2013**

Community / Zip	Ethnicity <sup>(1)</sup>						Gender		
	African American	Alaskan Native / American Indian	Asian	Caucasian	Hawaiian / Pacific Islander	Hispanic / Latino	Total Enrolled	Female	Male
<b>North Las Vegas Total</b>	<b>225</b>	<b>7</b>	<b>20</b>	<b>118</b>	<b>8</b>	<b>112</b>	<b>514</b>	<b>294</b>	<b>220</b>
<b><u>Rural Communities</u></b>									
Sparks	0	0	0	0	0	1	1	1	0
Beatty	0	0	0	1	0	0	1	0	1
Boulder City	0	0	0	13	0	2	13	10	3
Bunkerville	0	0	0	1	0	0	1	0	1
Caliente	0	0	0	7	0	0	8	1	7
Dyer	0	0	0	1	0	0	1	0	1
Ely	0	0	0	1	0	0	1	0	1
Indian Springs	0	0	0	1	0	0	1	1	0
Jean	0	0	0	3	0	1	3	1	2
Laughlin	0	0	0	2	0	0	2	0	2
Logandale	0	0	0	0	0	0	1	0	1
Moapa	0	0	0	0	0	1	1	0	1
Overton	0	0	0	1	0	0	1	0	1
Pahrump	24	6	3	164	1	25	250	156	94
Reno	0	0	0	2	0	0	2	0	2
<b>Rural Total</b>	<b>24</b>	<b>6</b>	<b>3</b>	<b>197</b>	<b>1</b>	<b>30</b>	<b>287</b>	<b>170</b>	<b>117</b>
<b>Out of State</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>2</b>	<b>10</b>	<b>4</b>	<b>6</b>
<b>Report Total</b>	<b>1,030</b>	<b>55</b>	<b>205</b>	<b>1,289</b>	<b>56</b>	<b>632</b>	<b>3,457</b>	<b>1,902</b>	<b>1,555</b>

1) Totals for ethnicity will not generally equal total enrolled due to the fact that multiple ethnicities can be recorded or participants can choose not provide information.



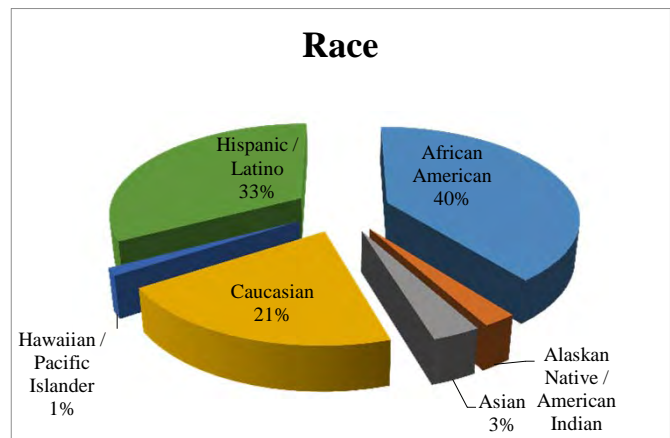
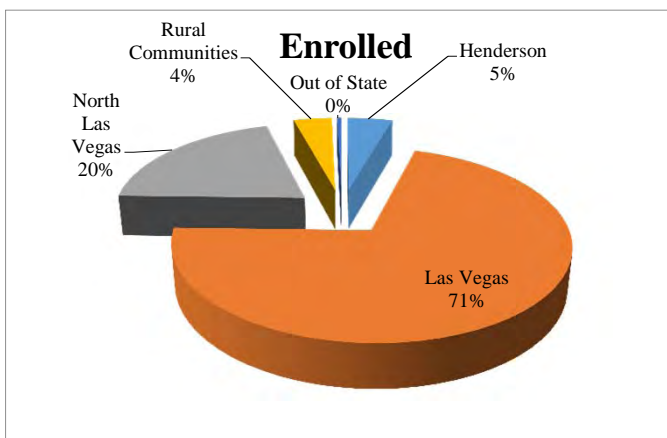
**workforce CONNECTIONS**  
*Youth Demographics by Zip and Locality*  
*Actives From July 1, 2013 through August 31, 2013*

Community / Zip	Ethnicity <sup>(1)</sup>						Total Enrolled	Gender	
	African American	Alaskan Native / American Indian	Asian	Caucasian	Hawaiian / Pacific Islander	Hispanic / Latino		Female	Male
<b><u>Henderson</u></b>									
89002	0	0	1	2	0	0	3	0	3
89011	1	0	0	1	0	2	4	4	0
89012	1	1	0	0	0	0	1	0	1
89014	2	0	1	1	0	4	6	6	0
89015	3	0	1	6	0	11	17	14	3
89074	2	0	0	0	0	0	2	1	1
<b>Henderson Total</b>	<b>9</b>	<b>1</b>	<b>3</b>	<b>10</b>	<b>0</b>	<b>17</b>	<b>33</b>	<b>25</b>	<b>8</b>
<b><u>Las Vegas</u></b>									
89081	1	0	0	0	0	0	1	1	0
89101	7	0	1	6	0	12	24	12	12
89102	2	0	1	2	0	6	9	4	5
89103	4	1	3	4	0	4	12	7	5
89104	3	0	0	3	0	8	13	8	5
89106	36	1	1	1	0	6	40	21	19
89107	7	2	0	5	3	8	21	11	10
89108	23	1	1	18	0	20	59	33	26
89109	1	0	0	0	0	0	1	0	1
89110	12	0	1	9	1	26	47	31	16
89113	0	0	0	1	0	0	1	1	0
89115	26	3	0	8	1	20	49	37	12
89117	3	0	0	7	0	3	9	3	6
89119	6	0	1	3	0	7	19	13	6
89120	2	0	0	3	0	6	10	7	3
89121	4	1	1	4	0	19	31	19	12
89122	11	0	4	6	0	4	23	17	6
89123	2	0	0	0	0	1	3	3	0
89124	2	0	0	0	0	0	2	0	2
89126	1	0	0	0	0	0	1	0	1
89128	7	1	1	4	1	8	19	10	9
89129	7	0	0	4	0	3	14	6	8
89130	9	0	0	1	0	0	9	5	4
89131	1	0	0	0	0	1	2	0	2
89134	1	0	0	0	0	1	1	0	1
89135	1	0	0	3	0	0	3	2	1
89139	2	0	1	2	1	0	4	2	2
89141	3	0	0	0	0	0	3	1	2
89142	7	1	1	5	0	10	19	11	8
89145	4	0	0	8	1	7	15	11	4
89146	5	0	2	4	1	5	10	8	2
89147	4	0	0	1	0	0	5	2	3
89148	1	0	0	2	0	2	5	3	2
89149	3	2	2	2	0	0	6	5	1
89156	7	3	0	7	0	14	23	10	13
89169	1	0	0	3	0	3	7	2	5
89183	2	0	0	0	0	0	2	2	0
<b>Las Vegas Total</b>	<b>218</b>	<b>16</b>	<b>21</b>	<b>126</b>	<b>9</b>	<b>204</b>	<b>522</b>	<b>308</b>	<b>214</b>

**workforce CONNECTIONS**  
*Youth Demographics by Zip and Locality*  
*Actives From July 1, 2013 through August 31, 2013*

Community / Zip	Ethnicity <sup>(1)</sup>						Gender		
	African American	Alaskan Native / American Indian	Asian	Caucasian	Hawaiian / Pacific Islander	Hispanic / Latino	Total Enrolled	Female	Male
<b>North Las Vegas</b>									
89030	16	0	1	4	0	23	42	24	18
89031	29	1	0	6	0	11	42	27	15
89032	31	0	0	2	0	8	41	24	17
89033	1	0	0	0	0	0	1	1	0
89080	1	0	0	0	0	0	1	1	0
89081	17	1	1	0	0	1	20	12	8
89084	2	0	0	0	0	0	2	1	1
89086	0	0	0	1	0	1	1	0	1
<b>North Las Vegas Total</b>	<b>97</b>	<b>2</b>	<b>2</b>	<b>13</b>	<b>0</b>	<b>44</b>	<b>150</b>	<b>90</b>	<b>60</b>
<b>Rural Communities</b>									
Boulder City	0	0	0	1	0	0	1	1	0
Caliente	0	0	0	3	0	0	3	2	1
Jean	0	0	1	3	0	1	4	3	1
Laughlin	0	0	0	0	0	0	0	0	0
Mesquite	0	0	0	0	0	1	1	0	1
Pahrump	1	0	1	13	2	5	17	8	9
Panaca	0	0	0	1	0	0	1	0	1
Searchlight	0	0	0	1	0	0	1	0	1
<b>Rural Total</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>22</b>	<b>2</b>	<b>7</b>	<b>28</b>	<b>14</b>	<b>14</b>
<b>Out of State</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>2</b>	<b>1</b>
<b>Report Total</b>	<b>328</b>	<b>20</b>	<b>28</b>	<b>172</b>	<b>11</b>	<b>272</b>	<b>736</b>	<b>439</b>	<b>297</b>

1) Totals for ethnicity will not generally equal total enrolled due to the fact that multiple ethnicities can be recorded or participants can choose not provide information.





**workforce CONNECTIONS**  
**Youth Demographics by Zip and Locality**  
**Actives From July 1, 2012 through June 30, 2013**

Community / Zip	Ethnicity <sup>(1)</sup>						Total Enrolled	Gender	
	African American	Alaskan Native / American Indian	Asian	Caucasian	Hawaiian / Pacific Islander	Hispanic / Latino		Female	Male
<b><u>Henderson</u></b>									
89002	0	0	1	2	0	0	3	0	3
89011	2	0	0	1	0	3	7	7	0
89012	2	1	0	0	0	0	2	0	2
89014	2	0	1	2	0	5	9	8	1
89015	6	0	1	8	0	12	22	17	5
89052	2	0	0	0	0	0	2	1	1
89074	2	0	0	2	1	0	4	2	2
<b>Henderson Total</b>	<b>16</b>	<b>1</b>	<b>3</b>	<b>15</b>	<b>1</b>	<b>20</b>	<b>49</b>	<b>35</b>	<b>14</b>
<b><u>Las Vegas</u></b>									
89030	0	0	0	0	0	1	1	0	1
89031	1	0	0	0	0	0	1	1	0
89032	1	0	0	0	0	0	1	1	0
89081	1	0	0	0	0	0	1	1	0
89101	14	0	1	16	0	21	48	21	27
89102	6	0	1	5	0	15	23	11	12
89103	11	2	4	10	1	13	27	16	11
89104	12	2	0	3	0	12	27	18	9
89106	64	1	1	3	0	9	74	39	35
89107	17	2	0	10	5	12	40	21	19
89108	41	1	1	26	0	32	94	54	40
89109	2	1	0	1	1	0	5	3	2
89110	29	0	3	12	1	37	76	50	26
89112	1	0	0	0	0	0	1	1	0
89113	0	0	0	1	0	0	1	1	0
89115	56	5	0	12	2	34	97	66	31
89117	5	0	0	10	0	5	15	6	9
89118	6	0	0	0	0	0	6	3	3
89119	17	1	1	9	1	14	43	28	15
89120	5	0	0	4	0	8	16	12	4
89121	9	2	1	8	0	26	45	27	18
89122	18	1	4	9	0	8	34	20	14
89123	3	0	0	0	0	3	5	4	1
89124	2	0	0	0	0	0	2	0	2
89126	1	0	0	0	0	0	1	0	1
89128	12	2	3	8	1	12	32	17	15
89129	10	0	1	5	0	5	19	8	11
89130	18	1	0	9	0	4	26	19	7
89131	3	1	0	1	0	1	4	1	3
89134	1	0	0	1	0	1	2	1	1
89135	2	0	0	3	0	0	4	3	1
89139	4	0	2	2	1	0	7	4	3

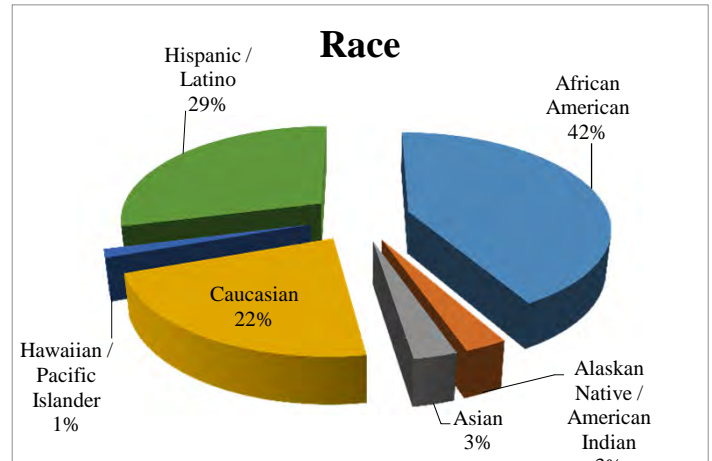
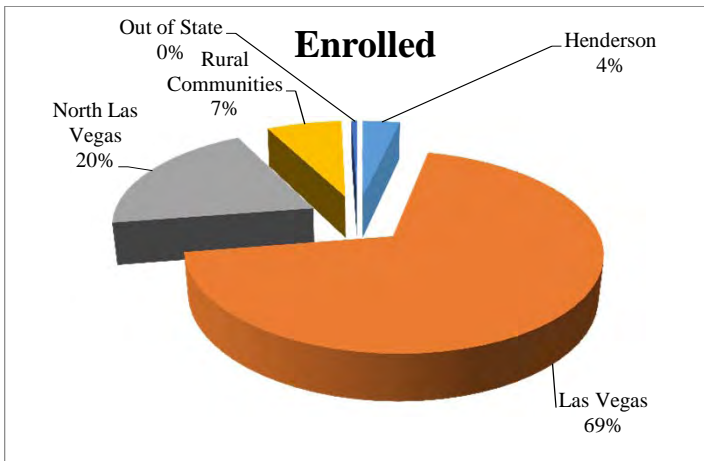
**workforce CONNECTIONS**  
*Youth Demographics by Zip and Locality*  
*Actives From July 1, 2012 through June 30, 2013*

Community / Zip	Ethnicity <sup>(1)</sup>						Gender		
	African American	Alaskan Native / American Indian	Asian	Caucasian	Hawaiian / Pacific Islander	Hispanic / Latino	Total Enrolled	Female	Male
89141	3	1	0	1	0	1	5	2	3
89142	14	1	2	6	0	12	29	16	13
89143	0	1	0	1	0	0	1	1	0
89144	0	0	0	1	0	0	1	1	0
89145	5	0	0	9	1	7	16	11	5
89146	5	0	3	6	1	7	13	10	3
89147	6	0	0	1	0	0	7	3	4
89148	2	0	0	2	1	3	7	4	3
89149	5	2	3	4	0	1	11	8	3
89152	0	0	0	0	0	1	1	1	0
89156	23	4	4	13	1	23	56	26	30
89169	8	1	1	5	0	6	20	10	10
89183	2	0	0	0	0	1	3	2	1
<b>Las Vegas Total</b>	<b>445</b>	<b>32</b>	<b>36</b>	<b>217</b>	<b>17</b>	<b>335</b>	<b>948</b>	<b>552</b>	<b>396</b>
<b><u>North Las Vegas</u></b>									
89018	1	0	0	0	0	0	1	1	0
89030	37	0	1	11	0	39	81	45	36
89031	45	4	1	11	0	17	71	49	22
89032	51	0	0	4	0	11	64	40	24
89033	1	0	0	0	0	0	1	1	0
89080	1	0	0	0	0	0	1	1	0
89081	28	1	1	3	1	6	39	18	21
89084	9	0	0	1	0	1	11	4	7
89086	1	0	0	1	0	1	2	1	1
89106	1	0	0	0	0	0	1	1	0
89115	1	0	0	0	0	0	1	1	0
<b>North Las Vegas Total</b>	<b>176</b>	<b>5</b>	<b>3</b>	<b>31</b>	<b>1</b>	<b>75</b>	<b>273</b>	<b>162</b>	<b>111</b>
<b><u>Rural Communities</u></b>									
Alamo	0	0	0	1	0	1	2	1	1
Amargosa Valley	0	0	0	1	0	0	1	0	1
Boulder City	0	0	0	1	0	0	1	1	0
Caliente	1	0	0	8	0	0	9	5	4
Goldfield	0	0	0	1	0	0	1	0	1
Jean	0	0	1	4	0	1	5	3	2
Mesquite	0	0	0	0	0	1	1	0	1
Pahrump	3	5	2	44	3	15	57	31	26
Panaca	0	0	0	4	0	0	4	1	3
Pioche	0	0	0	2	0	0	2	1	1
Reno	1	0	0	0	0	0	1	1	0

**workforce CONNECTIONS**  
*Youth Demographics by Zip and Locality*  
*Actives From July 1, 2012 through June 30, 2013*

Community / Zip	Ethnicity <sup>(1)</sup>						Gender		
	African American	Alaskan Native / American Indian	Asian	Caucasian	Hawaiian / Pacific Islander	Hispanic / Latino	Total Enrolled	Female	Male
Sandy Valley	0	0	0	3	0	1	3	2	1
Searchlight	0	0	0	6	0	0	6	1	5
Tonopah	0	0	0	4	0	1	5	1	4
<b>Rural Total</b>	<b>5</b>	<b>5</b>	<b>3</b>	<b>79</b>	<b>3</b>	<b>20</b>	<b>98</b>	<b>48</b>	<b>50</b>
<b>Out of State</b>	<b>7</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>7</b>	<b>5</b>	<b>2</b>
<b>Report Total</b>	<b>649</b>	<b>44</b>	<b>45</b>	<b>343</b>	<b>22</b>	<b>450</b>	<b>1,375</b>	<b>802</b>	<b>573</b>

1) Totals for ethnicity will not generally equal total enrolled due to the fact that multiple ethnicities can be recorded or participants can choose not provide information.



**Agenda Item 10. INFORMATION:** Youth Council Meeting Minutes of  
September 11, 2013 (draft)

**WORKFORCE CONNECTIONS  
YOUTH COUNCIL  
MINUTES**

**September 11, 2013  
11:00 a.m.**

**Workforce Connections  
6330 W. Charleston Blvd., Ste. 150  
Bronze Conference Room  
Las Vegas, NV 89146**

**Members Present**

Sonja Holloway, Chair	Vida Chan Lin	Willie J. Fields	Debbie Tomasetti
Mujahid Ramadan	Dan Rose	Tommy Rowe	Lt. Jack Owen

**Members Absent**

Stavan Corbett

**Staff Present**

Ardell Galbreth	Heather DeSart	Suzanne Potter	Jim Kostecki
Ricardo Villalobos	Clentine January	Bridget Shaney	Carol Turner
Shawonda Nance	Carol Polke	Byron Goynes	LeVerne Kelley
Brett Miller			

**Others Present**

Dr. Rene Cantu, Jr., LCCCF	Dr. Tiffany Tyler, Nevada Partners, Inc.
Esther Valenzuela, SNVRHA	Donna Bensing, New Horizons CLC of Nevada
Michelle Carter, SNRHS	Vincent Miller, Goodwill
Kristina Siegmund, Goodwill	Lisa Mariani, Children's Advocacy Alliance
Kelli Mosley, Olive Crest	Steve Piehl, Youth Advocate Program
Arneller Mullins, Nevada Partners, Inc.	Patty Rosatti, Youth Advocate Program
Jeramey Pickett, Nevada Partners, Inc.	Trnee Stephenson, SNCF
Terri D'Antonio, HELP of Southern Nevada	Denise Gee, HELP of Southern Nevada
Pamela Posten, HELP of Southern Nevada	Helicia Thomas, GNJ Family Life Center
Cherie Miller, SNRHA	Sharon Morales, LCCCF
Vickie Henry, CSNV	

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

Matters in the Agenda were taken in the following order.

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

*The meeting was called to order by Chair Sonja Holloway at 11:15 a.m. Staff confirmed the meeting had been properly posted in accordance with the Nevada Open Meeting Law; roll call was taken and a quorum was present.*

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

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

**3. FIRST PUBLIC COMMENT SESSION**

Terrie D'Antonio, President/CEO - HELP of Southern Nevada: Ms. D'Antonio reported that HELP has been providing Out-of-School Youth services since 2008, during which time they have served almost 600 youth. On behalf of HELP, Ms. D'Antonio requested that the Youth Council consider increasing HELP's Out-of-School contract recommendation by \$100,000, which will prevent the closure of their two rural sites in Searchlight and Sandy Valley and limit the number of layoffs to four staff members. Ms. D'Antonio noted that HELP's proposal was evaluated with the highest scores, but is being recommended for the least amount of funding. Over the past six years, HELP has served almost 400 youth through their homeless youth center, who were aged out of foster care and/or in the criminal justice system. Ms. D'Antonio invited the Youth Council to join her on Monday, September 16<sup>th</sup> as HELP becomes the seventh national Framing Hope Program, partnering with Home Depot to train and certify WIA Out-of-School youth in various certificate training, such as forklift, and placement into employment.

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

*A motion was made to approve the Youth Council Meeting Minutes of July 10, 2013 by Mujahid Ramadan and seconded by Lt. Jack Owen. Motion carried.*

**5. INFORMATION: Welcome New Youth Council Member Debbie Tomasetti, Clark County School District**

Chair Holloway welcomed Ms. Debbie Tomasetti, Coordinator of Graduation Initiatives, Clark County School District. Ms. Tomasetti thanked the Youth Council for the opportunity to serve and said she looks forward to working with everyone.

**6. DISCUSSION AND POSSIBLE ACTION: Approve staff's recommendation to award the following Out-of-School Youth contracts for the term of October 1, 2013 through September 30, 2014:**

- |    |  |           |
|----|--|-----------|
| a. | HELP of Southern Nevada                        | \$200,000 |
| b. | GNJ Family Life Center                         | \$600,000 |
| c. | Latin Chamber of Commerce Community Foundation | \$600,000 |

Ricardo Villalobos, Youth Department Director provided background on the Out-of-School RFP process and presented the results of the proposal evaluation process. The Out-of-School Youth RFP was released in July 2013 for employment and training services in the amount of \$1.4 million. Evaluators were identified from various professional organizations, including UNLV's Assistant Professors from the Workforce Development Program and United Way, and other professionals with WIA and/or employment and training experience who offered a variety of expertise to the proposal evaluation process.

The proposals were scored and ranked and those with a score of 85 or higher (rounded) were qualified for potential funding. Following are the evaluators' scores:

	Agency	Eval 5	Eval 6	Eval 7	Eval 8	Eval 55	Eval 66	Eval 77	Eval 88	Total	Average
1	HELP	91	90	69	76.5	92	83	98	85.5	685	85.63
2	GNJ	85	77	67	77	98	92	98	90	684	85.50
3	LCCCF	89	83	74	71	86.5	91	96	86.5	677	84.63
4	NPI	86	79	64	73.5	97	81	94	88	662.5	82.81
5	YAP	78	65	72	71	94	86	93	89.5	648.5	81.06
6	SNVCF	74	47	73	57.5	76	63	79	82.5	552	69.00
7	CSNV	79	45	61	37	73	81	73	73.5	522.5	65.31

Staff assessed the proposals based on criteria in the RFP and recommended the following:

Agency	Amount Recommended	Expected Youth to Serve
HELP	\$200,000	70
GNJ	\$600,000	215
LCCCF	\$600,000	215
	<b>\$1,400,000</b>	<b>500</b>

Ardell Galbreth made a recommendation to the Youth Council to award HELP of Southern Nevada \$400,000 rather than \$200,000 to prevent a disruption of services and stated that the additional funds will be available upon recapturing remaining funds at contract closeout. The exact recapture amount will be available in a few days. Discussion ensued.

Mujahid Ramadan asked if Workforce Connections has the budget to award the additional \$200,000 as well as any other initiatives that may come before the Youth Council. Ardell replied yes, and the other initiatives, requested by members of the board as well as the Local Elected Officials, are being considered.

Jim Kostecki noted that the current Out-of-School Youth contract remaining funds will be recaptured. The In-School contracts with HELP of Southern Nevada and Nevada Partners, Inc. were extended with additional funding at the last meeting.

Mr. Villalobos stated that Youth Advocate Program (YAP) serves all re-entry youth, but all of the Youth funded partners serve adjudicated youth, and staff can provide a report on which providers are serving this population and how many they are serving.

Mujahid Ramadan made a motion to approve staff's original recommendation, and to table the additional \$200,000 for HELP of Southern Nevada for further discussion.

Willie J. Fields asked if the additional funding is a matter of urgency or will it wait until next month. Mr. Galbreth stated that without the additional funding HELP will have to lay off staff now.

Terrie D'Antonio, President/CEO – HELP of Southern Nevada stated that with an additional \$100,000 HELP can keep its two rural locations open and reduce the number of layoffs to four. With an additional \$200,000 no layoffs would be required.

Mr. Ramadan stated that staff layoffs will cause a disruption in services and withdrew his motion.

Lt. Jack Owen commented that a funding plan needs to be implemented at the beginning of the contract to avoid these issues at the end of the contract wherein the provider is forced to lay off staff. Lt. Owen stated that he agreed with Mr. Ramadan's recommendation to award the amount initially recommended by staff as there are other funded partners that have funding needs and are in a better position to utilize the resources. Discussion ensued.

*A motion was made to approve the staff's recommendation to award the following Out-of-School Youth contracts for the term of October 1, 2013 through September 30, 2014 in the amounts listed below by Willie J. Fields and seconded by Vida Chan Lin. Lt. Jack Owen opposed. Motion carried.*

- |   |           |
|---|-----------|
| a. HELP of Southern Nevada                        | \$400,000 |
| b. GNJ Family Life Center                         | \$600,000 |
| c. Latin Chamber of Commerce Community Foundation | \$600,000 |

**7. DISCUSSION AND POSSIBLE ACTION: Approve staff's recommendation to negotiate and amend Rural Youth contracts for an extended term of October 1, 2013 through September 20, 2014**

Mr. Villalobos presented the PY2013 Rural Youth contract recommendations for Lincoln County (pg. 21) and Nye Communities Coalition (pg. 22).

*A motion was made to staff's recommendation to negotiate and amend Rural Youth contracts for an extended term of October 1, 2013 through September 20, 2014 by Tommy Rowe and seconded by Mujahid Ramadan. Motion carried.*

Later in the meeting, staff noted that the Rural Youth contract end date should be September 30, 2014 (not September 20, 2014) and asked the Youth Council to make a new motion to reflect this change.

*A motion was made to amend the contract end date to reflect September 30, 2014 by Lt. Jack Owen and seconded by Dan Rose. Motion carried.*

**8. DISCUSSION AND POSSIBLE ACTION: Approve staff's recommendation to allow Jobs for America's Graduates (JAG) and Graduate Advocate Initiative (GAI) to serve eligible youth in the same CCSD high schools**

- a. Basic H.S.
- b. Bonanza H.S.
- c. Cheyenne H.S.
- d. Cimarron-Memorial H.S.
- e. Del Sol H.S.
- f. Desert Pines H.S.
- g. Mojave H.S.
- h. Valley H.S.

Mr. Galbreth stated that when the Youth Council and Board approved funding for this initiative it was not stated that GAI and JAG would be serving youth in the same high schools. Since then, the Clark County School District has said that it would really like for both programs to be in some of the same schools. Therefore, staff is making a recommendation to allow both JAG and GAI to serve eligible youth in some of the same high schools. A differentiation of both GAI and JAG programs is provided on page 24 and 25 of the agenda packet. Discussion ensued.

Debbie Tomasetti stated that the JAG program is facilitated by Community Services Agency (CSA), a Reno based non-profit. CSA is responsible for providing the wrap-around services for all of the JAG schools in the State of Nevada. Ms. Tomasetti pointed out that the target student populations for the GAI and JAG programs are very different, so there is not overlapping of students. Having both programs in the same schools serving similar student populations provides us the opportunity to see if one program is more effective than the other program. The programs are tracked differently using different data management systems so at the end of the year it will be easy to see if one program is outperforming the other program.

Mr. Villalobos stated that CSA is the agency that will oversee JAG statewide and they will oversee the JAG Specialists that are hired locally for the high schools in Southern Nevada.

Dan Rose agreed with Ms. Tomasetti that it would be beneficial to be able to determine if one program does better than the other, and then possibly go in a different direction.

