

**WORKFORCE CONNECTIONS
LOCAL ELECTED OFFICIALS CONSORTIUM
AGENDA**

**October 22, 2013
8:30 a.m.**

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

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. 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.

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.

LEO Consortium Members: Chair Commissioner Lawrence Weekly (Clark County), Vice-Chair Councilwoman Anita Wood (City of North Las Vegas), Councilwoman Peggy Leavitt (Boulder City), Councilwoman Gerri Schroder (City of Henderson), Commissioner Butch Borasky (Nye County), Councilman Bob Beers (City of Las Vegas), Commissioner Ralph Keyes (Esmeralda County), Commissioner Adam Katschke (Lincoln County)

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

AGENDA

1. Call to order, confirmation of posting and roll call
2. **DISCUSSION AND POSSIBLE ACTION:** Approve the agenda with inclusions of any emergency items and deletion of any items 2
3. **FIRST PUBLIC COMMENT SESSION:** Members of the public may now comment on any matter posted on this Agenda, which is before this Board for consideration and action today. Please clearly state and spell your name and state your address for the record. Each public comment will be limited to three (3) minutes 4
4. **DISCUSSION AND POSSIBLE ACTION:** Approve the Minutes from the Local Elected Officials Consortium meeting of September 24, 2013..... 5
5. **DISCUSSION AND POSSIBLE ACTION:** Nomination for Reappointment to the Workforce Connections' Board:..... 12
 - a. Hannah Brown, Urban Chamber of Commerce
Category: Economic Development / Business (Olive Crest)
6. **DISCUSSION AND POSSIBLE ACTION:** Approve the Board's recommendation 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..... 17
7. **DISCUSSION AND POSSIBLE ACTION:** Approve the Board's recommendation to fund Latin Chamber of Commerce Community Foundation an award amount not to exceed \$300,000.00 for a six (6) month PY2013 Out-of-School contract to serve 215 youth in conjunction with ongoing compliance and approved disallowed cost repayment plan 19
8. **DISCUSSION AND POSSIBLE ACTION:** Approve Budget and Finance Committee's recommendation to approve repayment plan for Bridge Counseling Associates according to the following schedule: 21

Due Date	Repayment Amount
October 31, 2013	Minimum installment of \$40,000.00
November 30, 2013	Minimum installment of \$40,000.00
December 31, 2013	Final installment of \$41,014.78
Total:	\$121,014.78

9. **DISCUSSION AND POSSIBLE ACTION:** Approve the Board’s recommendation to award HELP of Southern Nevada an Out-of-School Youth contract in the amount of \$400,000.00 for the term of October 1, 2013 through September 30, 2014..... 24
10. **DISCUSSION AND POSSIBLE ACTION:** Approve the Board’s recommendation to award GNJ Family Life Center an Out-of-School Youth contract in the amount of \$600,000.00 for the term of October 1, 2013 through September 30, 2014..... 26
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 - a. Government Shutdown..... 32
 - b. Bridge Counseling Associates Repayment Plan 34
12. **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..... 35
13. **INFORMATION:** LEO Consortium Member Comments..... 36
14. **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 Minutes from the Local Elected Officials
Consortium meeting of September 24, 2013

**WORKFORCE CONNECTIONS
LOCAL ELECTED OFFICIALS CONSORTIUM
MINUTES**

**September 24, 2013
8:30 a.m.**

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

Members Present

Commissioner Lawrence Weekly	Councilwoman Anita Wood (phone)
Councilman Bob Beers	Councilwoman Peggy Leavitt
Commissioner Butch Borasky (phone)	Councilwoman Gerri Schroder

Members Absent

Commissioner Adam Katschke	Commissioner Ralph Keyes
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Staff Present

Ardell Galbreth,	Suzanne Potter	Carol Turner (phone)
Heather DeSart,	Jim Kostecki	Brett Miller
LeVerne Kelley	Kenadie Cobbin-Richardson	Debra Collins

Others Present

Mark Wood, Legal Counsel	Jack Eslinger, City of Las Vegas
Tom Wilson, Clark County	Doug Lyon, Clark County
Janice M. Rael, Nevada Partners, Inc.	Dr. Tiffany Tyler, Nevada Partners, Inc.
Linda Montgomery, The Learning Center	Nield Montgomery, The Learning Center
Ron Hilke, DETR	

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

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

The meeting was called to order by Chair Commissioner Lawrence Weekly at 8:45 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 Councilwoman Gerri Schroder and seconded by Commissioner Butch Borasky. Motion carried.

