

# WORKFORCE CONNECTIONS

## BOARD AGENDA October 22, 2013

10:00 a.m.

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

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@snvwc.org](mailto:spotter@snvwc.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 October 7, 2013 .....6

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

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5. **INFORMATION**: Adult & Dislocated Worker Committee Meeting Minutes of October 9, 2013 (draft).....10
6. **DISCUSSION AND POSSIBLE ACTION**: Approve the Adult & Dislocated Worker Committee’s recommendation to award the following funded partners National Emergency Grant (NEG) funds. NEG funds can only be utilized for WIA allowable training activities. NEG funds can only be expended on participants who are considered “long-term unemployed”. These are individuals who have been unemployed for 27 weeks or longer .....16

| FUNDED PARTNER                             | AMOUNT RECOMMENDED    |
|--|-----------------------|
| Easter Seals of Southern Nevada            | \$100,000.00          |
| Foundation for an Independent Tomorrow     | \$150,000.00          |
| GNJ Family Life Center                     | \$150,000.00          |
| Goodwill of Southern Nevada                | \$150,000.00          |
| Nevada Hospital Association                | \$150,000.00          |
| Nevada Partners, Inc.                      | \$150,000.00          |
| Southern Nevada Regional Housing Authority | \$150,000.00          |
| <b>TOTAL:</b>                              | <b>\$1,000,000.00</b> |

7. **INFORMATION**: Inaugural Local Employer Advisory Panel (LEAP) meeting took place on September 25, 2013. Next meeting planned for November 2013 .....17
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*YOUTH COUNCIL UPDATE ~ Sonja Holloway, Chair*

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*OPERATIONS UPDATE*

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13. **INFORMATION**: Latin Chamber of Commerce Community Foundation (LCCCF) “High Risk” Status Update.....39
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- a. PY2013 WIA Formula Budget July 1, 2013 through June 30, 2014 and Budget Narrative .....42
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  - e. Audit Findings Report for Program Year 2011 (Year Ended June 30, 2012) – Monthly Update.....57
  - f. Workforce Connections' Standing Professional Services Contracts – Monthly Update.....59

*EXECUTIVE DIRECTOR REPORT ~ Ardell Galbreth, Executive Director*

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16. **DISCUSSION AND POSSIBLE ACTION**: Executive Director's Report .....65
- a. Executive Director's Report .....66
  - b. Government Shutdown .....69

- 17. **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 .....71
- 18. **INFORMATION**: Board Member Comments .....72
- 19. **ACTION**: Adjournment

**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 October 7, 2013

## WORKFORCE CONNECTIONS

### BOARD MEETING MINUTES

October 7, 2013  
10:00 a.m.

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

#### Members Present

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

#### Members Absent

|                            |                          |                            |
|----------------------------|--------------------------|----------------------------|
| Commissioner Adam Katschke | Commissioner Ralph Keyes | Councilwoman Peggy Leavitt |
| Dan Rose                   | Hannah Brown             | Sonja Holloway             |
| William Bruninga           |                          |                            |

#### Staff Present

|                    |                  |                 |
|--------------------|------------------|-----------------|
| Ardell Galbreth    | Suzanne Potter   | Heather DeSart  |
| Ricardo Villalobos | Jim Kostecki     | Tom Dang        |
| LeVerne Kelley     | Clentine January | Jeannie Kuennen |
| Shawonda Nance     | Faith Canella    | Debra Collins   |

#### Others Present

|                                       |  |
|---------------------------------------|--|
| Scott Marquis, Legal Counsel          | Dr. Tiffany Tyler, Nevada Partners, Inc. |
| Debbie Tarantino, LCCCF               | Denise Gee, HELP of Southern Nevada      |
| Dr. Rene Cantu, Jr., LCCCF            | Jon Guy, LCCCF                           |
| Nield Montgomery, The Learning Center | Eloiza Martinez, LCCCF                   |
| Tracey Torrence, SNRHA                | Sharon Morales, LCCCF                    |
| Janice M. Rael, Nevada Partners, Inc. | Jeramey Pickett, Nevada Partners, Inc.   |
| Trnee Stephenson                      |  |

(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 Councilwoman Gerri Schroder at 10:10 a.m. Staff confirmed the meeting had been properly noticed and posted in accordance with the Nevada Open Meeting Law. Roll call was taken and a quorum was present.

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

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

**3. FIRST PUBLIC COMMENT SESSION:**

Sharon Morales, Assistant Director – Latin Chamber of Commerce Community Foundation (LCCCF): Ms. Morales introduced youth participant, Delayne Johnson, who shared about his positive experience with the WIA Out-of-School Youth program, whereby he completed his GED and training as a line cook.

**4. DISCUSSION AND POSSIBLE ACTION: Approve the Board Meeting Minutes of October 1, 2013**

The Board Meeting Minutes of October 1, 2013 are presented on page 5 – 16 of the agenda packet.

*A motion was made to approve the Board Meeting Minutes of October 1, 2013 with a correction to reflect Bill Regenhardt as present on the phone by Tommy Rowe and seconded by Charles Perry. Motion carried.*

**5. DISCUSSION AND POSSIBLE ACTION: Approve repayment plan for the Latin Chamber of Commerce Community Foundation in the amount of \$52,861.44 for costs disallowed under the Adult and Dislocated Worker grant for the grant period ending June 30, 2013 over a time period of at least six (6) months**

Ardell Galbreth, Executive Director provided background and noted that LCCCF is in agreement with the terms of the debt repayment plan (below). Based on this Board's recommendation, the Local Elected Officials will take action on this item at their next meeting; discussion followed. Dr. Rene Cantu, Executive Director – LCCCF and Eloiza Martinez, Co-President – LCCCF were available for comment.

| <u>Payment Date</u>   | <u>Amount Due</u> |
|-----------------------|-------------------|
| October 31, 2013      | \$8,800.00        |
| November 30, 2013     | \$8,800.00        |
| December 31, 2013     | \$8,800.00        |
| January 31, 2014      | \$8,800.00        |
| February 28, 2014     | \$8,800.00        |
| <u>March 31, 2014</u> | <u>\$8,861.44</u> |
|                       | \$52,861.44       |

Ardell noted that if LCCCF defaults on the repayment plan without proper justification, based on direction received from this Board and the Local Elected Officials, sanctions can be imposed up to and including canceling LCCCF's contract. LCCCF will be removed from high risk status when their debt is paid in full and they have no other fiscal issues. Ardell referred to Workforce Connections' Policy 2.12 Audit Process/Debt Resolution (attached). Historically, Workforce Connections has not awarded any new funds to any funded partner while on high risk status; however, funded partners have been allowed to continue serving existing youth. Policy 2.12 does not include specific criteria regarding repayment terms.

Dan Gouker recommended removing the term "at least" requiring LCCCF to pay off its debt in six months or less, and suggested that the six month timeframe be the standard policy regarding debt resolution to ensure all funded partners receive the same fair treatment. Councilman Bob Beers concurred. Discussion ensued.

Ardell briefly discussed Workforce Connections' responsibility and the LEO's fiduciary responsibility related to disallowed costs, and stated that Workforce Connections will pay the debt to LCCCF's vendor and receive reimbursement from LCCCF, as per the repayment plan. Discussion ensued.

Dr. Rene Cantu, Executive Director, LCCCF stated that they initially assumed they would pay the debt directly to the vendor; however, LCCCF is allowing Workforce Connections to provide direction on the course it wants to take. LCCCF will fully cooperate to make this right.

Heather DeSart, Deputy Director explained that LCCCF's debt is not to a vendor, rather to an employer that provided OJT activities to WIA clients, and it is important to maintain good relationships with all of our employer partners so that they may employ are clients in the future.



Dr. Cantu briefly pointed out factors that led to LCCCF's current issues, including being a relatively new provider, issues with former fiscal staff, internal communication barriers and carrying over contract funds helped mask the issue. LCCCF has hired a forensic accountant, new fiscal staff and safeguards have been put in place. Dr. Cantu stated that no WIA funds will be expended on anything other than WIA activities.

*A motion was made to approve repayment plan for the Latin Chamber of Commerce Community Foundation in the amount of \$52,861.44 for costs disallowed under the Adult and Dislocated Worker Program grant for the grant period ending June 30, 2013 over a time period of six (6) months by Willie J. Fields and seconded by Dan Gouker. Maggie Arias-Petrel abstained. Motion carried.*

**6. DISCUSSION AND POSSIBLE ACTION: Approve one of the following options for Latin Chamber of Commerce Community Foundation:**

- a. No funding award for PY2013 Out-of-School Youth contract due to "High Risk" designation; or
- b. Fund an award amount not to exceed \$600,000 for PY2013 Out-of-School Youth contract in conjunction with ongoing compliance and approved disallowed cost repayment plan, and any additional terms specifically required by the Board

Ricardo Villalobos, Youth Department Director presented the pros and cons of both options as provided on page 20 of the agenda packet. Discussion followed.

Councilwoman Anita Wood stated her concerns about precedence. Ardell stated that to his knowledge Workforce Connections has never awarded funds to an agency that was on high risk; however, there have been agencies on high risk that have been allowed to continue to provide services to their existing clients under their current contract, but not allowed to enroll new clients. Awarding funds to an agency on high risk is not disallowed, but it is not our standard practice. Ardell confirmed that this agenda item has not been vetted by the Youth Council or Budget and Finance Committee, but it will have to be vetted by the LEOs at their next meeting.

Ricardo stated that LCCCF's Out-of-School Youth contract ended on September 30, 2013; therefore, they cannot serve any existing and/or new clients.

Mr. Gouker recommended that the Board approve a six month contract in the amount of \$300,000 to serve 215 out-of-school youth. After the six months, based on LCCCF successfully coming off high risk, the Board can make a recommendation to award the balance of the funds and extend the contract through September 30, 2014.

Matt Cecil stated his concern about precedential value that is created by awarding a new contract to a partner who has misappropriated funds and as a result has been placed on high risk, as it can open up claims for discrimination or mistreatment from other entities, and also it creates new policy for the Board to award new contracts to entities that are on high risk. Councilman Beers replied that this Board sets policies and variances that are situation specific, which is okay as long as there is a record with a legitimate reason supporting the disparate treatment (such as the provider self-reporting the shortfall). Discussion ensued whether or not staff would have discovered the shortfall if the provider had not self-reported.

Mark Edgel commented that it is better to abide by the policy not to award funds to high risk entities.

*A motion was made to approve agenda item 6.b to fund Latin Chamber of Commerce Community Foundation an award amount not to exceed \$300,000 for a six (6) month PY2013 Out-of-School Youth contract to serve 215 youth in conjunction with ongoing compliance and approved disallowed cost repayment plan by Bart Patterson and seconded by Willie J. Fields. Vote: 13 yays; 6 nays. Maggie Arias-Petrel abstained. Motion carried.*

**7. SECOND PUBLIC COMMENT SESSION:**

None

**8. INFORMATION: Board Member Comments**

None

**9. ACTION: Adjournment**

*The meeting adjourned at 11:40 a.m.*

**Agenda Item 5. INFORMATION: Adult & Dislocated Worker  
Committee Meeting Minutes of October 9, 2013 (draft)**

**WORKFORCE CONNECTIONS  
ADULT & DISLOCATED WORKER COMMITTEE MINUTES**

October 9, 2013 - 9:30 AM -- Bronze Conference Room  
6330 W. Charleston Blvd., Ste. 150  
Las Vegas, NV 89146

**Members Present**

Bill Regenhardt  
Chelle Bize  
Matt Cecil (via telephone)  
David Lee  
Valerie Murzl, Chair  
Hannah Brown (via telephone)  
Lynda Parven  
Mark Edgel  
Bart Patterson

**Others Present**

Nield Montgomery – The Learning Center  
Dr. Tiffany Tyler – Nevada Partners  
Janice Rael – Nevada Partners  
Sharon Morales – Latin Chamber Community Foundation  
Linda Montgomery – The Learning Center  
Al Ballista, NHA  
Penny Hagen, FIT  
Jake McClelland, FIT  
Elizabeth McDonald, Goodwill  
Sherman Rutledge, GNJ  
Maria Flores, BCA  
Esther Valelizuela, SNRHA

**Members Absent**

Charles Perry  
Maggie Arias-Petrel  
Dan Rose, Vice-Chair

**Staff Present**

Ardell Galbreth  
Heather DeSart  
Kelly Ford  
Debra Collins  
Jim Kostecki  
Jeannie Kuennen  
Brett Miller  
LeVerne Kelley

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

**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 Mark Edgel and seconded by Bill Regenhardt. 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.

**Janice Rael**, Program Director-ADW, Nevada Partners, Inc. thanked the committee and reported 162 enrolled; 94 enrollments are out of the One-Stop Career Center; with a return on investment of \$2,216,614.40. To date, NPI has assisted 102 jobseekers, 72 out of the One-Stop Career Center, with 56 gainfully employed with an average wage of \$19.03.

**Agenda Item 4 – Discussion and Possible Action:** Approve staff's recommendation to change meeting time to 9:00 a.m.

*A motion to approve staff's recommendation to change meeting time to 9:00 a.m. was made by Mark Edgel and seconded by Dr. David Lee. The motion carried.*

**Agenda Item 5 – Discussion and Possible Action:** Approval of minutes of the previous ADW Committee meeting minutes of September 11, 2013

*A motion to approve the meeting minutes of September 11, 2013 presented by staff, made by Lynda Parven and seconded by Dr. David Lee. Motion carried.*

**Agenda Item 6 – Information:** Ramifications of Government Shutdown

Ardell Galbreth reported with the government shutdown, and stressed the continuation in certifying the eligibility of clients in the Youth, Adult and Dislocated Worker. Additionally, ensuring certification of young men who have not registered for selective service or clients that have alien registration cards with a permit for authorization to work in this country, there could be a delay in service. Mr. Galbreth further reports that funds will remain available for another 6 weeks during this government shutdown.

Heather DeSart reported that Youth funding in the youth programs are not at risk at this time as all of the youth dollars were allocated down to the local level. However, the Adult and Dislocated Worker programs could become at risk.

