

# WORKFORCE CONNECTIONS

## BOARD

## AGENDA

January 28, 2014

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@suvwc.org](mailto:spotter@suvwc.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**

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

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- 25. **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 22, 2013

## WORKFORCE CONNECTIONS

### BOARD MEETING MINUTES

October 22, 2013  
10:00 a.m.

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

#### Members Present

Bart Patterson	Bill Regenhardt	Hannah Brown
Councilman Bob Beers	Councilwoman Anita Wood	Commissioner Lawrence Weekly
Councilwoman Gerri Schroder	Charles Perry	Dan Gouker
Dr. David Lee	Lynda Parven	Maggie Arias-Petrel (phone)
Sonja Holloway	Matt Cecil (phone)	Mujahid Ramadan
Valerie Murzl	Tommy Rowe	Vida Chan Lin
William Bruninga (phone)		

#### Members Absent

Commissioner Adam Katschke	Commissioner Ralph Keyes	Commissioner Butch Borasky
Willie J. Fields	Mujahid Ramadan	Michelle Bize
William Bruninga	Mark Edgel	

#### Staff Present

Ardell Galbreth	Suzanne Potter	Heather DeSart
Ricardo Villalobos	Jim KostECKI	Tom Dang
LeVerne Kelley	Jaime Cruz	Jeannie Kuennen
Brett Miller	Kenadie Cobbin-Richardson	Debra Collins

#### Others Present

Jack DeGree, Legal Counsel	Dr. Tiffany Tyler, Nevada Partners, Inc.
Chris Carothers, Bridge Counseling Associates	Denise Gee, HELP of Southern Nevada
Dr. Rene Cantu, Jr., LCCCF	Jeramey Pickett, Nevada Partners, Inc.
Jennifer Olson, Nevada Partners, Inc.	Helicia Thomas, GNJ Family Life Center
Tracey Torrence, SNRHA	Vincent Miller, LCCCF
Nield Montgomery, The Learning Center	Vickie Henry C2NV
Jake McClelland, FIT	Kelli Mosley, Olive Crest
Maria Flores, Bridge Counseling Associates	Yolanda Correa, Bridge Counseling Associates
Margarita Rebolal	Ora Howze, LCCCF

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

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

The meeting was called to order by Chair Hannah Brown at 10:03 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 Tommy Rowe and seconded by Charles Perry. Motion carried.*

3. **FIRST PUBLIC COMMENT SESSION:**

None

4. **DISCUSSION AND POSSIBLE ACTION: Approve the Board Meeting Minutes of October 7, 2013**

The Board Meeting Minutes of October 7, 2013 are provided on page 7 – 9 of the agenda packet.

*A motion was made to approve the Board Meeting Minutes of October 7, 2013 as presented by Charles Perry and seconded by Councilwoman Gerri Schroder. Motion carried.*

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

The draft Adult & Dislocated Worker Committee Meeting Minutes of October 9, 2013 are provided on page 11 – 15 of the agenda packet.

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**

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	\$150,000.00
<b>TOTAL:</b>	<b>\$1,000,000.00</b>

Heather DeSart, Deputy Director provided background. The State of Nevada received a \$1.8 Million National Emergency Grant of which \$1.4 Million was allocated to the Southern Nevada Workforce Investment Area. NEG funds have a two year lifespan. An amount of \$330,000 will be held in reserve for funded partners who may need additional NEG funds, and \$70,000 for program/administrative costs.

*A motion was made to approve the Adult & Dislocated Worker Committee's recommendation to award the above funded partners National Emergency Grant (NEG) funds in the amount listed by Charles Perry and seconded by Councilwoman Anita Wood. Motion carried.*

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

Jaime Cruz provided an update. The purpose of the Local Employer Advisory Panel is to engage local employers to help meet the demands of the local workforce investment area. The goal is to have employers communicate their workforce and employment needs. Currently there are eight employers on the panel that represent seven industry sectors. The goal is to have twice the number of employers in a four to six month period to represent all the State Industry Sectors.



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

Brett Miller presented the reports provided on page 19 and 20 of the agenda packet and provided a brief overview on the process for acquiring report data. Brett noted that the report data is for one month; therefore training activities will not necessarily tie to an employment/wage performance outcome in the same period. Brett is working on a year over year comparison and wage growth report as requested by Councilman Beers.