3. FIRST PUBLIC COMMENT SESSION

None

4. DISCUSSION AND POSSIBLE ACTION: Approve the Minutes from the Local Elected Officials Consortium Meeting of August 13, 2013

A motion was made to approve the Minutes from the Local Elected Officials Consortium Meeting of August 13, 2013 by Commissioner Butch Borasky and seconded by Councilwoman Gerri Schroder. Motion carried.

LEO Consortium Minutes, September 24, 2013

5. DISCUSSION AND POSSIBLE ACTION: Approve the Youth Council's recommendation to allow Jobs for America's Graduates (JAG) and Graduate Advocate Initiative (GAI) to serve eligible youth in some of the same Clark County School District (CCSD) high schools:

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

Ricardo Villalobos, Youth Program Director provided background. The LEO Consortium and Board approved \$350,000 to fund the JAG program. In July, both boards approved to have the JAG and GAI in different CCSD high schools. Pursuant to the Nevada State Department of Education's school selection, JAG and GAI will be in eight of the same high schools. The GAI program will serve approximately 50 students in 14 different high schools.

Chair Weekly inquired about Rancho, Western and Canyon Springs high schools and asked what criteria was used to select the schools.

Councilwoman Gerri Schroder asked how many students graduated from the JAG program last year.

Mr. Villalobos stated that Debbie Tomasetti, CCSD representative will be present at 10:00 a.m. to address the LEOs questions.

Ardell Galbreth, Executive Director stated that Workforce Connections is not mandated by any particular statute; rather, it receives feedback and information from Clark County School District and the Nevada State Department of Education to determine these particular schools.

A motion was made to hold this item in abeyance until the next LEO Consortium meeting to receive additional information from the Debbie Tomasetti, CCSD representative regarding last year's performance measures and the criteria for the school selection by Councilman Bob Beers. Chair Weekly opened the discussion:

Q: Councilwoman Anita Wood – Would the abeyance delay implementing the program for this school year?

A: Ricardo - No, because there is other leveraged resources being used to get it up and running in these particular schools.

Mark Wood, Legal Counsel suggested that after completing the agenda, the LEO Consortium can recess and reconvene the meeting at 10:00 a.m. to allow the CCSD representative to address the LEOs questions.

A motion was made to trail this item for one hour to receive additional information from the Debbie Tomasetti, CCSD representative regarding last year's performance measures and the criteria for the school selection by Councilman Bob Beers and seconded by Councilwoman Anita Wood. Motion carried.

6. INFORMATION: WIA Client Demographics Report – Youth & ADW

Heather DeSart, Deputy Director presented the demographics reports for Youth and ADW clients provided on page 16 – 26 of the agenda packet.

LEO Consortium Minutes, September 24, 2013

7. DISCUSSION AND POSSIBLE ACTION: Evaluate Executive Director's performance based on previously accepted performance report and criteria approved by the LEOs with consideration for salary adjustment commensurate with noted performance

At last month's meeting, the Executive Director (ED) presented a written performance report, at which time the LEOs had 60 days to complete an annual evaluation based on criteria approved by the LEOs. Prism Global Management Group, LLC (Workforce Connections' HR contractor) conducted a comprehensive salary study, provided in the agenda packet on page 29 -31, to include salary analysis for executive positions in the local jurisdictions, and is recommending that the EDs compensation be adjusted to a base annual salary of \$170,000.

Councilwoman Gerri Schroder stated that it is difficult to justify a \$40,000 per year increase, although Ardell has made great accomplishments, and that she did not know if the City of Henderson salaries were accurate as listed on page 29.

Councilwoman Peggy Leavitt noted that the Boulder City Manager's salary (pg. 29) should be \$137,000, not \$161,216, and compared Boulder City's 300+ full/part-time employees to Workforce Connections' 35 employees, plus One-Stop partners (per Ardell). Leavitt commented that Ardell works very hard, is conscientious, and follows through on the different directives the LEOs give, and Ardell should get a raise, whether it be a lump sum or percentage.