*A motion was made to approve staff's recommendation to allow Jobs for America's Graduates (JAG) and Graduate Advocate Initiative (GAI) to serve eligible youth in the same CCSD high schools by Willie J. Fields and seconded by Lt. Jack Owen. Debbie Tomasetti abstained. Motion carried.*

- a. *Basic H.S.*
- b. *Bonanza H.S.*
- c. *Cheyenne H.S.*
- d. *Cimarron-Memorial H.S.*
- e. *Del Sol H.S.*
- f. *Desert Pines H.S.*
- g. *Mojave H.S.*
- h. *Valley H.S.*

**9. INFORMATION: 2012 – 2013 Graduate Advocate Initiative (GAI) Report**

Mr. Villalobos presented the GAI report provided on page 28 of the agenda packet. The report provides a snapshot of the 937 WIA eligible youth that were enrolled at each of the 14 high schools this past year. Of the 937 youth, 65% earned a high school diploma, 7% earned an adjusted diploma, and 17% earned a certificate of attendance.

Chair Holloway stated that the certificate of attendance is worthless and asked the funded partners to speak about what strategies they are taking to help students who have not earned a high school diploma. Dr. Tyler reported that Nevada Partners is providing tutoring for subjects youth are deficient in and for the proficiency exam. Youth who are severely deficient, are transferred to adult education and prepped for the GED exam.



NPI continues to develop strategies for those who have not graduated. NPI has placed 200 youth into post-secondary education and 53 into employment.

Ms. Tomasetti reported that under new legislation, there will no longer be the opportunity for students to obtain a certificate of attendance, which means that students must meet all the requirements of graduation to attend the graduation ceremony and earn a high school diploma.

Dan Rose asked about outreach for the GAI program. Dr. Tyler replied that NPI reaches out to systems that serve the most vulnerable youth populations, such as homeless and adjudicated youth, and coordinates targeted outreach with them, offering wraparound services that will ensure the youth graduate. Last week, 150 youth attended NPI's outreach event, and 63 applications are pending.

Chair Holloway stated that GAI should be in all of the high schools.

#### **10. INFORMATION: Southern Nevada Children First (SNCF) "High Risk" Designation Update**

Jim Kostecki presented the SNCF high risk update as provided on page 29 – 38 of the agenda packet. On Monday, September 9<sup>th</sup> Workforce Connections' staff was onsite to review SNCF's invoices for April, May and June. Staff identified small differences on the invoices; SNCF will make the changes and resubmit the invoices. SNCF's staff and consultants are effectively working on the issues and are working well with our staff. Mr. Kostecki commented that everything is progressing well and it appears that everything will work out by the September close-out invoice.

Mr. Kostecki noted that at the last Board meeting there was concern whether or not staff was providing SNCF adequate training, so the various trainings that were provided to SNCF are now listed on the technical assistance history provided on page 38 of the agenda packet.

#### **11. INFORMATION: Awards & Expenditures Report**

Mr. Kostecki presented the Awards & Expenditure report provided on page 40 of the agenda and noted that the report format was revised to include open pink papers highlighted in pink. On this report two providers have open pink papers, Southern Nevada Children First (high risk) and Lincoln County, who was issued a pink paper for not submitting a timely invoice for July. The provider has since responded and the matter is resolved.

The In-School Youth providers (Nevada Partners and Help of Southern Nevada) received an additional \$750,000 and the contracts were extended to September 30, 2014. Youth Advocate Program received an additional \$300,000 to continue providing re-entry youth services through September 30, 2014.

#### **12. INFORMATION: Youth Funding Plan**

Carol Turner presented the Youth Funding Plan provided on page 42 of the agenda packet. There is \$1,603,154 (approximately 2.8 months) remaining. The current year's funding (PY2012) will be used by December and we will then begin using PY2013 funds.

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

Mr. Villalobos reported on the following:

- Assembly bill eliminating the certificate of attendance; focus on high school diploma
- GED is being revamped in January 2014 to align with common core standards
- Workforce Connections' 2-Year Strategic Plan update: 158 work experiences and/or occupational skills training opportunities since July
- Workforce Connections will be launching a WIA academy to provide technical assistance, in partnership with UNLV's continuing education department. The funded partners will have access to legitimate certificate training and the opportunity to earn CEUs.

**14. SECOND PUBLIC COMMENT SESSION**

Monique Harris, Southern Nevada Children First: Ms. Harris thanked the Youth Council for their patience and support while SNCF works through the situation. Ms. Harris reported that SNCF served 150 youth with a 75% success rate with regard to performance measures.

Denise Gee, HELP of Southern Nevada: On behalf of Ms. D'Antonio and HELP of Southern Nevada, Ms. Gee thanked the Youth Council for the additional support and the opportunity to serve at-risk youth. HELP had the opportunity to partner with MGM Properties, Justice Court and a number of employers in the community to provide work experience opportunities. Ms. Gee that HELP will expend all In-School and Out-of-School funds.

Sherman Rutledge, Program Director - GNJ Family Life Center: Mr. Rutledge presented a new initiative to help move out of school youth into high-demand jobs with high wages, called the Governor's Nine Industry Sectors Interconnected with STEM. On August 23, GNJ hosted its first city wide tour for 50 youth. The keynote speaker was DETR Director Frank Woodbeck. More city tours are scheduled each quarter.

Dr. Rene Cantu, Jr., Executive Director - Latin Chamber of Commerce Community Foundation: On behalf of co-chairs, Irene Bustamante-Adams and Eloiza Martinez, the Board and staff, Dr. Cantu thanked the Youth Council for the Out-of-School Youth contract. LCCCF has lined up some amazing partners to work with, including Clark County Juvenile Justice, CSN and UNLV.

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

Dan Rose commented that even though construction is still down, the trades are a viable choice for career and education and should not be considered second to college. Going through the program provides a full scholarship for an Associate's degree. Currently, Sheet Metal Journeymen are making \$41 per hour plus benefits.

**16. ACTION: Adjournment**

*A motion was made to adjourn the meeting at 12:43 p.m. by Mujahid Ramadan and seconded by Lt. Jack Owen. Motion carried.*

**Agenda Item 11. DISCUSSION AND POSSIBLE ACTION:**

Approve the Youth Council's recommendation to award the following Out-of-School Youth contracts for the term of October 1, 2013 through September 30, 2014

- a. HELP of Southern Nevada .....\$400,000
- b. GNJ Family Life Center .....\$600,000
- c. Latin Chamber of Commerce Community Foundation.....\$600,000

**2013 Out-of-School RFP**
**Evaluation Scores**

	Agency	Eval 5	Eval 6	Eval 7	Eval 8	Eval 55	Eval 66	Eval 77	Eval 88	Total	Average
1	HELP	91	90	69	76.5	92	83	98	85.5	685	85.63
2	GNJ	85	77	67	77	98	92	98	90	684	85.50
3	LCCCF	89	83	74	71	86.5	91	96	86.5	677	84.63
4	NPI	86	79	64	73.5	97	81	94	88	662.5	82.81
5	YAP	78	65	72	71	94	86	93	89.5	648.5	81.06
6	SNVCF	74	47	73	57.5	76	63	79	82.5	552	69.00
7	CSNV	79	45	61	37	73	81	73	73.5	522.5	65.31

**Recommendation**

Agency	Amount Recommended	Expected Youth to Serve
HELP	\$400,000	70
GNJ	\$600,000	215
LCCCF	\$600,000	215
	<b>\$1,600,000</b>	<b>500</b>

**Current YFP Funding of Top 5 OSY Proposals (80 or above)**

Agency	Program	Recently Awarded	Rec. Funding	Total Funding
HELP	ISY	\$750,000	\$200,000 (OSY)	\$950,000
GNJ	OSY	\$0	\$600,000	\$600,000
LCCCF	OSY	\$0	\$600,000	\$600,000
NPI	ISY	\$750,000	\$0	\$750,000
YAP	Re-Entry	\$300,000	\$0	\$300,000
		<b>\$1,800,000</b>	<b>\$1,400,000</b>	<b>\$3,200,000</b>

**Agenda Item 12. DISCUSSION AND POSSIBLE ACTION:**

Approve the Youth Council's recommendation to negotiate and amend Rural Youth contracts for an extended term of October 1, 2013 through September 30, 2014

- a. Lincoln County .....\$100,000
- b. Nye Communities Coalition .....\$200,000

**Lincoln County  
Rural Youth Program**

<b>Program Year:</b>	PY13
<b>Program/Agency Name:</b>	Lincoln County Workforce Program
<b>Location:</b>	Lincoln County, NV
<b>Program Type:</b> <i>(Please note the funding stream)</i>	WIA Youth Formula
<b>Program Dates:</b>	October 1, 2013 – September 30, 2014
<b>Amount Recommended:</b>	\$100,000
<b>Cost Per:</b>	\$4545
<b># to Serve:</b>	New Youth – 22
<b>Target Population:</b>	17-21 year olds, in and out of school youth
<b>Program Description:</b>	<p>The project will identify gaps in education and career advancement for eligible youth, create exposure to career opportunities and provide urban life skill training. Out of school youth will be aligned for placement in employment, further training or post-secondary education to obtain a degree, certificate or diploma according to their career plan developed through the program. Out of school youth will be approached through adult and alternative education, juvenile parole, family social support agencies and local networks. To identify their education capabilities and weaknesses they will be pre and post tested for Lit/Num levels. Youth in school will dominantly be seniors. In school youth will be pre and post tested for Lit/Num levels. Each youth will establish a career plan including the education required and implement the plan, have individual career alignment, participate in virtual career tours online, and receive needed education counseling. Youth in groups may participate in career days out of the county, job shadowing, leadership activities in community events, and technology education so they can gain an understanding of a career that is interesting and viable for them. Youth will learn about resume development and interviewing, customer service to increase their chances of obtaining employment. Assistance in finding financial aid programs will be provided to increase the feasibility of post-secondary education. Education advancement to achieve higher Lit/Num levels will be attained through addressing visual discrimination processing problems (through targeted training for school district staff), tutoring, and adult and alternative education classes. Life skills for urban living will become blended into teaching curriculum so that these rural youth can thrive in new environments for further education and jobs. The program will hire a case worker/coordinator to provide these services suited to each of the 22 eligible youth.</p>
<b>Contact Person &amp; Info.:</b>	Holly Gatzke, 775-726-3109 ext 106, gatzkeh@unce.unr.edu

**Nye Communities Coalition  
Rural Youth Program**

<b>Program Year:</b>	PY13
<b>Program/Agency:</b>	NyE Communities Coalition
<b>Location:</b>	Pahrump – limited services at Tonopah 1020 East Wilson Road Pahrump NV 89048
<b>Program Type</b>	WIA Youth Formula
<b>Program Dates:</b>	October 1, 2013 – September 30, 2014
<b>Amount Recommended:</b>	\$200,000
<b>Cost Per:</b>	\$2941
<b># to Serve:</b>	New Youth – 68
<b>Target Population:</b>	In school, Out of school, disabled youth, teen parents / pregnant, homeless, youth involved with juvenile justice / courts ages 16-21
<b>Program Description:</b>	<p>Youth participants will participate in the following program activities and elements:</p> <ul style="list-style-type: none"> <li>• Objective assessment of academic levels, skill levels, and service needs along with of basic skills, occupational skills, prior work experience, employability, interests, aptitudes, supportive service needs, and developmental needs.</li> <li>• Development of an Individual Service Strategy for each participant that identifies an employment goal, achievement, objectives, and services using the information obtained in the assessment.</li> <li>• Assistance as appropriate with postsecondary preparation and enrollment, proficiency and graduation requirements; linkage of academic and occupational learning; work experience and internships; connections to local employment / employers.</li> <li>• Educational assistance including tutoring and Study Skills Training; dropout prevention strategies; and connection to alternative secondary school offerings.</li> <li>• Work experiences that are paid and unpaid and is where planned, structured learning will take place.</li> <li>• Leadership development that will include community services and peer centered activities encouraging responsibility and other positive social behaviors along with instruction that encourages decision making, teamwork, and citizenship activities.</li> <li>• Provision of supportive services that may include: Transportation, childcare, other barriers to training / employment; adult mentoring; and referrals for guidance and counseling as needed.</li> <li>• Implementation of the Youth STEM program: “What’s It Mean to Be Green” curriculum and hands on interactive activities. Additional delivery of STEM activities through interactive software and hardware activities including building of computers and use and promotion of alternative green activities including use of bicycles.</li> <li>• Delivery of follow-Up Services.</li> </ul>
<b>Contact Person:</b>	Stacy Smith (775) 727-9970/ stacy@nyecc.org

**Agenda Item 13. INFORMATION:** Jobs for America’s Graduates (JAG) and Graduate Advocate Initiative (GAI) to serve eligible youth in some of the same Clark County School District (CCSD) high schools

- a. Basic H.S.
- b. Bonanza H.S.
- c. Cheyenne H.S.
- d. Cimarron-Memorial H.S.
- e. Del Sol H.S.
- f. Desert Pines H.S.
- g. Mojave H.S.
- h. Valley H.S.



## **Program Differentiation**

### **Graduate Advocate Initiative & Jobs for America's Graduates**

#### **GRADUATE ADVOCATE INITIATIVE**

- A local strategy for helping seniors at 14 at-risk high schools in the Clark County School District succeed, in school and after graduation in both post-secondary endeavors and on the job
- Has served more than 1500 young people in the Clark County School District
- Has been implemented in Clark County since December 2011.
- Completely funded by partnering organizations resulting in no cost to the Clark County School District
- Serves 50 senior class status students in 14 high schools each school year
- Students are selected based on the risk of not completing the requirements for a high school diploma due to:
  - 1-2 credits deficient
  - Unable to pass all or part of the High School Proficiency Exam
  - Possess at least 2 barriers preventing them from being successful academically
- Mentors provided through the Reclaim Your Future Mentoring Project
- Participating students meet with the Graduate Advocate Coordinator monthly and participate in supportive programs provided by the funded partners
- Supportive services are provided by local nonprofit organizations
- Data is collected using the NVTrac data management system

#### **JOBS FOR AMERICA'S GRADUATES**

- A national strategy for helping the highest-risk, most disadvantaged young people succeed, both in school and on the job
- Has served more than 900,000 young people in 32 states
- Has been implemented in the state of Nevada since October 2012
- Funded by federal, state and private resources, including the school district
- Serves 35-45 students each school year; 2/3 junior class status, 1/3 senior class status in 10 high schools
  - Selected students are those that are most at risk of not completing the requirements for a high school diploma, transitioning from school to workplace, and/or enrolling in a postsecondary institution. JAG defines the most at risk young people are those who have one or more of the following characteristics: one or more years behind modal grade for one's age group; below-average

academic test scores relative to students in his class, with particular emphasis on those in the bottom 25% of the test distribution; above-average number of absences during the past school year in comparison to other students in the school; placed on probation, suspended from school one or more times during the past two years; member of an economically disadvantaged family; lives with only one or neither of his/her natural parents; mother has not graduated from high school; closest friends have limited educational experiences

- Student selection is guided by the In-School Advisory Committee
- Students meet with the JAG Specialist every day
- Students must enroll in the Jobs for America's Graduates class as part of their daily school schedule. Students earn an elective credit for completing the class
- Students participate in the Nevada Career Association; a student organization
- Supportive services are provided by a Reno, NV based nonprofit organization
- Data is collected using the e-NDMS and NevadaWorks data management systems

## Community & Government Relations

### *School-Community Partnership Program*

C/O WESTERN HIGH SCHOOL • 4601 W. BONANZA ROAD • LAS VEGAS, NV 89107 • (702) 799-6560 • FAX (702) 799-6570

August 27, 2013

Ardell Galbreth  
Workforce Connections  
7251 W. Lake Mead Blvd., Suite 200  
Las Vegas, NV 89128

Dear Ardell,

I wanted to thank you for your support during the July 23, 2013 Workforce Connections Board meeting regarding the request to allocate funding for the Jobs for America's Graduates (JAG) program. I also wanted to clarify the decisions made regarding the schools which will host the program and the fact that some of these schools also have the Graduate Advocate Initiative (GAI) in place. As was discussed at the Workforce Connections Board meeting, eligible students at the following schools will participate in either the GAI or the JAG program; Basic, Bonanza, Cheyenne, Cimarron-Memorial, Del Sol, Desert Pines, Mojave and Valley. Each program will maintain separate data collection and management systems.

The advantage of providing both programs in these schools is that though both programs focus on improving the graduation rate, the strengths of each program will provide the opportunity to enroll students based on individual need of the students that each program can address. For example, the JAG program has a clearly defined curriculum which provides the students daily contact with the JAG Specialist where the GAI provides monthly contact with the Graduate Advocate Coordinator. The JAG program provides students with the opportunity to participate in the student association as a way to development leadership skills while the GAI provides multiple opportunities for students to engage in workshops and learning activities to develop leadership skills.

I am looking forward to the opportunity to expand the Jobs for America's Graduates Program in our schools to meet the needs of our students.

Sincerely,



Debbie Tomasetti, Coordinator  
Graduation Initiatives  
School-Community Partnership Program  
Clark County School District

**Agenda Item 14. INFORMATION: 2012 – 2013 Graduate Advocate  
Initiative Report**

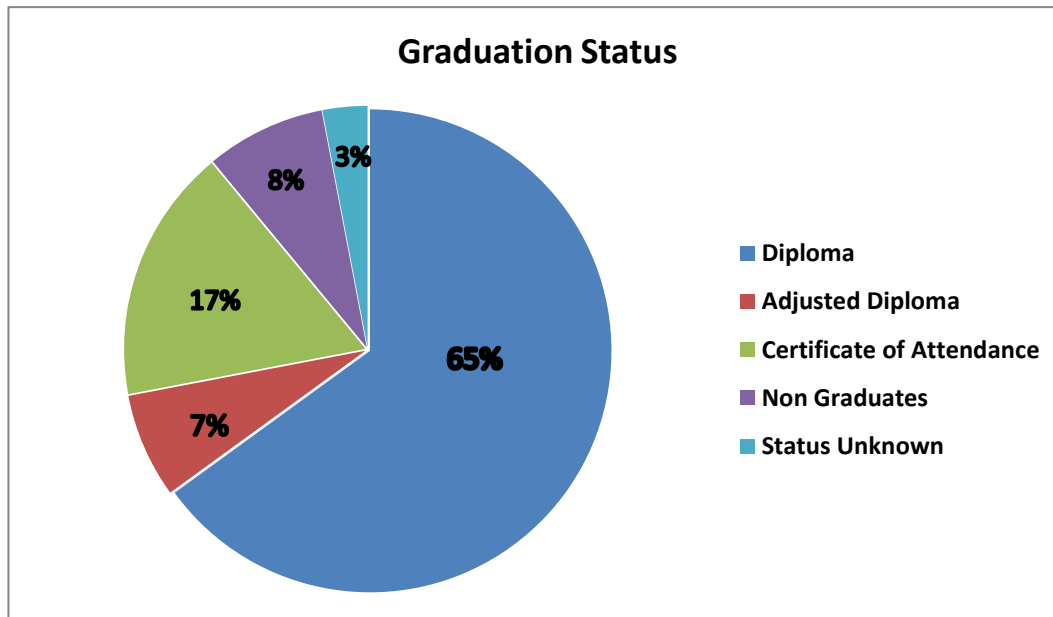
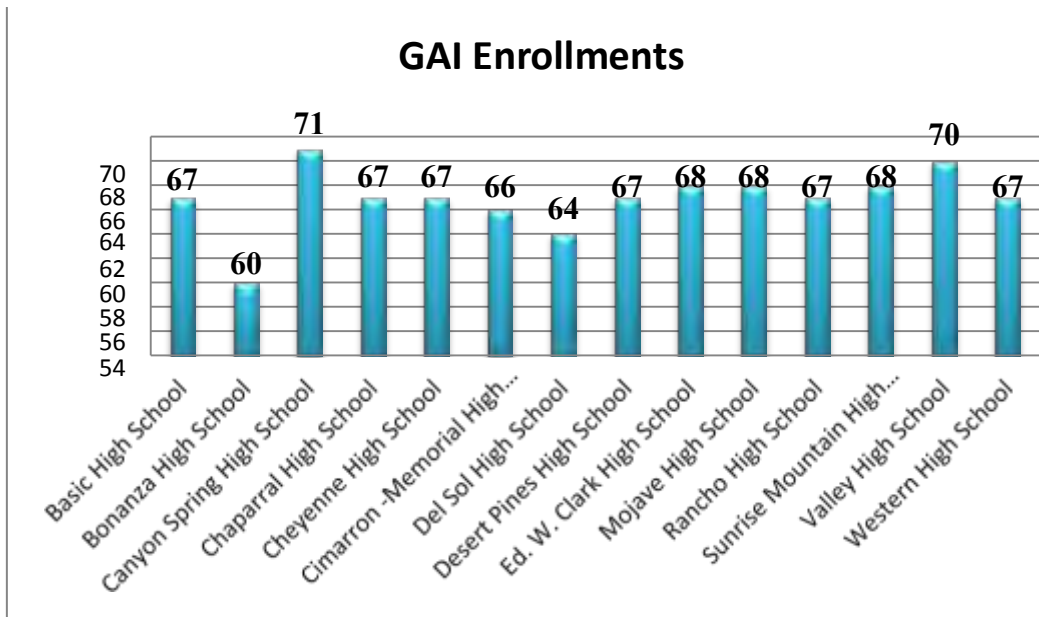


## Graduate Advocate Initiative

2012-2013

Nevada Partners and HELP of Southern Nevada administer the Graduate Advocate Initiative. To date, Nevada Partners' and HELP of Southern Nevada's Youth Divisions have provided services to **937** In School Youth, of the **920** youth participants projected to receive services this program year. Nevada Partners and Help of Southern Nevada have completed **102%** of the projected enrollments.

### Nevada Partners/HELP of Southern Nevada Enrollments



**Agenda Item 15. INFORMATION: Budget & Finance Committee**  
Meeting Minutes of September 11, 2013 (draft)

**WORKFORCE CONNECTIONS  
MINUTES**

of the meeting of the

**BUDGET & FINANCE COMMITTEE**

The Budget & Finance Committee held a public meeting on Wednesday, September 11, 2013, beginning at 2:04 p.m. at the following location:

At its principal office at 6330 W. Charleston Blvd., Ste. 150  
Bronze Conference Room,  
Las Vegas, Nevada

The site has speakerphone and voice-stream link capability. The public was invited to attend at this location.

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

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

Staff confirmed the agenda posted three working days prior to the meeting in accordance with the Nevada Open Meeting Law by posting at four Official Bulletin Boards (locations listed on agenda). Staff members of Workforce Connections and members of the public were asked to sign in. (Sign in sheets are attached to the original minutes).

2. Discussion and Possible Action: Approval of the Agenda with inclusions of any emergency items or deletion of any items

*A motion to approve the agenda presented by staff, made by Vida Chan Lin and seconded by Bill Bruninga. Motion carried.*

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

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

*Hearing no comments, Dan Gouker-Chair closed the Public Comment Session.*

4. Discussion and Possible Action: Approval of minutes of the previous Budget & Finance Committee meeting held on August 14, 2013

*A motion to approve the meeting minutes of August 14, 2013 presented by staff, made by Bill Bruninga and seconded by Vida Chan Lin. Motion carried.*

5. Review, Discuss and Accept Reports:

A. Awards & Expenditures – Monthly Update (Compliance and Operational Status of Service Providers)

Jim presented and reported on the Awards & Expenditures for Program Year PY2013 Adult/Dislocated Worker and Youth monthly update. He stated that the last reporting period began the institution of the pink highlighted areas on the report for any outstanding “Pink” or “High Risk” designation status. The report contains the new contracts and continuing contracts only.

Lincoln County is highlighted pink for not submitting their invoices timely. Lincoln County had turnover in their program staff in July, and working to rectify this issue. Lincoln County did not have expenditures in July, but did not convey the information to WC staff until the pink paper was issued and sent. This issue will be resolved.

Jim further stated that at the Youth Council today, under the RFP the Out-of-School youth contracts were approved. If approved at the board level, the following contracts will be added to the next reporting period:

- \$400,000 to HELP of Southern of Nevada
- \$600,000 to Latin Chamber of Commerce Community Foundation
- \$600,000 to GNJ Family Life Center

#### Rural and Tri-County

- \$100,000 to Lincoln County for an additional year (through 9/2014)
- \$200,000 to Nye Community Coalition for an additional year (through 9/2014)

Jim stated that an item of note under the direct grants: YouthBuild 2013 has been awarded with new funding of \$1,100,000 ending November 2016, and the AmeriCorps grant that is tied to the YouthBuild 2013 grant in an amount of \$25,000 is forthcoming. Additionally, the NEG grant was awarded to Workforce Connection for \$1,400,000 that should be approved at the state level this month. Essentially, this grant is an extension to support the dislocated worker-funding stream with similar rules and one exception: The additional criterion is that you must have 27-weeks of unemployment to be eligible, with no supplemental services – training monies only.

	<b>Adult Expenditures</b>	<b>Dislocated Worker Expenditures</b>	<b>% Spent</b>
WIA PY11 One-Stop			3.45%
WIA PY11 Home Office			5.28%
WIA PY11 Other (Disabilities, Re-Entry, Rural)			5.28%
<b>Total PY2011/PY2012 Adult &amp; Dislocated Worker</b>	<b>70%</b>	<b>30%</b>	<b>18.43%</b>
	<b>Youth In-School</b>	<b>Youth Out-Of-School</b>	<b>% Spent</b>
WIA PY2011 Youth General	65%	35%	69.53%
WIA PY2012 Youth General	52%	48%	52.42%
WIA PY2011 Youth Rural and Tri County	54%	46%	81.80%
WIA PY11-12 Youth Re-Entry	0%	100%	37.23%
<b>WIA PY2011 To Be Allocated Amounts</b>	<b>53%</b>	<b>47%</b>	<b>57.31%</b>
			<b>% Spent</b>
<b>Direct Grants</b>			<b>43.43%</b>

#### B. Funding Plans Adult/Dislocated Worker and Youth

Carol presented and reported on the Adult and Dislocated Worker Funding Plan on page 10 and 11 of the agenda packet. She indicated that the amount is unknown for the PY2011 Incentive Funding for June 2012 Performance – Waiting for DETR. From the previous year, Workforce



Connections received \$75,000 for the Small Business Institute, but as for the Incentive Funding for June 2012 Performance, Workforce Connections has not heard back from DETR on this area.

Ardell stated that he has discussed this with both the Deputy Director and Director of DETR on a couple of occasions. DETR does not have WIA funds or general funds. The WIA funds were cut from 15% that would normally be going to the Governor (5% for Administrative support services and 10% for statewide activities), the Governor no longer has that 10% to use; therefore DETR does not have it in their budget to allocate to the local boards in the form of incentives.

Carol stated that additional funds were set aside for rural projects that are under development through Ardell. He is looking at programs in the rural areas of Boulder City, Laughlin, and Mesquite in the Clark County area, Tonopah, and Esmeralda County.

Carol reported additional information regarding the Re-Entry Barber Training. It costs approximately \$10,000 per client to train. It is a six-month training program with apprenticeship hours. Additionally, there will be supportive service, a caseworker, job developer, and entrepreneurial funds as they will essentially be self-employed.

Heather noted it is less expensive to train in state than to send individuals out-of-state because you are then looking at housing and subsistence costs.

Ardell stated that currently 19 individuals could be trained at a time. Ardell stated that in an effort to have two Barber schools up and running prior to the end of the year. Currently one Barber Training school requires viability for individuals to secure their barber's license. With two Barber schools in the state, as many as 40 individuals can be trained per year.

<b>Pending Contracts-ADW</b>	
PY2013 New One-Stop Partner RFP (Veterans Oct 2013 to Sept 2014)	\$650,000
PY2013 Workforce Connections Urban Computer Center	\$150,000
PY2013 New Adult and DW (Rural-Esmeralda - Start Jan 2014)	\$50,000
PY2013 New Adult and DW Contracts (Clark County-Mesquite – Start Jan 2014)	\$50,000
PY2013 New Adult and DW Contracts (Re-entry - Barber Training)	\$850,000
PY2013 Adult and DW Contracts (Re-entry – Logistics/Warehousing Operations)	\$500,000

<b>Pending Contracts-Youth</b>	
PY2011 Youth Rural Contracts Extension (Extend to Sept 2014)	\$300,000
PY2013 Out-of-School Youth Contracts (Oct 2013 to Sept 2014)	\$1,400,000

6. Information:

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

Jim Kostecki reported on the PY2013 WIA Formula Budget with accompanying Budget Narrative. He stated this is no change from the previous reporting period.