Chelle Bize asked if alien registration verification is the same as E-Verify. Ms. DeSart responded that it is authorization to work in the United States, with Ms. Bize asking if it is not required by the State of Nevada why do we require this verification. Heather responded that it is a requirement of the Department of Labor for eligibility.

**Agenda Item 7 – Discussion and Possible Action:** Accept staff's recommendation to award the following funded partners National Emergency Grant (NEG) funds. NEG funds can only be utilized for WIA allowable training activities, and expended on participants who are considered "long-term unemployed" (unemployed for 27 weeks or longer).

Ms. DeSart reported on the National Emergency Grant (NEG) funds and the recommendation to award the funded partners on page 11 of the agenda packet. Ms. DeSart stated that staff is recommending approximately \$1,000,000.00 in grant funds based on the Department of Labor releasing an RFP for National Emergency Grant funding, the State of Nevada responded with an award of \$1,870,000.

Jim Kostecki continued with the NEG funding stating there is 10% Administrative overall received based on expenditures. The award for the southern Nevada area was \$1,400,000 (5% Administrative), the State has 2.5% Administrative, and the award for northern Nevada was \$400,000 (2.5% Administrative).

Ms. DeSart stated that the service providers will be receiving only the training dollars from the NEG grant with technical assistance to encourage them to utilize there Dislocated Worker dollars to leverage for the case management component, supportive services and other costs that are not associated with training. This is the government's way of infusing our local area with funding to help people get off unemployment, people who have been on long-term unemployment, and into gainful employment.

Ms. Murzl queried the selection process and how the dollar amount was determined. Ms. DeSart stated that all of the current funded partner contracts end June 30, 2013. All of the funded partners aside from the "High Risk" partners were allocated funds in an equitable fashion with a

recommendation for a little less to Easter Seals of Southern Nevada that is a new service provider servicing a difficult population, and they are aware of the allocation recommendation. Funds not spent by June 30, 2013 will be recaptured.

Dr. David Lee states his concern for the two services providers (Bridge Counseling Associates and Latin Chamber of Commerce Community Foundation) under the “High Risk” status; and, whether funds would be available for those clients that currently participate in the service providers’ programs. Ms. DeSart responded that was a consideration and the reason funds were held. If the two agencies recover from the “High Risk” status, funds would be allocated provided there is enough time in the contract period for the funds to be spent. If the “High Risk” agencies have long-term unemployed clients, they could send their clients to other agencies.

*A motion to accept staff’s recommendation to award the funded partners National Emergency Grant (NEG) funds (listed below) was made by Chelle Bize and seconded by Bill Regenhardt. Motion carried.*

| FUNDED PARTNER                             | AMOUNT RECOMMENDED    |
|--|-----------------------|
| Easter Seals of Southern Nevada            | \$100,000.00          |
| Foundation for an Independent Tomorrow     | \$150,000.00          |
| GNJ Family Life Center                     | \$150,000.00          |
| Goodwill of Southern Nevada                | \$150,000.00          |
| Nevada Hospital Association                | \$150,000.00          |
| Nevada Partners, Inc.                      | \$150,000.00          |
| Southern Nevada Regional Housing Authority | \$150,000.00          |
| <b>TOTAL</b>                               | <b>\$1,000,000.00</b> |

**Agenda Item 8 – Information:** Latin Chamber of Commerce Community Foundation, High Risk Status Update

Hannah Brown abstained from comment.

Mr. Kostecki reported Latin Chamber of Commerce Community Foundation (LCCCCF) was not reported out at the last Budget & Finance Committee on its “High Risk” status; however, it was brought before the Board. After the closeout period on June 30, 2013, noted and confirmed, LCCCCF’s Adult and Dislocated Worker contracts had accruals left on the books not liquidated by the 60-day closeout period. After the closeout period, there was no time to proceed through the “Pink Paper” process, LCCCCF was placed immediately on “High Risk” status. Presented at the Board level, was a 90-day repayment plan (page 12 of the agenda packet); however, a 6-month repayment plan has been offered. With the Local Elected Official meeting on October 22, 2013 and with their approval, it will be a 6-month repayment plan on the outstanding debt. Restrictions are in place. Fiscally the process becomes labor intensive with all invoices requiring backup. Once an invoice is funded, checks are to be provided for the vendors that are used. Prior to funding the preceding invoice, the prior checks have to be verified that they have cleared the bank.

Ms. Murzl stated that re-training on the fiscal responsibilities might be a suggestion, or an internal auditing process instituted so that the service provider can self-check their processes. Can WC staff help to mitigate this happening? Ms. DeSart responded that this is addressed in policy and contracts whereby budget contracts will be closed out at the end of every fiscal year.

**Agenda Item 9 – Information:** Inaugural Local Employer Advisory Panel (LEAP) meeting took place on September 25, 2013. Next meeting planned for November.

Jaime Cruz reported that the main purpose is to gather relevant intelligence for the local area for the employers we are trying to serve. The meeting was successful and we received very good insight on what WC needs to do as a public workforce development service to “meet the mark”. WC will take the intelligence and implement it with the solutions into the system. It is with these businesses that WC is trying to serve, and it is with these businesses, that will hire the participants with the resources to prepare the client for employment.

Bill Regenhardt asked if the employers give a top five placements that they need, whether it is Accounting, Finance, IT, and how WC is planning to address the needs. Jaime stated that there is a summary gained from the meeting with results finalized by Business Services that will be ready on Friday and committed as part of the package for the next ADW and Board meeting.

Mr. Galbreth stated that what came out of this LEAP meeting was the need for WC to supply quality candidates for the businesses that fit their criteria. Mr. Galbreth further stated there is a Super Hiring Event that will occur October 23, 2013 for most of the day here at Workforce Connections.

Ms. DeSart stated that what was echoed out of the meeting from all of the employers that were present, was not just the lack of credentials, experience, or certifications, but the lack of soft skills i.e., time management, how to dress for success where WC will need to have the workshops and training to accommodate the employer’s needs. Executive Directors of the funded partners have been invited to attend the next LEAP meeting to hear the needs of the businesses.

Further discussion ensued regarding the list of employers and the need for manufacturing sector to be a part of that employer base. Mr. Cruz stated a member of the LEAP panel, Dasya Duckworth, HR Director for Ken’s Foods that manufactures dressing products in the southwest area of Las Vegas, is helping to develop our work in calling them “Pathways”. Individuals that require Computer Numeric Controlled machines (CNC) certifications that could be diced down to STEM skills with WC implementing STEM workshops and STEM Career Pathways, Ms. Duckworth is going to help in crafting the program to feed that sector.

**Agenda Item 10 – Information:** Training and Wage Reports

Ms. DeSart reported on the Training and Wage Reports on pages 18 and 19 of the agenda packet that illustrate the reporting period July 1, 2013 through August 31, 2013. Discussion briefly ensued regarding training volume versus wage.

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

Mr. Kostecki reported on the Adult and Dislocated Worker Funding Plan on page 21 of the agenda packet. He stated that the column inserted represents Next Program Year are funds that are committed in contracts that would be carryforward to the next program year. He further noted that the pending contracts are funds available (designated areas in the pending contracts earmarked for release) and \$1,457,516 is uncommitted funding for the next program year.

Discussion ensued regarding the generation of new service providers or developing general practitioners or case managers in the workforce development community. Mr. Galbreth stated that the framework for the Workforce Development Academy scheduled for launched in 2014 that will go through the processes, course material, and curriculum that the Workforce Investment Act requires. Ms. DeSart further noted that the requirement to attend and complete this academy is in future funded partner contracts with the service providers.

Mr. Kostecki presented the Awards and Expenditures Fiscal Report (active contracts only) illustrated on page 22 of the agenda packet and stated that providers highlighted in pink have an active pink paper or are on “High Risk” status.

Mr. Kostecki further stated that a percentage will be indicated on where the service providers should be in the spending curve. Mr. Galbreth noted that depending on the program design whereby service providers will start out at a very slow pace recruiting clients and processing eligibility then once into training or course curriculum you would see the increase in funds expended.

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

Ms. Murzl requested that a new calendar be sent out to the committee members regarding the new time change for the future ADW Committee meetings.

**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.

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

**Agenda Item 14 – Adjournment:** The meeting adjourned at 10:38 a.m.

DRAFT

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

Approve the Adult & Dislocated Worker Committee's recommendation to award the following funded partners National Emergency Grant (NEG) funds. NEG funds can only be utilized for WIA allowable training activities. NEG funds can only be expended on participants who are considered "long-term unemployed". These are individuals who have been unemployed for 27 weeks or longer

| <b>FUNDED PARTNER</b>                      | <b>AMOUNT RECOMMENDED</b> |
|--|---------------------------|
| Easter Seals of Southern Nevada            | \$100,000.00              |
| Foundation for an Independent Tomorrow     | \$150,000.00              |
| GNJ Family Life Center                     | \$150,000.00              |
| Goodwill of Southern Nevada                | \$150,000.00              |
| Nevada Hospital Association                | \$150,000.00              |
| Nevada Partners, Inc.                      | \$150,000.00              |
| Southern Nevada Regional Housing Authority | \$150,000.00              |
| <b>TOTAL:</b>                              | <b>\$1,000,000.00</b>     |

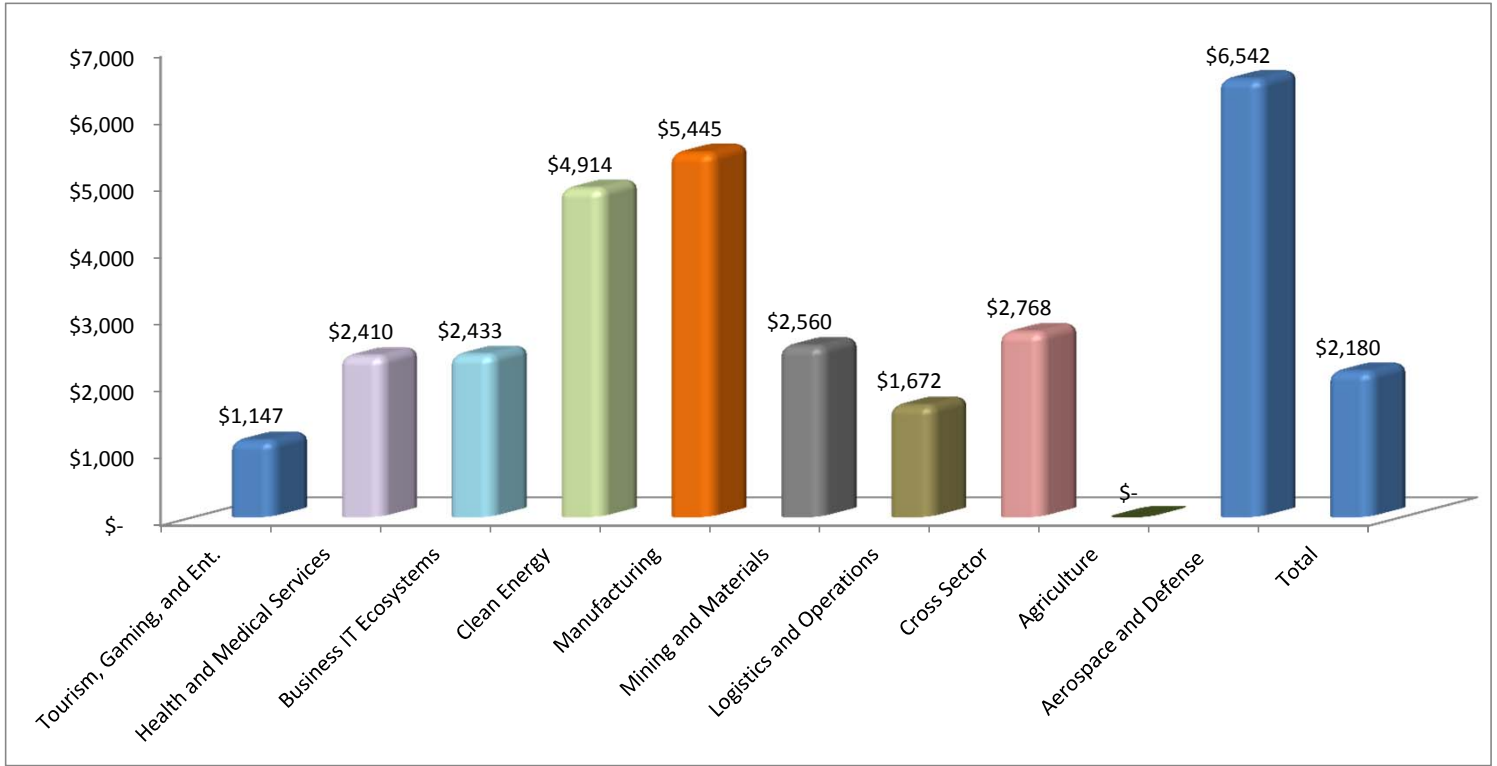


**Agenda Item 7. INFORMATION:** Inaugural Local Employer Advisory Panel (LEAP) meeting took place on September 25, 2013. Next meeting planned for November 2013.