Councilman Bob Beers stated that according to attachment B (pg. 41), PERS is fully funded by the board, which may not be in compliance with new state legislation, which mandates the 2% increase to be split between the employee (50%) and employer (50%), and inquired about the Leave Buyback policy (Ardell confirmed the leave accrual maximum is 480 hours annually). Beers stated that \$170,000 does not make sense, given the other salaries for comparison.

Commissioner Butch Borasky stated that \$170,000 is too much and he recalled voting against the ED's contract before because the salary was too high then.

Councilwoman Anita Wood concurred with the other LEOs regarding the proposed salary, and agreed with Councilwoman Schroder that Ardell has done a great job at getting the Board in compliance with the State, moving things forward, and for doing such a great job in general. Wood suggested comparing the ED salary with other non-profit executives.

Chair Weekly asked for salary recommendations. After some discussion, LEOs Borasky, Schroder, Leavitt, and Wood agreed to an annual increase of \$10,000; Beers opposed and suggested a 2% increase, and a 2% greater cost for PERS. Schroder concurred.

Doug Lyons, Clark County reported, (per a telephone conversation with PERS and George Stevens, Director of Finance – Clark County and former PERS Board member), 1% is paid by the employee and 1% paid by the organization; however, it is his understanding, the organization can make up the 1% through a pay raise to the employee of 1%, if they so choose.

Regarding whether or not this will have an impact on the budget, Ardell stated that the budget is projected for staff benefits, salaries, and increases, and this issue will not have a negative impact on the approved budget.

A motion was made to give the Executive Director's a 2% raise by Councilwoman Peggy Leavitt and seconded by Councilwoman Gerri Schroder. Chair Weekly commented that Ardell has done an excellent job and he appreciates the work Ardell has done for Workforce Connections, and he is supporting the motion, but he was hoping the LEOs could have done a little bit better in supporting Ardell today. Motion carried.

8. DISCUSSION AND POSSIBLE ACTION: Executive Director's Report ~ Ardell Galbreth

Mr. Galbreth presented the Executive Director's report on page 43-44 and highlighted the following items:

- Lincoln County: meetings were held; support with the interactive booth at Lincoln County community events
- Nye County: 9/13/13 Job Fair went well; recently hired two new case managers in the Tonopah office; installing a new resource room with computers and video conferencing to allow Tonopah residents to access job readiness workshops and services
- Nye Communities Coalition is overseeing the Brownsville job training program – a grant funded initiative for training in areas such as asbestos abatement, first aid, CPR, hazard safety/awareness
- One-Stop Center Deliverables: serving approximately 100 clients per day; will be monitoring One-Stop activities at the beginning of the year
- Upcoming Training: Staff Monitoring Review and Report Writing Training (Oct/Nov 2013), Service Providers/Partners Fiscal/Procurement Training (Jan/Feb 2014), and Service Providers and Community/Faith Based Agencies RFP 101 Training (Jan/Feb 2014 – prior to release of RFPs)
- Workforce Development Challenges: identified a cash shortfall with Bridge Counseling Associates (BCA) in the amount of \$121,014.78; BCA placed on high risk status
 - BCA misappropriated funds; used funds for activities other than WIA
 - Staff is 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 BCA
 - Latin Chamber of Commerce Community Foundation (LCCCF) has a cash shortfall of as much as \$70,000
 - Contracts are being closed out at the end of the contract period and/or program year so providers/partners no longer able to carry over funds from one program year to another; this was one element that identified BCA's shortfall.
- The disallowed cost of \$19,807.26 assessed by DETR was overturned by official hearing officer; working with DETR to develop policy guidance to continue critically needed Medical Spanish Immersion Training minus travel costs for statewide implementation.
- Having issues with quality client services from some WIA partners (i.e., delayed and/or inadequate service delivery, inadequate staffing not in accordance with contract requirement); WC staff is looking at service providers' contracts, policies and procedures, methods/strategies with the intent of modifying service delivery with streamlined requirements to deliver services within five days after determining eligibility
- Developing Workforce Development Academy to include an array of different training to give the staff and service providers a clear understanding how to best serve the clients and effectively manage the clients through the system

Ardell reported that BCA used WIA funds to pay for other non-WIA grant expenses, when those other grant funds were not received in a timely manner. According to BCA, some of their other grants' disbursements have been delayed, so they used the WIA money and did not pay it back when the disbursements were received. This issue was shielded from WC as BCA was getting clean audits