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

Jim presented and reported on the June year-to-date Budget vs. Actual Preliminary Finance Report (Workforce Connections' Operations). He stated this is no change from the previous reporting period.

C. Audit findings for Program Year 2011 (Year Ended June 30, 2012) – September Report

Jim presented and reported Audit findings for Program Year 2011 (Year Ended June 30, 2012). He stated there is no change reported from the previous reporting period.

7. Information: Southern Nevada Children First “High Risk” Designation

Jim stated that this past Monday Southern Nevada Children First (SNCF) was required to have invoices prepared for April, May, and June corrected with documentation provided that would be current for the full year on both contracts. The agency is showing significant improvement, but areas remain non-compliant. On the summer youth component, SNCF will receive some reimbursement as they have substantiated enough for funding; however on the out-of-school contract there is some excess advance money through the June invoice. SNCF has done an excellent job with the consultants they have with Workforce Connections able to re-coop all the money advanced to them, yet still owe them some funds based on expenditures. Based on the RFP issued this morning, SNCF was not selected to continue as a partner going forward.

8. Information: Bridge Counseling Associates “High Risk” Designation

Ardell reported on the Bridge Counseling Associates “High Risk” Designation letter that was sent to the executive director of Bridge Counseling Associates (BCA) on August 30, 2013 (page 32 of the agenda packet). The letter indicates BCAs’ failure to liquidate \$115,500.00 in training accruals as required during the 60-day closeout period of PY11 Adult/DW Green contract and amendment #1.

Ardell further stated that the carryover process was changed to reflect a close-out effective either June 30 or September 30 of the program year, that caused the elimination of carryover funds, and as a result reflects the misappropriation of \$115,500.00 by Bridge Counseling Associates.

Ardell has met with the Program Director, and received assurances from the Chairman of the Board of BCA regarding actions taken to repay the disallowed costs. Assurances include working with staff on particular details and defined strategy regarding the recovery of funds; and to alleviate BCAs’ closure to the community. Ardell further stated that BCA has requested a 90-day extension that he supports for two reasons: 1) To recover the disallowed costs; and, 2) The community will be able to receive the services that BCA provides.

Hannah Brown queried the financial report (page 7 of the agenda packet) that indicates BCA has a remaining balance of \$396,000 plus an additional \$600,000 that go through September 2014. What has been asked of this committee is to continue the contract for what period? Ardell responded that WC would continue with the current contracts to allow BCA to recover the funds to repay WC, and remain open for services to the community.

Jim Kostecki stated that the funds in question, is the amendment that ended on June 30, 2013. In the past, we added money and rolled forward the contract; however, this time WC ended the funding on that amendment, gave BCA two new contracts (one for the One-Stop Career Center, one for BCAs’ home office). The trainings in questions occurred on the June 30 contract. Those had to close out by August 29 that would reflect all accruals liquidated. At that time, BCA was not able to pay their training provider. That was the amendment. WC needs to continue to work with BCA going forward with the additional funds you have indicated.

Jim further clarified two issues: First on the money owed to WC. That is money WC had physically given to BCA based on invoices to WC saying those trainings have been spent. When it came time to liquidate the accruals, WC received a complaint from the vendor which was 60-days past due from June 30, 2013. That money was not there to pay the vendor even though WC had provided BCA funds. That is where the disallowed cost issue comes. WC had paid funds for WIA expenditures, it

has been used somewhere else. Going forward, as the letter states, BCA is on a cash reimbursement basis, based on expenditures. However, it is the 90-day extension issue with WC staff working out the details with BCA.

Hannah Brown queried, "What timeframe can you predict that we [WC] will recover the funds that you owe us?"

Frank Parenti, Program Director for BCAs' vocational program. There have been changes with our agency including accepting the resignation of the executive director and the fiscal director. Apparently, this has been somewhat of a reoccurring problem, paying late, and we were just made aware of it, then the board of directors took action on it.

We do not pay on a cash basis; we are on a cash reimbursement basis, and then pay. We did it on an accrual basis based on the fact that, it is a large amount of money. Our payroll and obligations are so large that when we had three specific grants that were not paying over a six-month period, we were always behind. When that last final payment came to close out the program year that is where this actually happened. We would have carry forward to the next program year and be caught up in our obligation.

Programmatically we are doing what we are supposed to do, but fiscally we have not. The people that were responsible for that to this point have resigned effectively yesterday. We are putting everything we can into place to make sure that the debt is paid and we can move forward with meeting the performance standard that we have set for ourselves, and the ones that we have through our contact.

Ardell stated for the record, that this was not a 'missed step' of WC staff. It was at that time, the policy of this Board to allow contracts to have funds carry from one contract year to another. However, I have changed that policy and WC will be closing out contracts annually. Additionally, BCA has been receiving clean independent audits every year and it went undetected. This will be presented to the Local Elected Officials prior to the Board meeting, and staff extends an invitation to BCA to attend.

Dan requested that this agenda item be placed on both the LEO agenda and the Board agenda for discussion and possible action. Dan invited BCA to attend both meetings, and prepare to discuss the plan of action, the timeframe in which to reimburse, and the resignation of both the executive director and finance director.

Frank stated for the record, that BCA is accepting full responsibility for the entire situation. The way it was brought to light for us [BCA] is just as surprising to you [WC] as it is to us. BCA is hoping that moving forward with an interim executive director and the plan that we have in placed that this will be resolved. We [BCA] have been a provider for over 12 years, we have never had "High Risk" status, and it is embarrassing. It is not our intent, we want to continue providing the services we offer, and have over the years with this board. We are appreciative of the opportunity to try to correct this issue with the Board and we appreciate your assistance.

Dan Gouker and Hannah Brown stated they were in full support of the 90-day extension for Bridge Counseling Associates.

Ardell stated for the record, regarding full disclosure. "There is a risk! If BCA is not able (for whatever reason) to recover the disallowed costs within the timeframe allotted, that will be another road to hoe. Yes, I recommend the 90-day extension, but it is not without risk."

9. Information: J.A. Solari – WISS Monitoring Report and Response

Jim reported that J.A. Solari performed the State's fiscal monitoring. This is the first year audit report based on their June 30, 2012 review. J.A. Solari came out before and after the audit ended to

complete the review. On page 38 of the agenda packet is the corresponding letter from DETR with requested answers to 3-4 questions. On page 40 of the agenda packet is a letter sent August 28, 2013. WC is presuming the letter has been accepted with no contrary response from DETR.

Jim provided an update: One of the issues was no approved cost allocation plan. That came out in previous audits with staff forwarding an approved cost allocation plan in 2011. The report is due April 1 every year. This report, actually completed J.A. Solari in March, DETR had the report revised slightly to reflect the approved cost allocation plan that was submitted a full year back and staff did not receive the update until August from DETR. An email will be forwarded (the March email) to DETR requesting that they approve the cost allocation plan for next year.

Timeline synopsis:

- Site review conducted in January
- Report issued in March
- WC received the report in August with only 3 weeks to respond
- Staff responded on August 28
- No further communication received from DETR
- One outstanding issue – Cost Allocation Plan for July 1, 2013 that will be resubmitted to DETR

10. Public Comment (2<sup>nd</sup> period)

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

***Hearing no comments, Dan Gouker, Chair closed the Public Comment Session.***

11. Adjournment unanimously approved at 3:02 p.m.

Respectfully submitted,  
Dianne Tracy

**Agenda Item 16. DISCUSSION AND POSSIBLE ACTION:**  
Accept staff's report regarding Southern Nevada  
Children First (SNCF) "High Risk" Designation

## PINK PAPER

August 26, 2013

Ms. Monique Harris, Executive Director  
Southern Nevada Children First  
720 W. Cheyenne Ave., #30  
North Las Vegas, NV 89030

RE: Failure to fully complete monitoring corrective action timeline items due August 26, 2013

Dear Ms. Harris:

**Please consider this PINK PAPER notice as warning that further sanctions may be levied if the following deficiency is not resolved within 2 days from the date of this letter:**

**Deficiency:** Per the monitoring corrective action timeline agreed upon by WC and Southern Nevada Children First (SNCF), the January to March 2013 Summer Invoices and the January to March 2013 YOS Invoices were to be fully completed with all source documentation by 10:00 a.m. on August 26, 2013. Faith Cannella and MaryAnn Avendano performed a site visit to verify completion and found that the items referenced on the attachment are still outstanding.

**Corrective Action:** To correct this deficiency, please submit all of the requested items on the attachment entitled "Items outstanding from 8/26/13 monitoring corrective action timeline" to WC by 4:00 p.m. on August 28, 2013.

If the written corrective action is not received within the time requirement indicated above, further sanctions may result. Also, if technical assistance is needed in support of correcting the deficiency, please contact me immediately. I can be reached via phone at (702) 638-8750. Your assistance in resolving this deficiency is most appreciated.

Sincerely,



Jim Kostecki  
Finance Manager

Attachment: Items still outstanding from August 26, 2013 timeline  
Updated monitoring timeline as of August 26, 2013

cc: Angel Melfi, Accountant, Southern Nevada Children First  
Dan Gouker, Budget/Finance Committee Chair, Workforce Connections  
Ardell Galbreth, Executive Director, Workforce Connections  
Heather DeSart, Deputy Director, Workforce Connections  
Ricardo Villalobos, Program/Department Director-Youth  
Clentine January, Program Specialist II-Youth Programs  
MaryAnn Avendano, Sr. Financial Analyst, Workforce Connections  
Faith Cannella, Sr. Financial Analyst, Workforce Connections

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

August 26, 2013

Dear Ms. Harris:

This letter serves to revise the agreed upon timeline to resolve all PY12 fiscal monitoring findings. The newly added items are highlighted in yellow, deadlines not 100% complete by the original requested date are in pink, and completed items are highlighted in green. 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 (see July 10, 2013 – items incomplete are now due on July 10)	1. Updated Signature Authority List
Wednesday, July 10, 2013 (items must be delivered to WC by 4:00 p.m.)	4:00 p.m.	1. Items missing from July 8, 2013 due date: <ul style="list-style-type: none"> <li>• 16 missing timecards as discussed on July 8</li> <li>• Confirmation of pay rate changes (4 rates) for #33269</li> <li>• Backup for retro pay for #33269 for pay period ending 5/26/13</li> <li>• Backup for ADP fees</li> <li>• Signed final invoice</li> </ul>	
Monday, July 15, 2013	10:00 a.m.	1. June 2012 Summer invoice completed (see July 19, 2013 - items incomplete are now due on July 19) 2. July 2012 YOS invoice completed (see July 19, 2013 - items incomplete are now due on July 19)	1. Work experience payment procedure 2. Schedule of old outstanding checks through Dec. 2012 listing status (i.e. needs to be voided, needs to be reissued, etc.) 3. All outstanding debits and ACH payments voided



**workforce CONNECTIONS**  
PEOPLE, PARTNERSHIPS, POSSIBILITIES.

Friday, July 19, 2013 (items must be delivered to WC by 4:00 p.m.)	4:00 p.m.	<p>Items missing from July 15, 2013 due date:</p> <ol style="list-style-type: none"> <li>1. June 2012 Summer invoice. GL does not agree with Invoice submitted. Invoice states \$7,075.08 GL states \$7,317.58</li> <li>2. July 2012 YOS Invoice is not signed and no GL provided.</li> </ol>	NONE
Monday, July 29, 2013	10:00 a.m.	<ol style="list-style-type: none"> <li>1. July-Sept 2012 Summer invoices completed</li> <li>2. Aug-Sept 2012 YOS invoices completed</li> </ol> <p>(see July 31, 2013 – items incomplete are now due on July 31)</p>	<ol style="list-style-type: none"> <li>1. June bank recon</li> <li>2. Reporting procedure</li> <li>3. Show disallowed WEX re-classed to non-federal funds on GL</li> </ol>
Wednesday, July 31, 2013 (items must be delivered to WC by 4:00 p.m.)	4:00 p.m.	<p>Items missing from July 29, 2013 due date:</p> <ol style="list-style-type: none"> <li>1. All items listed on the attachment titled “Items still outstanding from 7/29/13 monitoring corrective action timeline”</li> </ol>	NONE
Monday, Aug 12, 2013	10:00 a.m.	<ol style="list-style-type: none"> <li>1. Oct-Dec 2012 Summer invoices completed</li> <li>2. Oct-Dec 2012 YOS invoices completed</li> </ol> <p>(see August 14, 2013 – items incomplete are now due on August 14)</p>	<ol style="list-style-type: none"> <li>1. Participant Listing for each contract giving the following information: <ol style="list-style-type: none"> <li>a. Participant Name</li> <li>b. School Status</li> <li>c. NV Trac Number</li> <li>d. Enrollment Date</li> <li>e. Exit Date (if applicable)</li> </ol> </li> </ol>
Wednesday, Aug 14, 2013 (items must be delivered to WC by 4:00 p.m.)	4:00 p.m.	<p>Items missing from August 12, 2013 due date:</p> <ol style="list-style-type: none"> <li>1. All items listed on attachment titled “Items still outstanding from 8/12/13 monitoring corrective action timeline”</li> <li>2. Revised participant listing with correct exit date instead of follow up date.</li> </ol>	NONE

**workforce CONNECTIONS**  
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

		3. Contract period to Dec 2012 bus pass report listing all bus passes distributed per participant in lieu of including them on the B-1 tab. Please include reports for each period billed from now on if not included on tab B-1 of invoices.	
Monday, Aug 26, 2013	10:00 a.m.	<p>1. Jan-Mar 2013 Summer invoices completed</p> <p>2. Jan-Mar 2013 YOS invoices completed (see August 28, 2013 – items incomplete are now due on August 28)</p>	<p>1. Invoicing procedure</p> <p>2. July bank recon - (uncleared ACH's from prior months must be removed)</p> <p>3. Bus pass spreadsheet listing payments (unclassified, SNCF, and WC) and disbursements (YOS and Summer) per month through March 2013.</p>
Wednesday, Aug 28, 2013 (items must be delivered to WC by 4:00 p.m.)	4:00 p.m.	<p>Items missing from August 26, 2013 due date:</p> <p>1. All items listed on attachment titled "Items still outstanding from 8/26/13 monitoring corrective action timeline"</p>	1. Bus pass spreadsheet – total amount of distributions listed must reconcile to the amount of bus passes billed through March 2013
Monday, Sept 9, 2013	10:00 a.m.	<p>1. Apr-Jun 2013 Summer invoices completed</p> <p>2. Apr-Jun 2013 YOS invoices completed</p> <p>**Payroll will be tested for these invoices – please provide timesheets and payroll reports for all billed payroll charges**</p>	NONE
Monday, Sept 23, 2013	10:00 a.m.	<p>1. Jul-Aug 2013 Summer invoices completed</p> <p>2. Jul-Aug 2013 YOS invoices completed</p>	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.

*workforce* **CONNECTIONS**  
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

Please contact me with any questions regarding this process.

Regards,



Jim Kostecki  
Finance Manager

cc: Angel Melfi, Accountant, Southern Nevada Children First  
Dan Gouker, Budget/Finance Committee Chair, Workforce Connections  
Ardell Galbreth, Executive Director, Workforce Connections  
Heather DeSart, Deputy Director, Workforce Connections  
Ricardo Villalobos, Program/Department Director-Youth  
Clentine January, Program Specialist II-Youth Programs  
MaryAnn Avendano, Sr. Financial Analyst, Workforce Connections  
Faith Cannella, Sr. Financial Analyst, Workforce Connections

## PINK PAPER

August 12, 2013

Ms. Monique Harris, Executive Director  
Southern Nevada Children First  
720 W. Cheyenne Ave., #30  
North Las Vegas, NV 89030

RE: Failure to fully complete monitoring corrective action timeline items due August 12, 2013

Dear Ms. Harris:

**Please consider this PINK PAPER notice as warning that further sanctions may be levied if the following deficiency is not resolved within 2 days from the date of this letter:**

**Deficiency:** Per the monitoring corrective action timeline agreed upon by WC and Southern Nevada Children First (SNCF), the October to December 2012 Summer Invoices and the October to December 2012 YOS Invoices were to be fully completed with all source documentation by 10:00 a.m. on August 12, 2013. Faith Cannella and MaryAnn Avendano performed a site visit to verify completion and found that the items referenced on the attachment were still outstanding.

**Corrective Action:** To correct this deficiency, please submit all of the requested items to WC by 4:00 p.m. on August 14, 2013.

If the written corrective action is not received within the time requirement indicated above, further sanctions may result. Also, if technical assistance is needed in support of correcting the deficiency, please contact me immediately. I can be reached via phone at (702) 638-8750. Your assistance in resolving this deficiency is most appreciated.

Sincerely,



Jim Kostecki  
Finance Manager

Attachment: Items still outstanding from August 12, 2013 timeline  
Updated monitoring timeline as of August 12, 2013

cc: Angel Melfi, Accountant, Southern Nevada Children First  
Ardell Galbreth, Executive Director, Workforce Connections  
Heather DeSart, Deputy Director, Workforce Connections  
Ricardo Villalobos, Program/Department Director-Youth  
Clentine January, Program Specialist II-Youth Programs  
MaryAnn Avendano, Sr. Financial Analyst, Workforce Connections  
Faith Cannella, Sr. Financial Analyst, Workforce Connections

**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

**Agenda Item 17. DISCUSSION AND POSSIBLE ACTION:**

Accept staff's report regarding Bridge Counseling  
Associates (BCA) "High Risk" Designation

August 30, 2013

Ms. Jacqueline Harris, Executive Director  
Bridge Counseling Associates  
1640 Alta Drive, Suite #4  
Las Vegas, NV 89106

**RE:** High Risk Designation

Dear Ms. Harris,

Please be advised effective immediately Bridge Counseling Associates' (BCA) WIA Adult/Dislocated Worker (DW) programs have officially been placed on **High Risk** (29 CFR 97.12) status. According to the following workforceCONNECTIONS (wC) high risk designation clauses are as follows:

- Contractor has a history of unsatisfactory financial performance.
- Contractor is not financially stable.
- Contractor has not conformed to the closeout terms and conditions of previous award.

This determination was made because:

- BCA has repeatedly not paid WIA accounts payable in a timely manner despite having already been reimbursed for those expenses. Pink papers were issued on July 1, 2013 and August 27, 2013 for this issue.
- BCA failed to liquidate \$115,500.00 in training accruals as required during the 60 day closeout period of PY11 Adult/DW Green contract and amendment #1.

According to 29 CFR 97.12, wC also reserves the right to institute special conditions or restrictions on high-risk grantees including:

- Payment on a reimbursement basis;
- Withholding authority to proceed to the next phase until receipt of evidence of acceptable performance within a given funding period; or
- Requiring additional, more detailed financial reports.



Per 29 CFR 97.12, the following programmatic and fiscal restrictions are effective immediately:

- BCA will not enroll any new participants under any contract of its WIA Adult/DW programs.
- BCA will not initiate any new training activities with existing WIA Adult/DW participants. A list of participants with pending training activities must be sent to Jeannie Kuennen, Program Manager-A/DW by Friday, September 13, 2013 no later than 4:00 p.m.
- BCA is placed on a “reimbursement only” basis. This means that BCA will not be eligible to receive advance payments under any WIA Adult/DW contract.
- BCA will convert to a cash basis billing for expenses under the WIA Adult/DW contracts and only bill for items that have been paid.
- BCA must provide the following report with each invoice for all vendor payments:
  - Vendor Name
  - Vendor Contact Name
  - Vendor Phone Number
  - Date Paid
  - Amount Paid
  - Description of payment

The following corrective actions **must be** taken before BCA’s WIA Adult/DW program will be removed from this high risk designation:

- BCA must liquidate all accruals from its PY11 Adult/DW Green contract and amendment #1.
- BCA must demonstrate six months of on-time contract vendor payments after the enrollment and training restriction is lifted.

The enrollment and training restriction will be lifted when all accruals are paid from the PY11 Adult/DW Green contract and amendment #1. If corrective action is not taken prior to September 30, 2013, wC pending and/or current contract may be rescinded or cancelled.

wC staff is hopeful that these issues can be successfully resolved so that BCA's WIA Adult/DW programs can continue to provide valuable employment and training services to southern Nevada. If you have any questions regarding this notification, please don't hesitate to contact us at (702) 638-8750.

Regards,



Ardell Galbreth  
Executive Director

cc: Hannah Brown, Chair, wC  
Commissioner Lawrence Weekly – Chair, Southern Nevada Local Elected Officials Consortium  
Dan Gouker, Chair, wC Budget/Finance Committee  
Heather DeSart, Deputy Director, wC  
Jim Kostecki, Finance Manager, wC  
Jeannie Kuennen, A/DW Program Manager, wC  
Faith Cannella, Sr. Financial Analyst, wC  
MaryAnn Avendano, Sr. Financial Analyst, wC  
Chris Carothers, Chair, Board of Directors, BCA  
Tony Clapper, Finance Director, BCA  
Frank Parenti, Program Director, BCA

## PINK PAPER

August 27, 2013

Ms. Jackie Harris  
Bridge Counseling Associates  
1640 Alta Drive, Suite 4  
Las Vegas, NV 89106

RE: Overdue Accounts Payable to Southwest Trucking

Dear Ms. Harris:

**Please consider this PINK PAPER notice as warning that further sanctions may be levied if the following deficiency is not resolved within 2 days from the date of this letter:**

**Deficiency:**

Southwest Trucking contacted workforceCONNECTIONS (WC) on Tuesday, August 20 stating that Bridge Counseling Associates (BCA) has \$139,350 in open accounts payable for WIA training services. Of the total amount, \$110,150 is at least 30 days past due. BCA has already been reimbursed for these expenses under their PY11 Green Adult/DW WIA contract, with the final payment being made to BCA on August 1, 2013. According to 29 CFR 97.20, subrecipients must minimize the time elapsing between the receipt of federal funds and disbursement to vendors.

This is the second pink paper for the same issue. The first pink paper for this issue was issued on July 1, 2013 and closed on July 8, 2013.

**Corrective Action:**

By August 29, 2013, the last day of the funding closeout period, BCA must pay Southwest Trucking for all outstanding invoices billed against the PY11 Green Adult/DW contract. Funded partners must liquidate all contract accruals during the funding closeout period.

If the payment is not made within the time requirement indicated above, further sanctions may result. Also, if technical assistance is needed in support of correcting the deficiency, please contact me immediately. I can be reached via phone at (702) 638-8750. Your assistance in resolving this deficiency is most appreciated.

Sincerely,



Jim Kostecki  
Finance Manager

cc: Dan Gouker, Budget & Finance Committee Chair, Workforce Connections  
Ardell Galbreth, Executive Director, Workforce Connections  
Heather DeSart, Deputy Director, Workforce Connections  
MaryAnn Avendano, Sr. Financial Analyst, Workforce Connections  
Faith Cannella, Sr. Financial Analyst, Workforce Connections  
Jeannie Kuennen, Program Manager-A/DW  
Chris Carothers, Board Chair, Bridge Counseling Associates  
Tony Clapper, Finance Director, Bridge Counseling Associates  
Frank Parenti, Program Manager, Bridge Counseling Associates

## PINK PAPER

July 1, 2013

Ms. Jackie Harris  
Bridge Counseling Associates  
1640 Alta Drive, Suite 4  
Las Vegas, NV 89106

RE: Overdue Accounts Payable to Southwest Trucking

Dear Ms. Harris:

**Please consider this PINK PAPER notice as warning that further sanctions may be levied if the following deficiency is not resolved within 7 days from the date of this letter:**

**Deficiency:**

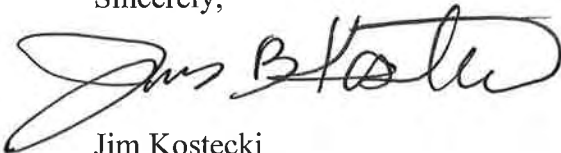
Southwest Trucking contacted workforceCONNECTIONS (WC) on Wednesday, June 26 stating that Bridge Counseling Associates (BCA) has \$181,550 in open accounts payable for WIA training services. Of the total amount, \$65,600 is at least 30 days past due. BCA has already been reimbursed for this \$65,600 by a forecast payment made on May 9, 2013, with the balance paid on June 20, 2013 for the remaining due on the April invoice. According to 29 CFR 97.20, subrecipients must minimize the time elapsing between the receipt of federal funds and disbursement to vendors.

**Corrective Action:**

By July 8, 2013 at 4:00 p.m., BCA must pay Southwest Trucking a minimum of \$65,600, for the outstanding invoices beyond 30 days, which BCA has already been reimbursed for by WC.

If the payment is not made within the time requirement indicated above, further sanctions may result. Also, if technical assistance is needed in support of correcting the deficiency, please contact me immediately. I can be reached via phone at (702) 638-8750. Your assistance in resolving this deficiency is most appreciated.

Sincerely,



Jim Kostecki  
Finance Manager

cc: Ardell Galbreth, Executive Director, Workforce Connections  
MaryAnn Avendano, Sr. Financial Analyst, Workforce Connections  
Jeannie Kuennen, Program Manager-A/DW  
Frank Parenti, Bridge Counseling Associates  
Tony Clapper, Bridge Counseling Associates

**Agenda Item 18. INFORMATION: J.A. Solari – WISS Monitoring  
Report and Response**

EMPLOYMENT SECURITY  
DIVISION

Workforce Investment  
Support Services



BRIAN SANDOVAL  
Governor

FRANK WOODBECK  
Director

RENEE L. OLSON  
Administrator

August 13, 2013

Mr. Ardell Galbreth, Executive Director  
Workforce Connections  
7251 West Lake Mead, Suite 200  
Las Vegas, Nevada 89128

**Re: JA Solari Final report PY2012**

Dear Mr. Galbreth,

Please find attached the two reports that constitute the final monitoring report from JA Solari. There were four items requiring further action from your operation.

-Direct administration- Labor and therefore other related administrative costs were allocated to WIA formula grant programs only.

Recommendation: Workforce Connections review activities performed in conjunction with its non-WIA grants to ascertain and confirm that none should be classified as administrative under the Cost Allocation Plan.

DETR requests a written confirmation that this review was completed. If there is a change that must be made to the approved Cost Allocation Plan, please submit that amended document too.

-Equipment- Workforce Connections financial statement auditor found that nine items on the property and equipment schedule were found in incorrect locations.

Recommendation: These items will require further monitoring for completion of the implementation.

DETR requests a copy of the revised policy that was created for this finding.

-Cash Management- It was found that Workforce Connections did not minimize the time between receipt of advance from WISS and disbursement of funds.

August 13, 2013

Re: JA Solari Final report PY2012

Page 2

Recommendation: These items will require further monitoring for completion of the implementation.

DETR requests a copy of the revised policy that was created for this finding.

-Results and Findings- From Piercy Bowler Taylor and Kern financial statement audit, items 12-1, 12-2, and 12-3 are uncorrected.

DETR requests a copy of the written response to the CPA firm regarding these issues and the corrective action steps that have been taken since the letter was submitted to Piercy Bowler Taylor and Kern. When the CPA firm determines these are no longer uncorrected items please forward a copy of that determination letter to WISS.

Please provide WISS with a written response and attached requested documents for each item by Monday, August 26, 2013.

If you have any questions, please feel free to contact me at (775) 684-0304 or [ghnielson@nvdetr.org](mailto:ghnielson@nvdetr.org).