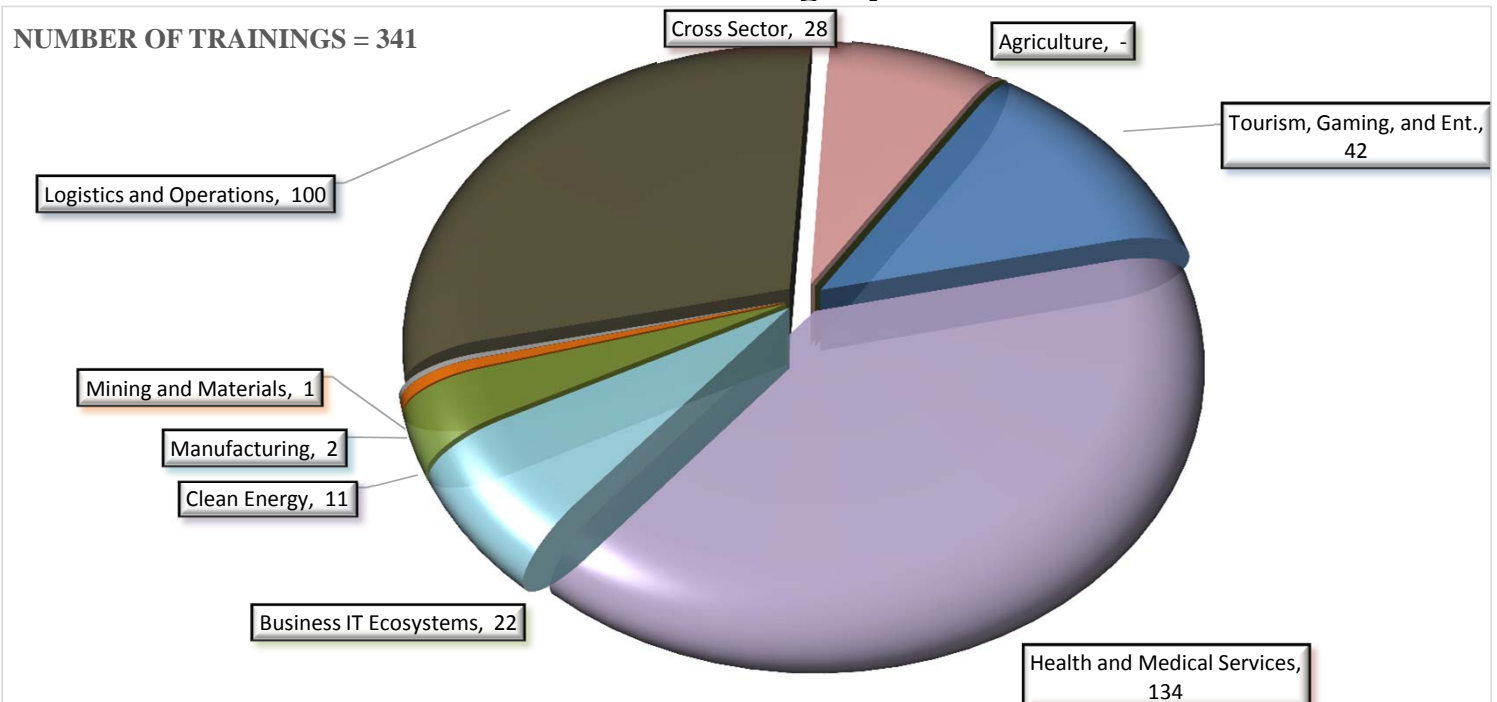
**Agenda Item 8. INFORMATION: Training & Wage Reports**

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

### Average Training Cost by Sector

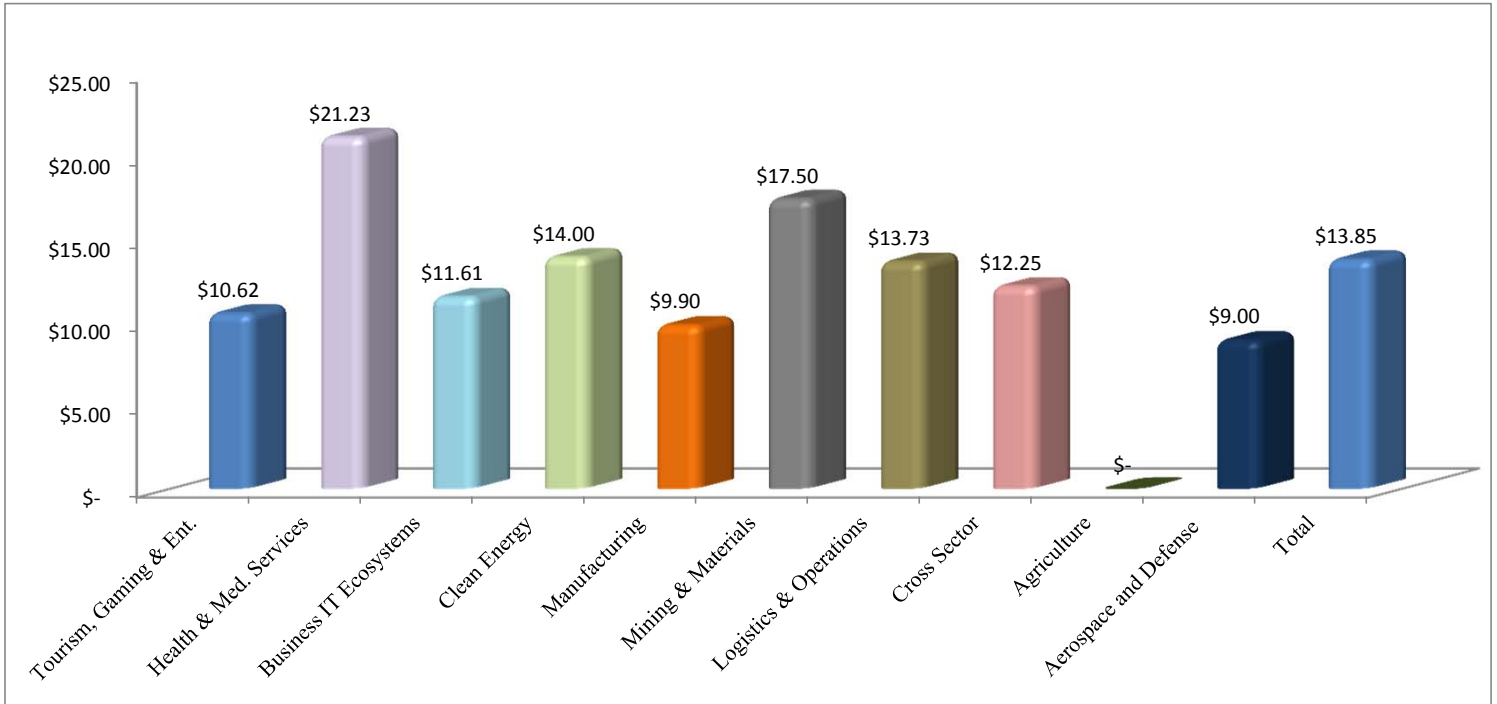


### Number of Trainings by Sector

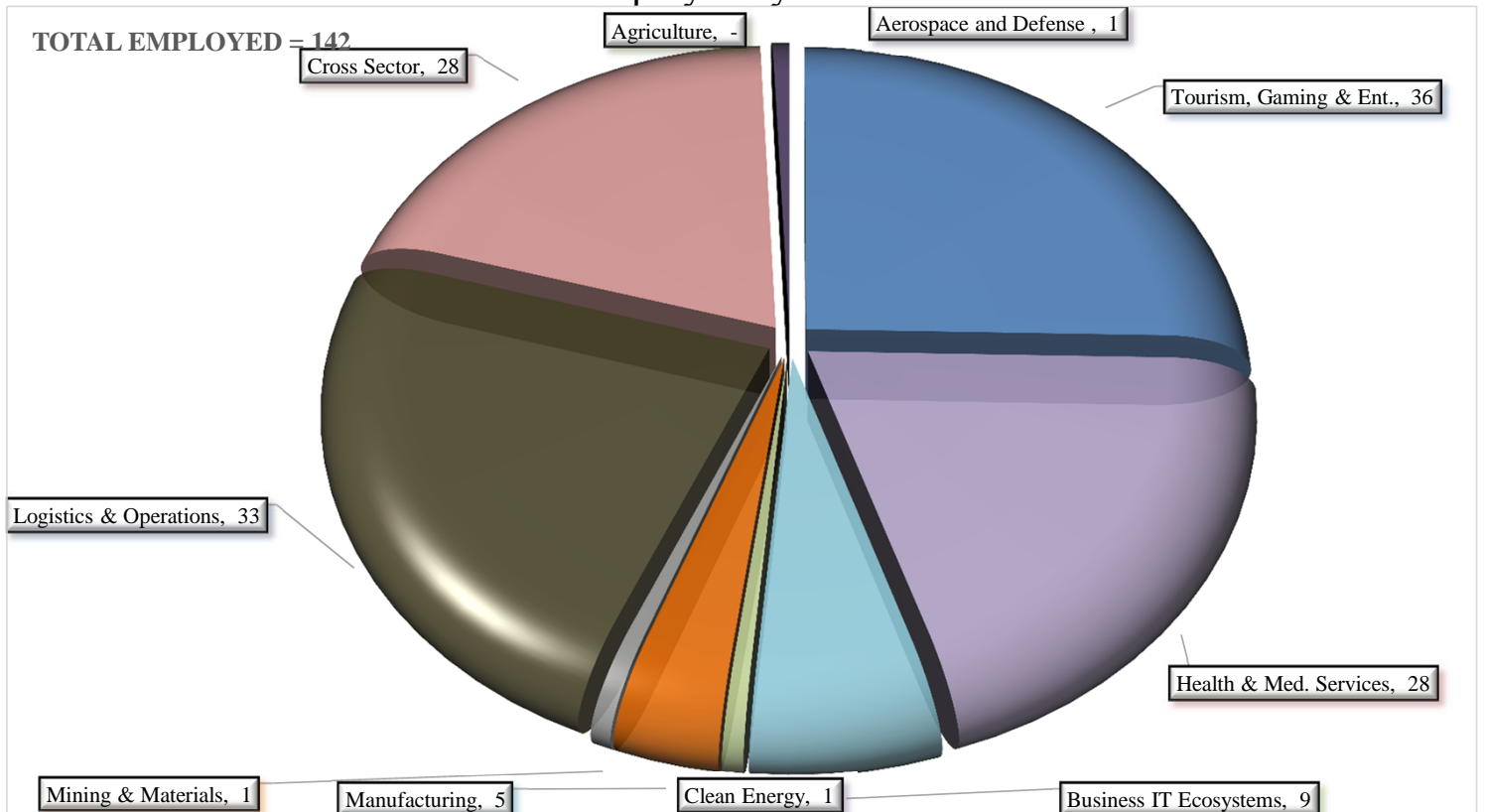


## Adult and Dislocated Workers Employed by Industry Sector July 1, 2013 through August 31, 2013

### Wage by Sector



### Employed by Sector



**Agenda Item 9. INFORMATION: Youth Council Meeting Minutes of  
October 1, 2013**

**WORKFORCE CONNECTIONS  
YOUTH COUNCIL  
MINUTES**

**October 1, 2013  
11:00 a.m.**

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

**Members Present**

|                |               |                  |
|----------------|---------------|------------------|
| Sonja Holloway | Vida Chan Lin | Willie J. Fields |
| Tommy Rowe     | Lt. Jack Owen | Debbie Tomasetti |

**Members Absent**

|                |          |                 |
|----------------|----------|-----------------|
| Stavan Corbett | Dan Rose | Mujahid Ramadan |
|----------------|----------|-----------------|

**Staff Present**

|                    |                  |                |
|--------------------|------------------|----------------|
| Ardell Galbreth    | Heather DeSart   | Suzanne Potter |
| Ricardo Villalobos | Clentine January | Jim Kostecki   |
| Shawonda Nance     |                  |                |

**Others Present**

|   |  |
|---|--|
| Scott Marquis, Legal Counsel            | Dr. Rene Cantu, Jr., LCCCF               |
| Eloiza Martinez, LCCCF                  | Irene Bustamante-Adams, LCCCF            |
| Esther Valenzuela, SNVRHA               | Dr. Tiffany Tyler, Nevada Partners, Inc. |
| Sharon Morales, LCCCF                   | Terri D'Antonio, HELP of Southern Nevada |
| Denise Gee, HELP of Southern Nevada     | Jeramey Pickett, Nevada Partners, Inc.   |
| Arneller Mullins, Nevada Partners, Inc. | Helicia Thomas, GNJ Family Life Center   |
| Ron Hilke, DETR                         |  |

(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 Vice-Chair Willie J. Fields at 8:41 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. Chair Sonja Holloway arrived at 8:50 a.m.*

**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 Tommy Rowe and seconded by Lt. Jack Owen. Motion carried.*

**3. FIRST PUBLIC COMMENT SESSION:**

None

**4. DISCUSSION AND POSSIBLE ACTION: Approve the Youth Council Meeting Minutes of September 11, 2013**

*A motion was made to approve the Youth Council Meeting Minutes of September 11, 2013 by Willie J. Fields and seconded by Tommy Rowe. Motion carried.*

**5. DISCUSSION AND POSSIBLE ACTION: Approve staff's recommendation to award HELP of Southern Nevada an Out-of School Youth contract in the amount of \$400,000 for the term of October 1, 2013 through September 30, 2014**

Ricardo Villalobos, Youth Department Director provided background and a brief discussion followed.

*A motion was made to approve staff's recommendation to award HELP of Southern Nevada an Out-of School Youth contract in the amount of \$400,000 for the term of October 1, 2013 through September 30, 2014 by Willie J. Fields and seconded by Vida Chan Lin. Motion carried.*

**6. DISCUSSION AND POSSIBLE ACTION: Approve staff's recommendation to award GNJ Family Life Center an Out-of School Youth contract in the amount of \$600,000 for the term of October 1, 2013 through September 30, 2014**

*A motion was made to approve staff's recommendation to award GNJ Family Life Center an Out-of School Youth contract in the amount of \$600,000 for the term of October 1, 2013 through September 30, 2014 by Tommy Rowe and seconded by Willie J. Fields. Motion carried.*

**7. DISCUSSION AND POSSIBLE ACTION: Latin Chamber of Commerce Community Foundation "High Risk" designation and consideration for future award**

Ardell Galbreth, Executive Director provided apologized to the Youth Council and public, stating that this is a housekeeping item following last week's meeting whereby the Latin Chamber of Commerce Community Foundation (LCCCF) was being recommended for an Out-of-School Youth contract award. At the time of the meeting, staff expected to place LCCCF on high-risk; however, it had not yet been validated. LCCCF was officially placed on high risk and staff is not recommending any additional funding for LCCCF at this time.

Latin Chamber of Commerce Community Foundation's co-chairs, Irene Bustamante-Adams and Eloiza Martinez provided a presentation on the history of WC/LCCCF's partnership and LCCCF's current challenge and short/long term solutions (PowerPoint attached). Discussion ensued.

Q: When did you notice the shortfall?

A: The shortfall was identified at the end of August 2013. LCCCF brought the shortfall to Workforce Connections during the contract close out period.

Q: When do you expect the shortfall to be resolved?

A: Within 90 days.