LEO Consortium Minutes, September 24, 2013

year after year. Additionally, with the recession, some of BCA's other non-WIA grants were drastically reduced or simply went away; however, the staff working under these grants was not mitigated when the grant went away and BCA used the WIA grant funds to pay salaries while the staff was provided non-WIA services to clients. Workforce Connections' staff met with BCA's Chairman of the Board and Program Manager. BCA accepted the resignation of their Finance Director and Executive Director. WC set-up a payment plan, to be implemented upon the LEOs approval that will have all of the funds recovered within 90 days (December 31, 2013). Regarding Latin Chamber of Commerce Community Foundation (LCCCF), Ardell reported that staff is still working on their issues and plans to establish a recovery plan as well. Moving forward, to prevent these issues from happening in the future, staff will review monthly aging reports and receivables. Also, having implemented the process of closing out contracts each program year will help identify these types of issues earlier. Discussion ensued.

Jim Kostecki, Finance Manager reported that BCA will be required to provide backup for all reimbursable items on their invoices, such as check copies and payroll registers, as well as a bank statement showing that checks to their vendors have cleared, prior to receiving their next reimbursement. The same measures will be instituted for LCCCF.

Chair Weekly stated that Clark County has not budgeted for Workforce Connections' disallowed costs and it is contingent upon staff to implement stricter and more responsible oversight of the service providers. Ardell agreed, and said there are processes that will be implemented and he will keep the LEOs and Board informed.

Councilman Beers suggested that the fiscal staff draw up a report on what potential financial statement misstatement the auditors of BCA failed to identify, as it would be a source of recovery for the municipalities and county if the auditor was negligent, and asked how much notice the LEOs will receive if this becomes a disallowed cost to the municipalities and county. Ardell replied, per the US Department of Labor consultant, it will not be a quick process, it may be years before DOL collects the debt, or in rare cases, DOL may waive the debt.

The Workforce Connections' Annual Report for FY2012 is provided as information on page 45 – 76 of the agenda packet.

9. SECOND PUBLIC COMMENT SESSION

None

10. INFORMATION: LEO Consortium Member Comments:

Councilwoman Schroder said she appreciates having the success stories provided as backup in the agenda packets, rather than spending a lot time during the meeting listening to success stories.

The meeting recessed at 10:09 a.m. Chair Weekly reconvened the meeting at 10:19 a.m., roll call was taken, and a quorum was present.

Mr. Villalobos introduced Debbie Tomasetti, representative of the Clark County School District, and she addressed the following questions:

Q: How were the JAG schools selected?

A: The schools for the JAG program for this upcoming year were selected by the Nevada State Department of Education, based on the Nevada School Performance Framework. The performance indicators that are used for that framework were:

LEO Consortium Minutes, September 24, 2013

1. Status and growth measure of achievement. The state looked at both status data and actual growth of students from year to year. Reduction in achievement gaps. What were the achievement gaps and did the schools reduce them?
2. Graduation measures
3. College and career readiness. What are the schools doing to promote college and career readiness within the school.
4. Other indicators: average daily attendance, percentage of 9th grade students who have earned at least five credits by the end of their 9th grade year

Q: How many students participated and graduated.

A: Last year, through the JAG pilot program (in Clark County), there were four high schools with an average of 30 – 35 students per school. The final graduation data is not available because they are waiting on the results from the summer graduation.

Q: What is the cost per participant for the GAI and JAG? What is the disparity?

A: The cost per participant for the GAI is \$2,000 and JAG is \$1,000. GAI is 100% WIA funds and covers everything that applies to the students' education and credit recovery (tutoring, summer school, etc.) as well as work experience opportunities, supportive services and other employment/training services. JAG is specifically centered on providing students classroom time with a JAG specialist and supportive services are provided through other leveraged funding sources.

Q: What is the program timeframe?

A: JAG is for one academic year.

A motion was made to approve the Youth Council's recommendation to allow Jobs for America's Graduates (JAG) and Graduate Advocate Initiative (GAI) to serve eligible youth in some of the same Clark County School District (CCSD) high schools by Commissioner Butch Borasky and seconded by Councilwoman Gerri Schroder.

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

11. ACTION: Adjournment

A motion was made to adjourn the meeting at 10:26 a.m. by Commissioner Butch Borasky and seconded by Councilwoman Gerri Schroder. Motion carried.