Sincerely,



Grant Nielson  
Chief, Workforce Investment Support Services (WISS)

cc: Frank R. Woodbeck, Director, DETR  
Dennis Perea, Deputy Director, DETR  
Renee L. Olson, Administrator, ESD  
Lynda Parven, Deputy Administrator, DETR/ESD  
Duane Anderson, Chief Auditor, DETR  
Hannah Brown, Chair for Wfc Board  
Lawrence Weekly, Chair for Wfc Local Elected Officials



August 28, 2013

Mr. Grant Nielson, Chief  
Workforce Investment Support Services (WISS)  
500 East Third Street, Suite 236  
Carson City, Nevada 89713

Re: JA Solari Final report PY2012

Dear Mr. Nielson:

GRANT

Below please find Workforce Connections response to the required actions resulting from the JA Solari's audit report:

1. DETR requests a written confirmation that this review was completed. If there is a change that must be made to the approved Cost Allocation Plan, please submit that amended document too.

Recommendation: Workforce Connections review activities performed in conjunction with its non-WIA grants to ascertain and confirm that none should be classified as administrative under the Cost Allocation Plan.

**RESPONSE: Per the Cost Allocation Plan submitted to the State for approval in February 2013, costs are direct charged as much as possible. Costs that can't be directly identified to a program are pooled and cost allocated to all programs, that allow allocable costs, based on program benefit and/or labor hours. Administrative costs are handled the same way. There is no change required to the plan as submitted.**

2. DETR requests a copy of the revised policy that was created for this finding.

-Equipment- Workforce Connections financial statement auditor found that nine items on the property and equipment schedule were found in incorrect locations.

**RESPONSE: Please find attached Property Management policy 2.5.**

3. DETR requests a copy of the revised policy that was created for this finding.

-Cash Management- It was found that Workforce Connections did not minimize the time between receipt of advance from WISS and disbursement of funds.

**RESPONSE: Please find attached PDF giving the internal procedures for the cash drawdown process. See additional explanation in item 4 below.**

4. DETR requests a copy of the written response to the CPA firm regarding these issues and the corrective action steps that have been taken since the letter was submitted to Piercy Bowler Taylor and Kern. When the CPA firm determines these are no longer uncorrected items please forward a copy of that determination letter to WISS.

-Results and Findings- From Piercy Bowler Taylor and Kern financial statement audit, items 12-1, 12-2, and 12-3 are uncorrected.

**RESPONSE:** Please see attached Audit Findings Matrix which is a current update to the findings.

**Finding 12-1 response:** When it is necessary to utilize funds for allowable activities other than those specifically requested in drawdown requests, Workforce Connections shall request prior authorization from Nevada's Department of Employment, Training and Rehabilitation (DETR) through the weekly funds drawdown process. Workforce Connections' fiscal staff now draws and requests reimbursement for actual expenditures on a weekly basis. No federal funds will be utilized other than for their purpose intended without prior approval from the appropriate grant officer. With the installation of the agency's new accounting system, cash forecasting and expenditure tracking are more accurate and timely. The agency has implemented a policy to achieve prior authorization from the grantor with drawdown adjustments made prior to use of funds. Effective cash management along with comprehensive policies and oversight monitoring has been instituted. The creation of weekly procedures and processes for upcoming expenses allow for better cash management of the federal awards and mitigate the possibility of making untimely payments and having excess cash on hand. The goal is to pay sub recipients within two days of receiving funds from the State.

**Finding 12-2 response:** A request for funds checklist process has been implemented. The newly implemented process will provide reasonable assurance that funds requests are complete, accurate, and agree to supporting documentation. This checklist includes documentation of program staff's approval of sub-recipient program activities and payment requests prior to submission to the fiscal department for payment. The request for funds checklist also includes various levels of review to eliminate mathematical errors. In addition, we periodically do an in house review of all invoices to ensure each invoice checklist is complete with accuracy.

**Finding 12-3 response:** Policies and procedures have been designed and implemented to provide reasonable assurance that required participant eligibility documentation is complete, accurate and retained. Management and program staff will consistently monitor compliance points against such policies and procedures. Program staff will continue to monitor records for the programs that have participant files. Each participant file for the internally run programs will be monitored by Workforce Connections' quality assurance team to ensure required eligibility documents are on file.

*workforce* **CONNECTIONS**  
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

If you have any questions please feel free to contact me directly at (702) 636-2337.

Sincerely,



Ardell Galbreth  
Executive Director

**STATE OF NEVADA**  
**DEPARTMENT OF EMPLOYMENT, TRAINING AND REHABILITATION**  
**EMPLOYMENT SECURITY DIVISION**  
**WORKFORCE INVESTMENT SUPPORT SERVICES UNIT**  
**AGREED-UPON PROCEDURES APPLIED TO**  
*Workforce Connections*  
*Program Year Ended June 30, 2012*

**STATE OF NEVADA / DETR / ESD / WISS  
WORKFORCE CONNECTIONS  
TABLE OF CONTENTS  
PROGRAM YEAR ENDED JUNE 30, 2012**

---

	<u>Page</u>
Independent Accountant's Report on Applying Agreed-Upon Procedures	2



**INDEPENDENT ACCOUNTANT'S REPORT  
ON APPLYING AGREED-UPON PROCEDURES**

State of Nevada  
Department of Employment, Training and Rehabilitation  
Employment Security Division  
Workforce Investment Support Service Unit  
Carson City, Nevada

We have performed the procedures enumerated below, which were agreed to by the State of Nevada, Department of Employment, Training and Rehabilitation, Employment Security Division, Workforce Investment Support Services Unit (WISS, the specified party), solely to assist you with respect to your oversight and monitoring of *Workforce Connections*' (a Nevada local area workforce investment board) compliance with

- Workforce Investment Act (WIA) program specific requirements
- Applicable OMB Circulars
- Applicable Code of Federal Regulations
- Nevada Revised Statutes
- U.S. Department of Labor (DOL) Financial Technical Assistance Guide
- WIA State Compliance Policies

for the program year ended June 30, 2012. WISS and *Workforce Connections* are responsible for compliance and oversight/monitoring of same.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures described herein either for the purpose for which this report has been requested or for any other purpose.

Our procedures and findings are as follows:

- We obtained a copy of the WISS letter dated March 13, 2013 approving *Workforce Connections*' Cost Allocation Plan in effect through September 30, 2013. No further action is required on this finding and the matter is considered closed.
- All other recommendations and comments pertain to proactive policies and/or actions that impact future program years and will be monitored as necessary in conjunction with future engagements. No further action is required for the program year ended June 30, 2012.

We were not engaged to, and did not, conduct an examination, the objective of which would be the expression of an opinion on compliance and oversight/monitoring of compliance. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the State of Nevada, Department of Employment, Training and Rehabilitation, Employment Security Division, Workforce Investment Support Services Unit and is not intended to be and should not be used by anyone other than those specified parties.

*J.A. Solari & Partners, LLC*

July 9, 2013

**STATE OF NEVADA**  
**DEPARTMENT OF EMPLOYMENT, TRAINING AND REHABILITATION**  
**EMPLOYMENT SECURITY DIVISION**  
**WORKFORCE INVESTMENT SUPPORT SERVICES UNIT**  
**AGREED-UPON PROCEDURES APPLIED TO**  
*Workforce Connections*  
*Program Year Ended June 30, 2012*

**STATE OF NEVADA / DETR / ESD / WISS  
WORKFORCE CONNECTIONS  
TABLE OF CONTENTS  
PROGRAM YEAR ENDED JUNE 30, 2012**

---

	<u>Page</u>
Independent Accountant's Report on Applying Agreed-Upon Procedures	2
Procedures Performed and Results	
2012-1: Internal Control/Audited Financial Statements	3-4
2012-2: Allowable Costs (Program vs. Administrative)/Cost Principles; Allocation of Direct and Indirect Costs; Cash Disbursement/Payroll Transactions/ Supporting Documentation; and Grant Revenue and Expenditures Charged to WIA Grants	5-7
2012-3: Subrecipient Monitoring	8
2012-4: Reporting/Earmarking/Equipment/ Procurement/ Procurement/ Obligated Funds/Period of Availability of Federal Funds/ Cash Management	9-11
2012-5: Follow-up on Prior Findings and Implementation of Corrective Action Plans	12-13





**INDEPENDENT ACCOUNTANT'S REPORT  
ON APPLYING AGREED-UPON PROCEDURES**

State of Nevada  
Department of Employment, Training and Rehabilitation  
Employment Security Division  
Workforce Investment Support Service Unit  
Carson City, Nevada

We have performed the procedures enumerated in the table of contents and described on the following pages, which were agreed to by the State of Nevada, Department of Employment, Training and Rehabilitation, Employment Security Division, Workforce Investment Support Services Unit (WISS) (the specified party), solely to assist you with respect to your oversight and monitoring of *Workforce Connections* (a Nevada local area workforce investment board) for compliance with the following for the program year ended June 30, 2012:

- Workforce Investment Act (WIA) program specific requirements
- Applicable OMB Circulars
- Applicable Code of Federal Regulations
- Nevada Revised Statutes
- U.S. Department of Labor (DOL) Financial Technical Assistance Guide
- WIA State Compliance Policies

WISS and *Workforce Connections* are responsible for compliance and oversight/monitoring of same.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures described herein either for the purpose for which this report has been requested or for any other purpose.

Our procedures and findings are referenced in the table of contents and presented on the following pages.

We were not engaged to, and did not, conduct an examination, the objective of which would be the expression of an opinion on compliance and oversight/monitoring of compliance. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the State of Nevada, Department of Employment, Training and Rehabilitation, Employment Security Division, Workforce Investment Support Services Unit and is not intended to be and should not be used by anyone other than those specified parties.

*J.A. Solari & Partners, LLC*

March 13, 2013

500 Damonte Ranch Parkway Suite 1008 • Reno, NV 89521 • 775-827-3550 • Fax 775-827-5026 •  
*Certified Public Accountants • Business Advisors*

**STATE OF NEVADA / DETR / ESD / WISS  
WORKFORCE CONNECTIONS  
PROCEDURES AND FINDINGS  
PROGRAM YEAR ENDED JUNE 30, 2012**

---

2012 – 1

Internal Control

Audited Financial Statements

**Procedures:**

- Obtained and read a copy of the audited financial statements for *Workforce Connections* as of June 30, 2012.
- Compared the amounts reported in the audited financial statements to the *Workforce Connections* trial balance (accounting ledger) as of June 30, 2012.
- Interviewed the auditor to obtain information about the nature and scope of internal control testing performed for the year ended June 30, 2012 in connection with that audit engagement.

**Results and Findings:**

2012-1a

The auditors' reports included the following:

- (1) An unqualified opinion on the basic financial statements;
- (2) No material weaknesses in internal control over financial reporting reported in accordance with *Government Auditing Standards*;
- (3) No instances of noncompliance with certain provisions of laws, regulations, contracts and grant agreements that could have a direct and material effect on the determination of financial amounts required to be reported under *Government Auditing Standards*;
- (4) An opinion that *Workforce Connections* complied, in all material respects, with the compliance requirements described in the *OMB Circular A-133 Compliance Supplement* that could have a direct and material effect on *Workforce Connections*' major federal programs for the year ended June 30, 2012;
- (5) Four instances of noncompliance with those requirements required to be reported in accordance with *OMB Circular A-133*, two of which were deemed to be significant deficiencies in internal control

*Workforce Connections* did not qualify as a low-risk auditee. Of the four instances of noncompliance reported for the year ended June 30, 2012, three represented conditions that were also reported as findings for the prior year. The Schedule of Prior Findings and Questioned Costs indicated that the remaining seven findings from Program Year 2011 did not recur and appeared to have been corrected. See Procedure 2012-5 for further description and follow-up.

2012-1b

The amounts reported in the audited financial statements agreed to the *Workforce Connections* trial balance (accounting ledger) as of June 30, 2012 without exception.

2012-1c

The engagement principal at Piercy Bowler Taylor & Kern CPAs in Las Vegas provided the following information related to the nature and scope of the internal control testing performed in connection with their audit engagement as of June 30, 2012:

- Internal controls over timesheet allocations, disbursements, and journal entries were tested.

**STATE OF NEVADA / DETR / ESD / WISS  
WORKFORCE CONNECTIONS  
PROCEDURES AND FINDINGS  
PROGRAM YEAR ENDED JUNE 30, 2012**

---

- Tests of internal controls over and compliance with the following federal grant compliance requirements were performed: (1) allowable costs, (2) allowed activities, (3) cash management, (4) subrecipient monitoring including participant eligibility, (5) equipment, (6) earmarking, (7) procurement, (8) program income, (9) reporting.

**STATE OF NEVADA / DETR / ESD / WISS  
WORKFORCE CONNECTIONS  
PROCEDURES AND FINDINGS  
PROGRAM YEAR ENDED JUNE 30, 2012**

---

2012-2

Allowable Costs (Program vs. Administrative)/Cost Principles

Allocation of Direct and Indirect Costs

Cash Disbursement/Payroll Transactions/Supporting Documentation

Grant Revenue and Expenditures Charged to WIA Grants**Overview:**

For the program year ended June 30, 2012, *Workforce Connections* reported program revenues from the following sources –

Workforce Investment Act (WIA) grant program	\$ 14,125,365	(74.04%)
Other federal grants	3,097,498	(16.23%)
State Energy Sector Partnership (SESP)	1,825,344	( 9.57%)
Governor's Reserve	17,735	( 0.09%)
Other grants	<u>12,540</u>	( 0.07%)
	<u>\$ 19,078,482</u>	

The \$1,825,344 of SESP grant program revenue was subject to the additional compliance requirements associated with federal awards granted under the American Reinvestment and Recovery Act (ARRA).

For the program year ended June 30, 2012, *Workforce Connections* expended this funding as follows –

Subrecipient expenditures		\$ 9,256,705	(49.32%)
Program and administrative expenditures			
Allocated program costs – WIA	\$ 4,960,970		(26.43%)
Administrative costs – WIA	1,777,986		( 9.47%)
Other program costs	<u>2,440,393</u>	9,179,349	(13.00%)
Capital outlays		<u>332,961</u>	( 1.78%)
		<u>\$ 18,769,015</u>	

Of the \$9,179,349 expended on administrative and program expenditures by *Workforce Connections*, \$5,653,480 was staff pay and fringe benefits.

Because of the significance of (1) amounts expended by *Workforce Connections* on payroll and benefits, (2) retention of 48.90% of funding for administrative and program functions performed by *Workforce Connections* at the local workforce investment board level, and (3) the allocation of 80.63% of these to program vs administrative cost pools, specific procedures performed were organized into three broad areas of focus:

Payroll

Cost Allocation

10% Limit on Administrative Expenditures

**STATE OF NEVADA / DETR / ESD / WISS  
WORKFORCE CONNECTIONS  
PROCEDURES AND FINDINGS  
PROGRAM YEAR ENDED JUNE 30, 2012**

---

**Procedures:**Payroll

- Obtained and read a copy of *Workforce Connections* personnel policies and procedures.
- Compared total payroll costs per the annual payroll summary worksheet to the audited financial statements and to the annual budget.
- Recalculated the accrued payroll and the accrued paid time off recorded at year end.
- Selected a sample of three salary advancements and verified compliance with personnel policies and procedures.
- Selected a sample of three new employee hires and verified compliance with the personnel policies and procedures.
- Matched employees included on the annual payroll summary worksheet to job positions/descriptions per the organization chart and staff directories.

Cost Allocation

- Obtained and read a copy of Cost Allocation Plan dated September 2012 effective for the period July 1, 2011 – June 30, 2013.
- Considered whether the Cost Allocation Plan was developed in accordance with generally accepted accounting principles and federal OMB Circular A-87 cost principles.
- Considered whether the cost pools were accurate and complete.
- Compared total hours per the payroll allocation summary to the monthly and annual allocation worksheets.

Allowable Costs/10% Limit on Administrative Expenditures

- Obtained *Workforce Connections'* operating budget for the period July 1, 2011 through June 30, 2012 and compared budgeted amounts to the trial balance amounts and to the audited financial statements.
- Agreed the total staff and operating costs per *Workforce Connections'* trial balance to the expenditures per the Statement of Revenues, Expenditures and Changes in Fund Balance presented in the audited financial statements.
- Calculated the percentage of staff and operating costs allocated to and presented as program expenditures and administrative costs.
- Calculated the percentage of hours allocated to program and administrative costs and compared this to employee job descriptions.
- Considered whether the types of costs allocated to "Other program expenditures" were allowable under Title 2 Part 225, Appendix A – General Principles for Determining Allowable Costs.

**Results and Findings:****2012-2a (Payroll)**

The payroll procedures described above were performed without exception.

**STATE OF NEVADA / DETR / ESD / WISS  
WORKFORCE CONNECTIONS  
PROCEDURES AND FINDINGS  
PROGRAM YEAR ENDED JUNE 30, 2012**

---

**2012-2b (Cost Allocation)**

The cost allocation procedures described above were performed without exception.

The cost allocation plan implemented by *Workforce Connections* was consistently applied but it has not been approved by the State of Nevada and therefore is not an approved cost allocation plan.

RECOMMENDATION

We are aware that *Workforce Connections* has submitted the revised work plan and cost allocation plan to the State of Nevada. Review and approval of the plans as submitted is underway. A process to ensure that future plans are submitted, reviewed and approved timely should be implemented.

**2012-2c (10% Limit on Administrative Expenditures)**

The administrative expenditures procedures described above were performed without exception.

As noted above, WIA funding retained by *Workforce Connections* was expended on both administrative and program functions. The 9.47% allocated to administrative functions was within the 10% limit on administrative expenditures. However, this results from the design and implementation of the cost allocation plan and is dependent on the program costs being upheld upon examination by the Department of Labor. If certain amounts currently classified as program were deemed to be administrative costs, this percentage would be higher.

The State Internal Audit dated April, 2012 recommended that a revised Cost Allocation plan be implemented that allocates indirect operational costs to all grants or obtain a written statement and/or approval from the Federal Grantor agency allowing for the exclusion of certain costs (either direct or indirect) in the grant proposal.

Direct administrative labor and therefore other related administrative costs were allocated to WIA formula grant programs only. OMB Circulars A-87 and A-133 typically require that cost allocation plans be consistently applied to all grants. *Workforce Connections'* revised September 2012 Cost Allocation Plan specifies that the "purpose of the cost allocation plan (CAP) is to allocate and record costs in the expense ledger on an equitable basis to all grants awarded to the SNWIB." To the extent that administrative functions are performed for other grants, those grants may not be receiving an equitable share of *Workforce Connections'* administrative costs.

RECOMMENDATION

We recommend that *Workforce Connections* review activities performed in conjunction with its non-WIA grants to ascertain and confirm that none should be classified as administrative under the Cost Allocation Plan.

**STATE OF NEVADA / DETR / ESD / WISS  
WORKFORCE CONNECTIONS  
PROCEDURES AND FINDINGS  
PROGRAM YEAR ENDED JUNE 30, 2012**

---

2012-3

Subrecipient monitoring

**Procedures:**

- Read OMB Circular A-133 Compliance Supplement for the WIA cluster of programs and the State of Nevada WIA compliance policies for subrecipient monitoring to determine the requirements contained in those policies applicable to *Workforce Connections* and its associated service providers.
- Obtained a list of subrecipients and expenditures for the period July 1, 2011 through June 30, 2012, selected a sample of five subrecipients and inspected the monitoring files of the subrecipients for documentation of: (1) the type and scope of monitoring performed, (2) the period of review, (3) audit programs used and documents inspected, (4) monitoring reports issued, and (5) follow-up on corrective actions taken. Each of the five files also was inspected for monitoring of financial and programmatic reports and closeout reports and to confirm that participant eligibility was considered during monitoring. The five subrecipients were Foundation for an Independent Tomorrow, GNJ Family Life Center, Goodwill Industries of Southern Nevada, Latin Chamber of Commerce Community Foundation, and Nevada Partners, Inc.
- Inspected audit and Excluded Parties List System (EPLS) status reports to determine whether *Workforce Connections* continuously monitored subrecipients and that subrecipients expending \$500,000 or more in federal awards within one fiscal year met the OMB Circular A-133 (single audit) requirements for that year and had submitted these audits to *Workforce Connections*.
- Inspected a sample of five subrecipient requests for reimbursement to confirm that each request was reviewed and approved or rejected by *Workforce Connections* staff and was paid by *Workforce Connections* after receipt of funds from the State of Nevada.

**Results and Findings:**

No exceptions were noted as a result of performing these procedures.

**STATE OF NEVADA / DETR / ESD / WISS  
WORKFORCE CONNECTIONS  
PROCEDURES AND FINDINGS  
PROGRAM YEAR ENDED JUNE 30, 2012**

---

2012-4

Reporting/Earmarking/Equipment/Procurement  
Obligated Funds/Period of Availability of Federal Funds/  
Cash Management

Procedures:

Reporting

- Read OMB Circular A-133 Compliance Supplement for the WIA cluster of programs and the State of Nevada WIA compliance policies for reporting to determine the requirements contained in those policies applicable to *Workforce Connections*.
- Inspected quarterly financial reports submitted to the State of Nevada to confirm those reports were filed within 30 days after the end of the reporting quarter.
- Inspected quarterly Section 1512 ARRA reporting to confirm those reports were filed within 10 days after the end of the reporting quarter.
- Confirmed that *Workforce Connections* had a financial statement audit and single audit performed and filed the required submission with Federal Audit Clearinghouse within nine months after the end of the fiscal year.

Earmarking

- Recalculated the percentage of youth activities expenditures used for out-of-school youth to confirm that at least thirty percent (30%) of youth activity funds, except for local area expenditures for administrative costs, are used to provide services to out-of-school youth.
- Recalculated the percentage of youth participants meeting the low-income youth criteria to confirm that a minimum of ninety-five percent (95%) of eligible participants in youth activities meet the criteria for disadvantaged low-income youth.

Equipment

- Read *Workforce Connections*' policies and procedures to determine whether any recipients or subrecipients were permitted to use WIA-funded local area services, facilities, or equipment on a fee-for-service basis and that any income from such fees is treated as program income.
- Inspected a sample of five assets to confirm (1) that depreciation methods and lives are appropriate and (2) that depreciation expense is properly calculated.
- Inspected a sample of five items of property and equipment charged to the WIA program to ensure that (1) assets with value of \$5,000 or more were tracked, (2) that a physical inventory was taken at least every two years and reconciled to the equipment records, (3) that an appropriate control system was used, and (4) that equipment was adequately maintained.
- Inspected records of assets sold or otherwise disposed. Determined that the awarding agency was compensated for its share of any property sold or converted to non-Federal use.

Procurement

- Determined that grants were on a cost-reimbursement basis and that no provision for profit was allowed.



**STATE OF NEVADA / DETR / ESD / WISS  
WORKFORCE CONNECTIONS  
PROCEDURES AND FINDINGS  
PROGRAM YEAR ENDED JUNE 30, 2012**

---

- Confirmed that youth grants or contracts to subrecipients were awarded on a competitive basis from a list of eligible providers.
- Read *Workforce Connections*' procurement policies to confirm that grants and contracts include applicable pass-thru contract provisions from state and local grant agreements.

Obligated Funds/Period of Availability of Federal Funds

- Confirmed that *Workforce Connections* obligated at least eighty percent (80%) of WIA and other grant funds as of June 30, 2012.
- Confirmed that funds for the prior program year were expended by the end of the current program year or that any funds not expended from the prior program year were returned to the State of Nevada.

Cash Management

- Recalculated a sample of two requests for funds submitted to the State of Nevada.
- Confirmed that payments to vendors were made timely after receipt of funds from the State.
- Compared estimated payroll amounts to actual payrolls.
- Read *Workforce Connections*' policies to ensure that advance payments to subrecipients, if any, conformed substantially to the same timing requirements that apply to *Workforce Connections*.
- Determined that interest earned on advances was reported or remitted as program income and added to the grant program.

**Results and Findings:**

***2012-4a (Reporting)***

No exceptions were noted as a result of performing these procedures.

***2012-4b (Earmarking)***

No exceptions were noted as a result of performing these procedures.

***2012-4c (Equipment)***

The financial statement auditor found that nine items on the property and equipment schedule were found in incorrect locations and that two items disposed in December 2010 were still in the capital asset schedules. No further exceptions were noted as a result of performing the additional procedures noted above.

*Workforce Connections* responded to the finding stating that it will implement and monitor policies to provide reasonable assurance that compliance requirements will be met.

RECOMMENDATION

These items will require further monitoring for completion of the implementation process and compliance in the future.

***2012-4d (Procurement)***

No exceptions were noted as a result of performing these procedures.

**STATE OF NEVADA / DETR / ESD / WISS  
WORKFORCE CONNECTIONS  
PROCEDURES AND FINDINGS  
PROGRAM YEAR ENDED JUNE 30, 2012**

---

***2012-4e (Obligated Funds/Period of Availability of Federal Funds)***

No exceptions were noted as a result of performing these procedures.

***2012-4f (Cash Management)***

The financial statement auditor found that *Workforce Connections* did not minimize the time between receipt of advance funds from WISS and disbursement of funds to subrecipients. No further exceptions were noted as a result of performing the additional procedures noted above.

*Workforce Connections* responded to the finding stating that it will implement and monitor policies to provide reasonable assurance that compliance requirements will be met.

**RECOMMENDATION**

These items will require further monitoring for completion of the implementation process and compliance in the future.

**STATE OF NEVADA / DETR / ESD / WISS  
WORKFORCE CONNECTIONS  
PROCEDURES AND FINDINGS  
PROGRAM YEAR ENDED JUNE 30, 2012**

---

2012-5Follow-up on Prior Findings and Implementation of Corrective Action Plans**Procedures:**

- Obtained and read a copy of the audited financial statements for *Workforce Connections* as of June 30, 2012 noting certain findings as detailed below.
- Obtained and read the monitoring reports from the Department of Labor and the State of Nevada received by *Workforce Connections* during and/or related to the program year.
- Obtained and read *Workforce Connections* written responses to the above monitoring reports.
- Inquired of *Workforce Connections*' personnel about changes in policies and procedures resulting from the current and prior period findings.
- Confirmed that corrective actions in response to the findings were implemented.

**Results and Findings:**2012-5

1. Piercy Bowler Taylor and Kern CPAs performed a financial statement audit of *Workforce Connections*. They noted certain findings.
  - a. Finding 12-1 – *Workforce Connections* did not minimize the time between receipt of advanced funds from WISS and disbursements of funds to subrecipients. We sampled additional requests for funds as noted in Procedure 2012-4f and no further exceptions were noted.
  - b. Finding 12-2 – Requests for funds were not reviewed and/or review was not documented.
  - c. Finding 12-3 – Participant eligibility documentation was not complete and accurate.
  - d. Finding 12-4 – Capital asset records were not complete and accurate. We sampled additional requests for funds as noted in Procedure 2012-4c and no further exceptions were noted.
  - e. *Workforce Connections* informed the financial statement auditor that it will implement and monitor policies to provide reasonable assurance that compliance requirements will be met.
  - f. Of the ten findings from the prior year, the financial statement auditor noted that seven appear to have been corrected. The uncorrected findings, #11-4, 11-5 & 11-7 correspond to findings #12-1, 12-2 & 12-3, respectively.
2. The State of Nevada Department of Administration Division of Internal Audits performed an internal audit of WISS and the local boards. They made a number of recommendations for improvements to WISS in the report dated May 2012. Some policy and procedure recommendations were noted but they were all advisory in nature and, to the extent they pertained to fiscal matters, were related to the design and not controls or compliance and no corrective actions were required.

**STATE OF NEVADA / DETR / ESD / WISS  
WORKFORCE CONNECTIONS  
PROCEDURES AND FINDINGS  
PROGRAM YEAR ENDED JUNE 30, 2012**

---

3. The Department of Employment, Training and Rehabilitation Internal Auditors performed an internal audit of *Workforce Connections* and WISS issued findings that required corrective action in a memo dated April 2012. *Workforce Connections* responded to all recommendations in the memo. Certain items were addressed in the program year and the remaining items were addressed but are expected to be implemented in the program year ending June 30, 2013. These items will require further monitoring for completion of the implementation process and compliance in the future.
4. The Department of Labor performed an on-site monitoring review. WISS issued findings that required corrective action in a letter dated December 29, 2011. All corrective actions were addressed in *Workforce Connections*' November 29, 2011 response and all items appeared to have been corrected. No further exceptions related to these items were noted as a result of performing procedures for the program year ended June 30, 2012.
5. We performed an on-site monitoring on April 25-27, 2012 and WISS issued findings that required corrective action. All corrective actions were addressed in *Workforce Connections*' December 21, 2012 response as follows:

***2011-2b (10% Limit on Administrative Expenditures)***

- a. *Workforce Connections* submitted a revised organizational chart and outline of administrative and program cost categories. This item has been resolved.