Mr. Galbreth reported that staff has been monitoring LCCCF at least annually, as it does with all of the funded partners. Recently, Workforce Connections changed its business practices to close out funding for all contracts at the end of the contract year or program year, so contracts funds would not be rolled over from one program year to another. It was during the recent contract close out period that the shortfall with LCCCF was identified. LCCCF was proactive in notifying Workforce Connections, after which staff validated the shortfall and placed LCCCF on high risk, as per the letter dated September 27, 2013 from Mr. Galbreth provided on page 16 of the agenda packet. Ardell presented the debt repayment plan, as provided in the letter on page 18 of the agenda packet:

- \$17,500.00 minimum installment due by October 31, 2013
- \$17,500.00 minimum installment due by November 30, 2013
- \$17,861.44 minimum installment due by December 31, 2013

At the next Youth Council meeting, staff will recommend a plan to transfer LCCCF's current clients to other funded partners to ensure the youth continue to receive services.

Lt. Jack Owen requested staff to provide monthly reports on the status of LCCCF's debt repayment plan; Ardell concurred.

Mr. Villalobos informed the Youth Council that the high-risk designation is for LCCCF's WIA Adult and Dislocated Worker program.

Legal Counsel informed the Youth Council regarding the types of action that can be taken. The high-risk designation is already in place by staff and does not need approval by the Youth Council;

however, the Youth Council can make a motion regarding future contracts, direct staff to monitor and provide updates to the Youth Council as Lt. Owen requested, table the item until a future meeting and/or take some other action pursuant to the agenda item.

*A motion was made to monitor this situation for the next 90 days for future consideration of awards by Lt. Jack Owen and seconded by Tommy Rowe. Motion carried.*

**8. SECOND PUBLIC COMMENT SESSION**

Ardell spoke briefly about the government shut down and the potential impact on Workforce Connections. PY2013 WIA Adult and Dislocated Worker funding is at risk if congress does not approve the budget; however, the Youth funding is already obligated and will not be impacted.

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

Chair Holloway recommended moving the Youth Council meeting to October 16, 2013; staff concurred.

**10. ACTION: Adjournment**

*A motion was made to adjourn the meeting at 9:15 a.m. by Willie J. Fields and seconded by Lt. Jack Owen. Motion carried.*



**Agenda Item 10. DISCUSSION AND POSSIBLE ACTION:**

Accept the recommendation of the Youth Council to approve staff's report on the objectives and outcome measures of Goal 2 – Champion Youth Education, Training, and Employment of the Workforce Connections' Two-Year Strategic Plan (April 30, 2013 through June 30, 2015)

**Workforce Connections**  
**Southern Nevada Workforce Investment Area Strategic Plan Matrix**  
**Mission, Goals, Objectives and Strategies**  
**2 – Year Strategic Plan (April 30, 2013 – June 30, 2015)**

**MISSION: To establish dynamic partnerships with employers and the community to facilitate employment opportunities, education and job training gains.**

| Goal 2<br>Champion Youth Education, Training and Employment  |   |                                      |  |  |   |
|--|---|--------------------------------------|--|--|---|
| Objective  | Strategy/Action   | Timeline                             | Measurement  | Outcomes (10/13)   | Assignment—<br>Status   |
| 2.1. Increase youth high school graduation rates.  | 1. Partner with educators, employers and community leaders to identify and leverage resources offering holistic, wraparound youth services.                       | Ongoing and throughout program year. | Receipt of formal presentations and inputs from partners during public committees/councils and board meetings.         | <ul style="list-style-type: none"> <li>• July – Help</li> <li>• Aug – N/A</li> <li>• Sept – N/A</li> <li>• Oct – YAP</li> <li>• Jan – Lincoln</li> <li>• Feb – GNJ</li> <li>• Mar – NPI</li> <li>• Apr – YBLV</li> <li>• May – Nye CC</li> <li>• June – SNVRHA</li> <li>• July – GW</li> <li>• Aug – OC</li> <li>• Sept – LCCCF</li> </ul> | Youth Council—<br>Due Monthly   |
|  | 2. Target hardest to service youth identified by the Southern Nevada Regional Planning Commission.  | Each Program Year                    | Published Request for Proposals and award and execute contracts to qualified/certified partners and service providers. | <ul style="list-style-type: none"> <li>• GAI – NPI &amp; HELP</li> <li>• Youth w/ Dis. – GW</li> <li>• Foster Youth – OC</li> <li>• Re-Entry Youth – YAP</li> </ul>  | Youth Council—<br>Due Monthly   |
| 2.2. Engage and connect youth with career path and employment training opportunities relevant to the identified industry sectors | 1. Design and fund workforce development programs to prepare youth for successful entry into employment and lifelong learning opportunities.                      | Each Program Year                    | Published Request for Proposals and award and execute contracts to qualified/certified partners and service providers. | <ul style="list-style-type: none"> <li>• OSY – GNJ; HELP; LCCCF</li> </ul>   | Youth Council—<br>In Place  |
|  | 2. Promote youth career preparedness and exposure with supported internships and real-world, hands-on training and employment experience through local employers. | Ongoing                              | Reported number of internships per month   | <ul style="list-style-type: none"> <li>• PYTD – 213</li> <li>• Sept – 29</li> </ul>  | Youth Council—<br>Due Monthly,<br>first report due 3 months after goal approval |

|   |  |                                      |   |  |   |
|---|--|--------------------------------------|---|--|---|
|   | 3. Secure local public-private partners with focus on youth education and training opportunities leading to promising careers. | Throughout Program Year              | Executed MOUs   | <ul style="list-style-type: none"> <li>• CCSD – GAI</li> <li>• UWSNV – GAI</li> <li>• Habitat for Hum. LV – YBLV</li> <li>• American Toxicology – YBLV</li> <li>• 8<sup>th</sup> District Diversion Ct. – OSY/ISY</li> </ul> | Youth Council—<br>Due 3 Months after goal approval. |
| 2.3. Expose youth to STEM skills, training and career pathways. | 1. Partner with educators, employers and community leaders to expose youth to the necessary skills of the future workforce.    | Ongoing and throughout program year. | Expand the existing STEM youth programs with additional curriculum that is both engaging and local industry-relevant. | <ul style="list-style-type: none"> <li>• WIMTBG</li> <li>• STEM Workshops</li> <li>• Development of career pathways</li> </ul>   | Youth Council—<br>In Place                          |

**Agenda Item 11. INFORMATION:** Budget & Finance Committee  
Meeting Minutes of October 9, 2013 (draft)

**WORKFORCE CONNECTIONS  
MINUTES**

of the meeting of the

**BUDGET & FINANCE COMMITTEE**

The Budget & Finance Committee held a public meeting on Wednesday, October 9, 2013, beginning at 2:07 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 (via telephone); Bill Bruninga (via telephone); Councilwoman Gerri Schroder (via telephone); Councilman Bob Beers; William Kirby (via telephone) and, Vida Chan Lin (via telephone).

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 Councilman Bob Beers 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 September 11, 2013

*A motion to approve the meeting minutes of September 11, 2013 presented by staff, made by Councilman Bob Beers and seconded by Hannah Brown. Motion carried.*

5. Review, Discuss and Accept Reports:

Mr. Gouker requested a motion for acceptance of each report for agenda items 5A through 5E individually in consecutive order.

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. Requesting a reallocation of funds from line item 8900-Strategic Initiative-WIA, to support line items as indicated in the budget narrative on pages 9 through 12 of the agenda packet.

Discussion ensued regarding Program Year versus Fiscal Year and the clarification that a program year precedes a fiscal year. Further clarification discussed regarding the columns for Administrative (limited to WIA restrictions of 10% administrative costs) and Program (10% for program costs, approved by the State and at the Board level) as an operations budget.

Mr. Kirby stated there are reductions under the accounting and auditing line item reduced substantially over prior years. He noticed that salaries for the proposed budget year are the same as they were last year recognizing that there are no apparent increases with salary raises. Mr. Galbreth responded that there have been some adjustments in staff salaries, but no overall increases. There have been some reductions in force, rearrangements of staff and assignments through the restructuring, but there have not been any significant increases in overall salaries.

Mr. Kostecki stated there is no budget-to-budget comparison from prior year to this year in these reports what is presented is an original last approved budget and the proposed budget. He clarified the distinction between the One-Stop Center and the One-Stop System reports.

Councilman Beers queried the recovery of the One-Stop Systems expenditures from partners. Ardell stated a small stipend of \$150 per year membership is required from each system partner.

Mr. Kostecki further stated that by moving the \$50,000 into Strategic Initiative there is a correction that will be made in the One-Stop Center community resource allocations column that will reflect the total line item to read \$392,734 and the One-Stop System to read \$1,155,266.00.

***Dan Gouker entertained a motion to accept the report on 5A presented by staff. A motion was made by Councilman Bob Beers and seconded by William Kirby. Motion carried.***

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

Mr. Kostecki presented and reported on the June year-to-date Budget vs. Actual Preliminary Finance Report (Workforce Connections' Operations) through August. With two months into the program year, WC is at an approximate 16.67% expenditure rate. Colors indicated on the report (page 17 of the agenda packet) are green, yellow (within 10%) and red (over 10%). The report titled August Budget to Actual Variances is new to the reporting process to clarify/justify the PY12 WIA Formula Expenses report.

Discussion ensued regarding line item 7100 Insurance (indicated in red at 28.95%). Mr. Kostecki noted this is a product of accounting. The Directors and Officers Insurance for the full year was paid in April requiring a pre-pay and expensed throughout the year. After December, property insurance may need to be addressed (working under the old property insurance rates) with tenant improvements and assets added to the new facility.

Mr. Gouker queried if the service providers were required to have Errors & Omissions Insurance. Mr. Kostecki responded that the service providers are required to have a certain amount of liability insurance to include those who work with youth. Mr. Galbreth stated that there is no requirement, and WC does not require Errors & Omissions for the service provider's board of directors.

*Dan Gouker entertained a motion to accept the report on 5B presented by staff. A motion was made by Councilman Bob Beers and seconded by Bill Bruninga. Motion carried.*

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

Mr. Kostecki presented and reported Audit findings for Program Year 2011 (Year Ended June 30, 2012) with minor changes to the report on pages 18 and 19 of the agenda packet.

*Dan Gouker entertained a motion to accept the report on 5C presented by staff. A motion was made by Councilman Bob Beers and seconded by William Kirby. Motion carried.*

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

Mr. Kostecki presented and reported on the Awards & Expenditures for Program Year PY2011/PY2012 Adult/Dislocated Worker and Youth monthly update. Providers highlighted in pink have an active pink paper or are on “High Risk” status.

|  | Adult Expenditures | Dislocated Worker Expenditures | % Spent        |
|--|--------------------|--------------------------------|----------------|
| WIA PY2011 One-Stop                                      |                    |                                | 8.84%          |
| WIA PY2011 Home Office                                   |                    |                                | 12.35%         |
| WIA PY2011 Other (Disabilities, Re-Entry, Rural)         |                    |                                | 54.94%         |
| <b>Total PY2011/PY2012 Adult &amp; Dislocated Worker</b> | <b>69%</b>         | <b>31%</b>                     | <b>23.64%</b>  |
|  | Youth In-School    | Youth Out-of-School            | % Spent        |
| WIA PY2011 Youth General                                 | 61%                | 39%                            | 52.46%         |
| WIA PY2012 Youth General                                 | 52%                | 48%                            | 61.00%         |
| WIA PY2011 Youth Rural and Tri County                    | 54%                | 46%                            | 88.35%         |
| WIA PY11-12 Youth Re-Entry                               | 0%                 | 100%                           | 39.57%         |
|  |                    |                                |                |
| <b>Total Youth</b>                                       | <b>54%</b>         | <b>46%</b>                     | <b>58.14%</b>  |
|  |                    |                                |                |
| <b>Direct Grants</b>                                     |                    |                                | <b>% Spent</b> |
|  |                    |                                | <b>44.92%</b>  |

Mr. Galbreth stated there is an implementation of the new business practice to close out budgets annually. Mr. Gouker queried for clarification that the closeout policy is to prevent the same situations that resulted in three of the service providers indicated on this agenda. Mr. Galbreth concurred.

*Dan Gouker entertained a motion to accept the report on 5D presented by staff. A motion was made by Councilman Bob Beers and seconded by Bill Bruninga. Motion carried.*

E. Funding Plans Adult/Dislocated Worker and Youth

Mr. Kostecki reported on the Funding Plans Adult/Dislocated Worker on page 23 of the agenda packet. The new column to this report – Next Program Year – indicates \$1,160,000

committed in Adult and Dislocated Worker contracts for the next year. He further stated that \$1,457,516 is unallocated Adult and Dislocated Worker funds.

Mr. Kostecki reported on the Funding Plans for Youth on page 24 of the agenda packet. \$1,207,000 indicates committed Youth contracts for the next year with \$1,445,046 remaining in unallocated Youth funds.

***Dan Gouker entertained a motion to accept the report on 5E presented by staff. A motion was made by Councilman Bob Beers and seconded by Bill Bruninga. Motion carried.***

Mr. Gouker requested that clarification is provided on WIA grants start and end dates beyond the following information: 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).

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

Mr. Kostecki reported the update on the Southern Nevada Children First (SNCF) “High Risk” Designation. The contracts ended June 30, 2014. WC fiscal staff has visited SNCF every two weeks to continue with their timeline and technical assistance. SNCF has submitted their final September invoices, invoices are approved, and WC has drawn down funds for final amounts due on that grant. The update for the committee:

- There are no further questionable costs;
- SNCF’s contract will closed out at the end of the contract period (November);
- SNCF has new fiscal management in place; and,
- No future funds awarded to SNCF.

Mr. Galbreth extended compliments to Jim Kostecki and the fiscal staff for their technical assistance to SNCF beginning late spring throughout the summer. He further stated that SNCF has no notable disallowed costs identified, and they will be receiving a letter to indicate they removal from “High Risk” status.

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

Mr. Kostecki stated that Bridge Counseling Associates (BCA) has submitted their August invoices. WC submitted the draw today, verified all backup for each of the line items based on staff’s requests, BCA remains on the 3-month repayment plan pending a request if they choose to extend. BCA remains on reduced staff based on the Program Directors input, and they have contracted the use of a CPA firm at 4-6 hours per month to perform reconciliations of accounts, with a fiscal person handling the invoicing for all of their programs. BCA will receive funds; restricted control of check disbursement to vendors; and, on the next draw BCA must show WC the bank statements indicating the checks have cleared.