<p>Agenda Item 5. <u>DISCUSSION AND POSSIBLE ACTION:</u> Nomination for Reappointment to the Workforce Connections' Board:</p>
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- a. Hannah Brown, Urban Chamber of Commerce

Category: Economic Development / Business (Olive Crest)

PLEASE INCLUDE A CURRENT RESUME

Name (Last, First, Middle): Brown, Hannah	Title: President Emerita	Agency/Organization Represented: Urban Chamber of Commerce
Address (Street, City, State, Zip Code): 4160 Squaw Creek Ct., Las Vegas, NV 89120		
Phone Number: () 436-4474	Alternate Phone: () 858-8969	Email Address: HannahB4@cox.net
Manager/Supervisor:	Phone Number: ()	Manager/Supervisor Email Address:
# of employees supervised: 2	# of employees in your organization: 325 members	
Nominating Agency/Organization:		

CATEGORY REPRESENTED (CHECK ALL THAT APPLY):☒ **BUSINESS**☐ EDUCATION☐ LABOR ORGANIZATION☐ COMMUNITY BASED ORGANIZATION☒ **ECONOMIC DEVELOPMENT AGENCY**☐ REQUIRED ONE-STOP PARTNER

Please return completed form to:

Suzanne Potter
Workforce Connections
6330 W. Charleston Blvd., Suite 150
Las Vegas, NV 89146

Email: spotter@snvwc.org

Fax: (702) 636-4375

DATE OF APPOINTMENT/REAPPOINTMENT: _____

**HANNAH BROWN
4160 Squaw Creek Court
Las Vegas, NV 89120
(702) 436-4474**

In January of 1945, at the age of six (6), my mother relocated from Stamps, Arkansas, to Las Vegas. I attended Westside Grammar School from the second half of my kindergarten year through the seventh (7th) grade. In 1954 I graduated from the eighth (8th) grade at Madison School, the first (1st) year of its existence.

In 1954 I attended Rancho High School, the first (1st) year it was in existence, where I served as Student Body Secretary. This was the first (1st) year I attended an intergraded school. Rancho was rezoned my sophomore year which placed me at Las Vegas High School through graduation.

As a fifteen (15) year old I was employed as a sales associate by Larry's Music Bar, which later became Larry Wilburn's Sight and Sound Center. As a young adult I became manager of the store and remained in that position until I accepted employment with Western Airlines in 1968.

Starting with Western Airlines as a reservations sales agent I progressed with the company to a station (location) manager. After Delta Air Lines purchased Western in 1987, I received several managerial promotions including a position of Regional Manager/Director with Delta Air Lines and remained in the corporate office for several years.

In 1994 I returned home and started actively working in my community.

In 1999 I was elected President of the Urban Chamber of Commerce. In May of 2004, the Asian, Latin and Urban Chambers hosted a joint luncheon with 890 persons in attendance. In December of the same year the three (3) chambers hosted a joint holiday party with between 600 and 700 persons in attendance. In the two years that followed we have

had two successful luncheons and a holiday party. We also held our joint chamber breakfast October 12, 2006.

In September of 2007, the UCC Board of Directors named me President Emerita in recognition of ten (10) years of service as a board member and eight (8) years as president. In 2009 UCC created a 501 © 3 which was respectfully named “The Hannah Brown Community Development Corporation”.

Gained approval for a 4 Million Dollar grant from the Centennial Committee to refurbish the Historical Westside School.

I am currently President of the National Coalition of 100 Black Women, Las Vegas Chapter since September 2008. I am completing my first term as Board Chair of Workforce Connections.

Career Highlights:

- **Profiled in Ebony Magazine “100 Of the Most Promising Black Women in Corporate America”**
- **NAACP Legal Defense Fund “Black Women of Achievement” (1988)**
- **Negotiated a 4 million dollar grant to restore Westside Grammar School to a cultural center**
- **Honorary Associates of Arts Degree in Humane Letters-Community College of Southern Nevada**
- **Workforce Connections-Board Chair**
- **Valley Hospital Board of Governors**
- **Nevada State College – President’s Medal 2009**
- **Nevada State College Foundation Board**
- **Appointment-Executive Steering Committee for the Las Vegas Centennial Celebration (Las Vegas’ One Hundredth Birthday 2005 Activities)**
- **Olive Crest-Board of Trustees**
- **Proclamation from Governor Kenny Guinn 2003**