***2011-2c (Cost Allocation)***

- b. *Workforce Connections* revised their cost allocation plan in September 2012 effective for the period July 1, 2011 through June 30, 2013 which incorporated the changes noted from 2011-2b above. See Procedure 2012-2c for further description and follow-up.

***2011-5 (Follow-up on Responses to the Financial Report Auditors' Schedule of Findings and Questioned Costs for the Fiscal Year Ended June 30, 2011)***

- c. Except for the recurring findings 12-1, 12-2 and 12-3 reported by the financial statement auditor and detailed above, all items from the Financial Report Auditors' Schedule of Findings and Questioned Costs for the Fiscal Year Ended June 30, 2011 were resolved.

**Agenda Item 19. DISCUSSION AND POSSIBLE ACTION:**  
Review, Discuss, Accept, and Approve Reports

- a. PY2013 WIA Formula Budget July 1, 2013 through June 30, 2014 and Budget Narrative (no change)
- b. Budget vs. Actual Finance Report (Workforce Connections' Operations) for the period July 1, 2012 through June 30, 2013 (Formula WIA) (no change)
- c. Awards & Expenditures Report – Monthly Update
- d. Adult & Dislocated Worker and Youth Funding Plans
- e. Audit Findings Report for Program Year 2011 (Year Ended June 30, 2012) – Monthly Update
- f. Workforce Connections' Standing Professional Services Contracts – Monthly Update

**workforceCONNECTIONS**  
**PY2013 WIA Formula Budget**  
**July 1, 2013 - June 30, 2014**  
**(Revised Budget - August 1, 2013 Revision)**

Revenue by Funding Stream	Approved Budget PY2013	Proposed Budget PY2013	\$ Change	Available for LWIB Operations		Community Resource Allocations	TOTAL
				10% Admin	10% Program		
PY2013 Adult	10,665,753	10,665,753	-	1,066,575	1,066,575	8,532,603	10,665,753
PY2013 Dislocated Worker	4,140,823	4,140,823	-	414,082	414,082	3,312,659	4,140,823
PY2013 Youth	6,564,523	6,564,523	-	656,452	656,452	5,251,619	6,564,523
PY2011 Dislocated Worker - Addl. DETR Allocation Apr 2013	-	-	-	-	-	-	-
PY2012 Dislocated Worker - Addl. DETR Allocation Apr 2013	628,047	628,047	-	62,805	62,805	502,437	628,047
PY2011/2012 Adult Carry Forward	3,400,000	3,400,000	-	340,000	340,000	2,720,000	3,400,000
PY2011/2012 Dislocated Worker Carry Forward	471,953	471,953	-	47,195	47,195	377,563	471,953
PY2011/2012 Youth Carry Forward	2,000,000	2,000,000	-	50,000	200,000	1,750,000	2,000,000
Other Revenues (Interest)	25	25	-		25	-	25
<b>Total Revenue by Funding Stream</b>	<b>\$ 27,871,124</b>	<b>\$ 27,871,124</b>	<b>\$ -</b>	<b>\$ 2,637,109</b>	<b>\$ 2,787,134</b>	<b>\$ 22,446,881</b>	<b>\$ 27,871,124</b>
				Subtotal Board Operations \$ 5,424,243			

## Notes:

1. PY2013 Estimated Revenues include WIA funding in the total amount of \$21,371,099
2. Carry forward funds have been estimated for PY2012 in the amount of \$6,500,000.
3. The Department of Labor allows local boards to expend up to 10% of their total allocation for administrative costs. WC also allocates 10% of the total allocation for program management and oversight.
4. WIA funds have a two year life at the local board level and an additional year at the state level.

Community Resource Allocations	Approved Budget PY2013	Proposed Budget PY2013	\$ Change	One-Stop Center	One-Stop System	Community Resource Allocation	TOTAL
Adult Services	11,252,603	11,252,603	-	92,734	301,316	10,858,553	11,252,603
Dislocated Worker Services	4,192,659	4,192,659	-	250,000	903,950	3,038,709	4,192,659
Youth Services	7,001,619	7,001,619	-			7,001,619	7,001,619
<b>Subtotal Community Resource Allocations</b>	<b>\$ 22,446,881</b>	<b>\$ 22,446,881</b>	<b>\$ -</b>	<b>\$ 342,734</b>	<b>\$ 1,205,266</b>	<b>\$ 20,898,881</b>	<b>\$ 22,446,881</b>

Board Operations	Approved Budget PY2012	Proposed Budget PY2013	\$ Change	Admin	Program	Total
Subtotal Operating Expenditures	5,424,243	5,424,243	-	1,934,432	3,489,811	5,424,243
<b>Total Expenditures</b>	<b>\$ 27,871,124</b>	<b>\$ 27,871,124</b>		<b>\$ 1,934,432</b>	<b>\$ 3,489,811</b>	
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ 702,677</b>	<b>\$ (702,677)</b>	<b>\$ -</b>

NOTE: PY2013 funding period is available July 1, 2013 through June 30, 2015 (after two years, funds revert to the State for one additional year)  
PY2012 funding period is available July 1, 2012 through June 30, 2014 (after two years, funds revert to the State for one additional year)

**workforceCONNECTIONS**  
**PY2013 WIA Formula Budget**  
**July 1, 2013 - June 30, 2014**  
**(Revised Budget - August 1, 2013 Revision)**

Board Operations	Authorized FTE	Actual FTE	Original Budget PY2013	Proposed Budget PY2013	\$ Change	Admin	Program	Total
6500 Salaries	33.18	30.18	2,692,533	2,692,533	-	807,760	1,884,773	2,692,533
7000 Accounting and Auditing			300,000	300,000	-	300,000	-	300,000
7005 Legal Fees			50,000	50,000	-	50,000	-	50,000
7010 Legal Publication Advertising			18,000	18,000	-	6,480	11,520	18,000
7020 Licenses and Permits			3,000	3,000	-	1,080	1,920	3,000
7025 Dues and Subscriptions			12,000	12,000	-	4,320	7,680	12,000
7030 Postage and Delivery			6,000	6,000	-	2,160	3,840	6,000
7035 Printing and Reproduction			12,000	12,000	-	4,320	7,680	12,000
7040 Office Supplies			15,000	15,000	-	5,400	9,600	15,000
7045 Systems Communications			50,000	50,000	-	18,000	32,000	50,000
7050 Tuition, Training, and Seminars - Staff			40,000	40,000	-	14,400	25,600	40,000
7055 Travel and Mileage - Staff			40,000	40,000	-	14,400	25,600	40,000
7060 Utilities			30,000	30,000	-	10,800	19,200	30,000
7065 Telephone			30,000	30,000	-	10,800	19,200	30,000
7070 Rent (Offices)			264,723	264,723	-	95,300	169,423	264,723
7075 Facilities Repairs & Maintenance			41,680	41,680	-	15,005	26,675	41,680
7080 Admin Support Contracts			135,000	135,000	-	135,000	-	135,000
7085 Program Support Contracts			170,000	170,000	-	-	170,000	170,000
7085 Program Support Contracts - IT NVTrac/Web			121,800	121,800	-	-	121,800	121,800
7090 Non-Board Meetings and Outreach			39,168	39,168	-	14,100	25,068	39,168
7095 Board Meetings and Travel			18,000	18,000	-	-	18,000	18,000
7100 Insurance			47,500	47,500	-	17,100	30,400	47,500
7100-7120 Employee Fringe Benefits			846,140	846,140	-	253,842	592,298	846,140
7125 Employer Payroll Taxes			80,777	80,777	-	24,233	56,544	80,777
7130/7135 Payroll Services and Bank Fees			11,000	11,000	-	3,960	7,040	11,000
7200 Equipment - Operating Leases			15,000	15,000	-	5,400	9,600	15,000
8500 Capital - Equipment and Furniture			62,000	62,000	-	22,320	39,680	62,000
8900 Strategic Initiative - WIA			272,922	272,922	-	98,252	174,670	272,922
<b>Subtotal Board Operations</b>			<b>5,424,243</b>	<b>5,424,243</b>	<b>-</b>	<b>1,934,432</b>	<b>3,489,811</b>	<b>5,424,243</b>

**Workforce Connections  
Program Year 2013  
WIA Formula Budget Narrative**

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

**Revenues:**

Workforce Investment Act (WIA) Program Year PY2013 allotted funds are in the amount of \$21,371,099. Funding is allocated among the three funding streams: Adult - \$10,665,753, Dislocated Worker - \$4,140,823, Youth - \$6,564,523.

Overall funding for PY2013 is projected to increase by \$1,868,559 (10%), compared to the PY 2012 WIA allocation which was \$19,502,540.

Other anticipated funding includes operating carry forward funds from PY2012 WIA allocation estimated at \$6,500,000 and interest at \$25.

Total budgeted revenues for PY2013 are \$27,871,124.

**Expenditures – Community Resource Allocation:**

On May 28, 2013, the Board approved funding for the One-Stop Career Center and Systems Operations as well as the extension of the Adult and Dislocated Worker PY2012 contracts. Existing contracts for the LV Clark County Urban League Computer Center and Easter Seals of Southern Nevada will continue into PY2013.

On May 28, 2013, the Board approved additional funding on the extended Youth PY2011 and PY2012 contracts for Summer Component/ Year Round, In-School, Out of School, Re-Entry and the Rural Youth program. Contracts for Olive Crest, Goodwill of Southern Nevada, Southern Nevada Regional Housing Authority and the Latin Chamber Green Consortium will continue into PY2013.

**Administrative and Program Operating Expenditures – Board Staff:**

The Department of Labor allows local workforce investment boards to expend up to 10% of their total formula funding allocation for administrative services. For programmatic operations and oversight, the board of directors has allocated 10% of the total budget allocation. Such operational and management oversight includes but is not limited to:



- Providing technical assistance to contracted service providers
- Tracking and monitoring of participating clients and performance outcome
- Program oversight and monitoring of service provider contracts

**6500 - Salaries: \$2,692,533** –Allocated costs for administrative and program staff salaries.

**7000 - Accounting and Auditing: \$300,000** –Allocated costs for the A-133 audit as well as extended accounting, financial consulting, and technical support.

A-133 Audit	\$ 80,000
Auditing Services	\$ 55,000
Accounting Services	\$165,000

**7005 Legal Fees: \$50,000** –Allocated costs for legal services in areas such as board and official open meetings preparation including review of agendas, contract agreements, RFPs, and policies.

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

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

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

**7030 Postage and Delivery: \$6,000** –Allocated costs for postage and mail delivery including such activities as routine postage, courier delivery service, and Federal Express delivery.

**7035 Printing and Reproduction: \$12,000** – Allocated costs for monthly copier per copy charges and other ancillary copying and printing costs associated with Board administration and daily operations.

**7040 Office Supplies: \$15,000** – Allocated costs for various office supplies needed for daily operations.

**7045 Systems Communications: \$50,000** – Allocated costs for support systems such as data backup, T-1 computer lines, and web hosting for internal e-mail support.

**7050 Tuition, Training, and Seminars (Staff): \$40,000** –Allocated costs for local and out-of-town staff training and seminars for both local and out-of-town locations for fiscal, program, and systems management.

- 7055 Travel and Mileage (Staff): \$40,000** – Allocated costs for local mileage and out-of-town staff travel for grant related matters, State and USDOL sponsored training and conferences. Mileage includes an array of programmatic and fiscal activities, local and rural areas site reviews and monitoring visits to ensure compliance with WIA initiatives and work plans.
- 7060 Utilities: A new line item \$30,000** – Allocated costs for utilities for the new location. Utilities are included in our current lease agreement.
- 7065 Telephone: \$30,000** – Allocated costs for all activities related to telephone services including local and long distance phone charges and wireless communication.
- 7070 Rent (Offices): \$264,723** –Allocated costs for Workforce Connections’ office space for staff in support of the Board’s administrative and programmatic functions.
- 7075 Facilities Maintenance: \$41,680** –Allocated costs for equipment or facility repairs and maintenance..
- 7080 Admin Support Contracts: \$135,000** –Allocated costs for administrative support agreements and temporary staffing with focus on administrative, fiscal, and personnel management.
- 7085 Program Support Contracts: \$170,000** –Allocated costs for program support training agreements and security guard costs.
- 7085 Program Support Contracts – IT NVTrac and Web: \$121,800** –Allocated costs for temporary staffing to support program and data support activities.
- 7090 Non-Board Meetings and Outreach: \$39,168** –Allocated costs for business and employer outreach initiatives to attract businesses and establish partnerships for workforce development and employer services.
- 7095 Board Meetings and Travel: \$18,000** –Allocated costs for facility and event related charges tied to board and committee meetings and Board travel to grant activities.
- 7100 Insurance: \$47,500** –Allocated costs for Board anticipated liability insurance costs for workers’ compensation, general business liability, auto, and Board of Directors’ and officers’ omission and errors liability.
- 7100-7120 Employee Fringe Benefits: \$846,140** –Allocated costs for employee benefits including medical, dental, life insurance, and Public Employees Retirement System (PERS) contributions. A rate of 35% of the total salaries is used to calculate the fringe benefits.
- 7125 - Employer Payroll Taxes: \$80,777** –Allocated costs for employer payroll taxes which are calculated at 3% of total salaries.
- 7130-7135 Bank/Payroll Services: \$11,000** –Allocated costs for various banking services which include wire transfers, ACH payments, and payroll services.
 

Bank Fees	\$6,000
Payroll Services	\$5,000

- 7200 Equipment – Operating Leases: \$15,000** – Allocated costs for existing leases on copiers and postage meter equipment as well as any rental equipment needed in daily operations.
- 8500 Capital – Equipment and Furniture: \$62,000** –Allocated costs for equipment and furniture including computers, servers, and furniture for administrative and programmatic support staff.
- 8900 Strategic Initiatives: \$272,922 – Decrease of \$85,000** - This account line was created to utilize and track strategic projects in support of workforce initiatives with detailed tactics and strategies in response to unanticipated high demand workforce needs. These funds are available to be allocated for future workforce initiatives approved by the Board.

**workforceCONNECTIONS**  
**PY 2013 WIA Formula Budget**  
**One Stop Center**  
(Revised Budget - August 1, 2013 Revision)

One-StopCenter	Authorized FTE	Actual FTE	Approved Budget PY2013	Proposed Budget PY2013	\$ Change	Admin	Program	Total
6500 Salaries	2.00	2.00	88,526	88,526	-		88,526	88,526
7000 Accounting and Auditing					-		-	-
7005 Legal Fees					-		-	-
7010 Legal Publication Advertising					-		-	-
7020 License and Permits					-		-	-
7025 Dues and Subscriptions			1,000	1,000	-		1,000	1,000
7030 Postage and Delivery			2,820	2,820	-		2,820	2,820
7035 Printing and Reproduction			10,500	10,500	-		10,500	10,500
7040 Office Supplies			12,000	12,000	-		12,000	12,000
7045 Systems Comm./Telephone Support			9,810	9,810	-		9,810	9,810
7050 Tuition, Training, and Seminars - Staff					-		-	-
7055 Travel and Mileage - Staff			2,000	2,000	-		2,000	2,000
7060 Utilities			13,800	13,800	-		13,800	13,800
7065 Telephone					-		-	-
7070 Facility Rent/Lease			64,032	64,032	-		64,032	64,032
7075 Facilities Repairs and Maintenance			16,082	16,082	-		16,082	16,082
7080 Admin Support Contracts					-		-	-
7085 Program Support Contracts			13,442	13,442	-		13,442	13,442
7085 Program Support Contracts - IT NVTrac/Web					-		-	-
7090 Non-Board Meetings and Outreach			6,825	6,825	-		6,825	6,825
7095 Board Meetings and Travel					-		-	-
7100 Insurance			12,900	12,900	-		12,900	12,900
7100-7120 Employee Fringe Benefits			30,984	30,984	-		30,984	30,984
7125 Employer Payroll Taxes			2,656	2,656	-		2,656	2,656
7130/7135 Payroll Services and Bank Fees					-		-	-
7200 Equipment - Operating Leases			4,446	4,446	-		4,446	4,446
8500 Capital - Equipment and Furniture					-		-	-
8900 Strategic Initiative - WIA					-		-	-
GASB Depreciation			50,911	50,911	-		50,911	50,911
<b>Subtotal One-Stop Center</b>			<b>342,734</b>	<b>342,734</b>	<b>-</b>	<b>-</b>	<b>342,734</b>	<b>342,734</b>
<b>Per Partner Cost - 38 Total</b>			<b>\$ 9,019.32</b>					

**workforceCONNECTIONS**  
**PY 2013 WIA Formula Budget**  
**One Stop Systems**  
(Revised Budget - August 1, 2013 Revision)

One-Stop System	Authorized FTE	Actual FTE	Approved Budget PY2013	Proposed Budget PY2013	\$ Change	Admin	Program	Total
6500 Salaries	4.00	4.00	263,358	263,358	-		263,358	263,358
7000 Accounting and Auditing					-			
7005 Legal Fees					-			
7010 Legal Publication Advertising			1,000	1,000	-		1,000	1,000
7020 License and Permits			500	500	-		500	500
7025 Dues and Subscriptions					-		-	-
7030 Postage and Delivery			3,180	3,180	-		3,180	3,180
7035 Printing and Reproduction			4,500	4,500	-		4,500	4,500
7040 Office Supplies			3,000	3,000	-		3,000	3,000
7045 Systems Comm./Telephone Support			11,310	11,310	-		11,310	11,310
7050 Tuition, Training, and Seminars - Staff			1,000	1,000	-		1,000	1,000
7055 Travel and Mileage - Staff			13,480	13,480	-		13,480	13,480
7060 Utilities			16,200	16,200	-		16,200	16,200
7065 Telephone			3,720	3,720	-		3,720	3,720
7070 Facility Rent/Lease			75,168	75,168	-		75,168	75,168
7075 Facilities Repairs and Maintenance			19,898	19,898	-		19,898	19,898
7080 Admin Support Contracts					-			
7085 Program Support Contracts			345,159	345,159	-		345,159	345,159
7085 Program Support Contracts - IT NVTrac/Web			25,000	25,000	-		25,000	25,000
7090 Non-Board Meetings and Outreach			15,750	15,750	-		15,750	15,750
7095 Board Meetings and Travel					-			
7100 Insurance			2,100	2,100	-		2,100	2,100
7100-7120 Employee Fringe Benefits			92,176	92,176	-		92,176	92,176
7125 Employer Payroll Taxes			7,901	7,901	-		7,901	7,901
7130-7135 Payroll Services and Bank Fees			500	500	-		500	500
7200 Equipment - Operating Leases			28,000	28,000	-		28,000	28,000
8500 Capital - Equipment and Furniture			208,260	208,260	-		208,260	208,260
8900 Strategic Initiative - WIA			64,106	64,106	-		64,106	64,106
<b>Subtotal One-Stop System</b>			<b>1,205,266</b>	<b>1,205,266</b>	<b>-</b>	<b>-</b>	<b>1,205,266</b>	<b>1,205,266</b>

Note: Urban League Resource Center and Academy of Human Development have been included for \$150,000 each.

JUNE YTD 2013 REPORT-PRELIMINARY

**workforce CONNECTIONS**

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

PY2012 WIA Formula Expenses  
Administrative and Program Operating Budget

Line Item Number	Budget			ACTUAL EXPENSES			Budget Authority Remaining			% of Program Year Concluded 100.00%			
	Operating Expenses	Admin	Program	Total	Admin	Program	Total	Admin	Program	Total	Admin	Program	Total
	% Expended from Budget												
6500	Salaries	759,432	1,772,007	2,531,439	555,398	1,476,100	2,031,498	204,034	295,907	499,941	73.13%	83.30%	80.25%
7000	Accounting and Auditing	350,000	0	350,000	223,640	0	223,640	126,360	0	126,360	63.90%	0.00%	63.90%
7005	Legal Fees	75,000	0	75,000	45,530	0	45,530	29,470	0	29,470	60.71%	0.00%	60.71%
7010	Legal Publication Advertising	5,040	12,960	18,000	1,109	3,167	4,275	3,931	9,793	13,725	22.00%	24.43%	23.75%
7020	Licenses and Permits	840	2,160	3,000	242	698	940	598	1,462	2,060	28.79%	32.30%	31.32%
7025	Dues and Subscriptions	3,360	8,640	12,000	2,251	6,907	9,157	1,109	1,733	2,843	66.98%	79.94%	76.31%
7030	Postage & Delivery	1,680	4,320	6,000	666	1,712	2,377	1,014	2,608	3,623	39.61%	39.62%	39.62%
7035	Printing and Reproduction	3,360	8,640	12,000	2,600	7,285	9,885	760	1,355	2,115	77.37%	84.32%	82.37%
7040	Office Supplies	4,200	10,800	15,000	3,368	9,232	12,600	832	1,568	2,400	80.19%	85.48%	84.00%
7045	System Communications	24,600	35,400	60,000	14,199	38,468	52,667	10,401	-3,068	7,333	57.72%	108.67%	87.78%
7050	Tuition, Training and Seminars	18,450	26,550	45,000	7,907	23,245	31,152	10,543	3,305	13,848	42.86%	87.55%	69.23%
7055	Travel and Mileage (Staff)	12,000	28,000	40,000	9,317	27,468	36,785	2,683	532	3,215	77.64%	98.10%	91.96%
7065	Telephone	8,400	21,600	30,000	3,955	10,841	14,795	4,445	10,759	15,205	47.08%	50.19%	49.32%
7070	Rent	102,297	263,051	365,348	81,383	223,844	305,227	20,914	39,207	60,121	79.56%	85.10%	83.54%
7075	Facilities Maintenance	1,820	4,680	6,500	715	2,133	2,849	1,105	2,547	3,651	39.30%	45.58%	43.82%
7080/7085	Support Contracts	120,000	279,000	399,000	125,187	234,460	359,647	-5,187	44,540	39,353	104.32%	84.04%	90.14%
7090	Non-Board Meetings & Outreach	13,500	31,500	45,000	8,192	21,918	30,110	5,308	9,582	14,890	60.68%	69.58%	66.91%
7095	Board Meetings and Travel	0	23,000	23,000	0	15,645	15,645	0	7,355	7,355	0.00%	68.02%	68.02%
7100	Insurance	19,475	28,025	47,500	11,000	28,074	39,074	8,475	-49	8,426	56.48%	100.18%	82.26%
7120	Employee Fringe Benefits	236,927	552,830	789,757	159,804	449,665	609,469	77,123	103,165	180,288	67.45%	81.34%	77.17%
7125	Employer Payroll Taxes	22,784	53,161	75,945	13,370	38,293	51,662	9,414	14,868	24,283	58.68%	72.03%	68.03%
7130/7135	Payroll Services and Bank Fees	16,000	0	16,000	5,983	0	5,983	10,017	0	10,017	37.39%	0.00%	37.39%
7200	Equipment - Operating Leases	4,500	10,500	15,000	3,940	11,019	14,959	560	-519	41	87.56%	104.94%	99.73%
8500	Equipment and Furniture	22,500	52,500	75,000	9,738	25,942	35,679	12,762	26,558	39,321	43.28%	49.41%	47.57%
8900	Strategic Initiative (Operations)	0	501,198	501,198	0	0	0	0	501,198	501,198	0.00%	0.00%	0.00%
	<b>Total</b>	<b>1,826,165</b>	<b>3,730,522</b>	<b>5,556,687</b>	<b>1,289,492</b>	<b>2,656,114</b>	<b>3,945,606</b>	<b>536,673</b>	<b>1,074,408</b>	<b>1,611,081</b>	<b>70.61%</b>	<b>71.20%</b>	<b>71.01%</b>

Legend	
	Correct Now
	Watch
	OK

**workforce CONNECTIONS**  
**Awards and Expenditures**  
**Program Year 2011/2012 Adult/Dislocated Worker Programs**  
**August 31, 2013**

Amounts for Providers reflect invoiced allowable expenditures through July. Starred lines only reflect expenditures through June 2013.

Providers highlighted in pink have an active pink paper or are on high risk status.

**WIA PY11 One-Stop**

Provider	Contract Dates	Contract Award	Adult Expenditures	DW Expenditures	Total Invoiced	% Spent	Remaining Balance
Bridge Counseling Associates* (HIGH RISK STATUS)	6/1/13-6/30/14	\$ 400,000	\$ 2,191	\$ 1,282	\$ 3,473	0.87%	\$ 396,527
Foundation for an Independent Tomorrow	6/1/13-6/30/14	\$ 800,000	\$ 7,302	\$ 6,583	\$ 13,885	1.74%	\$ 786,115
GNJ Family Life Center	6/1/13-6/30/14	\$ 400,000	\$ 27,734	\$ 16,314	\$ 44,048	11.01%	\$ 355,952
Goodwill of Southern Nevada	6/1/13-6/30/14	\$ 400,000	\$ 5,903	\$ 1,375	\$ 7,279	1.82%	\$ 392,721
Latin Chamber Foundation	6/1/13-6/30/14	\$ 800,000	\$ 9,382	\$ 6,742	\$ 16,124	2.02%	\$ 783,876
Nevada Hospital Association	6/1/13-6/30/14	\$ 400,000	\$ 8,799	\$ 352	\$ 9,151	2.29%	\$ 390,849
Nevada Partners, Inc	6/1/13-6/30/14	\$ 1,200,000	\$ 31,697	\$ 23,191	\$ 54,888	4.57%	\$ 1,145,113
So. NV Regional Housing Authority	6/1/13-6/30/14	\$ 400,000	\$ 2,859	\$ 13,738	\$ 16,597	4.15%	\$ 383,403
<b>Total</b>		<b>\$ 4,800,000</b>	<b>\$ 95,868</b>	<b>\$ 69,577</b>	<b>\$ 165,445</b>	<b>3.45%</b>	<b>\$ 4,634,555</b>

**WIA PY11 Home Office**

Provider	Contract Dates	Contract Award	Adult Expenditures	DW Expenditures	Total Invoiced	% Spent	Remaining Balance
Bridge Counseling Associates* (HIGH RISK STATUS)	7/1/13-6/30/14	\$ 600,000	\$ -	\$ -	\$ -	0.00%	\$ 600,000
Foundation for an Independent Tomorrow	7/1/13-6/30/14	\$ 600,000	\$ 30,940	\$ 27,940	\$ 58,880	9.81%	\$ 541,120
GNJ Family Life Center	7/1/13-6/30/14	\$ 600,000	\$ 27,518	\$ 17,659	\$ 45,177	7.53%	\$ 554,823
Goodwill of Southern Nevada	7/1/13-6/30/14	\$ 600,000	\$ 9,241	\$ 14,679	\$ 23,921	3.99%	\$ 576,079
Latin Chamber Foundation	7/1/13-6/30/14	\$ 600,000	\$ 15,639	\$ 12,301	\$ 27,939	4.66%	\$ 572,061
Nevada Hospital Association	7/1/13-6/30/14	\$ 600,000	\$ 8,730	\$ 1,359	\$ 10,089	1.68%	\$ 589,911
Nevada Partners, Inc	7/1/13-6/30/14	\$ 600,000	\$ 24,123	\$ 13,316	\$ 37,439	6.24%	\$ 562,561
So. NV Regional Housing Authority	7/1/13-6/30/14	\$ 600,000	\$ 49,182	\$ 1,007	\$ 50,189	8.36%	\$ 549,811
<b>Total</b>		<b>\$ 4,800,000</b>	<b>\$ 165,373</b>	<b>\$ 88,261</b>	<b>\$ 253,634</b>	<b>5.28%</b>	<b>\$ 4,546,366</b>

**WIA PY11 Other (Disabilities, Re-Entry, Rural)**

	Contract Dates	Contract Award	Adult Expenditures	DW Expenditures	Total Invoiced	% Spent	Remaining Balance
Easter Seals	4/1/13-6/30/14	\$ 800,000	\$ 75,456	\$ 18,934	\$ 94,390	11.80%	\$ 705,611
Foundation for an Independent Tomorrow	7/1/12-6/30/14	\$ 1,400,000	\$ 668,292	\$ -	\$ 668,292	47.74%	\$ 731,708
Lincoln County School District*	10/1/12-6/30/14	\$ 100,000	\$ 28,249	\$ 18,084	\$ 46,333	46.33%	\$ 53,667
Nye Communities Coalition	7/1/11-6/30/14	\$ 1,700,000	\$ 727,271	\$ 551,359	\$ 1,278,630	75.21%	\$ 421,370
<b>Total</b>		<b>\$ 4,000,000</b>	<b>\$ 1,499,268</b>	<b>\$ 588,376</b>	<b>\$ 2,087,645</b>	<b>52.19%</b>	<b>\$ 6,458,721</b>

<b>Total PY11-PY12 Adult/DW</b>	<b>\$ 13,600,000</b>	<b>\$ 1,760,510</b>	<b>\$ 746,214</b>	<b>\$ 2,506,723</b>	<b>18.43%</b>	<b>\$ 15,639,643</b>
---------------------------------	----------------------	---------------------	-------------------	---------------------	---------------	----------------------

70%

30%

**workforce CONNECTIONS**  
**Awards and Expenditures**  
**Program Year 2011/2012 Youth Programs**  
**August 31, 2013**

Amounts for Providers reflect invoiced allowable expenditures through July 2013. Starred lines only reflect expenditures through June 2013 or prior as referenced.