Discussion ensued regarding the restrictions on high-risk grantees (29 CFR 97.12) indicated in the letter dated August 30, 2013. Mr. Kostecki stated in reference to the restrictions and the inability to pay on a cash basis, both BCA and LCCCF could not work under those constraints. BCA is working under an accrual basis. They are not paying their bills ahead of time; they are entering their bills through their system and billing WC. When WC pays BCA, BCA will pay the vendor. Mr. Kostecki stated that the August 30, 2013 letter is the initial “High Risk” letter sent to BCA,



and have since worked out procedures to go forward with BCA under the repayment structure. He further states he is not privy as to how BCA is raising the other funds to repay WC.

Mr. Kirby states, "That this is not full disclosure to the Board, because if you are saying they have to do something and they are not doing it then you are operating without the responsibility to the Board. These people should not be paid out of funds that are placed at risk because they appear to not be financially stable or have the funds to cover the expenses. That puts us [WC] at risk on the accrual basis they could owe the world and not be able to pay it. If we are giving them the money and these people are not paying the bill, what happens then? This committee is responsible for providing recommendations to the Board, and my recommendation would be that they have to show proof of payment because we [WC] are at risk if that bill is not paid."

Mr. Galbreth states that this letter needs to be revised because they will be on an accrual basis process rather than a cash basis. Staff does need to advise them as well as the Board. WC expects from them (the service provider) to bring the checks to us before they allocation of funds. The concept for them is to cut the checks for the bills that they owe and before WC gives them any funds, they would have to prove to us that they have the checks ready for the bills to pay.

Mr. Kostecki noted that WC is working under the premise that BCA will show proof of payment on bills paid because the alternative was to cut BCA off totally and not provide them the opportunity to pay back \$120,000 with the Local Elected Officials responsible for the \$120,000. WC has worked with the option that the only way BCA could repay the funds was through the accrual method. WC is taking a risk with any "High Risk" agency and it is correct that it is a Board decision.

Mr. Gouker stated this has been discussed with all parties, and BCA must work within the parameters that Ardell and Jim have suggested. BCA is able to remain operational under strict controls with a guarantee of repayment within the 90-day timeframe. This item can be agendized for a future meeting and revisit this topic under a Discussion and Possible Action item.

Mr. Kirby suggested that a review by the CPA firm that BCA has brought in with regard to BCA's financial condition, would be appropriate for WC to have at its next meeting to render a better judgment on their financial structure.

Councilman Beers queried if WC could cut the check directly to the vendor. Mr. Kostecki responded that the suggestion has been discussed internally, but what is the function of BCA's fiscal staff then? Mr. Galbreth states, "We could do that!" Councilman Beers asked if the Finance Department has \$40,000 expected at the end of October in the cash flow forecasts, do we have a big enough balance that it would not matter. Mr. Kostecki responded there is a big enough balance based on the draw. WC has paid the vendors for the old debts prior to June and is on the books as a receivable waiting to be paid by BCA through the installment agreement. Councilman Beers expressed concern on the repayment schedule and noted it might be beyond the end of the year. Mr. Kostecki added that the concern is that if WC pays the bills, BCA is committing to the trainings. The restrictions WC has placed on BCA, BCA would have to show that they paid those bills within 5-days from the day we hand them the funds.

Councilman Beers suggested what is, commonly known as "Joint Check" in construction a check is drafted to both general contractor and the subcontractor, both requiring an endorsement in order to make the instrument negotiable.

Mr. Gouker recommended that this be an agenda item at the next Budget & Finance Committee meeting, not specifically this agenda item, but what has been discussed in policy with a recommendation on Dual Check/Signature.

## 8. Information: Latin Chamber of Commerce Community Foundation “High Risk” Designation

Mr. Kostecki reported that after the closeout period ending June 30, 2013, Latin Chamber of Commerce Community Foundation (LCCCF) was noted and confirmed that their Adult and Dislocated Worker and Youth contracts had accruals left on the books (approximately \$52,000) not liquidated by the 60-day closeout period. Presented at the Board level was a 90-day repayment plan, but on page 49 of the agenda packet is the request from LCCCF for a 6-month repayment plan on the outstanding debt that will also go before the meeting of the Local Elected Officials.

Similar situation as BCA where the bulk of the repayment was for two training providers and LCCCF it is numerous employers with OJT contracts. Restrictions are in place. Fiscally the process becomes labor intensive with all invoices requiring backup. Once an invoice is funded, checks are to be provided for the vendors that are used. Prior to funding the preceding invoice, the prior checks have to be verified that they have cleared the bank.

## 9. Information: 2014 Calendar – Budget &amp; Finance Committee meetings

Mr. Gouker requested the committee members review the 2014 Calendar and email Dianne Tracy with any concerns or conflicts.

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.

**Councilman Bob Beers**, City of Las Vegas, expressed concern that there will be no full Board meeting beyond the end of October. With the uncertainty surrounding BCA’s repayment schedule, if not, everyone’s repayment schedule, and not having the Board convene for the 3-month period to the next regularly scheduled meeting, he asked if the scheduled meetings of this committee and the LEOs would be meeting in November and December. Mr. Gouker concurred that the Budget & Finance Committee would be convening.

**Dan Gouker** will address at the next Budget & Finance Committee meeting (prior to each LEO meeting) two items under Discussion and Possible Action:

- Bridge Counseling Associates
- Latin Chamber of Commerce Community Foundation

**Ardell Galbreth** spoke to the Budget – Line item 7085-Program Support Contracts, staff will be coming back to the committee for additional funds for training i.e., Workforce Development Academy, Board development, case management training, staff development, and service provider training throughout the program year with staff requesting the funds as the trainings are formulated.

## 11. Adjournment unanimously approved at 3:38 p.m.

Respectfully submitted,  
Dianne Tracy

**Agenda Item 12. DISCUSSION AND POSSIBLE ACTION: Bridge  
Counseling Associates (BCA) “High Risk” Status  
Update and Repayment Plan**

September 24, 2013

Mr. Chris Carothers, Chairman  
Bridge Counseling Associates  
1640 Alta Drive, Suite #4  
Las Vegas, NV 89106

**RE: Disallowed Cost and Debt Establishment for Repayment**

Mr. Carothers:

Please note that this correspondence establishes a debt whereby Bridge Counseling Associates owes Workforce Connections \$121,014.78. This debt is established in accordance with Workforce Connections' Policy 2.12. Due to Bridge Counseling Associates misappropriation of awarded funds in accordance with the Workforce Investment Act (WIA), your agency/organization must repay the identified disallowed costs. Workforce Connections disbursed funds to your agency/organization for training costs to be paid to training providers delivering such training. However, both Workforce Connections and your records do not reflect such payments being made to appropriate training providers. This determination resulted in Bridge Counseling Associates being placed on High Risk status in accordance with 29 CFR 97.12—as per my letter dated August 30, 2013.

As indicated in the High Risk Designation letter, Bridge Counseling Associates was given until September 30, 2013 to repay the amount owed Workforce Connections. However, your request to repay the entire disallowed costs amount over a period of 90 days was approved. The following repayment schedule has been established with associated amounts and due dates:

- \$40,000.00 minimum installment by October 31, 2013
- \$40,000.00 minimum installment by November 30, 2013
- \$41,014.78 final installment due by December 31, 2013
- The total of \$121,014.78 can be paid in full to WC at any time.

Should Bridge Counseling Associates not adhere to the repayment schedule above, further immediate sanctions, up to and including contract cancellation may be imposed.

Also, Bridge Counseling Associates may appeal the noted disallowed cost in accordance with Workforce Connections' Policy 2.12 (Please see enclosure).

If you have any questions regarding this notification, please don't hesitate to contact us at (702) 638-8750.

Sincerely,



**Ardell Galbreth**  
Executive Director

Enclosure: Workforce Connections' Policy 2.12

cc: Commissioner Lawrence Weekly, Chair, Southern Nevada Workforce Investment Area Local Elected Officials Consortium  
Hannah Brown, Chair, Workforce Connections  
Dan Gouker, Chair, Workforce Connections Budget/Finance Committee  
Heather DeSart, Deputy Director, Workforce Connections  
Jim Kostecki, Finance Manager, Workforce Connections  
Jeannie Kuennen, Program Manager, Workforce Connections  
Faith Cannella, Senior Financial Analyst, Workforce Connections  
MaryAnn Avendano, Senior Financial Analyst, Workforce Connections  
Frank Parenti, Program Director, Bridge Counseling Associates

**Suzanne Potter**

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**To:** Suzanne Potter  
**Subject:** FW: Bridge Counseling Association Status Update

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**From:** Ardell Galbreth  
**Sent:** Thursday, October 10, 2013 2:26 PM  
**To:** Ardell Galbreth  
**Subject:** Bridge Counseling Association Status Update

I spoke with Ms. Yolanda Correa, Interim Executive Director on October 10, 2013, at approximately 2:15 P.M. I offered continued technical assistance to Ms. Correa and her staff with regards to working in tandem to sure up the agency's fiscal matters with corrective action. Ms. Correa stated that things were going according to their most recent plan with adjustments to recover from their fiscal shortfalls. I also asked if Bridge Counsel Associates would be on schedule as planned with regarding the agreement with Workforce Connections, Ms. Correa stated that at this point and time everything would be on scheduled as planned.

***Ardell Galbreth***  
***Executive Director***

6330 West Charleston Blvd.

Las Vegas, Nevada 89146

Phone (702) 638-8750 Fax (702) 638-8774

[www.nvworkforceconnections.org](http://www.nvworkforceconnections.org)

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**Agenda Item 13. INFORMATION:** Latin Chamber of Commerce  
Community Foundation (LCCCF) “High Risk” Status  
Update

**Agenda Item 14. INFORMATION: Southern Nevada Children First  
(SNCF) “High Risk” Status Update**



**Agenda Item 15. 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
- b. Budget vs. Actual Finance Report (Workforce Connections' Operations) for the period July 1, 2012 through June 30, 2013 (Formula WIA)
- 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)
- f. Workforce Connections' Standing Professional Services Contracts – Monthly Update

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

| Revenue by Funding Stream                            | Approved<br>Budget PY2013 | Proposed<br>Budget PY2013 | \$ Change   | Available for LWIB Operations          |                     | Community Resource<br>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 | -                         | -                         | -           | -                                      | -                   | -                                 | -                    |
| PY2012 Dislocated Worker - Addl. DETR Allocation Apr | 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<br>Budget PY2013 | Proposed<br>Budget PY2013 | \$ Change   | One-Stop<br>Center | One-Stop<br>System  | Community Resource<br>Allocation | TOTAL                |
|--|---------------------------|---------------------------|-------------|--------------------|---------------------|----------------------------------|----------------------|
| Adult Services                                 | 11,252,603                | 11,252,603                | -           | 142,734            | 301,316             | 10,808,553                       | 11,252,603           |
| Dislocated Worker Services                     | 4,192,659                 | 4,192,659                 | -           | 250,000            | 853,950             | 3,088,709                        | 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>\$ 392,734</b>  | <b>\$ 1,155,266</b> | <b>\$ 20,898,881</b>             | <b>\$ 22,446,881</b> |

| Board Operations                | Approved<br>Budget PY2012 | Proposed<br>Budget PY2013 | \$ Change | Admin               | Program             | Total       |
|---------------------------------|---------------------------|---------------------------|-----------|---------------------|---------------------|-------------|
| Subtotal Operating Expenditures | 5,424,243                 | 5,424,243                 | -         | 1,925,432           | 3,498,811           | 5,424,243   |
| <b>Total Expenditures</b>       | <b>\$ 27,871,124</b>      | <b>\$ 27,871,124</b>      |           | <b>\$ 1,925,432</b> | <b>\$ 3,498,811</b> |             |
| <b>Fund Balance</b>             | <b>\$ -</b>               | <b>\$ -</b>               |           | <b>\$ 711,677</b>   | <b>\$ (711,677)</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)

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

| Board Operations                               | Authorized FTE | Actual FTE | Original Budget PY2013 | Proposed Budget PY2013 | \$ Change | Admin            | Program          | Total            |
|--|----------------|------------|------------------------|------------------------|-----------|------------------|------------------|------------------|
| 6500 Salaries                                  | 33.18          | 30.75      | 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                 | 4,000                  | (8,000)   | 1,440            | 2,560            | 4,000            |
| 7040 Office Supplies                           |                |            | 15,000                 | 15,000                 | -         | 5,400            | 9,600            | 15,000           |
| 7045 Systems Communications                    |                |            | 50,000                 | 68,000                 | 18,000    | 24,480           | 43,520           | 68,000           |
| 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                | 195,000                | 25,000    | -                | 195,000          | 195,000          |
| 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                 | 23,000                 | 8,000     | 8,280            | 14,720           | 23,000           |
| 8500 Capital - Equipment and Furniture         |                |            | 62,000                 | 102,000                | 40,000    | 36,720           | 65,280           | 102,000          |
| 8900 Strategic Initiative - WIA                |                |            | 272,922                | 189,922                | (83,000)  | 68,372           | 121,550          | 189,922          |
| <b>Subtotal Board Operations</b>               |                |            | <b>5,424,243</b>       | <b>5,424,243</b>       | <b>-</b>  | <b>1,925,432</b> | <b>3,498,811</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 June 25, 2013, the Board approved a contract to the Academy of Human Development for an additional computer center in a high needs area. This location is considered a satellite location of the One-Stop System.

On July 23, 2013, the Board approved funding for the In-School Youth Program PY2012 contracts to extend them until September 30, 2014 to continue serving WIA youth in 16 high risk CCSD high schools.