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

The Youth Council Meeting Minutes of October 1, 2013 are provided on page 22 – 24 of the agenda packet.

**10. DISCUSSION AND POSSIBLE ACTION: Accept the recommendation of the Youth Council to approve staff's report on the objects 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)**

Ricardo Villalobos, Youth Department Director provided an overview of the goal's objectives, strategy/action, timeline, measurement and outcomes as provided on page 26 and 27 of the agenda packet.

*A motion was made to accept staff's report as presented by Valerie Murzl and seconded by Lynda Parven. Motion carried.*

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

The draft Budget & Finance Committee Meeting Minutes of October 9, 2013 are provided on page 29 – 34 of the agenda packet.

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

Jim Kostecki, Finance Manager reported on Bridge Counseling Associates' high risk status and debt repayment plan. A copy of the letter sent to BCA regarding their disallowed cost and debt establishment for repayment is provided on page 36 of the agenda packet. The following repayment schedule is established:

- \$40,000.00 minimum installment due by October 31, 2013
- \$40,000.00 minimum installment due 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 at any time

Staff is working with BCA monthly on their current contracts and Jim stated that everything is going well. BCA submitted their first installment of \$40,000.00 two weeks ahead of schedule via check to staff this morning. Ardell confirmed the check date and amount.

*A motion was made to approve Bridge Counseling Associates debt repayment plan as presented by Dan Gouker and seconded by Charles Perry. Motion carried.*

**13. INFORMATION: Latin Chamber of Commerce Community Foundation (LCCCF) "High Risk" Status Update**

Jim Kostecki reported that today the Local Elected Officials Consortium approved the six month debt repayment plan for Latin Chamber of Commerce Community Foundation. Staff is working with LCCCF on a daily basis to ensure they are in compliance with the requirements and terms of the high risk designation.

**14. INFORMATION: Southern Nevada Children First (SNCF) "High Risk" Status Update**

Jim Kostecki reported that staff reviewed all of Southern Nevada Children First's contract invoices through September 30, 2013 and found no disallowed costs. A payment was made to SNCF for the September 30<sup>th</sup> invoice and they have until November 30<sup>th</sup> to submit any additional costs and close out their contracts. Upon successfully closing out both contracts, SNCF will receive a letter releasing them from high risk status.

Dr. David Lee suggested that the Board review the high risk policy for clarity. Commissioner Weekly stated that the LEOs discussed this at their meeting this morning and requested an agenda item at their next meeting to review and refine the policy pertaining to high risk. Ardell clarified that the current high risk policy does not address awarding funds to funded partners while on high risk. Discussion ensued.

## **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

Mr. Kostecki presented the PY2013 Budget and Narrative provided on page 42 – 50 of the agenda packet and reported the following:

#### Administrative and Program Operating Expenditures:

7035 Printing and Reproduction – decreased by \$8,000 for new operating lease for copiers (including usage) and will now be reported under 7200 Equipment Operating Leases

7045 Systems Communications – increased by \$18,000 for additional cost of the high speed internet system to accommodate administrative offices and one-stop on the same network

7085 Program Support Contracts – increased by \$25,000 for Management Organization and Leadership Training

8500 Capital/Equipment and Furniture – increased by \$40,000 for the cost of installing ADA compliant door entry systems (\$10,000), furniture and equipment for meeting room (\$10,000), and additional costs for STEM equipment (\$20,000) which was approved and purchased in the prior year but not received until current fiscal year

#### One-Stop Budget:

7040 Office Supplies – One-Stop Center increased by \$8,000 and One-Stop System increased by \$2,000 based on an analysis of office supply purchases through August 2013

8900 Strategic Initiative – Move \$50,000 from the One-Stop System budget to the One-Stop Center budget to reallocate the funds to where the need is anticipated

### b. Budget vs. Actual Finance Report (Workforce Connections' Operations) for the period July 1, 2013 through June 30, 2014 (Formula WIA)

Jim presented the Budget vs. Actual Finance report (August YTD 2013) provided on page 51 of the agenda packet. Workforce Connections' Operations expenditure rate is 13.08%, which is less/within the projected 16.67%. The report indicates two line items in red, 7100 Insurance (28.95%) – exceeding budget due to prepaid annual insurance policy for WC directors and officers and 8500 Equipment and Furniture (43.11%).