Providers highlighted in pink have an active pink paper or are on high risk status.

**WIA PY11 Youth General**

Provider	Contract Dates	Contract Award	Youth In-School Expenditures	Youth Out-Of-School Expenditures	Total Invoiced	% Spent	Remaining Balance
Latin Chamber Foundation-PY11 Summer Component	6/1/12-9/30/13	\$ 286,016	\$ 163,379	\$ 80,643	\$ 244,022	85.32%	\$ 41,994
Latin Chamber Foundation-PY11 Green Consortium	5/1/12-9/30/13	\$ 500,000	\$ 125,737	\$ 161,146	\$ 286,883	57.38%	\$ 213,117
Nevada Partners, Inc-PY11 Summer Component	6/1/12-9/30/13	\$ 585,525	\$ 335,108	\$ 132,345	\$ 467,452	79.83%	\$ 118,073
So. NV Children First-PY11 Summer Component* (HIGH RISK STATUS) - thru 3/13	6/1/12-9/30/13	\$ 264,433	\$ 113,201	\$ 25,938	\$ 139,139	52.62%	\$ 125,294
<b>Total</b>		<b>\$ 1,635,974</b>	<b>\$ 737,423</b>	<b>\$ 400,072</b>	<b>\$ 1,137,495</b>	<b>69.53%</b>	<b>\$ 498,479</b>
			65%	35%			

**WIA PY12 Youth General**

Provider	Contract Dates	Contract Award	Youth In-School Expenditures	Youth Out-Of-School Expenditures	Total Invoiced	% Spent	Remaining Balance
GNJ Family Life Center-PY12 Youth Out of School	7/1/12-9/30/13	\$ 680,000	\$ -	\$ 580,113	\$ 580,113	85.31%	\$ 99,887
Goodwill of So. Nevada-PY12 Youth with Disabilities	3/1/13-6/30/14	\$ 500,000	\$ 12,231	\$ 44,490	\$ 56,721	11.34%	\$ 443,279
HELP of So. Nevada-PY12 Youth In School	7/1/12-9/30/13	\$ 973,403	\$ 664,876	\$ -	\$ 664,876	68.30%	\$ 308,527
HELP of So. Nevada-PY12 Youth Out of School	7/1/12-9/30/13	\$ 483,530	\$ -	\$ 355,236	\$ 355,236	73.47%	\$ 128,294
Latin Chamber Foundation-PY12 Youth Out of School	7/1/12-9/30/13	\$ 413,150	\$ -	\$ 238,816	\$ 238,816	57.80%	\$ 174,334
Nevada Partners, Inc-PY12 Youth In School	7/1/12-9/30/13	\$ 1,030,594	\$ 712,128	\$ -	\$ 712,128	69.10%	\$ 318,466
Olive Crest-PY12 Foster Youth	3/1/13-6/30/14	\$ 500,000	\$ 36,606	\$ 38,117	\$ 74,722	14.94%	\$ 425,278
So. NV Children First-PY12 Out of School* (HIGH RISK STATUS) - thru 3/13	7/1/12-9/30/13	\$ 388,798	\$ -	\$ 99,469	\$ 99,469	25.58%	\$ 289,329
So. NV Regional Housing Authority PY12 Youth Housing	5/1/13-9/30/14	\$ 400,000	\$ 28,215	\$ 4,454	\$ 32,669	8.17%	\$ 367,331
<b>Total</b>		<b>\$ 5,369,475</b>	<b>\$ 1,454,056</b>	<b>\$ 1,360,694</b>	<b>\$ 2,814,749</b>	<b>52.42%</b>	<b>\$ 2,554,726</b>
			52%	48%			

**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	\$ 200,000	\$ 65,554	\$ 88,564	\$ 154,118	77.06%	\$ 45,882
Nye Communities Coalition-PY11 Year Round	7/1/11-9/30/13	\$ 549,284	\$ 267,455	\$ 191,322	\$ 458,777	83.52%	\$ 90,507
<b>Total</b>		<b>\$ 749,284</b>	<b>\$ 333,009</b>	<b>\$ 279,886</b>	<b>\$ 612,894</b>	<b>81.80%</b>	<b>\$ 136,390</b>
			54%	46%			

**WIA PY11-12 Youth Re-Entry**

Provider	Contract Dates	Contract Award	Youth In-School Expenditures	Youth Out-Of-School Expenditures	Total Invoiced	% Spent	Remaining Balance
Youth Advocate Programs	7/1/12-9/30/14	\$ 600,000	\$ -	\$ 223,364	\$ 223,364	37.23%	\$ 376,636
<b>Total</b>		<b>\$ 600,000</b>	<b>\$ -</b>	<b>\$ 223,364</b>	<b>\$ 223,364</b>	<b>37.23%</b>	<b>\$ 376,636</b>
			0%	100%			
<b>Total Youth</b>		<b>\$ 8,354,733</b>	<b>\$ 2,524,488</b>	<b>\$ 2,264,015</b>	<b>\$ 4,788,503</b>	<b>57.31%</b>	<b>\$ 3,566,230</b>
			53%	47%			



**workforce CONNECTIONS**  
**Awards and Expenditures**  
**Program Year 2011/2012 Direct Programs**  
**August 31, 2013**

Amounts for Internal Programs reflect expenditures as of August 31, 2013.

Amounts for Providers reflect invoiced allowable expenditures through July 2013. Starred lines only reflect expenditures through June 2013.

**Direct Grants**

<b>Program</b>	<b>Contract Dates</b>	<b>Contract Award</b>	<b>Total Expended</b>	<b>% Spent</b>	<b>Remaining Balance</b>
Americorps YouthBuild PY12	8/15/12-8/14/13	23,820	\$ 21,999	92.35%	1,821
US Fish & Wildlife - WC	6/28/11-12/31/16	27,500	\$ 25,330	92.11%	2,170
Youth Build PY11 - WC	6/1/11-5/31/14	1,100,000	\$ 928,678	84.43%	171,322
Youth Build PY13 - WC	7/15/13-11/14/16	1,100,000	\$ 1,853	0.17%	1,098,147
<b>Total</b>		<b>2,251,320</b>	<b>977,860</b>	<b>43.43%</b>	<b>1,273,460</b>

**Workforce Connections  
Adult and Dislocated Worker Funding Plan  
PY 2013 Projections**

	Budget	Remaining Available Funds	Projections Based on Monthly Invoices				Projected PY2013 TOTAL	Remaining
			Jul-Sep 2013	Oct-Dec 2013	Jan-Mar 2014	Apr-Jun 2014		
			2 Months	3 Months	3 Months	3 Months		
<b>REVENUES (Available as of September 3, 2013)</b>								
PY2011 Incentive Funding for June 2012 Performance - Waiting for DETR	Unknown							
PY2012 Adult and DW Funding	13,164,641	3,811,856	2,000,000	1,811,856		3,811,856	-	
PY2011/2012 Additional Dislocated Worker Funding (BOE approval 05/2013)	2,028,047	1,568,386	767,721	800,665		1,568,386	-	
PY2013 Adult and DW Funding	14,806,576	14,806,576		1,778,979	4,754,000	4,754,000	3,519,597	
<b>TOTAL REVENUES</b>	<b>29,999,264</b>	<b>20,186,818</b>	<b>2,767,721</b>	<b>4,391,500</b>	<b>4,754,000</b>	<b>4,754,000</b>	<b>16,667,221</b>	
<b>EXPENDITURES</b>							<b>2.22 Months</b>	
<b>Community Resources</b>								
PY2011 Nye Rural Services (Extended to June 2014)	1,700,000	421,370	110,000	100,000	100,000	100,000	410,000	
PY2011 Extend Adult and DW Contracts (One-Stop Center Partners)	4,800,000	4,634,555	984,555	1,150,000	1,150,000	1,150,000	4,434,555	
PY2011 Extend Adult and DW Contracts (One-Stop Affiliate Locations)	4,800,000	4,546,366	896,366	1,150,000	1,150,000	1,150,000	4,346,366	
PY2012 Lincoln County Rural Services (Extended to June 2014)	100,000	53,667	12,000	13,500	13,500	13,500	52,500	
PY2012 Reentry Program (Extended to June 2014)	1,400,000	731,708	124,000	195,000	195,000	195,000	709,000	
PY2012 Adult and DW (Adults with Disabilities)	800,000	705,611	52,000	210,000	210,000	210,000	682,000	
PY2012 One-Stop Center Operations / One-Time Construction/Equipment	1,855,600	117,583	110,000				110,000	
PY2012 Workforce Connections Urban Computer Center	150,000	82,759	25,300	40,000			65,300	
PY2013 Academy of Human Development - Computer Center	150,000	140,000	10,000	40,000	40,000	40,000	130,000	
PY2013 One-Stop Center Operations	342,734	292,459	28,500	85,500	85,500	85,500	285,000	
PY2013 One-Stop System Operations	1,205,266	1,102,916	85,000	315,000	315,000	315,000	1,030,000	
<b>Operations</b>								
PY2013 Administration and Programs	3,861,314	3,121,901	330,000	930,000	930,000	930,000	3,120,000	
<b>Pending Contracts</b>								
PY2013 New One-Stop Partner RFP (Veterans Oct 2013 to Sept 2014)	650,000	650,000		162,500	162,500	162,500	487,500	
PY2013 Workforce Connections Urban Computer Center	150,000	150,000			40,000	40,000	80,000	
PY2013 New Adult and DW (Rural - Esmeralda - Start Jan 2014)	50,000	50,000			12,500	12,500	25,000	
PY2013 New Adult and DW Contracts (Clark County - Mesquite - Start Jan 2014)	50,000	50,000			12,500	12,500	25,000	
PY2013 Adult and DW Contracts (Reentry - Barber Training)	850,000	850,000			212,500	212,500	425,000	
PY2013 Adult and DW Contracts (Reentry - Logistics/Warehousing Operations)	500,000	500,000			125,000	125,000	250,000	
<b>TOTAL</b>			<b>2,767,721</b>	<b>4,391,500</b>	<b>4,754,000</b>	<b>4,754,000</b>	<b>16,667,221</b>	

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

PY2013 funding period is available July 1, 2013 through June 30, 2015 (after two years, funds revert to the State for one additional year)

	Service Provider	One-Stop Ctr/Sys	Total	
<b>One Stop System/Center</b>	<b>5,450,000</b>	<b>1,548,000</b>	<b>6,998,000</b>	<b>40%</b>
<b>Home Office and Affiliate Locations</b>	<b>8,350,000</b>	<b>450,000</b>	<b>8,800,000</b>	<b>50%</b>
<b>Rural Locations</b>	<b>1,900,000</b>	<b>-</b>	<b>1,900,000</b>	<b>11%</b>
<b>Total Community Resources</b>	<b>15,700,000</b>	<b>1,998,000</b>	<b>17,698,000</b>	<b>100%</b>
	<b>89%</b>	<b>11%</b>	<b>100%</b>	

**Workforce Connections  
Youth Funding Plan  
PY 2013 Projections**

	Budget	Available Funds	Projections Based on Monthly Invoices						Projected PY2013 TOTAL	Remaining
			Jul-Sep 2013	Oct-Dec 2013	Jan-Mar 2014	Apr-Jun 2014	Next Program Year			
			2 Months	3 Months	3 Months	3 Months				
<b>REVENUES (Available as of September 3, 2013)</b>										
PY2012 Youth Funding	6,337,899	2,756,441	1,465,310	1,291,131				2,756,441	-	
PY2013 Youth Funding	6,564,523	6,564,523	-	391,369	1,682,500	1,682,500	1,205,000	4,961,369	1,603,154	
<b>TOTAL REVENUES</b>	<b>12,902,422</b>	<b>9,320,964</b>	<b>1,465,310</b>	<b>1,682,500</b>	<b>1,682,500</b>	<b>1,682,500</b>	<b>1,205,000</b>	<b>7,717,810</b>	<b>1,603,154</b>	
<b>EXPENDITURES</b>									<b>2.86 Months</b>	
<b>Community Resource Contracts - PY2011</b>										
PY2011 Latin Chamber Green Consortium (To Sept 2013)	500,000	213,117	36,360					36,360		
PY2011 Lincoln County (To Sept 2014)	200,000	39,282	13,250					13,250		
PY2011 Nye County (To Sept 2014)	549,284	90,507	50,700					50,700		
PY2011 Youth Summer Component/Year Round (To Sept 2013)	1,136,064	249,361	98,500					98,500		
<b>Community Resource Contracts - PY2012</b>										
PY2012 Youth Out-of-School Contracts (To Sept 2013)	1,965,478	645,844	279,600					279,600		
PY2012 New WC Office Location / One-Time Construction/Equipment	430,000	281,706	48,000					48,000		
PY2012 Youth In-School Contracts (To Sept 2014)	3,503,997	2,126,993	292,100	450,000	450,000	450,000	450,000	2,092,100		
PY2012 Youth Re-entry (To Sept 2014)	600,000	376,636	40,000	75,000	75,000	75,000	75,000	340,000		
PY2012 Foster Care and Youth with Disabilities (To Sept 2014)	1,000,000	868,557	69,300	175,000	175,000	175,000	175,000	769,300		
PY2012 Youth Summer Component / Year Round (Public Housing)	400,000	396,955	60,000	80,000	80,000	80,000	80,000	380,000		
<b>Community Resource Contracts - PY2013</b>										
PY2013 Youth Jobs for America's Graduates (JAG) (Begin July 2013)	350,000	350,000	87,500	87,500	87,500	87,500		350,000		
<b>Operations</b>										
PY2012 Administration and Programs	1,867,580	106,028						-		
PY2013 Administration and Programs	1,562,904	1,562,904	390,000	390,000	390,000	390,000		1,560,000		
<b>Pending Contracts</b>										
PY2011 Youth Rural Contracts Extension (Extend to Sept 2014)	300,000	300,000		75,000	75,000	75,000	75,000	300,000		
PY2013 Out-of-School Youth Contracts (Oct 2013 to Sept 2014)	1,400,000	1,400,000		350,000	350,000	350,000	350,000	1,400,000		
<b>TOTAL</b>			<b>1,465,310</b>	<b>1,682,500</b>	<b>1,682,500</b>	<b>1,682,500</b>	<b>1,205,000</b>	<b>7,717,810</b>		

PY2012 funding period is available April 1, 2012 through June 30, 2014 (after two years, funds revert to the State for one additional year)  
 PY2013 funding period is available April 1, 2013 through June 30, 2015 (after two years, funds revert to the State for one additional year)

**workforce CONNECTIONS**

Audit Findings for PY2011  
(Year Ended June 30, 2012)

Monthly Status Report  
August 2013

Finding	Type	Description	Target Date	Audit								
				PY2011	PY2010	PY2009	PY2008	PY2007	PY2006			
				ended	ended	ended	ended	ended	ended			
				6/30/2012	6/30/2011	6/30/2010	6/30/2009	6/30/2008	6/30/2007			
							(1/31/2013)	(2/24/2012)	(4/29/2011)	(06/08/2010)	(09/22/2009)	(07/22/2008)
12-1	Federal Grants	<b>Funding federal grants in advance - excessive time elapsed between receipt of funds and disbursement of funds</b>	June 2013	X	X	X	X					
		Action: August 2013 - Efforts to pay subrecipients within two days of receiving funds from the State continues. When funds are drawn for a provider, and not paid to them, the funds will be swapped on the subsequent draw to avoid using those funds for other expenses.										
		Action: Ongoing - FE must be kept up-to-date monthly to ensure accuracy.										
12-2	Federal Grants	<b>Requests for funds need to be complete, accurate, and agree to supporting documentation.</b>	July 2012	X	X	X						
		Action: August 2013 - Staff continues to review all provider invoices to ensure accuracy and completeness. Also, as part of the quarterly invoice reconciliation process, all provider invoices get reviewed again.										
12-3	Federal Grants	<b>Documentation supporting program participant eligibility shall be complete, accurate, and retained</b>	June 2013	X	X							
		Status: Policies and procedures have been developed and annual monitoring by program staff will ensure complete and accurate records.										
		Action: August 2013 - The Quality Assurance manager has begun reviewing records for the internal and direct programs that have participant files. This is a formal process to help make sure all participant files have proper eligibility documentation. The review will ensure that all files have required eligibility documentation. To date, review of SESP incumbent worker files for the fiscal year ended June 30, 2013 has been completed and necessary corrections recommended.										
12-4	Federal Grants	<b>Property records shall be complete, accurate and equipment will be properly accounted for.</b>	June 2013	X								
		Status: Policies and procedures will be followed to properly track equipment.										
		Action: August 2013 - Staff will be working on removing the State approved disposal list from the fixed asset list. Newly acquired assets for the fiscal year ended June 30, 2013 will need to be added to the list. Items remaining after the move to the new location will need to be offered to our funded partners as needed.										

## workforce CONNECTIONS

Audit Findings for PY2011  
(Year Ended June 30, 2012)

Monthly Status Report  
August 2013

Finding	Type	Description	Target Date	Audit					
				PY2011	PY2010	PY2009	PY2008	PY2007	PY2006
				ended	ended	ended	ended	ended	ended
				6/30/2012	6/30/2011	6/30/2010	6/30/2009	6/30/2008	6/30/2007
				(1/31/2013)	(2/24/2012)	(4/29/2011)	(06/08/2010)	(09/22/2009)	(07/22/2008)
<b>Findings below did not recur in the latest audit.</b>									
11-1	Financial Reporting	<b>Lack of Policies and Procedures and GAAP adherence - improved from last year but still lacks effective policy and procedures</b> Status: The Finance staff will continue to operate within established policies and modify those that need to be updated. Adherence to GAAP will always be the goal.			X	X	X	X	X
11-2	Financial Reporting	<b>Lack or insufficient skills and knowledge to perform governmental accounting utilizing GAAP - improved from last year but still needs improvement</b> Status: The Finance Manager and Financial Consultant are providing the expertise necessary to provide the skills and knowledge that have been needed. Staff will keep up skills by attending all applicable training.			X	X	X	X	
11-3	Federal Grants	<b>SEFA schedules did not agree with supporting records or documentation</b> Status: The FE system continues to be reconciled to the supporting draw and invoice records.			X	X	X	X	X
11-6	Federal Grants	<b>ARRA - timely reporting of quarterly reports</b> Status: All of the ARRA funds have been expended and there are no more reports due.			X	X			
11-8	Federal Grants	<b>Sub-recipients awards did not contain the required information</b> Status: All contracts for program year 2011 included the new template that ensured all the required information was entered into the contracts.			X	X	X		X
11-9	Federal Grants	<b>Financial reporting of Form ETA 9130 - timely submissions</b> Status: A spreadsheet was developed for monitoring all report due dates and two fiscal staff are required to monitor the spreadsheet to ensure every report is submitted in advance of its deadline. Action: Ongoing - monthly monitoring must continue to take place to ensure reports meet all deadlines.			X	X			
11-10	Federal Grants	<b>Monitoring of sub-recipients - Annual Monitoring and Tracking of Findings</b> Status: Dept of Labor requires annual financial reviews of subrecipients. Our policy was updated. A monitoring spreadsheet has been developed to track all findings. Action: Apr 2013 - Continue the annual fiscal monitoring of all service provider contracts. Reports must be issued within 30 days.			X	X	X		

**WORKFORCE CONNECTIONS  
PROFESSIONAL SERVICES CONTRACTS  
As of 9/16/2013**

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

<b>MACEY PRINCE CONSULTANTS</b> <b>Fiscal &amp; Procurement Technical Assistance</b>  <b>Amendment #1</b> <b>Funded Partners &amp; DETR Fiscal Training</b>  <b>Amendment #2</b> <b>Modification to hourly rate</b>  <b>Amendment #3</b> <b>Development of Procurement Manual and Modifications and Revisions to Fiscal Policies and Procedures</b>  <b>Amendment #4</b> <b>Staff &amp; Workforce Community RFP Training</b>	<b>\$5,000.00</b>  <b>\$20,000.00</b>  <b>No cost amendment</b>  <b>\$25,000.00</b>  <b>\$20,000.00</b>	<b>Competitive</b>         <b>Competitive</b>	<b>A/DW/Y</b>         <b>A/DW/Y</b>	<b>9/23/2011 to 6/30/2014</b>         <b>5/18/2009 to 1/25/2014</b>
<b>MARQUIS AURBACH COFFING</b> <b>Board Legal Counsel</b>  <b>Second Contract</b> <b>Board/Staff Legal Counsel</b>  <b>Amendment #1</b>	<b>100 to \$250 per hour not to exceed \$100,000.00</b>  <b>\$100,000.00</b>  <b>\$100,000.00</b>	<b>Sole Source</b>   <b>Competitive</b>	<b>A/DW/Y Formula</b>         <b>A/DW/Y Formula</b>	<b>5/18/2009 to 1/25/2014</b>         <b>8/1/2012 to 6/30/2014</b>
<b>GREG NEWTON ASSOCIATES</b> <b>One Stop System Planning Training</b>  <b>Amendment # 1</b> <b>Partners One Stop System Training</b>  <b>Amendment #2</b> <b>One Stop Training for New Partners &amp; Staff One Stop Refresher Training</b>	<b>\$25,200.00</b>  <b>\$8,400.00</b>  <b>\$10,000.00</b>	<b>Competitive</b>	<b>A/DW/Y Formula</b>	<b>8/1/2012 to 6/30/2014</b>
<b>JOHN CHAMBERLIN</b> <b>ARRA/WIA Program/Fiscal Attorney Technical Assistance</b>  <b>Amendment #1</b> <b>Procurement Technical Assistance &amp; SNWA LEO Technical Assistance</b>	<b>\$20,000.00</b>  <b>\$15,000.00</b>	<b>Sole Source</b>	<b>A/DW/Y Formula</b>	<b>4/1/2008 to 6/30/2014</b>

<b>Amendment #2</b> <b>Board &amp; Staff Technical Assistance</b> <b>for Program Year 2012</b> <b>Strategic Plan</b>	\$10,000.00			
<b>Amendment #3</b> <b>Board Strategic Planning</b>	\$20,000.00			
<b>Amendment #4</b> <b>Continuation of Board PY2013 Strategic</b> <b>Plan</b>	\$1,000.00			
<b>Amendment #5</b> <b>Legal Status of New Workforce Federal</b> <b>PY2013 Legislation &amp; how it may affect</b> <b>WC's functions &amp; operations</b>	\$10,000.00			
<b>STRATEGIC PROGRESS</b> <b>Grant Research and Writing</b>	\$8,000.00 per grant - (not to exceed \$24,000.00)	Competitive	WIA/YB/SESP	10/1/2012 to 10/31/2013
<b>SWITCH</b> <b>Co-location Repository and</b> <b>Maintenance of WC Data</b>	\$17,000.00 per year	Competitive	WIA/YB/SESP	8/10/2011 to 7/31/2014
<b>Amendment #1</b> <b>Data Off-site Repository Maintenance</b>	\$17,000.00 per year		A/DW/Y	
<b>Amendment #2</b> <b>Data Off-site Repository Maintenance</b>	\$17,000.00 per year			
<b>PIERCY BOWLER TAYLOR &amp;</b> <b>KERN</b> <b>A-133 AUDITING SERVICES–PY2010</b>	\$219,296.67	Competitive	WIA/YB/DOJ/ SESP	9/15/2011 to 3/31/2012
<b>Contract Extension</b> <b>A-133 AUDITING SERVICES</b> <b>for Program Year 2011</b>	\$75,724.00			9/19/2012 to 3/31/2013
<b>Amendment #1</b> <b>A-133 AUDITING SERVICES</b> <b>for Program Year 2012</b>	\$75,724.00			7/16/13 to 3/31/2014



<b>SIN CITY MAD MEN</b> <b>Web Development Services</b> <b>Amendment #1</b> <b>Maintenance of WC Web Site</b>  <b>Amendment #2</b> <b>Development &amp; Maintenance of One</b> <b>Stop Web Site</b>	<b>\$8,000.00</b>  <b>\$30,000.00</b>  <b>\$61,500.00</b>	<b>Competitive</b>	<b>WIA</b>	<b>11/5/2012</b> <b>to</b> <b>6/30/2014</b>
<b>LANTER CONSULTING GROUP</b>  <b>Development of One-Stop Manual</b>	<b>\$6,000.00</b>	<b>Competitive</b>	<b>WIA</b>	<b>1/8/2013</b> <b>to</b> <b>1/30/2014</b>
<b>RICHARDSON PARTNERSHIP INC.</b> <b>One Stop Center Architect</b> <b>Amendment #1</b>  <b>Construction/Architectural Change</b> <b>Order for One Stop Center</b>	<b>\$60,000.00</b>  <b>\$8,935.00</b>	<b>Competitive</b>	<b>WIA</b>	<b>12/18/2012</b> <b>to</b> <b>12/31/2013</b>
<b>ANNIE V. WHITE, PHD</b>  <b>Staff Team Building Training</b>  <b>Amendment #1</b>  <b>Continuation of Staff Team Building</b> <b>Training</b>	<b>\$3,500.00</b>  <b>\$10,000.00</b>	<b>Competitive</b>	<b>WIA</b>	<b>4/5/2013</b> <b>to</b> <b>6/30/2014</b>
<b>WORKPLACE ESL SOLUTIONS</b> <b>Staff Training - Basic Office</b> <b>Communications Skills Workshop</b>  <b>Amendment #1</b> <b>Staff Training-Basic Skills Monitoring</b> <b>Reports</b>  <b>Amendment #2</b> <b>Continuation of Improvement of Staff's</b> <b>Basic Writing Skills</b>	<b>\$2,000.00</b>  <b>\$5,000.00</b>  <b>\$10,000.00</b>	<b>Competitive</b>	<b>WIA</b>	<b>4/9/2013</b> <b>to</b> <b>6/30/2014</b>

<b>PRISM GLOBAL MANAGEMENT GROUP</b> <b>HR Services</b>  <b>Amendment #1</b> <b>HR Services</b>  <b>Amendment #2</b> <b>HR Services</b>  <b>Amendment #3</b> <b>HR Services</b>	<b>\$40,000.00</b>  <b>\$27,000.00</b>  <b>\$8,000.00</b>  <b>\$82,000.00</b> per year; not to exceed for two (2) years <b>\$164,000.00</b>	<b>Competitive</b>	<b>WIA</b>	<b>9/22/2011</b> to <b>9/30/2014</b>
<b>PENTA BUILDING GROUP</b> <b>CMR One Stop Center</b> <b>Pre-Construction Services</b>  <b>Amendment #1</b> <b>One-Stop Center Construction Services</b>  <b>Amendment #2</b> <b>One-Stop Center Construction</b> <b>Change Order</b>  <b>Amendment #3</b> <b>One-Stop Construction</b> <b>Change Order</b>	<b>\$5,244.00</b>  <b>\$849,214.00</b>  <b>\$25,079.00</b>  <b>\$10,456.00</b>	<b>Competitive</b>	<b>WIA</b>	<b>2/12/2013</b> to <b>12/31/2013</b>
<b>ALLIEDBARTON SECURITY SERVICES</b> <b>One-Stop Center &amp; WC Administrative offices Security Services</b>	<b>\$80,000.00</b>	<b>Competitive</b> <b>State Contract</b>	<b>WIA</b>	<b>7/1/2013</b> to <b>6/30/2014</b>
<b>TAKA KAJIYAMA</b> <b>Software Development</b>	<b>\$62,400.00</b>	<b>Competitive</b>	<b>WIA</b>	<b>8/7/2013</b> to <b>6/30/2014</b>
<b>LAURA DIEKEN</b> <b>Software Development</b>	<b>\$24,600.00</b>	<b>Competitive</b>	<b>WIA</b>	<b>8/7/2013</b> to <b>6/30/2014</b>

<b>RED 7 COMMUNICATIONS</b> <b>One Stop and WC Out Reach Services</b>	<b>\$15,000.00</b>	<b>Competitive</b>	<b>WIA</b>	<b>9/1/2013</b> <b>to</b> <b>2/28/2014</b>
--	--------------------	--------------------	------------	--

**\*\*All noted Professional Services contracts & the procurement process, has been previously reviewed & approved by DETR, and are in compliance with DETR's Policy 3.1 which states: Professional services with state prior authorization costs of outside professional services rendered by individuals or organizations are allowable. The procurement of noncompetitive proposals (sole source) may be used when the awarding agency (DETR) authorizes noncompetitive proposals; CFR 97.36 (d), (4), (C)**

**\*\*Contracts may have a small balance of unexpended funds at closing.**

**Agenda Item 20. DISCUSSION AND POSSIBLE ACTION: Executive  
Director's Report ~ Ardell Galbreth**

- a. Executive Director Report
- b. Workforce Connections' Annual Report - FY2012

***Executive Director's Report  
Board Meeting  
September 24, 2013***

**Rural Counties Update**

- **Lincoln County**
- New initiatives in Lincoln County, i.e., new staff on board
  - New Staff has completed Workforce Connections' NV Trac Training
  - Registering five new clients
- Established promotional goals to approach businesses and develop relationships
- Meetings were held with Lincoln County Telephone, Lincoln's Youth Center staff and two private businesses
  - Planning an interactive booth in conjunction with Lincoln County community events
- **Nye County**
- Job Fair on September 13, 2013
- Participated in a Health Family Festival on Saturday, September 14, 2013
  - Included activities as child car seat demo, access to medical services, suicide awareness, wellness activities, etc.