**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: \$4,000 – A decrease of \$8,000 – The decrease is a result of the new operating lease for copiers being inclusive of usage and will be reported under Equipment Operating Leases.** 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: \$68,000 – An increase of \$18,000 – The increase is due to additional cost for the high speed internet system.** 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 – An increase of \$25,000 – The increase is requested for Management Organization and Leadership Training.** 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: \$23,000 – An increase of \$8,000 – This increase is due to the operating lease for copiers being inclusive of usage. It is a direct reduction from the Printing and Reproduction budget line.** 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: \$102,000 –An increase of \$40,000 – The increase is requested for the cost of installing ADA compliant door entry systems, furniture and equipment to update a staff office to a meeting room, and additional costs for STEM equipment approved and purchased in the prior year but not received until the current fiscal year.** Allocated costs for equipment and furniture including computers, servers, and furniture for administrative and programmatic support staff.
- 8900 Strategic Initiatives: \$189,922 – A decrease of \$83,000 – This decrease is a result of the changes above.** 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.

## **One-Stop Budget Change Explanations**

- 1. Account 7040 – Office Supplies - One-Stop Center increase of \$8,000 and One-Stop System increase of \$2,000. Based on an analysis of office supply purchases through August, the initial budget estimate for supplies overall at the One-Stop needs to be revised. We are asking to reallocate this funding from the approved Strategic Initiative line item.**
- 2. Account 8900 – Strategic Initiative – This is just a shift of \$50,000 from the One-Stop System budget to the One-Stop Center budget. The One-Stop budget is all funded from the same source. This is just reallocating the funds to where the need is anticipated.**



**workforceCONNECTIONS**  
**PY 2013 WIA Formula Budget**  
**One Stop Center**  
**(Revised Budget - October 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                 | 20,000                 | 8,000         |          | 20,000         | 20,000         |
| 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         |                |            |                        |                        | -             |          | -              | -              |
| 8510 Capital - Software NVTrac - Data System   |                |            |                        |                        | -             |          | -              | -              |
| 8900 Strategic Initiative - WIA                |                |            | -                      | 42,000                 | 42,000        |          | 42,000         | 42,000         |
| GASB Depreciation                              |                |            | 50,911                 | 50,911                 | -             |          | 50,911         | 50,911         |
| <b>Subtotal One-Stop Center</b>                |                |            | <b>342,734</b>         | <b>392,734</b>         | <b>50,000</b> | <b>-</b> | <b>392,734</b> | <b>392,734</b> |
| <b>Per Partner Cost - 38 Total</b>             |                |            |                        | <b>\$ 10,335.11</b>    |               |          |                |                |

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

| One-Stop System                                | Authorized FTE | Actual FTE | Approved Budget PY2013 | Proposed Budget PY2013 | \$ Change       | Admin    | Program          | Total            |
|--|----------------|------------|------------------------|------------------------|-----------------|----------|------------------|------------------|
| 6500 Salaries                                  | 4.43           | 3.43       | 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                  | 5,000                  | 2,000           |          | 5,000            | 5,000            |
| 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          |
| 8510 Capital - Software NVTrac - Data System   |                |            |                        |                        | -               |          | -                | -                |
| 8900 Strategic Initiative - WIA                |                |            | 64,106                 | 12,106                 | (52,000)        |          | 12,106           | 12,106           |
| GASB Depreciation                              |                |            |                        |                        | -               |          | -                | -                |
| <b>Subtotal One-Stop System</b>                |                |            | <b>1,205,266</b>       | <b>1,155,266</b>       | <b>(50,000)</b> | <b>-</b> | <b>1,155,266</b> | <b>1,155,266</b> |

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

**AUGUST YTD 2013 REPORT-PRELIMINARY**

**workforce CONNECTIONS**

PY2013 WIA Formula Expenses

For the Period : July 1, 2013 through June 30, 2014

Administrative and Program Operating Budget

**% of Program Year Concluded 16.67%**

| Line Item Number | Budget                            |                  |                  |                  | ACTUAL EXPENSES |                |                | Budget Authority Remaining |                  |                  | % Expended from Budget |               |               |
|------------------|-----------------------------------|------------------|------------------|------------------|-----------------|----------------|----------------|----------------------------|------------------|------------------|------------------------|---------------|---------------|
|                  | Operating Expenses                | Admin            | Program          | Total            | Admin           | Program        | Total          | Admin                      | Program          | Total            | Admin                  | Program       | Total         |
| 6500             | Salaries                          | 807,760          | 1,884,773        | 2,692,533        | 52,539          | 262,582        | 315,121        | 755,221                    | 1,622,191        | 2,377,412        | 6.50%                  | 13.93%        | 11.70%        |
| 7000             | Accounting and Auditing           | 300,000          | 0                | 300,000          | 20,646          | 0              | 20,646         | 279,354                    | 0                | 279,354          | 6.88%                  | 0.00%         | 6.88%         |
| 7005             | Legal Fees                        | 50,000           | 0                | 50,000           | 175             | 0              | 175            | 49,825                     | 0                | 49,825           | 0.35%                  | 0.00%         | 0.35%         |
| 7010             | Legal Publication Advertising     | 6,480            | 11,520           | 18,000           | 363             | 1,734          | 2,097          | 6,117                      | 9,786            | 15,903           | 5.60%                  | 15.05%        | 11.65%        |
| 7020             | Licenses and Permits              | 1,080            | 1,920            | 3,000            | 43              | 207            | 250            | 1,037                      | 1,713            | 2,750            | 4.00%                  | 10.76%        | 8.33%         |
| 7025             | Dues and Subscriptions            | 4,320            | 7,680            | 12,000           | 396             | 1,802          | 2,198          | 3,924                      | 5,878            | 9,802            | 9.17%                  | 23.46%        | 18.32%        |
| 7030             | Postage & Delivery                | 2,160            | 3,840            | 6,000            | 158             | 756            | 914            | 2,002                      | 3,084            | 5,086            | 7.31%                  | 19.68%        | 15.23%        |
| 7035             | Printing and Reproduction         | 4,320            | 7,680            | 12,000           | 104             | 498            | 602            | 4,216                      | 7,182            | 11,398           | 2.41%                  | 6.48%         | 5.02%         |
| 7040             | Office Supplies                   | 5,400            | 9,600            | 15,000           | 444             | 2,112          | 2,556          | 4,956                      | 7,488            | 12,444           | 8.22%                  | 22.00%        | 17.04%        |
| 7045             | System Communications             | 18,000           | 32,000           | 50,000           | 2,254           | 10,786         | 13,040         | 15,746                     | 21,214           | 36,960           | 12.52%                 | 33.71%        | 26.08%        |
| 7050             | Tuition, Training and Seminars    | 14,400           | 25,600           | 40,000           | 1,272           | 5,881          | 7,153          | 13,128                     | 19,719           | 32,847           | 8.83%                  | 22.97%        | 17.88%        |
| 7055             | Travel and Mileage (Staff)        | 14,400           | 25,600           | 40,000           | 1,420           | 6,563          | 7,983          | 12,980                     | 19,037           | 32,017           | 9.86%                  | 25.64%        | 19.96%        |
| 7060             | Utilities                         | 10,800           | 19,200           | 30,000           | 603             | 2,886          | 3,489          | 10,197                     | 16,314           | 26,511           | 5.58%                  | 15.03%        | 11.63%        |
| 7065             | Telephone                         | 10,800           | 19,200           | 30,000           | 438             | 2,064          | 2,503          | 10,362                     | 17,136           | 27,497           | 4.06%                  | 10.75%        | 8.34%         |
| 7070             | Rent                              | 95,300           | 169,423          | 264,723          | 11,396          | 54,529         | 65,924         | 83,904                     | 114,894          | 198,799          | 105.52%                | 32.18%        | 24.90%        |
| 7075             | Facilities Maintenance            | 15,505           | 26,675           | 42,180           | 1,077           | 5,153          | 6,230          | 14,428                     | 21,522           | 35,950           | 1.13%                  | 19.32%        | 14.77%        |
| 7080/7085        | Support Contracts                 | 135,000          | 291,800          | 426,800          | 28,791          | 66,508         | 95,298         | 106,209                    | 225,292          | 331,502          | 185.69%                | 22.79%        | 22.33%        |
| 7090             | Non-Board Meetings & Outreach     | 14,100           | 25,068           | 39,168           | 203             | 945            | 1,148          | 13,897                     | 24,123           | 38,020           | 1.44%                  | 3.77%         | 2.93%         |
| 7095             | Board Meetings and Travel         | 0                | 18,000           | 18,000           | 0               | 2,240          | 2,240          | 0                          | 15,760           | 15,760           | 0.00%                  | 12.44%        | 12.44%        |
| 7100             | Insurance                         | 17,100           | 30,400           | 47,500           | 2,377           | 11,376         | 13,753         | 14,723                     | 19,024           | 33,747           | 13.90%                 | 37.42%        | 28.95%        |
| 7120             | Employee Fringe Benefits          | 253,842          | 592,298          | 846,140          | 18,985          | 90,844         | 109,829        | 234,857                    | 501,454          | 736,311          | 7.48%                  | 15.34%        | 12.98%        |
| 7125             | Employer Payroll Taxes            | 24,233           | 56,544           | 80,777           | 952             | 4,553          | 5,505          | 23,281                     | 51,991           | 75,272           | 3.93%                  | 8.05%         | 6.81%         |
| 7130/7135        | Payroll Services and Bank Fees    | 3,960            | 7,040            | 11,000           | 351             | 0              | 351            | 3,609                      | 7,040            | 10,649           | 8.86%                  | 0.00%         | 3.19%         |
| 7200             | Equipment - Operating Leases      | 5,400            | 9,600            | 15,000           | 652             | 3,119          | 3,771          | 4,748                      | 6,481            | 11,229           | 12.07%                 | 32.49%        | 25.14%        |
| 8500             | Equipment and Furniture           | 22,320           | 39,680           | 62,000           | 4,602           | 22,129         | 26,731         | 17,718                     | 17,551           | 35,269           | 20.62%                 | 55.77%        | 43.11%        |
| 8900             | Strategic Initiative (Operations) | 98,252           | 174,670          | 272,922          | 0               | 0              | 0              | 98,252                     | 174,670          | 272,922          | 0.00%                  | 0.00%         | 0.00%         |
|                  | <b>Total</b>                      | <b>1,934,932</b> | <b>3,489,811</b> | <b>5,424,743</b> | <b>150,241</b>  | <b>559,266</b> | <b>709,507</b> | <b>1,784,691</b>           | <b>2,930,545</b> | <b>4,715,236</b> | <b>7.76%</b>           | <b>16.03%</b> | <b>13.08%</b> |

**NOTE:**

Insurance exceeded budget due to a prepaid annual policy. Rent will continue to decrease as a result of monthly timing. Equipment exceeded budget due to the purchase

| Legend      |   |
|-------------|---|
| Correct Now |  |
| Watch       |  |
| OK          |  |

**workforce CONNECTIONS**  
**Awards and Expenditures**  
**Program Year 2011/2012/2013 Adult/Dislocated Worker Programs**  
**October 1, 2013**

Amounts for Providers reflect invoiced allowable expenditures through August. Starred lines only reflect expenditures through July 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          | \$ 30,959          | \$ 26,301         | \$ 57,260         | 14.32%       | \$ 342,740          |
| Foundation for an Independent Tomorrow          | 6/1/13-6/30/14 | \$ 800,000          | \$ 66,367          | \$ 21,328         | \$ 87,695         | 10.96%       | \$ 712,305          |
| GNJ Family Life Center                          | 6/1/13-6/30/14 | \$ 400,000          | \$ 45,187          | \$ 51,248         | \$ 96,434         | 24.11%       | \$ 303,566          |
| Goodwill of Southern Nevada                     | 6/1/13-6/30/14 | \$ 400,000          | \$ 14,320          | \$ 3,310          | \$ 17,630         | 4.41%        | \$ 382,370          |
| Latin Chamber Foundation (HIGH RISK STATUS)     | 6/1/13-6/30/14 | \$ 800,000          | \$ 22,417          | \$ 13,305         | \$ 35,722         | 4.47%        | \$ 764,278          |
| Nevada Hospital Association                     | 6/1/13-6/30/14 | \$ 400,000          | \$ 13,282          | \$ 15,398         | \$ 28,680         | 7.17%        | \$ 371,320          |
| Nevada Partners, Inc                            | 6/1/13-6/30/14 | \$ 1,200,000        | \$ 58,718          | \$ 43,665         | \$ 102,383        | 8.53%        | \$ 1,097,617        |
| So. NV Regional Housing Authority               | 6/1/13-6/30/14 | \$ 400,000          | \$ 12,547          | \$ 30,671         | \$ 43,218         | 10.80%       | \$ 356,782          |
| <b>Total</b>                                    |                | <b>\$ 4,800,000</b> | <b>\$ 263,797</b>  | <b>\$ 205,226</b> | <b>\$ 469,023</b> | <b>9.77%</b> | <b>\$ 4,330,977</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          | \$ 48,866          | \$ 22,630         | \$ 71,496         | 11.92%        | \$ 528,504          |
| Foundation for an Independent Tomorrow          | 7/1/13-6/30/14 | \$ 600,000          | \$ 67,010          | \$ 58,635         | \$ 125,644        | 20.94%        | \$ 474,356          |
| GNJ Family Life Center                          | 7/1/13-6/30/14 | \$ 600,000          | \$ 95,719          | \$ 48,772         | \$ 144,491        | 24.08%        | \$ 455,509          |
| Goodwill of Southern Nevada                     | 7/1/13-6/30/14 | \$ 600,000          | \$ 47,523          | \$ 17,866         | \$ 65,388         | 10.90%        | \$ 534,612          |
| Latin Chamber Foundation (HIGH RISK STATUS)     | 7/1/13-6/30/14 | \$ 600,000          | \$ 32,852          | \$ 20,474         | \$ 53,325         | 8.89%         | \$ 546,675          |
| Nevada Hospital Association                     | 7/1/13-6/30/14 | \$ 600,000          | \$ 34,030          | \$ 1,511          | \$ 35,540         | 5.92%         | \$ 564,460          |
| Nevada Partners, Inc                            | 7/1/13-6/30/14 | \$ 600,000          | \$ 51,630          | \$ 27,502         | \$ 79,132         | 13.19%        | \$ 520,868          |
| So. NV Regional Housing Authority               | 7/1/13-6/30/14 | \$ 600,000          | \$ 57,594          | \$ 10,213         | \$ 67,807         | 11.30%        | \$ 532,193          |
| <b>Total</b>                                    |                | <b>\$ 4,800,000</b> | <b>\$ 435,223</b>  | <b>\$ 207,602</b> | <b>\$ 642,825</b> | <b>13.39%</b> | <b>\$ 4,157,175</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          | \$ 98,497           | \$ 24,694         | \$ 123,191          | 15.40%        | \$ 676,809          |
| Foundation for an Independent Tomorrow | 7/1/12-6/30/14  | \$ 1,400,000        | \$ 729,667          | \$ -              | \$ 729,667          | 52.12%        | \$ 670,333          |
| Lincoln County School District         | 10/1/12-6/30/14 | \$ 100,000          | \$ 33,049           | \$ 19,189         | \$ 52,238           | 52.24%        | \$ 47,762           |
| Nye Communities Coalition              | 7/1/11-6/30/14  | \$ 1,700,000        | \$ 757,855          | \$ 563,622        | \$ 1,321,477        | 77.73%        | \$ 378,523          |
| <b>Total</b>                           |                 | <b>\$ 4,000,000</b> | <b>\$ 1,619,067</b> | <b>\$ 607,505</b> | <b>\$ 2,226,572</b> | <b>55.66%</b> | <b>\$ 5,930,603</b> |

|                                 |                      |                     |                     |                     |               |                      |
|---------------------------------|----------------------|---------------------|---------------------|---------------------|---------------|----------------------|
| <b>Total PY11-PY12 Adult/DW</b> | <b>\$ 13,600,000</b> | <b>\$ 2,318,087</b> | <b>\$ 1,020,333</b> | <b>\$ 3,338,420</b> | <b>24.55%</b> | <b>\$ 14,418,755</b> |
|---------------------------------|----------------------|---------------------|---------------------|---------------------|---------------|----------------------|