### c. Awards & Expenditures Report – PY2011/2012/2013

Jim presented the Awards & Expenditures reports through August 2013 for Adult & Dislocated Worker (p. 52), Youth (p. 53) and Direct Grants (p. 54) and noted that funded partners highlighted in pink have an active pink paper and/or are on high risk status. Adult & Dislocated Worker and Youth Funding Plans – PY2013 Projections

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

Jim presented the Adult & Dislocated Worker (p. 55) and Youth (p. 56) Funding Plans:

<u>Program</u>	<u>Next Program Year (Obligated)</u>	<u>Remaining</u>
ADW:	\$1,160,000	\$1,457,516 (.84 months remaining)
YOUTH:	\$1,207,000	\$1,445,046 (2.60 months remaining)

At the next Budget and Finance Committee Meeting, staff will provide a breakdown of program year vs. fiscal year vs. procurement year, etc. for all the contracts.

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

Jim presented the Audit Findings Report for PY2011, estimating that finding 12-2 and 12-3 should not recur and finding 12-4, staff needs to verify the location of furniture and equipment assigned to some of the funded partners after the recent move.

f. Workforce Connections' Standing Professional Services Contracts

Jim presented Workforce Connections' Standing Professional Services Contracts report as provided on page 59 – 64 of the agenda packet.

To Commissioner Weekly, Ardell stated that Workplace ESL Solutions provided a seven week Intensive Business Writing course for all staff and one-on-one sessions with the trainer for some staff. The goal is to enhance business writing skills and improve the quality of business reports, specifically monitoring reports. Weekly stated that he does not support the Workplace ESL Solutions contract because he does not clearly understand its purpose.

***A motion was made to accept and approve reports as presented by Charles Perry and seconded by Valerie Murzl. Motion carried.***

Commissioner Weekly noted that he is not in support of the Workplace ESL Solutions contract included in Workforce Connections' Professional Services Contracts report.

## **16. DISCUSSION AND POSSIBLE ACTION: Executive Director's Report ~ Ardell Galbreth**

Ardell presented the Executive Director's Report provided on page 66 – 68 and highlighted the following items:

- YouthBuild Las Vegas has potential disallowed costs is totaling \$450.00. The funds were used for participants' dependents, which are not allowed. Outcome pending federal project officer's decision. If disallowed, WC will use unrestricted funds to cover the costs.
- Governor's Workforce Investment Board Policy requires at least 25% of funds to be used for occupational skills training, not including OJTs. This is troublesome as OJTs lead to employment in most cases.
- One-Stop Career Center is averaging 150 clients per day
- Upcoming Training Activities:
  - Staff Monitoring Review and Report Writing Training (October/November 2013)
  - Board Development Training
    - Ethics in Government provided by Nevada's Commission on Ethics (January 2014)
    - Open Meeting Law Training (February 2014)
  - Service Providers/Staff Fiscal & Procurement Training (Jan/Feb 2014)
  - Service Providers and Community/Faith Based Organizations RFP 101 Training (Jan/Feb 2014 – prior to release of RFPs)
- Nevada Day Super Hiring Event is scheduled tomorrow from 10AM – 3PM at Workforce Connections and One-Stop Center. Kenadie Cobbin-Richardson, Business Services Manager reported that there are 24 employers, 60 positions, 507 job openings, and 300 candidates have been prescreened for the positions. Kenadie thanked Commissioner Weekly for assisting, making phone calls to bring employers to the table.

Ms. DeSart announced that Ardell has an article published in Sunday's Review Journal regarding the One-Stop Career Center.

Councilwoman Leavitt suggested that parliamentary training be included in the Open Meeting Law training and offered to provide a quick reference guide/tool that she frequently uses.