- **Martin Luther King Parade – Grand Marshall 2005**
- **Who's Who In Black Las Vegas (Interesting Personality)**
- **U. S. Small Business Administration Minority Small Business Champion of the Year – State of Nevada 2006**
- **Alpha Kappa Alpha Sorority, Inc. - Achievement Award**
- **Delta Sigma Theta Sorority, Inc., - Community Service Award**
- **Courtney Children's Foundations First Annual Woman of the Year Award**
- **College of Southern Nevada's Black History Month Award**

Agenda Item 6. DISCUSSION AND POSSIBLE ACTION:

Approve the Board's recommendation 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

Latin Chamber of Commerce Community Foundation
Proposed Debt Repayment Schedule

<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
March 31, 2014	<u>\$ 8,861.44</u>
	<u>\$ 52,861.44</u>

Note: Total amount can be paid at any time

Agenda Item 7. DISCUSSION AND POSSIBLE ACTION:

Approve the Board's recommendation to fund Latin Chamber of Commerce Community Foundation an award amount not to exceed \$300,000.00 for a six (6) month PY2013 Out-of-School contract to serve 215 youth in conjunction with ongoing compliance and approved disallowed cost repayment plan

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

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

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

Agency	Program	Recently Awarded	Rec. Funding	Total Funding
HELP	ISY	\$750,000	\$400,000 (OSY)	\$1,150,000
GNJ	OSY	\$0	\$600,000	\$600,000
LCCCF	OSY	\$0	\$300,000	\$300,000
NPI	ISY	\$750,000	\$0	\$750,000
YAP	Re-Entry	\$300,000	\$0	\$300,000
		\$1,800,000	\$1,000,000	\$2,600,000

Recommendation

Agency	Amount Recommended	Expected Youth to Serve
LCCCF	\$300,000	215

Agenda Item 8. DISCUSSION AND POSSIBLE ACTION:

Approve Budget and Finance Committee's recommendation to approve repayment plan for Bridge Counseling Associates according to the following schedule:

Due Date	Repayment Amount
October 31, 2013	Minimum installment of : \$40,000.00
November 30, 2013	Minimum installment of: \$40,000.00
December 31, 2013	Final installment of: \$41,014.78
	Total: \$121,014.78

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

Agenda Item 9. DISCUSSION AND POSSIBLE ACTION:

Approve the Board's recommendation to award HELP of Southern Nevada an Out-of-School Youth contract in the amount of \$400,000.00 for the term of October 1, 2013 through September 30, 2014

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

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

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

Agency	Program	Recently Awarded	Rec. Funding	Total Funding
HELP	ISY	\$750,000	\$400,000 (OSY)	\$1,150,000
GNJ	OSY	\$0	\$600,000	\$600,000
LCCCF	OSY	\$0	\$0	\$0
NPI	ISY	\$750,000	\$0	\$750,000
YAP	Re-Entry	\$300,000	\$0	\$300,000
		\$1,800,000	\$1,000,000	\$2,600,000

Recommendation

Agency	Amount Recommended	Expected Youth to Serve
HELP of Southern Nevada	\$400,000	140

Agenda Item 10. DISCUSSION AND POSSIBLE ACTION:

Approve the Board's recommendation to award GNJ Family Life Center an Out-of-School Youth contract in the amount of \$600,000.00 for the term of October 1, 2013 through September 30, 2014

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

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

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

Agency	Program	Recently Awarded	Rec. Funding	Total Funding
HELP	ISY	\$750,000	\$400,000 (OSY)	\$1,150,000
GNJ	OSY	\$0	\$600,000	\$600,000
LCCCF	OSY	\$0	\$0	\$0
NPI	ISY	\$750,000	\$0	\$750,000
YAP	Re-Entry	\$300,000	\$0	\$300,000
		\$1,800,000	\$1,000,000	\$2,600,000

Contract Recommendation

Agency	Amount Recommended	Expected Youth to Serve
GNJ Family Life Center	\$600,000	215

Agenda Item 11. DISCUSSION AND POSSIBLE ACTION:
Executive Director's Report ~ Ardell Galbreth

- a. Government Shutdown
- b. Bridge Counseling Associates Repayment Plan

***Executive Director's Report
Local Elected Officials 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.

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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.

Suzanne Potter

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

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

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Agenda Item 12. 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 13. INFORMATION:

LEO Consortium Member Comments