69%

31%

**workforce CONNECTIONS**  
**Awards and Expenditures**  
**Program Year 2011/2012/2013 Youth Programs**  
**October 1, 2013**

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

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 (HIGH RISK STATUS) | 6/1/12-9/30/13 | \$ 286,016          | \$ 167,062                   | \$ 83,165                        | \$ 250,227          | 87.49%        | \$ 35,789           |  |
| Latin Chamber Foundation-PY11 Green Consortium (HIGH RISK STATUS) | 5/1/12-9/30/13 | \$ 500,000          | \$ 126,806                   | \$ 162,170                       | \$ 288,976          | 57.80%        | \$ 211,024          |  |
| Nevada Partners, Inc-PY11 Summer Component                        | 6/1/12-9/30/13 | \$ 585,525          | \$ 364,753                   | \$ 145,895                       | \$ 510,647          | 87.21%        | \$ 74,878           |  |
| So. NV Children First-PY11 Summer Component (HIGH RISK STATUS)    | 6/1/12-9/30/13 | \$ 264,433          | \$ 147,889                   | \$ 40,358                        | \$ 188,247          | 71.19%        | \$ 76,186           |  |
| <b>Total</b>  |                | <b>\$ 4,713,883</b> | <b>\$ 1,541,456</b>          | <b>\$ 980,360</b>                | <b>\$ 2,521,816</b> | <b>53.50%</b> | <b>\$ 2,192,067</b> |  |
|   |                |                     | 61%                          | 39%                              |                     |               |                     |  |

| 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          | \$ 15,773                    | \$ 57,020                        | \$ 72,793           | 14.56%        | \$ 427,207          |  |
| HELP of So. Nevada-PY12 Youth In School                              | 7/1/12-9/30/13 | \$ 973,403          | \$ 803,547                   | \$ -                             | \$ 803,547          | 82.55%        | \$ 169,856          |  |
| HELP of So. Nevada-PY12 Youth Out of School                          | 7/1/12-9/30/13 | \$ 483,530          | \$ -                         | \$ 404,153                       | \$ 404,153          | 83.58%        | \$ 79,377           |  |
| Latin Chamber Foundation-PY12 Youth Out of School (HIGH RISK STATUS) | 7/1/12-9/30/13 | \$ 413,150          | \$ -                         | \$ 275,401                       | \$ 275,401          | 66.66%        | \$ 137,749          |  |
| Nevada Partners, Inc-PY12 Youth In School                            | 7/1/12-9/30/13 | \$ 1,030,594        | \$ 780,571                   | \$ -                             | \$ 780,571          | 75.74%        | \$ 250,023          |  |
| Olive Crest-PY12 Foster Youth  | 3/1/13-6/30/14 | \$ 500,000          | \$ 51,050                    | \$ 46,201                        | \$ 97,251           | 19.45%        | \$ 402,749          |  |
| So. NV Children First-PY12 Out of School (HIGH RISK STATUS)          | 7/1/12-9/30/13 | \$ 388,798          | \$ -                         | \$ 170,768                       | \$ 170,768          | 43.92%        | \$ 218,030          |  |
| So. NV Regional Housing Authority PY12 Youth Housing                 | 5/1/13-9/30/14 | \$ 400,000          | \$ 59,548                    | \$ 8,431                         | \$ 67,978           | 16.99%        | \$ 332,022          |  |
| <b>Total</b>   |                | <b>\$ 5,369,475</b> | <b>\$ 1,710,489</b>          | <b>\$ 1,542,087</b>              | <b>\$ 3,252,575</b> | <b>60.58%</b> | <b>\$ 2,116,900</b> |  |
|  |                |                     | 53%                          | 47%                              |                     |               |                     |  |

| 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        | \$ 75,356                    | \$ 94,540                        | \$ 169,896        | 84.95%        | \$ 30,104         |  |
| Nye Communities Coalition-PY11 Year Round                 | 7/1/11-9/30/13 | \$ 549,284        | \$ 282,916                   | \$ 209,212                       | \$ 492,129        | 89.59%        | \$ 57,155         |  |
| <b>Total</b>  |                | <b>\$ 749,284</b> | <b>\$ 358,272</b>            | <b>\$ 303,752</b>                | <b>\$ 662,025</b> | <b>88.35%</b> | <b>\$ 87,259</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           | \$ -                         | \$ 237,402                       | \$ 237,402          | 39.57%        | \$ 362,598          |  |
| <b>Total</b>               |                | <b>\$ 600,000</b>    | <b>\$ -</b>                  | <b>\$ 237,402</b>                | <b>\$ 237,402</b>   | <b>39.57%</b> | <b>\$ 362,598</b>   |  |
|                            |                |                      | 0%                           | 100%                             |                     |               |                     |  |
| <b>Total Youth</b>         |                | <b>\$ 11,432,642</b> | <b>\$ 3,610,217</b>          | <b>\$ 3,063,601</b>              | <b>\$ 6,673,818</b> | <b>58.38%</b> | <b>\$ 4,758,824</b> |  |
|                            |                |                      | 54%                          | 46%                              |                     |               |                     |  |

**workforce CONNECTIONS**  
**Awards and Expenditures**  
**Program Year 2011/2012/2013 Direct Programs**  
**October 1, 2013**

Amounts for Internal Programs reflect expenditures as of October 1, 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>WC FTE</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                | \$ 22,531             | 94.59%         | 1,289                    |
| US Fish & Wildlife - WC    |               | 6/28/11-12/31/16      | 27,500                | \$ 25,330             | 92.11%         | 2,170                    |
| Youth Build PY11 - WC      | 0.95          | 6/1/11-5/31/14        | 1,100,000             | \$ 955,865            | 86.90%         | 144,135                  |
| Youth Build PY13 - WC      | 3.25          | 7/15/13-11/14/16      | 1,100,000             | \$ 7,651              | 0.70%          | 1,092,349                |
| <b>Total</b>               | <b>4.20</b>   |                       | <b>2,251,320</b>      | <b>1,011,377</b>      | <b>44.92%</b>  | <b>1,239,943</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     | Next Program Year |  |                   |                        |           |
|  |                   |                           | 1 Month                               | 3 Months         | 3 Months         | 3 Months         |                   |  |                   |                        |           |
| <b>REVENUES (Available as of September 30, 2013)</b>                       |                   |                           |                                       |                  |                  |                  |                   |  |                   |                        |           |
| PY2011 Incentive Funding for June 2012 Performance - Waiting for DETR      | Unknown           |                           |                                       |                  |                  |                  |                   |  |                   |                        |           |
| PY2012 Adult and DW Funding  | 13,164,641        | 2,757,763                 | 549,500                               | 2,208,263        |                  |                  |                   |  | 2,757,763         | -                      |           |
| PY2011/2012 Additional Dislocated Worker Funding (BOE approval 05/2013)    | 2,028,047         | 1,003,900                 | 250,000                               | 753,900          |                  |                  |                   |  | 1,003,900         | -                      |           |
| PY2013 Adult and DW Funding  | 14,806,576        | 14,806,576                |                                       | 1,731,337        | 5,235,223        | 5,222,500        | 1,160,000         |  | 13,349,060        | 1,457,516              |           |
| <b>TOTAL REVENUES</b>  | <b>29,999,264</b> | <b>18,568,239</b>         | <b>799,500</b>                        | <b>4,693,500</b> | <b>5,235,223</b> | <b>5,222,500</b> | <b>1,160,000</b>  |  | <b>17,110,723</b> | <b>1,457,516</b>       |           |
| <b>EXPENDITURES</b>  |                   |                           |                                       |                  |                  |                  |                   |  |                   | <b>0.84 Months</b>     |           |
| <b>Community Resources</b>   |                   |                           |                                       |                  |                  |                  |                   |  |                   |                        |           |
| PY2011 Nye Rural Services (Extended to June 2014)                          | 1,700,000         | 378,523                   | 55,000                                | 165,000          | 158,523          |                  | -                 |  | 378,523           |                        |           |
| PY2011 Extend Adult and DW Contracts (One-Stop Center Partners)            | 4,800,000         | 4,401,544                 | 200,000                               | 1,380,000        | 1,380,000        | 1,380,000        | -                 |  | 4,340,000         |                        |           |
| PY2011 Extend Adult and DW Contracts (One-Stop Affiliate Locations)        | 4,800,000         | 4,205,832                 | 300,000                               | 1,275,000        | 1,275,000        | 1,275,000        | -                 |  | 4,125,000         |                        |           |
| PY2012 Lincoln County Rural Services (Extended to June 2014)               | 100,000           | 47,200                    | 7,500                                 | 22,500           | 17,200           |                  | -                 |  | 47,200            |                        |           |
| PY2012 Reentry Program (Extended to June 2014)                             | 1,400,000         | 670,330                   | 55,000                                | 195,000          | 195,000          | 195,000          | -                 |  | 640,000           |                        |           |
| PY2012 Adult and DW (Adults with Disabilities)                             | 800,000           | 673,732                   | 25,000                                | 210,000          | 210,000          | 210,000          | -                 |  | 655,000           |                        |           |
| PY2012 One-Stop Center Operations / One-Time Construction/Equipment        | 1,855,600         | -                         |                                       |                  |                  |                  |                   |  | -                 |                        |           |
| PY2012 Workforce Connections Urban Computer Center                         | 150,000           | 72,684                    | 12,000                                | 36,000           | 12,000           |                  |                   |  | 60,000            |                        |           |
| PY2013 Academy of Human Development - Computer Center                      | 150,000           | 140,000                   | 10,000                                | 30,000           | 30,000           | 30,000           | 40,000            |  | 140,000           |                        |           |
| PY2013 One-Stop Center Operations  | 392,734           | 342,459                   | 25,000                                | 105,000          | 105,000          | 105,000          | -                 |  | 340,000           |                        |           |
| PY2013 One-Stop System Operations  | 1,155,266         | 1,052,916                 | 60,000                                | 285,000          | 285,000          | 285,000          | -                 |  | 915,000           |                        |           |
| <b>Operations</b>  |                   |                           |                                       |                  |                  |                  |                   |  |                   |                        |           |
| PY2013 Administration and Programs   | 3,861,314         | 3,121,901                 | 50,000                                | 990,000          | 990,000          | 990,000          | -                 |  | 3,020,000         |                        |           |
| <b>Pending Contracts</b>   |                   |                           |                                       |                  |                  |                  |                   |  |                   |                        |           |
| PY2011 Additional Rural Funding  | 200,000           | 200,000                   |                                       |                  | 12,500           | 187,500          |                   |  | 200,000           |                        |           |
| PY2013 New One-Stop Partner RFP (Veterans Jan 2014 to Dec 2014)            | 650,000           | 650,000                   |                                       |                  | 162,500          | 162,500          | 325,000           |  | 650,000           |                        |           |
| PY2013 Workforce Connections Urban Computer Center                         | 150,000           | 150,000                   |                                       |                  | 40,000           | 40,000           | 70,000            |  | 150,000           |                        |           |
| PY2013 New Adult and DW (New Rural Areas - Start Jan 2014)                 | 100,000           | 100,000                   |                                       |                  | 25,000           | 25,000           | 50,000            |  | 100,000           |                        |           |
| PY2013 Adult and DW Contracts (Reentry - Barber Training)                  | 850,000           | 850,000                   |                                       |                  | 212,500          | 212,500          | 425,000           |  | 850,000           |                        |           |
| PY2013 Adult and DW Contracts (Reentry - Logistics/Warehousing Operations) | 500,000           | 500,000                   |                                       |                  | 125,000          | 125,000          | 250,000           |  | 500,000           |                        |           |
| <b>TOTAL</b>   |                   |                           | <b>799,500</b>                        | <b>4,693,500</b> | <b>5,235,223</b> | <b>5,222,500</b> | <b>1,160,000</b>  |  | <b>17,110,723</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>39%</b>  |
| <b>Home Office and Affiliate Locations</b> | <b>8,350,000</b>  | <b>450,000</b>   | <b>8,800,000</b>  | <b>49%</b>  |
| <b>Rural Locations</b>                     | <b>2,100,000</b>  | <b>-</b>         | <b>2,100,000</b>  | <b>12%</b>  |
| <b>Total Community Resources</b>           | <b>15,900,000</b> | <b>1,998,000</b> | <b>17,898,000</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 |                  |                        |           |
|   |                   |                  | 1 Month                               | 3 Months         | 3 Months         | 3 Months         |                   |                  |                        |           |
| <b>REVENUES (Available as of September 30, 2013)</b>            |                   |                  |                                       |                  |                  |                  |                   |                  |                        |           |
| PY2012 Youth Funding  | 6,337,899         | 2,166,123        | 877,600                               | 1,288,523        |                  |                  |                   | 2,166,123        | -                      |           |
| PY2013 Youth Funding  | 6,564,523         | 6,564,523        | -                                     | 478,477          | 1,767,000        | 1,667,000        | 1,207,000         | 5,119,477        | 1,445,046              |           |
| <b>TOTAL REVENUES</b>   | <b>12,902,422</b> | <b>8,730,646</b> | <b>877,600</b>                        | <b>1,767,000</b> | <b>1,767,000</b> | <b>1,667,000</b> | <b>1,207,000</b>  | <b>7,285,600</b> | <b>1,445,046</b>       |           |
| <b>EXPENDITURES</b>   |                   |                  |                                       |                  |                  |                  |                   |                  | <b>2.60 Months</b>     |           |
| <b>Community Resource Contracts - PY2011</b>                    |                   |                  |                                       |                  |                  |                  |                   |                  |                        |           |
| PY2011 Latin Chamber Green Consortium (To Sept 2013)            | 500,000           | 193,100          | 35,000                                |                  |                  |                  |                   | 35,000           |                        |           |
| PY2011 Youth Summer Component/Year Round (To Sept 2013)         | 1,136,064         | 190,667          | 75,000                                |                  |                  |                  |                   | 75,000           |                        |           |
| PY2011 Lincoln County (To Sept 2014)                            | 300,000           | 131,200          | 8,000                                 | 25,000           | 25,000           | 25,000           | 25,000            | 108,000          |                        |           |
| PY2011 Nye County (To Sept 2014)                                | 749,284           | 257,155          | 25,000                                | 57,000           | 57,000           | 57,000           | 57,000            | 253,000          |                        |           |
| <b>Community Resource Contracts - PY2012</b>                    |                   |                  |                                       |                  |                  |                  |                   |                  |                        |           |
| PY2012 Youth Out-of-School Contracts (To Sept 2013)             | 1,965,478         | 645,844          | 329,600                               |                  |                  |                  |                   | 329,600          |                        |           |
| PY2012 New WC Office Location / One-Time Construction/Equipment | 430,000           | -                |                                       |                  |                  |                  |                   | -                |                        |           |
| PY2012 Youth In-School Contracts (To Sept 2014)                 | 3,503,997         | 2,126,993        | 205,000                               | 450,000          | 450,000          | 450,000          | 450,000           | 2,005,000        |                        |           |
| PY2012 Youth Re-entry (To Sept 2014)                            | 600,000           | 376,600          | 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         | 843,547          | 50,000                                | 175,000          | 175,000          | 175,000          | 175,000           | 750,000          |                        |           |
| PY2012 Youth Summer Component / Year Round (Public Housing)     | 400,000           | 337,300          | 20,000                                | 75,000           | 75,000           | 75,000           | 75,000            | 320,000          |                        |           |
| <b>Community Resource Contracts - PY2013</b>                    |                   |                  |                                       |                  |                  |                  |                   |                  |                        |           |
| PY2013 Youth Jobs for America's Graduates (JAG)                 | 350,000           | 350,000          |                                       | 150,000          | 150,000          | 50,000           |                   | 350,000          |                        |           |
| <b>Operations</b>   |                   |                  |                                       |                  |                  |                  |                   |                  |                        |           |
| PY2012 Administration and Programs                              | 1,867,580         | 49,546           |                                       |                  |                  |                  |                   | -                |                        |           |
| PY2013 Administration and Programs                              | 1,562,904         | 1,383,907        | 90,000                                | 410,000          | 410,000          | 410,000          |                   | 1,320,000        |                        |           |
| <b>Pending Contracts</b>  |                   |                  |                                       |                  |                  |                  |                   |                  |                        |           |
| 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>877,600</b>                        | <b>1,767,000</b> | <b>1,767,000</b> | <b>1,667,000</b> | <b>1,207,000</b>  | <b>7,285,600</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  
October 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: October 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: October 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: October 2013 - The Quality Assurance Analyst has reviewed records for the internal and direct programs that have participant files. This was a formal process to help make sure all participant files have proper eligibility documentation. The review was to ensure that all files have required eligibility documentation. To date, review of SESP, SESP-HIT and Youth Build client files for the fiscal year ended June 30, 2013 have 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: October 2013 - Staff is in the process of conducting a physical inventory at each partner locations. Newly acquired assets for the fiscal year ended June 30, 2013 are being added to the list. Items remaining after the move are continuing to be offered to our providers.   |             |           |           |           |             |             |             |              |              |              |