***A motion was made to approve the Executive Director's Report presented by Ardell Galbreth by Charles Perry and seconded by Dan Gouker. Motion carried.***

**17. SECOND PUBLIC COMMENT SESSION:**

Dr. Tiffany Tyler, Nevada Partners, Inc. reported that 44% of the employment placements on page 19 are clients of Nevada Partners and nearly 76% of the Graduate Advocate Initiative participants have graduated and more than 50% are employed or enrolled in college.

Helicia Thomas, GNJ Family Life Center commented on the pink paper GNJ was recently issued, clarifying that GNJ submitted the invoice on time, but with a modified budget template. Jim Kostecki directed her to the correct budget template and the invoice was submitted promptly thereafter. Ms. Thomas requested Fiscal staff to use a different color to highlight pink papers issued vs. high risk designations on fiscal reports.

Ora Howze, a participant of Latin Chamber of Commerce Community Foundation (LCCCF) shared about her experience with LCCCF's WIA program. Ms. Howze enrolled in LCCCF's program back in April 2013 to seek childcare assistance for her son while she maintained a full-time job at Netflix. Ms. Howze did not receive the childcare assistance she was seeking in a timely manner and because she had to care for her son, she missed work. When Ms. Howze discovered that her case manager at LCCCF was no longer employed, she was told that she would have to begin the process all over – a lengthy and tedious process. Having no childcare, Ms. Howze had to relocate her son out of state and the travel costs caused her to fall behind on her rent. LCCCF provided rental assistance but informed Ms. Howze that they would not pay for the late fees and the unpaid late fees caused her to be evicted. To date, Ms. Howze still has not received child care assistance and she and her son are staying with an acquaintance. Ms. Howze's employer has warned her that if she has another absence due to childcare she will be terminated.

Ardell stated that he will immediately look into this matter and confirmed that childcare assistance is an allowable expense under WIA.

Dan Gouker shared about CSN's Reentry Program designed to provide assistance to qualified students entering or reentering the workforce. The Apprenticeship Training Preparation Program is a branch of the Reentry Program and helps students become gainfully employed into the apprenticeship program or back into college through the credit system. Applications are being accepted and 20 qualified women will be selected for the program. In the past, the program has had an approximate 85% placement rate into registered apprenticeship programs. The program includes textbooks, work boots and tuition for an algebra class and workplace soft skills training and supportive services as needed, included bus passes, gas vouchers, etc. Those selected for the program are required to participate for the 10-11 week program, which begins in January 2014. Dan provided flyers to those interested.

Chris Carothers, Bridge Counseling Associates Board Chairman thanked the Board for its support and reported that BCA hopes to have the second payment installment soon, earlier than scheduled. Mr. Carothers recognized BCA's staff members for coming up with solutions while maintaining excellent customer service to clients and it board members for helping out.

**18. INFORMATION: Board Member Comments**

Councilwoman Wood noted the absence of career counseling in North Las Vegas high schools and suggested that Workforce Connections establish a partnership with the school district to possibly fund a career counselor. Ardell stated that Workforce Connections will provide Graduate Advocate Initiative support, in addition to the JAG program that is already in NLV schools. Heather stated that staff has discussed having the Youth Department and Business Services team visit the various high schools to provide orientations, which can evolve into one-on-one visits. Ricardo stated that Workforce Connections does not have the discretionary funding to serve non-WIA eligible youth and if it did staff a career counselor at the schools, that individual would be limited to serving WIA eligible youth only. Discussion ensued.

Dan Gouker stated that the Division of Workforce and Economic Development provides WorkKeys Assessments, resume assistance and other career assistance at CSN's campuses.

**19. ACTION: Adjournment**

*A motion was made to adjourn the meeting at 11:34 by Charles Perry and seconded by Councilwoman Anita Wood. Motion carried.*

**Agenda Item 5. INFORMATION:** Detailed Briefing on Nevada Ethic Requirements ~ Caren Caferatta-Jenkins, Executive Director, Nevada Commission on Ethics

**Agenda Item 6. INFORMATION: Adult & Dislocated Worker  
Committee Meeting Minutes of January 8, 2014 (draft)**

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

January 8, 2014 - 9:00 a.m. -- Bronze Conference Room  
6330 W. Charleston Blvd., Ste. 150  
Las Vegas, NV 89146