**One-Stop Career Center  
*Deliverables***

- Averaging approximately 100 clients per day
- Having issues with quality client services from some WIA partners, i.e., delayed service delivery, inadequate service delivery and inadequate staffing - not in accordance with contract requirement
- Service providers' contracts are under review with the intent of modifying service delivery with streamlined requirements to deliver services within five days after determining eligibility

- Will be encouraging consortium members to accept and assume ownership of One-Stop Career Center operations
- Workforce Connections will conduct an One-Stop Career Center activities monitoring review prior to year end

### **Upcoming Training Activities**

- Staff Monitoring Review and Report Writing Training – October/November 2013
- Service Providers/Partners Fiscal/Procurement Training – January/February 2014
- Service Providers and Community/Faith Based Agencies RFP 101 Training – January/February 2014 - Prior to release of RFPs

### **Workforce Development Challenges**

- Service Providers/Partners' Contract/Year End Close Outs
  - Identified significant cash short falls resulted in disallowed costs in the amount of \$121,014.78 for Bridge Counseling Associates
    - Staff providing technical assistance to recover all disallowed costs while minimizing client service delivery disruption
    - There may be other service providers/partners in similar situations due to poor cash management procedures like Bridge Counseling Associates

### **Workforce Activities Update**

- Disallowed costs amounting to \$19,807.26 assessed by DETR was overturned by official hearing officer
  - Now working with DETR to develop policy guidance to continue critically needed Medical Spanish Immersion Training minus travel costs for statewide implementation

# *Workforce* CONNECTIONS PEOPLE, PARTNERSHIPS, POSSIBILITIES

---

## Executive Summary

This year was perhaps the best year ever for the Southern Nevada Workforce Investment Area. Not only did Workforce Connections (Southern Nevada's Workforce Investment Board) meet or exceed all established performance measures established by the State of Nevada and the U.S. Department of Labor, the agency did exceedingly well on its own measures, using key indicators leading to better overall performance. For example, for the first time in the agency's recent history, only a minimum number of findings or deficiencies were noted in this year's audit reports. More importantly, the total number of clients served far exceeded expectations and due to management's restructuring and resource allocation, the funding targeted for training was significantly greater in comparison to normal formula allotments.

One key feature or strategy introduced in Workforce Connections' tactical work plans was that of the Local Employer Advisory Panel (LEAP). The panel will provide the agency comprehensive intelligence that allows Workforce Connections to pinpoint demand-driven training and employment opportunities for job seekers. A direct result of Workforce Connections' LEAP initiatives will be increased wages earned by registered clients. Beyond this, Workforce Connections' staff and associated partners participated in community outreach initiatives throughout the program year. These initiatives included; 1) Town Hall meetings to hear and understand the employment and training concerns of local residents, 2) U.S. Department of Labor local Minimum Wage Forum hosted by the Acting Secretary of Labor; 3) Job Fairs supported and hosted by Nevada's U.S. Congressional Delegation and 4) the Nevada Hispanic Legislative Caucus which enabled Workforce Connections' management staff to submit critical inputs in support of State Legislature Bill Drafts resulting in Nevada Revised Statutes.

Most notably toward the latter part of this program year was the launching of Southern Nevada's Workforce Investment Area Comprehensive One-Stop Career Center. The Center's grand opening brought about a new wave of business customers and job seekers accessing critically needed employment and training services. This report highlights the strength of partnership in forming a consortium to collaborate to deliver better employment and training services to the residents of Southern Nevada. While there were many exciting initiatives during this program year, none can top the successful completion of the State Energy Sector Partnership Grant (SESP) which allows Workforce Connections' staff to excel in every area of service delivery and establishes sustained clean energy programs and services in support of the State's Clean Energy Sector.

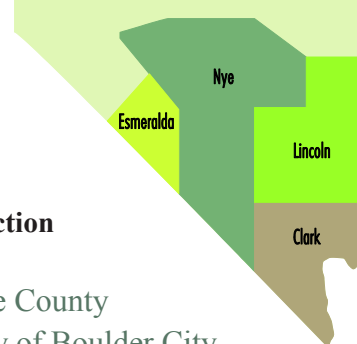
# PEOPLE, PARTNERSHIPS, POSSIBILITIES

## Local Leadership to Fulfill Local Needs

### Local Elected Officials Consortium

The Local Elected Officials Consortium oversees primary board activities such as the appointment of board members, fiduciary responsibilities over local area resources, budget approvals and the coordination of inter-local government agreements.

*Workforce Connections serves the Clark, Esmeralda, Lincoln and Nye Counties of Southern Nevada. The northern counties are served by sister board, Nevadaworks.*



#### Member

- Commissioner Andrew Borasky
- Councilwoman Peggy Leavitt
- Commissioner Ralph Keyes
- Councilwoman Anita Wood
- Councilman Bob Beers
- Commissioner Adam Katschke
- Councilwoman Gerri Schroder
- Commissioner Lawrence Weekly

#### Jurisdiction

- Nye County
- City of Boulder City
- Esmeralda County
- City of North Las Vegas
- City of Las Vegas
- Lincoln County
- City of Henderson
- Clark County

### Workforce Connections Board of Directors

Created to carry out the duties of regional workforce development outlined by the Workforce Investment Act of 1998, the Workforce Connections Board is a diverse group of people actively engaged in the community who identify needs and opportunities, and align resources towards effective workforce development. Our board members include leaders from various areas of the community including:

- Local elected officials
- Public service organizations
- Private business sector leaders
- Labor organizations
- Educational institutions
- Professional service associations

The Board uses their understanding of the local labor market and the economic forces



impacting us to define the scope of work performed by Workforce Connections and its program partners. Working with economic developers, K-12 and post-secondary educators, chambers of commerce and community service organizations, the Board keeps their ear to the ground and aligns strategies that build better partnerships for better investments in the community.

## Workforce Connections Board of Directors

Board Members	Representing	Committees: ADW	Budget & Finance	Executive	Youth Council
Maggie Arias-Petrel	Global Consulting	●			
Michelle Bizé	Las Vegas Review Journal	●			
Hannah Brown	Urban Chamber of Commerce Workforce Connections Chair	●	●	●	
William Bruninga	Advance Energy Applications		●		
Matthew T. Cecil	Fisher & Phillips LLP	●			
Mark Edgel	Southern Nevada Laborers Local # 827 Training Facility	●			
Willie J. Fields	WJF Shoe				●
Dan Gouker	College of Southern Nevada		●	●	
Sonja Holloway	Sierra Nevada Job Corps			●	●
William Kirby	Rural Nevada		●		
Dr. David Lee	Taiwanese Chamber of Commerce	●			
Vida Chan Lin	Western Risk		●		
Valerie Murzl	Station Casinos	●		●	
Bart Patterson	Nevada State College				
Lynda Parven	The Department of Employment, Training and Rehabilitation	●			
Charles Perry	Nevada Healthcare Association	●			
Mujahid Ramadan	MR Consulting				●
William Regenhardt	National University	●			
Daniel Rose	Sheet Metal Local #88 Joint Apprenticeship Training Center	●			●
Tommy Rowe	Rural Nevada				●

<b>2012 WIA Participant Characteristics</b>			
Characteristics of WIA Formula Adult			
		Number of Participants	Percentage of All Participants
<b>Total Number of Participants</b>		2,406	
<b>Gender</b>			
	Male	1,062	44.1
	Female	1,344	55.9
<b>Race*</b>			
	Latino or Hispanic	432	18.0
	Black or African American	740	30.8
	White	869	36.1
	American Indian or Alaskan Native	41	1.7
	Asian	161	6.7
	Hawaiian Native or Other Pacific Islander	42	1.7
<b>Age at Enrollment</b>			
	18-21	153	6.4
	22-54	1,990	82.7
	55+	241	10.0
Characteristics of WIA Formula Dislocated Worker			
		Number of Participants	Percentage of All Participants
<b>Total Number of Participants</b>		1,015	
<b>Gender</b>			
	Male	501	49.4
	Female	514	50.6
<b>Race*</b>			
	Latino or Hispanic	172	16.9
	Black or African American	299	29.5
	White	364	35.9
	American Indian or Alaskan Native	13	1.3
	Asian	36	3.5
	Hawaiian Native or Other Pacific Islander	13	1.3
<b>Age at Enrollment</b>			
	18-21	5	0.5
	22-54	812	80.0
	55+	197	19.4

## Characteristics of WIA Formula Youth

		Number of Participants	Percentage of All Participants
<b>Total Number of Youth Participants</b>		2,903	
<b>Gender</b>			
	Male	1,602	55.2
	Female	1,301	44.8
<b>Race*</b>			
	Latino or Hispanic	1,067	36.8
	Black or African American	1,243	42.8
	White	742	25.6
	American Indian or Alaskan Native	88	3.0
	Asian	100	3.4
	Hawaiian Native or Other Pacific Islander	70	2.4
<b>School Status (at registration)</b>			
	In-School	1,891	65.1
	Out-of-School	1,012	34.9
<b>Age at Enrollment</b>			
	14-18	2,125	73.2
	19-21	772	26.6

\* Participants acknowledge more than one race



Re-entry Town Hall Event hosted by Commissioner Weekly

# PEOPLE, PARTNERSHIPS, POSSIBILITIES

---

## Strategic Workforce Development Initiatives

**Industry/Regional sectors:** We're focusing our efforts and aligning our resources to support the industries identified by the Governor's Economic Development Plan. We're implementing important rural initiatives that provide much needed services in these areas. These initiatives support the Governor's overall vision, fulfill community needs and create new career pathways in Southern Nevada.

**Targeted populations:** Our programs assist a wide variety of people, offering unique tools and training opportunities to ensure the fastest path to regaining employment and strengthening our workforce. These populations include: Adult & Dislocated Workers, Youth, Businesses, Veterans, Persons with Disabilities, Foster Care Youth, At Risk Youth and Ex-offenders.

**Rural Support:** The rural areas of Southern Nevada which include Esmeralda, Lincoln and Nye counties, pose unique challenges to support the workforce. Areas separated by distances are not serviced by public transportation, have a limited number of large employers, and lack the social services infrastructure commonly found elsewhere. These communities, therefore, require a different approach to sustain and develop jobs for residents. In service to adult workers in these areas, Workforce Connections and partners have coordinated hiring events, supported efforts to sustain local businesses and maintained Career Connections. Efforts to engage youth include providing education services, work readiness training, and on-the-job experiences in partnership with public and private sector employers.

### **Demand Driven**

**Local Employer Advisory Panel (LEAP):** As part of our 2 year Strategic Plan we've assembled an advisory panel comprised of local employers within our local workforce investment area. Panel members will be employer representatives with decision-making and hiring authority from local industry sectors. This panel will deliver "real time" and locally relevant workforce intelligence for Southern Nevada's One Stop System and One Stop Career Center. The intelligence received will help ensure the delivery of a full range of relevant services for employers and job seekers.

**Training Providers:** Training will be added and/or removed from the Eligible Training Provider List (ETPL) and the Pre-Vocational List (PVL) as needed, according to demand information gathered from LEAP and WIA partners system-wide.

## Community Driven

Throughout the year, Workforce Connections facilitated and participated in events which brought the community together with our board members, elected officials and staff.



- **Re-Entry Town Hall Meeting**, hosted by Clark County Commissioner Lawrence Weekly. On August 1, 2012 at the request of Commissioner Lawrence Weekly (Board Member), Workforce Connections staff and service providers were on hand to listen to and provide program information to both male and female ex-offenders. The town meeting was held at the Pearson Center. During the two and a half hour discussion several ex-offenders spoke about how they got to prison, what happened while in prison and the difficulties they've faced since being released from prison. Several ex-offenders spoke about their successes and what it took to get there.
- **Minimum Wage Forum**, hosted by Acting Secretary of Labor, Seth Harris. The Acting Secretary of Labor, Seth Harris, moderated a minimum wage roundtable on April 18, 2013. Secretary Harris has traveled throughout the United States requesting feedback from workers to determine what an increase in the minimum wage would mean to them. The stories shared from the participating roundtable were a strong indication of how individuals with families struggle to make ends meet.
- **Job Fair**, hosted by Senator Harry Reid. Workforce Connections was on hand June 15, 2013, when Senator Reid's office, together with UNLV's Office of Veterans Services and Career Services, hosted the Veterans Career Fair & Workshops. In attendance at the event were 156 representatives from 88 actively hiring employers. The event was open to all veterans, service members and dependents and was well attended with 220 attendees. The Career Fair offered workshops on resume and interview skills, VA benefits, and ways to "turbo charge" the job search by effectively using social media.

- **Community Fair**, hosted by Nevada Hispanic Legislative Caucus (NLHC). On March 2, 2013 the NHLHC organized a Workforce Development Community Fair at the Rafael Rivera Community Center. WC staff was present to provide information on WIA resources available through the One Stop System. The STEM-based Green Mobile Classroom was there as well to engage youth in attendance.
- **Community Fair**, hosted by State Assemblywoman Marilyn Kirkpatrick, County Commissioner Lawrence Weekly, and North Las Vegas City Councilman Anita Wood. Workforce Connections was present at the event “Standing at the Crossroads” at Goynes Park. Strong vendor turnout provided over 31 community agencies the opportunity to interact with residents and provide much needed information and resources to the area. All of workforce Connections funded partners were present.
- **Job Fair**, hosted by Congressman Joe Heck. During this last program year Workforce Connections assisted Congressman Joe Heck’s office with assisting with two different job fairs. The goal of these job fairs was to connect future members of Southern Nevada’s workforce with companies that were actively recruiting new workers. Over 40 employers participated in each event. Both job fairs also provided workshops for attendees that assisted them on the spot with resume and cover letter preparation and interview skills. A workshop was also conducted at each event that was specific to Veterans.



---

## Formula Funds

### **Program Year 2012 service providers for Adult and Dislocated Workers**

#### **Bridge Counseling Associates**

Bridge Counseling Associates provides employment and training services to Southern Nevada residents. Employment services include but are not limited to resume building, job search assistance, interview skills, assessments, referral information, etc. With regard to training services offered; BCA assists eligible participants with trainings in the following sectors:

- Logistics (Truck Driving)
- Clean Energy (Heating and Air Conditioner Repair & Refrigeration Repair)
- Healthcare (Substance Abuse Counselor Training)

Bridge Counseling Associates also provides follow up services to ensure employment retention. All services are offered on a one-on-one basis which provides participants with undivided attention from their case manager as well as privacy for sensitive matters.

#### **Easter Seals Nevada**

Easter Seals of Nevada provides services for individuals with disabilities, impairments, challenged with barriers to employment. Services are provided through a mix of intensive services such as employment & training assessments, an Individual Employment Plan (IEP), Job Development, short-term prevocational skills and in-house training tools. In house training tools include Dress for Success, Resume Writing, Job Search Tools, Interview Skills, Body Language Skills, Transferable Skills, Customer Service, and Soft Skills. These types of services assist an individual with disabilities to prepare and learn skills to successfully enter the workforce, or re-enter after an illness or injury. Training is individualized and the focus is placed on the individual's abilities versus their disability.

#### **Foundation for an Independent Tomorrow (FIT)**

FIT provides job seekers with the tools necessary to find and maintain employment, while at the same time creating a deep and talented workforce that will help businesses succeed and grow the economy.

We work with any and all individuals lacking the skills required to compete in today's workforce, and who wish to obtain or advance a career in one of Nevada's identified high-growth sectors.

We achieve our goals through a combination of free in-house trainings in the areas of digital literacy, work readiness, and job search techniques, as well as training provided through vocational schools and partner employers.

### **Foundation for an Independent Tomorrow – Re-Entry Program**

FIT Re-Entry Initiative provides ex-offenders with the tools necessary to successfully reintegrate back into the workforce.

Services provided include the following:

- Financial support for Occupational Skills Trainings, as determined on a case-by-case basis using a holistic assessment that takes into account: employment goals, the nature of previous charges and convictions, current aptitude and skillset, and previous work experience
- On-the-Job Training (OJT)
- “Stages of Employment” re-entry job readiness workshop that focuses on time management skills, effective job searching, and interviewing techniques.
- Individualized and intensive case management and career counseling, along with follow up retention services for one year after employment has been obtained
- Tools, uniforms, work cards and other items required for employment once a person has been hired for a job
- Courses in basic computers and digital literacy

### **GNJ Family Life Center**

GNJ’s WIA program provides registered participants with labor market information, career assessments, community resources, GED testing, personal development classes and employability workshops. In addition, registered participants may receive support services, assistance with the cost of training and employment placement.

### **Goodwill of Southern Nevada, Inc.**

“A hand up, not a handout”, an idea conceived by Goodwill’s founder 110 years ago, still guides Goodwill Industries of Southern Nevada, Inc. in fulfilling its workforce development mission today. At Goodwill, we believe that work creates the economic energy that builds strong families and strong communities.

Through our signature Career Connections Program we give job seekers year-round access to a comprehensive and holistic menu of job training and work readiness services, job search tools, career advice, one-on-one counseling, job leads as well as critically needed supportive services. Our efforts are supported by an exceptionally qualified, compassionate and motivated staff providing services in three office locations.



### **Latin Chamber of Commerce Community Foundation**

The mission of the Latin Chamber of Commerce Community Foundation is to carry on and expand the social, cultural and educational program of the Latin Chamber of Commerce. Taking a family-centered approach, the Foundation provides services for persons throughout the lifespan. Youth programs provide GED completion, occupational and on the job training, tutoring, scholarships, culturally based leadership programs and programs to help out of school youth. Adult and Dislocated Worker programs provide unemployed and underemployed Nevada adults with workforce development and training, job placement, occupational training and supportive services. The Arturo Cambeiro Senior Center provides seniors in the Hispanic community with high quality adult day healthcare programs.

### **Lincoln Adult Workforce**

The Lincoln Adult workforce provides career services, training opportunities, and OJT/WEX to participants and clients. Career services include resume workshops and job hunting support. The training opportunities align with the ETPL and in demand occupations. The majority of our clients do online trainings through PBS Vegas Virtual education. We also work closely with local businesses to provide On the Job trainings for new employees, or employees that want to grow in their current job, and work experiences for those that have little to no work history. Lincoln Adult Workforce is growing and becoming well known among the community.

### **Nevada Hospital Association**

The Nevada Hospital Association's Health Care 20/20 Program focuses on the health care industry sector by transitioning unemployed new graduate registered nurses into professional practice. The program helps them with training, job placement and supportive services in order to allow them to be economically self-sufficient. Health Care 20/20 helps in bridging the gap between the new graduate nurse and the community hospitals' New Grad Nurse Residency Programs.

The program also helps employers find and retain competent and qualified workers through On-the-Job (OJT) training.

### **Nevada Partners Inc.**

Nevada Partners, Inc. is a community-based, nonprofit agency in North Las Vegas, Nevada. Their mission is to build a healthy, sustainable community where all residents achieve their full potential through effective education, meaningful employment, safe and affordable housing, and vibrant civic and cultural engagement. By collaborating with

private employers, public agencies, community and faith-based groups, they are able to connect youth, adults, and dislocated workers with the support they need to thrive.

### **Nye Communities Coalition**

NyECC Career Connections is committed to delivering quality accessible service in a number of sectors including: manufacturing, logistics, healthcare, mining and clean energy. Through increasing collaboration with business, community, civic and non-profit organizations we strive to connect job seekers with employers through innovative strategies. Our program serves Nye and Esmeralda County which covers almost 22,000 square miles. To put this rural service area into perspective there are a little over two people per square mile. In addition to Adult Workforce the coalition offers Youth Workforce as well as Health and Wellness programs as we move towards the One Stop model.

### **Southern Nevada Regional Housing Authority**

Southern Nevada Regional Housing Authority focuses on the Green Economy and Health Care industry sectors by exposing participants to career development and work readiness training bundled with supportive services, career coaching, on the job training and job search assistance to help participants become self-sufficient. The typical participant is an unemployed or underemployed resident of the Southern Nevada Regional Housing Authority or an eligible individual 18 years of age and older in the Las Vegas metropolitan area.

## **Program Year 2012 service providers for youth**

### **GNJ Family Life Center**

GNJ serves the youth community through a mix of innovative practices including the following: Easy enrollment through a Quick Response code (QR). This QR code links to the enrollment questionnaire and enables the youth to complete the form from their cell phone any time or anywhere. GNJ's Career Simulation Center provides a hands-on classroom offering our participants real life employment simulations. This is done by immersing them in a physical work environment for either retail or a business office. We have also introduced an innovative track to employment titled; "Youth Industry Sector Bus Tour" that will introduce our youth participants to the industry sectors of Nevada.

### **Goodwill of Southern Nevada**

Goodwill of Southern Nevada's youth program, ELITE, provides educational, training and employment services to youth with disabilities and other barriers to education and employment. Services are tailored to meet the specific needs of each individual and can include tutoring, GED test preparation, career planning, on-the-job work experiences and occupational skills trainings where they can develop positive and productive work skills to help maximize their quality of life.

### **Help of Southern Nevada's WIA Youth Program**

HELP of Southern Nevada provides educational and work readiness services in a positive support system to help youth obtain career and educational aspirations. Participants take part in educational planning and credentialing assistance, work readiness, leadership development and life skills support programming. In the past year, HELP served homeless and/or at risk youth in the areas of Las Vegas, Searchlight, Sandy Valley, Jean and Good Springs with educational and employment related assistance to be successful in achieving educational and career goals. Credit deficient seniors received support and advocacy services to help ensure increased numbers of high school graduates in Basic, Bonanza, Chaparral, Cimarron, Clark, Del Sol and Sunrise Mountain High Schools.

### **Latin Chamber Community Foundation (Youth)**

The Foundation's Summer and Out of School Youth programs provide participants with assistance in completing high school or GED, career counseling, occupational training assistance work experience and job placement to help youth move from couch to career. Our goals with youth include assisting them with completion of a high school diploma or equivalent, entering the workplace, college or the military, and demonstrating improvements in literacy and numeracy. These goals are achieved using a one on one case management approach in which the following services are utilized:

- Tutoring
- GED/High School Completion
- Individualized career coaching
- On the Job Training in high demand job sectors such as Healthcare, Logistics, IT and Manufacturing
- Occupational training including truck driving, medical assistant, HVAC and many others
- Transportation, childcare, work-related tools, clothing assistance and other supportive services on an as-needed basis

### **Lincoln County Youth Career Program**

Our program works with both in school and out of school youth in rural Lincoln County. We provide career services as well as educational support such as tutoring and credit retrieval. Career services that we focus on are resume workshops and interview skills classes. We also do interest surveys and help youth figure out what careers interest them and what they want to do in the future. Tutoring and credit retrieval are helpful to youth here due to the lack of summer school and private tutoring services. We like to help the youth of Lincoln County succeed!

### **Nevada Partners Inc.**

Nevada Partners (NPI) provides an array of programming designed to ensure that youth secure educational credentials and viable post-secondary opportunities. Targeted to reach high-risk schools and zip codes, NPI provides academic advisement, career counseling, and developmental support in the areas of leadership, health and wellbeing, mental health and life skills.

### **Nye Communities Coalition**

The Youth WERKS program has been running for 5 years serving Nye and Esmeralda County. We focus on youth age 16 to 21 that have low-income and a second barrier preventing them from attaining employment or completing their educational goals. Youth WERKS staff work closely with youth by building positive work ethics, strengthening their personal development, and helping them become successful young adults. Staff are able to do this by providing trainings on: job interview skills, resume building, hygiene classes, group development, and activities involving communication skills, team building, and more. It is our goal to reach all eligible youth within our communities and provide the structure and support to attain their goals.

### **Olive Crest**

Project Independence is a program serving current and former foster youth, ages 17-21. The program is dedicated to helping our youth complete their high school diploma or

GED, pursue a trade certificate or secondary education and to assist our youth with securing a job or internship that will match their individual interests and financial needs. Project Independence is focused on helping every youth create a strong set of personal skills that will help them on their journey to become successful, self-supporting adults. We accomplish this goal by providing workshops related to resume building, interview preparation and overall work readiness.

### **Southern Nevada Children's First**

Southern Nevada Children's First has incorporated a unique wrap around program, with multiple services for their customers, with emphasis on all aspects of their development into adulthood. Participants are provided assistance in transitional housing, support service to the homeless youth and youth adults, eliminating the largest barrier to participation in mainstream society and programming. With intensive focus on self-sufficiency and independent citizens in their community. Southern Nevada Children's First provides intensive case management with an array of programs and trainings such as; mental health counseling, education and career planning, child care, life skills training, men's group, nutrition classes, anger management, high school tutoring on site, proficiency preparations classes; parenting classes, and virtual high school on site.

### **Southern Nevada Regional Housing Authority**

Southern Nevada Regional Housing Authority's YES Program provides educational and employment services in a comprehensive approach to help youth who have struggled to better be able to achieve their goals. The YES Program will create opportunities for youth in its program to explore career options in the fields of Science, Math, Engineering and Technology. Youth have access to a full range of services to support their goals of obtaining their educational credential and pursuing the career of their choice, including services that address barriers that may have stopped them from succeeding before.

### **Youth Advocate Program**

The Re-Entry program focuses on 17-21 year old youth that are at-risk/high-risk in the Clark County and Lincoln County area; a past with parole/probation, criminal history and/or homeless. We work with the Caliente Youth Center and Spring Mountain Youth Center to ensure high risk youth that are exiting these facilities succeed and act as a "step-up" program in assisting them with continued community support. This program focuses on job skill training, vocational skills and educational services to ensure that youth leave with gainful employment, techniques and knowledge to keep a job and/or a professional work reference. YAP has in house licensed social workers and counselors who counsel youth who are in need of Mental Health Services and Substance Abuse Services. Youth are assisted with obtaining their GED/High School Diploma, scholarships to technical trade schools, college and continued educational programs.