**workforce CONNECTIONS**

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

Monthly Status Report  
October 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><br>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><br>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><br>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><br>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><br>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><br>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.<br>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><br>Status: Dept of Labor requires annual financial reviews of subrecipients. Our policy was updated. A monitoring spreadsheet has been developed to track all findings.<br>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 10/16/2013**

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

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

|  |   |                    |   |   |
|--|---|--------------------|---|---|
| <b>JOHN CHAMBERLIN</b><br><b>ARRA/WIA Program/Fiscal Attorney</b><br><b>Technical Assistance</b><br><br><b>Amendment #1</b><br><b>Procurement Technical Assistance &amp;</b><br><b>SNWA LEO Technical Assistance</b><br><br><b>Amendment #2</b><br><b>Board &amp; Staff Technical Assistance</b><br><b>for Program Year 2012</b><br><b>Strategic Plan</b><br><br><b>Amendment #3</b><br><b>Board Strategic Planning</b><br><br><b>Amendment #4</b><br><b>Continuation of Board PY2013 Strategic</b><br><b>Plan</b><br><br><b>Amendment #5</b><br><b>Legal Status of New Workforce Federal</b><br><b>PY2013 Legislation &amp; how it may affect</b><br><b>WC's functions &amp; operations</b> | <b>\$20,000.00</b><br><br><b>\$15,000.00</b><br><br><b>\$10,000.00</b><br><b>\$20,000.00</b><br><br><b>\$1,000.00</b><br><br><b>\$10,000.00</b> | <b>Sole Source</b> | <b>A/DW/Y</b><br><b>Formula</b>         | <b>4/1/2008</b><br><b>to</b><br><b>6/30/2014</b>  |
| <b>STRATEGIC PROGRESS</b><br><b>Grant Research and Writing</b>   | <b>\$8,000.00 per</b><br><b>grant - (not to</b><br><b>exceed</b><br><b>\$24,000.00)</b>   | <b>Competitive</b> | <b>WIA/YB/SESP</b>                      | <b>10/1/2012</b><br><b>to</b><br><b>10/31/2013</b>  |
| <b>SWITCH</b><br><b>Co-location Repository and</b><br><b>Maintenance of WC Data</b><br><br><b>Amendment #1</b><br><b>Extend term</b>   | <b>\$17,000.00 per</b><br><b>year</b><br><br><b>\$17,000.00 per</b><br><b>year</b>  | <b>Competitive</b> | <b>WIA/YB/SESP</b><br><br><b>A/DW/Y</b> | <b>8/10/2011</b><br><b>to</b><br><b>7/31/2013</b><br><br><b>8/1/2012</b><br><b>to</b><br><b>7/31/2014</b> |
| <b>PIERCY BOWLER TAYLOR &amp;</b><br><b>KERN</b><br><br><b>A-133 AUDITING SERVICES-PY2010</b><br><br><b>Contract Extension</b>   | <b>\$219,296.67</b>   | <b>Competitive</b> | <b>WIA/YB/DOJ/</b><br><b>SESP</b>       | <b>9/15/2011</b><br><b>to</b><br><b>3/31/2012</b><br><br><b>9/19/2012</b><br><b>to</b>                    |

|  |                    |                    |            |   |
|--|--------------------|--------------------|------------|---|
| <b>A-133 AUDITING SERVICES<br/>for Program Year 2011</b>   | <b>\$75,724.00</b> |                    |            | <b>3/31/2013</b>                        |
| <b>Amendment #1<br/>A-133 AUDITING SERVICES<br/>for Program Year 2012</b>                            | <b>\$75,724.00</b> |                    |            | <b>7/16/13<br/>to<br/>3/31/2014</b>     |
| <b>SIN CITY MAD MEN<br/>Web Development Services<br/>Amendment #1<br/>Maintenance of WC Web Site</b> | <b>\$8,000.00</b>  | <b>Competitive</b> | <b>WIA</b> | <b>11/5/2012<br/>to<br/>6/30/2014</b>   |
| <b>Amendment #2<br/>Development &amp; Maintenance of One<br/>Stop Web Site</b>                       | <b>\$30,000.00</b> |                    |            |   |
|  | <b>\$61,500.00</b> |                    |            |   |
| <b>LANTER CONSULTING GROUP<br/>Development of One-Stop Manual</b>                                    | <b>\$6,000.00</b>  | <b>Competitive</b> | <b>WIA</b> | <b>1/8/2013<br/>to<br/>1/30/2014</b>    |
| <b>RICHARDSON PARTNERSHIP INC.<br/>One Stop Center Architect<br/>Amendment #1</b>                    | <b>\$60,000.00</b> | <b>Competitive</b> | <b>WIA</b> | <b>12/18/2012<br/>to<br/>12/31/2013</b> |
| <b>Construction/Architectural Change<br/>Order for One Stop Center</b>                               | <b>\$8,935.00</b>  |                    |            |   |
| <b>ANNIE V. WHITE, PHD<br/>Staff Team Building Training<br/>Amendment #1</b>                         | <b>\$3,500.00</b>  | <b>Competitive</b> | <b>WIA</b> | <b>4/5/2013<br/>to<br/>6/30/2014</b>    |
| <b>Continuation of Staff Team Building<br/>Training</b>  | <b>\$10,000.00</b> |                    |            |   |
| <b>WORKPLACE ESL SOLUTIONS<br/>Staff Training - Basic Office<br/>Communications Skills Workshop</b>  | <b>\$2,000.00</b>  | <b>Competitive</b> | <b>WIA</b> | <b>4/9/2/13<br/>to<br/>6/30/2014</b>    |
| <b>Amendment #1<br/>Staff Training-Basic Skills Monitoring<br/>Reports</b>                           | <b>\$5,000.00</b>  |                    |            |   |

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

|  |                    |                    |            |  |
|--|--------------------|--------------------|------------|--|
| <b>LAURA DIEKEN</b><br><b>Software Development</b>                       | <b>\$24,600.00</b> | <b>Competitive</b> | <b>WIA</b> | <b>8/7/2013</b><br><b>to</b><br><b>6/30/2014</b> |
| <b>RED 7 COMMUNICATIONS</b><br><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><br><b>to</b><br><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 16. DISCUSSION AND POSSIBLE ACTION:**  
Executive Director's Report ~ Ardell Galbreth

- a. Executive Director's Report
- b. Government Shutdown

***Executive Director's Report  
Board Meeting  
October 22, 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.
  - Recently hired a new case manager for their Tonopah office
  - Installing a resource room equipped with computers and video conferencing to allow local Tonopah residents access to job readiness workshops
  - Nye County Community Coalition has been overseeing the Brownfields Job Training Program
    - The program/project is grant funded for the purpose of training in the following areas: asbestos abatement worker; first aid/CPR; fire safety; general hazard material awareness; lead-based paint abatement, etc.

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

- Averaging approximately 100 clients per day
- Having issues with quality clients' 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
- Board Development Training—Ethics in Government—January 2014
- Service Providers/Partners Fiscal/Procurement Training – January/February 2014
- Board Development Training—Open Meeting Law Training – 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 and 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 and Associates
- Per discussion with Bridge Counseling Associates Interim Executive Director, all are going according to schedule regarding their repayment plan to cover the disallowed costs identified by Workforce Connections

### **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

### **Hip Pocket Workforce Activities**

- Review service providers' practitioners' methods and processes to determine which is not needed to help people get employed
- Establish detailed accountability with for service providers to see, understand and be held to quality service delivery standards
- Train and certify staff and service providers to understand and perform the underlying requirements to manage clients through our workforce development system
- Make sure service providers grasp the full effect of total quality client services—not simply go through a time-control process

## MEMORANDUM

**TO:** Workforce Connections' Staff and Associated Network of WIA Partners and Training Providers

**FROM:** Ardell Galbreth, Executive Director  
Workforce Connections 

**RE:** Government Shutdown

**DATE:** October 11, 2013

**SUBJECT:** Impact Government Shutdown has on Southern Nevada Workforce Investment Area Employment and Training Services

As we work through this current government shutdown and implement contingency plans to minimize its adverse impact, please understand that our employers and job seekers are experiencing irregularities as well. As such, it is imperative that we make every effort to deliver and oversee the highest quality of employment and training service to those in need, i.e., both businesses and job seekers alike.

Thus far, the immediate adverse impact of the government shutdown causes Workforce Investment Act (WIA) practitioners/case managers difficulties in qualifying job seekers for services. For example, with the government shutdown, job seekers cannot access required information to establish or validate their social security card/number; men required to register for selective service cannot do so, and individuals required to validate their alien registration right to work in the United States cannot access the U.S. Immigration System.

There may be other disruptions yet to be detected, but one thing for sure, if the government shutdown extends beyond November 2013, Workforce Connections will suffer a heavy blow. As we continue to utilize previous year's employment and training resources, it is anticipated funds will soon be exhausted and access to current year's dollars will not be available.

As of now, the only contingency plan we have in place is to retain in pending status those job seekers who cannot qualify for employment and training services due to lack of eligibility documentation. Practitioners are instructed to obtain the name and contact information of those individuals pending eligibility qualification and will contact them when the government shutdown has ended and access to qualifying information is allowed.

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

We will keep all partners apprised of the government shutdown and its impact on delivery of WIA employment and training services. In the mean time, please continue to deliver quality employment and training services to the job seekers and businesses in support of Southern Nevada's economic well-being.

I appreciate the important role you play in our local workforce development area and the much needed services you provide for Southern Nevadans. Please feel free to contact me or any member of my management team if you have further questions or concerns in this matter.

**Agenda Item 17. 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 18. INFORMATION: Board Member Comments**