---

## Non-Formula Funds

### YouthBuild Grant

YouthBuild Las Vegas (YBLV) continues to focus on supporting economically vulnerable youth in achieving academic success and receiving vocational training. Via a partnership with Habitat for Humanity Las Vegas, YBLV continues its emphasis on building and/or rehabilitating low-income housing, while youth commit to civic engagement and leadership development.

In 2012 YBLV received its initial YouthBuild AmeriCorps award. Since YBLV is already serving communities, developing leaders and providing educational opportunities for young people, becoming a YouthBuild AmeriCorps program gave greater recognition to the service-orientation of its model and provided opportunities for participants to see themselves as change agents within their communities. In addition, upon successful completion of their service, members receive the Eli Segal AmeriCorps Education Award to put towards post-secondary education and/or advanced vocational training opportunities.



*Youthbuild participants get hands on experience and the opportunity to learn about construction.*

### SESP Grant

In 2010 Nevada received the State Energy Sector Partnership (SESP) Grant from the U.S. Department of Labor. The SESP grant was designed to provide programs and services aimed at training Nevada's current and future workforce for jobs in the green economy. Through SESP, WC provided training funds for Job Seekers and Incumbent Workers aiming to improve their green skills, as well as green career pathways for Youth ages 14-

21. Since December of 2010, a total 3,333 participants were served by WC (1,214 above and beyond the initial target of 2,119 participants). The original award was \$3,503,000. In December of 2012 an additional SESP award of \$200,000 was received to serve participants specifically in the Healthcare Information Technology field, an emerging green practice. An additional 130 participants were served with the second award. 108 were Incumbent Workers and 22 were Job Seekers.

The grant period of performance ended on June 30, 2013. Here is a summary of the SESP grant outcomes:

- Participants enrolled in training: 3,463 (100%)
  - 502 Job Seekers
  - 1,326 Incumbent Workers
  - 1,635 Youth
- Participants that completed training: 3,013 (87%)
- Participants that received a certificate: 2,632 (76%)
- After completion of the training:
  - 382 Job Seekers (76%) were placed into employment
  - 1,323 Incumbent Workers (99%) retained their employment and/or received promotions
  - 1,439 Youth (88%) were on the path to post-secondary activity

As part of the SESP Sustainability Plan, all grant strategies and activities identified for sustainment have been incorporated into the WIA program model moving forward.



*The Green Mobile Classroom is equipped with STEM interactive labs and hands-on activities. The classroom is powered by solar energy (see photo-voltaic panels on the roof).*

## **Layoff Aversion Grant**

Layoff Aversion is a proactive upstream strategy on the continuum of Rapid Response. Operating at the intersection of economic development and workforce development, the objective is to assist businesses in high-growth industries that are experiencing operational challenges in an effort to avert layoffs and/or business closure.

In the last year, we were able to significantly impact businesses in the health care sector assisting physicians and their medical offices in the following specialties: Oral Surgery / Dentistry, Obstetrics/Gynecology, Cosmetic Surgery, Orthopedic Surgery, Pediatrics and Geriatrics. The challenges that these medical offices were experiencing includes the following: financial problems, declining patient load, operational inefficiencies, lack of workforce development and training, acquiring and implementing Health Information Technology (HIT), insurance contracting, Cross-training staff and Relocation to rural Nevada where health care is needed most.

As a result of our assistance, all of our clients not only survived their business challenges, but are now thriving in what many still believe is a difficult economy. With Workforce Connections' skilled business consultants and their use of dynamic community resources, the health care sector is stronger and more equipped to deliver the highest quality care available.

## **Department of Justice – “Get Out” grant**

Workforce Connections was awarded a Second Chance Act demonstration grant through the Department of Justice in the fall of 2010. The primary goal of this grant was to train ex-offenders in Photovoltaic Installation. This training consisted of 40 hours of classroom instruction, a final exam and preparation for the State of Nevada Photovoltaic Installers License administered by OSHA. For the past two years Workforce Connections has enrolled 391 ex-offenders into this program, and 372 ex-offenders completed the training successfully. Eligible trainees were identified with assistance from Nevada Department of Corrections at the following facilities: High Desert State Prison, Southern Desert Correctional Facility, Florence McClure Women's Correctional Facility and Casa Grande Transitional Center. Upon the trainees' release Workforce Connections assisted in referring to employers and other partnering agencies with further employment and training needs. This grant was successfully completed in December 2012.



# PEOPLE, PARTNERSHIPS, POSSIBILITIES

---

## Possibilities Put to Work: Highlights from 2012

### Formulation of One Stop Career Center



In the midst of a challenging economy and the growing need for job opportunities in southern Nevada, Workforce Connections has implemented and opened the new Southern Nevada One Stop Career Center. Within a year of facing a myriad of challenges, the staff sought the support of independent consultants, with cumulative years of technical know-how and hands on experience, who guided them in the implementation and development of a cutting edge operation.

The success of this system is driven by the collaboration of many workforce system leaders and system partners who understand the demand driven economics of this area of the state and are willing to offer programs and services to meet these needs. The One Stop Career Center was designed to provide a full range of assistance to job seekers and employers under one roof.

The initial start of this project focused on developing a successful Center by hiring and training capable staff, seeking Consortium partnerships and developing key operational processes to affect a successful launch. The One Stop Career Center Consortium members which consisted of required partners (per WIA regulation) and community businesses and service providers worked diligently to craft the conceptual framework under which the center would operate.

Thirty-one (31) One Stop Delivery Systems Partnerships agreements were executed and all agreed to work toward common goals and measures in a “One Stop” partnership.

The majority of the required partners have signed on and we are constantly seeking partners to join our effort of serving the residents of Southern Nevada. The partners bring a myriad of occupational training options to the center such as:

- Careers in Culinary
- General Office training
- Medical Billing training
- Security Guard training
- Call Center training
- Administrative Assistant training
- Allied Health career training
- HVAC training
- CDL Trucking Certification

In addition to the aforementioned opportunities for training onsite classes will be held to develop or enhance skills for those customers who are underemployed or unemployed. Persons with Disabilities are also encouraged to visit our center to receive services from the State of Nevada's Vocational Rehabilitation Division.

Veterans receive first priority at the One Stop Career Center. The partners in the center will help Veterans find jobs and opportunities for which they qualify for by helping them translate their military job experience into civilian job criteria. In addition to priority referrals to jobs, vets can also enroll in the free job search workshops, find help developing a resume, learn about career training programs and get help understanding the network of veterans' benefits available through the Veterans Administration, state and local government.

The importance of selecting a site for the One Stop Career Center was also a critical consideration. Finding a location in an underserved area with high demand needs and accessible transportation was critical. The selected site is located across the street from the College of Southern Nevada, a two year college with an enrollment of 38,000 students, a perfect initial audience for the delivery of the One Stop Career Center's Core Services. (I.e. computer access, notary services, job search activities, resume building, assessment testing, employment statistics etc.)

Prior to the official opening of the Center, "casual drop-ins" averaged 45- 50 per day. On June 28th the Ribbon Cutting and Grand Opening took place and the Southern Nevada One Stop Career Center, located at 6330 West Charleston Blvd, was officially opened for business. In addition to the central location, an affiliate computer training site was set up in January 2013. This site offers local residents computer literacy training in an area where a large percent of the underserved and unemployed population reside.

Consideration is now being given for an expansion of these services by opening additional One Stop Career Centers to service residents throughout Southern Nevada. The One Stop Career Center is on the move in Southern Nevada and putting people back to work..... "Moving Nevada Forward"

## STEM Initiatives

Since World War 2, half of the U.S. economic growth has been due to scientific and technological innovation. In the immediate future, employment in STEM based occupations will grow 70% faster than employment in other occupations. Occupations in STEM fields generally provide good salaries, benefits and advancement opportunities. However the U.S. is losing its status as a preeminent scientific and technological innovator. In 1970, 50% of the people who held science and engineering doctorates in the world were Americans. By 2010, it had dwindled to 15%. The international competitiveness of the U.S. fell from 1<sup>st</sup> to 7<sup>th</sup>. Foreign-owned companies and foreign-owned investors now account for nearly half of all patents granted in the U.S. Businesses in the growing sectors of the U.S. economy are encountering a shortage of qualified workers with STEM skills. STEM knowledge has become essential whether workers are on the factory floor or in the executive suite. Employers want both entry-level and managerial workers to have the types of critical-thinking, problem-solving and teamwork skills that study of STEM can develop. Furthermore, all youth and adults need these skills in everyday life to solve problems and make decisions.

WC's original STEM program "What's It Mean To Be Green?" exposes participants to careers in the clean energy industry, one of the Governor's identified industry sectors. WC has expanded its STEM programs to include activities that expose participants to careers in the other sectors as well. The nine identified sectors are:

- Aerospace and Defense
- Agriculture
- Clean Energy
- Healthcare and Medical Services
- Information Technology
- Logistics and Operations
- Manufacturing
- Mining and Materials
- Tourism, Gaming and Entertainment



*The "What's It Mean To Be Green?" program utilizes curriculum and hands-on activities to introduce youth to the green economy and green career pathways.*

## National Job Shadow Day



For the third consecutive year Workforce Connections has partnered with the Clark County School District Community Partnership Program to host National Job Shadow Day. This collaboration aims to increase high school graduation rates, encourage students to enroll in post-secondary education, and connect the business and education communities in order to develop the future workforce.

This year's National Job Shadow Day was expanded to include every level of high school student. On February 4, 2013, approximately 350 of these 9th-12th graders visited various businesses and got their chance to "view their future" while engaging workforce professionals about the necessary skills needed to work in a variety of career fields. Consistent with Governor Sandoval's State Plan for Economic Development, National Job Shadow Day 2013 focused its "job shadows" within the eight identified industry sectors. These include Aerospace and Defense, Business IT Ecosystems, Clean Energy, Health & Medical Services, Logistics & Operations, Mining, Materials & Manufacturing, and Tourism, Gaming & Entertainment. The eight sectors not only leverage Nevada's strengths, but also provide the highest potential of labor market opportunities in core and emerging sectors for the Silver State's future workforce.

## Rural Development

Workforce Connections is expanding efforts in the rural areas of Southern Nevada by creating an interconnected virtual support system. By coordinating with local elected officials, local chambers of commerce, economic development initiatives and educational institutions such as University of Nevada Cooperative Extension and Great Basin College, Workforce Connections is assisting rural areas create capacity in their communities that support both their local economies as well as connecting them to urban areas of Southern Nevada.

---

## Success Stories



### **Bridge Counseling Associates**

A man came to Bridge Counseling Associates 04/04/2013 looking for work. During his initial assessment it was discovered that this participant was homeless and living in a shelter with no job or family. He had just been informed that he would no longer have a place in the shelter and needed to find another place to stay. His case manager immediately began looking up shelters and found him a place to stay. The only requirement was that he make strides toward self-sufficiency.

During the initial assessment it was discovered that this participant had many years of truck driver experience but it was too long ago to get a job in the field. Participant stated that he has been trying to get back into the field but could not afford to get his license and didn't have a truck to use for the driver's test. With help from his case manager, this participant was able to gather all eligibility documentation and was enrolled into the program.

BCA determined that this participant needed training in order to return to his desired career field. Participant with enrolled into training with Southwest Truck Driver Training and within 4 weeks had his class A CDL. Client completed training on a Thursday and left Las Vegas for orientation Sunday with Werner Enterprises. Client is now out on the road and living in his truck. He is ecstatic that all of his income is his as he has no expenses. This participant is well on his way to full self-sufficiency.



### **Easter Seals Nevada**

Easter Seals Nevada has enrolled an individual with a physical disability. She is a voluntary retirement and honorably discharged Veteran. This individual is a 50 years old, Hispanic female that would like to re-enter into an administration position whether in the tourism industry or medical services. She has physical barriers that limit her flexibility, stamina, ability to lift, kneel, bend, and overall be able to withstand the physical demands of a full-time shift within her previous position of healthcare. Through the assessment, development of an Individual Employment Plan the employment team discussed the types of jobs she would be best matched for due to her high level of customer service and management skills experience. She was very realistic in her pay range with transitioning into an entry level job with a company to then grow within. She was also flexible in changing fields and would consider training available to secure a new field of employment. The best practice of this enrollment was the candidate's participation and acceptance of responsibility for her own employment. The Job Developer was in weekly

contact with the individual following up on leads and developing other interview opportunities. The individual did accept a Reservation Coordinator position that had few physical demands, focused on customer service skills in the tourism industry, has medical & holiday benefits, overtime compensation, ability for sales compensation, and was full-time status. Individual was employed within thirty days of WIA enrollment.



### **Foundation for an Independent Tomorrow (FIT)**

Despite years of hard work in the fast food industry, 27 year-old Tysa could not bring in enough money to support herself and her 7 year-old son. She felt limited to a life of minimum wage jobs. At FIT, through vocational assessments and research, Tysa learned she was a great candidate for the dental field.

After Tysa enrolled in and completed free classes offered at the FIT office in computer literacy and introductory medical terminology - so that she would have the proficiency in those areas needed to be successful both in school and in the workplace - FIT paid for her books and tuition at an approved Dental Assistant training program. Tysa was also provided with bus passes to help with the added transportation costs getting to and from school. Despite the difficulty in balancing work, school and home life, Tysa was motivated by her son and maintained a 4.0 GPA through training.

Tysa is now employed as a Dental Assistant and is already in line for a raise. She is well on her way to a stable career that enables her to provide for her son!



### **Goodwill of Southern Nevada**

Las Vegas is a tough place to find work for a 43 year old who just moved to town, but add in two felony convictions, including a 12 year prison sentence for manslaughter and drugs, and the odds become even lower. This did not stop Goodwill's Career Connections and WIA client Marcus from working together to find a career.

Marcus was working as a welder in another state and was laid off from his job. He moved to Las Vegas looking to start over, and heard about Goodwill's Career Connections program from his family. He came in during April 2013 and met with our staff to talk about changing careers to less physically demanding work. Marcus was enrolled into WIA and was able to receive transportation assistance to evaluate training locations to fulfill his goal of becoming a truck driver. After researching his options, Marcus chose Southwest Trucking and Goodwill was able to pay for his training with WIA funding and get him enrolled into a truck driver program within a few weeks of

meeting with us. We were able to assist Marcus with his transportation needs while he attended school and provide encouragement along the way.

After graduating, Marcus was able to secure full-time employment with a Henderson based company as a driver and is now able to afford his own housing versus living with family. Marcus told Career Connection's staff he was "grateful for the opportunity and for someone to believe in him versus judging him for his past".



### **GNJ Family Life Center**

Mahogany Ducon has an astounding story of how a dream can be made a reality with the help of GNJ's WIA Youth Funding. Mahogany came into the program not sure if she could achieve her dream of becoming a Certified Nursing Assistant (CNA). She informed staff that ever since she could remember, she had dreamed of taking care of people who were sick. After researching several CNA programs she realized that she did not have the personal finances to attend the training, making it almost impossible for her to achieve her dream. After hearing about GNJ's youth programs and training services, she came to our office to ascertain if we could assist her with the cost of training. GNJ paid for her to attend the CNA training at CSN and through perseverance and determination, she successfully completed the course. Approximately a month after she graduated, she took the state exam and passed. Now she is a licensed CNA.



### **Help of Southern Nevada**

Michael, an 18 year old unemployed and high school dropout enrolled in HELP of Southern Nevada's WIA Youth Program at our Searchlight branch. His highest level of education was 10th grade due to being expelled because of behavior issues. After receiving supportive services to help remove some of his barriers, he slowly started getting back on track. He enrolled in an online High School and started taking a Mining course to further his education for a possible employment opportunity. Along with hard work and perseverance, he received a Certificate of Training from the U.S. Department of Labor Mine Safety and Health Administration. Shortly afterwards, he was hired as a Construction Laborer in the Mining Field at Skanska USA Civil West, Rocky Mountain District Inc. In addition, he studied to get good grades and obtained a High School Diploma from Jefferson High School. We are proud of this young man for perseveringly and being an excellent role model to the other youth in our program.



### **Latin Chamber of Commerce Community Foundation**

As a client enrolled in the Out of School Youth Program at the Latin Chamber of Commerce Community Foundation, William Llamas' story captures the essence of what wise investment in at-risk youth can accomplish. Mr. Llamas is one of four brothers raised by a single mother in Las Vegas. Without appropriate support and motivation, Mr. Llamas became increasingly disengaged from his studies in high school. He dropped out of high school before completing the eleventh grade. Responding to the Latin Chamber Foundation's recruitment efforts, Mr. Llamas learned about our Out of School Youth Program. Mr. Llamas was enrolled and provided with an individual plan for his development and growth. Through tutoring and supportive services, the Youth Case Management team helped William increase his literacy and numeracy skills. As an exemplary client, Mr. Llamas regularly attended tutoring sessions, complied with programmatic requests and remained determined to improve the prospects for his future through education, training and hard work. Not only did Mr. Llamas increase his demonstrated Literacy and Numeracy gains, he recently earned his GED. After completing the GED, Mr. Llamas entered into a Heating Ventilation and Air Conditioning (HVAC) Program to pursue work in this field. Mr. Llamas will shortly complete his HVAC training, and is sure to enter the HVAC field and enjoy a rewarding and productive career in service to the community.



### **Lincoln County Youth Career Program**

One of the success stories that we have for the youth program is an out of school youth that was interested in going to college to become a Veterinary tech. She was unsure how to do it and by the end of her time working with us we had her in college in Las Vegas at PIMA. She has been taking classes since March and has loved it. She went to the shelter the other day to work with the animals and is really happy with her choice to leave Lincoln County and pursue her dream of working with animals.

### **Lincoln Adult Workforce**

One of the Adult participants needed help finding full time work and wanted to take a bookkeeper class online. She was able to secure employment through the program by working on her resume and interview skills. She has maintained the job for over six (6) months and will be finished with her Bookkeeper class at the end of the month. With her certificate she hopes to find employment in the field and work full time. Without the



support of the Adult program she would not have been able to get started and stay living in Caliente.



**Nevada Hospital Association**

M. Martinez from MountainView Hospital stated:

“I always knew that I would be a nurse, but I placed my dream on hold for 21 years in order to raise my two sons. When my youngest son was a freshman in high school, I started taking nursing classes, one class at a time, and when he was off to college, I enrolled in a nursing program. After receiving my nursing license, I enrolled with Health Care 20/20 and was offered to train in the New Grad Nursing Program with MountainView Hospital.”

The Health Care 20/20 Program has proven to be very successful in developing excellent new grad nurses and employer partners have shown their satisfaction with the program’s outcome. It proves that dreams do come true.



**Nevada Partners (ADW)**

One of the year’s greatest success stories is the story of Ms. Staten. Ms. Staten began her journey with Nevada Partners in March 2012, as a student in need of licensing and work supports. With the initial assistance she received, Ms. Staten secured employment in the healthcare sector at the tremendous wage of \$32.50 per hour. Within 90 days, Ms. Staten’s wage increased to \$68.00 per hour. After much success in the healthcare field, Ms. Staten opened her own business this spring. With firm appreciation for the value of workforce development services, Ms. Staten now supports on-the-job training for motivated individuals desiring to enter the healthcare field. Workforce Investment Act services are changing lives!



**Nevada Partners (Youth)**

In January 2012, I. Smith enrolled with Nevada Partners as a young father and high school dropout. Reengaged in education through adult education services, Mr. Smith struggled with obtaining his diploma while overcoming challenges with family and

financial support. Committed to Mr. Smith's success, Nevada Partners enrolled Mr. Smith in the Academy of Human Development to provide additional support with attaining a credential. Along this journey, Mr. Smith attended tutoring weekly, job searched, and overcame bouts of homelessness. Through perseverance, solid partnerships and intensive case management, Mr. Smith has graduated, secured employment at a major grocer, and purchased his first vehicle. This fall, Mr. Smith will attend the College of Southern Nevada. Workforce Investment Act Youth Services are changing lives!



### **NYE Communities Coalition**

The biggest success of the past year is the increase in collaboration with other agencies and organization. NyECC continues to take steps to move toward the One Stop model. With youth and adult workforce on the same campus we can serve job seekers of all ages and backgrounds. Our health, wellness and prevention division offers classes to quit smoking, manage diabetes or chronic disease and child car seat inspections and installations.

In the second half of the year we increased program reach by focusing on OJT's and hiring events. We were part of a group that organized a county-wide Job Fair that attracted 40 employers and 400 job seekers. This set the table for developing a monthly Job Fair on our campus. OJT's were setup with 21 clients at 10 businesses. The average wage was \$12.50 per hour.

Operating under the One Stop model we partner with Health and Human Services, VITA Tax Program and Vocational Rehabilitation on campus. A new initiative with the Pahrump library will establish a "Job Zone". This will increase access by extending hours and days to available services.

NOW HERE is where NyECC Career Connections is at. We are here to make a difference in the lives of Nye and Esmeralda County residents.



### **NYE Communities Coalition (Youth)**

There are many success stories in our 2012-2013 program year. We would like to share the story of one particular youth who stood out. Dallas Kelley came to us as a 17 year old teen mother. She had not completed high school, did not have family support throughout her pregnancy, was unemployed and was filled with doubt.

Dallas has come a long way since then. She completed her GED by taking the classes offered on campus and receiving financial assistance to pay for the exam. Dallas gained a work experience in our Campus Café and was provided with assistance to become ServSafe certified. NyECC previously ran a restaurant on campus named “Campus Café” that later transformed into Campus Catering. This allows youth with a culinary interest to gain real-world work experience in their career choice. Shortly after, Dallas then became employed at two different restaurants in town. She recently received a promotion to management. Dallas has also had a goal to become a Certified Nursing Assistant. She is now enrolled and on her way at Great Basic College. All Dallas needed was someone to hold her accountable, provide trainings and financial support in order to meet all her goals and become a successful WIA youth.



Removed from his parents at the age of 9 and placed with his grandmother until the age of 13, Jeremy was again removed from family and lived in 3 more foster homes by the time he turned 18. Jeremy was ready and eager to emancipate from the foster care system, but with his 16-month-old son, Jeremy Jr. at home, the need to make ends meet came with a much more significant price than that of other youth his age. Motivated to beat the odds and with a perseverance that Jeremy himself describes as a “Blessing from God,” Jeremy chose to stay voluntarily under the jurisdiction of the court. Jeremy was referred to the Olive Crest Project Independence program in May 2013. Since that time, he has received his high school diploma, secured a part-time job in the retail industry and is set to start college in the fall. With the knowledge that Jeremy is the recipient of a \$10,000 scholarship and working diligently towards his goal of becoming a therapist and providing for his family, Project Independence recently loaded him up with a new backpack full of school supplies, a gift card for graduating from high school, and a box of diapers for Jeremy Jr. With a grin that lights up any room he enters, Jeremy exudes humility and hope for his future. The team at Project Independence is grateful and honored to be a part of Jeremy’s journey.



### **Southern Nevada Children’s First**

Our success story for the month at Southern Nevada Children’s First is a client in our WIA program by the name of A. Carter. This young man’s journey began as a struggle. Carter came to us in the summer of 2012 and was chosen for the work experience training program. Although faced with many challenges, he excelled at his worksite at the 100 Academy, which resulted in him being offered permanent employment.

Upon completion of the employment process, Carter was involved in an altercation at the worksite that resulted in him not getting the permanent position. Feeling remorse, he wrote a letter of apology and took responsibility for his behavior in the incident.

While in his last year of high school, Carter again faced and worked through several challenges. In the last month prior to graduation, there was yet another incident that involved Carter being expelled and told he would not be permitted to walk with his class at graduation. His mother and I teamed up and contacted everyone possible who could assist us in making sure he did walk with his class. We felt that he had worked very hard, overcame many challenges and deserved to walk with his class. He earned that privilege despite the struggles!

In addition to speaking with school staff and officials, Carter was also introduced to a mentor who made himself available to discuss any issues and challenges while awaiting word on whether he would be allowed to walk with his class. This proved to be a wonderful relationship as the two bonded and another positive role model was in his life who offered additional support and guidance.

Mr. Carter did graduate and was allowed to walk with his class! He is currently enrolled in Job Corps and will start that program in the fall of this year. He is also employed, staying out of trouble and will be attending college at UNR when he completes Job Corps.



**Southern Nevada Regional Housing Authority (Adult)**

In February 2012, M. Sunga, a 48 year-old female came to SNRHA, skilled as a pastry baker in CA, having owned her own business. Although she had over three years in CA, she stated that her experience would not allow her to obtain and maintain employment in NV. She was enrolled into the Baker's Helper training at the Culinary Academy of Las Vegas in February 2012 and completed in May of the same year. She was hired at the Vdara, prior to her training completion, earning \$17.31 an hour.

One month following Mrs. Sunga's enrollment, her under-employed husband, N. Sunga, enrolled into the WIA program. He was working at a local convenience store approximately 20 hours per week and earning minimum wage. His desire was to work in the medical field where he could help others and earn more for his family. Mr. Sunga entered training for Phlebotomy at Medical Skills for Life in April 2012, and completed in August 2012. He obtained employment as a Lab Technician within the same month, working full-time, and earning \$10 an hour.



### **Southern Nevada Regional Housing Authority (Youth)**

A 19 year-old female, out-of-school youth, enrolled into the GIFT Youth program in July 2012. The daughter of a single mother, she dropped out of high school and went into Job Corp during her tenth-grade year. Lasting a little over two months in Job Corps, she returned home. Her goal upon entering the youth program was to pursue her GED, become a Heating, Ventilation and Air Conditioning (HVAC) technician, and eventually enroll into the military with a skill. She attended several trainings that were offered through the GIFT program such as OSHA 10, “What’s It Mean to be Green” (WIMTBG), Leadership Training, Tutoring, Comprehensive Guidance and Counseling.

Throughout her time in the program, Miss Johnson has increased her score by one grade level on the Literacy/Numeracy testing. She has performed Work Experience (WEX) in August 2012, at a local HVAC company which led to with On-the-Job Training (OJT). Upon completing OJT she was offered her full-time employment. A short period after being hired in November 2012, Miss Johnson chose to leave her job and place more focus on obtaining her GED in which she received in April 2013. She is now focusing and studying hard to score high on the Armed Services Vocational Aptitude Battery (ASVAB) test to enter the military.

### **Youth Advocate Program**

Alfonso had a rough upbringing as a child. His mother and father were both alcoholics, and his father was incarcerated. As a teenager both of Alfonso’s parents passed away as well. Alfonso went to live with his older sister afterwards. Alfonso was arrested for various reasons and placed on formal juvenile probation. In the 11 months that Alfonso has been a part of the WIA program he has accomplished much. Alfonso started by working at Subway, he then enrolled in a GED program, and found a better job at Food-4-Less. Alfonso also has test anxiety, something he has been dealing with his entire life. With the mentorship and support provided by YAP, Alfonso overcame this and has successfully attained his GED. He has since enrolled in college with the help of a scholarship and desires to enter the military.

### **Workforce Connections – Layoff Aversion Grant**

As both a medical doctor and doctor of dental surgery, Mark Degen was able to offer his patients the most advanced medical and surgical techniques as well as the latest technology to ensure the highest quality care. But no one could pay for his expertise or

technology. For Dr. Degen, employee layoffs were imminent and practice closure a possibility if something did not change.

Unfortunately, most independent medical practices are facing these same challenges.

Across the nation, doctors list shrinking insurance reimbursements, changing regulations, rising business and drug costs among the factors preventing them from keeping their practices afloat. On average, there's a 10 to 15 percent profit leak in a private practice. Much of that is tied to money owed to the practice by patients or insurers.

Dr. Degen's problems represented the complex business challenges of compounding factors: the national recession, Southern Nevada's record breaking unemployment and the inherent challenges of the business of health care.

According to Mark Degen, "Since initiating Workforce Connections' Layoff Aversion program in May 2012, Red Rock Oral & Maxillofacial Surgery Center has recognized a 10 percent annual increase over last year's numbers within six months; retained three employees for whom employment was at risk; and added an additional three employees as of December 2012 - a 100 percent increase in staff. Overall Red Rock Oral has been able to right our business and grow with the assistance of the Workforce Connections 'Dream Team' of consultants."

**Agenda Item 21. 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

**Agenda Item 22. INFORMATION: Board Member Comments**



**Agenda Item 23. ACTION: Adjournment**