**Members Present**

Bill Regenhardt  
Lynda Parven  
Matt Cecil  
Charles Perry  
Valerie Murzl, Chair  
Hannah Brown  
Mark Edgel  
Bart Patterson  
Maggie Arias-Petrel

**Members Absent**

Dan Rose, Vice-Chair  
Chelle Bize  
Dr. David Lee

**Staff Present**

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

**Others Present**

Nield Montgomery – The Learning Center  
Linda Montgomery – The Learning Center  
Janice Rael – Nevada Partners  
Dr. Rene Cantu – LVCCCF  
Acadio Bolanos, Academy of Human Development  
Helicia Thomas, GNJ  
Maria Flores - BCA  
Stacy Smith - NYECC  
Vincent Miller - Goodwill  
Donna Bensing – New Horizons  
Stacy Howell – FIT  
Onyaka Tiggart, LVUL  
Karen Lewis, LVUL  
Thresea Kaufmann – NHA  
Aries Cyrus- Sims – LVUL  
Joleen Arnold – ESN  
Phyllis Tucker – LVUL  
Michael Maxwell - LVUL

(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 9:00 a.m. and a quorum present. Staff confirmed the meeting had been properly noticed and posted in accordance with the Nevada Open Meeting Law. Roll call was taken, and the quorum was confirmed.

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

***A motion to approve the agenda as presented was made by Charles Perry and seconded by 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, Director of Adult Services, NPI.*** Nevada Partners' has provided services to 390 residents, which includes 244 enrollments from the One-Stop Career Center. Return on investment has been over \$5,721,830.40. NPI placed 248 jobseekers into training, 162 from the One-Stop Career Center with approximately \$52,839 in

supportive services (transportation assistance, work card, and tools). Nevada Partners assisted 176 residents gain employment with an average hourly wage of \$15.63.

Ms. Brown queried how NPI determined return on investment. Ms. Rael stated NPI obtains an average wage on the participants placed in different occupations, then multiply that by 52 weeks, then multiply that by the gained employment.

**Agenda Item 4 – Discussion and Possible Action:** Approve the 2014 Adult and Dislocated Worker Committee Meeting Schedule

*A motion to approve the 2014 Adult and Dislocated Worker Committee Meeting Schedule was made by Hannah Brown and seconded by Lynda Parven. The motion carried.*

**Agenda Item 5 – Discussion and Possible Action:** Approve the minutes of the previous ADW Committee meeting minutes of October 9, 2013

*A motion to approve the meeting minutes of October 9, 2013 presented by staff, made by Mark Engel and seconded by Bill Regenhardt. Motion carried.*

**Agenda Item 6 – Discussion and Possible Action:** Accept staff's recommendation to negotiate and execute a Veteran's Employment and Training Services contract procured through the Request for Proposal (RFP) process, with the Las Vegas Clark County Urban League in an amount not to exceed \$800,000. Upon Board approval, the date of the contract will be February 1, 2014 to June 30, 2015, to provide training and employment services to 320 Veterans in southern Nevada.

Ms. DeSart stated in an effort to obtain a higher quality program design, the Veteran's Employment and Training Services request for proposal(s) was republished for a second time. The same evaluators from the previous RFP process were available to conduct the review, and based on the review and results, staff is recommending an award approval of \$800,000 to the Las Vegas Clark County Urban League.

Matt Cecil abstained from discussion and vote, as his firm represents the Las Vegas Clark County Urban League.

Michael Maxwell, Vice President of agency innovation for the Las Vegas Clark County Urban League spoke on behalf of their President/CEO, Kevin E. Hooks. Mr. Maxwell stated LVUL had a previous Veteran's program in place, and are looking to extend a program in the Las Vegas valley.

Ms. Murzl queried what specifically does their training include and how the LVUL prepares the Veteran, and what the LVUL focuses on. She also asked if the LVUL had relationships with any particular businesses that would welcome the Veteran in advance of meeting with the Veteran. Mr. Maxwell responded:

- 1) Initial intake to determine needs
- 2) Once eligibility is set, three case managers to walk the Veteran through the process
- 3) Job Coordinator to locate employment, to prepare and retain employment
- 4) LVUL has business relationships that were included in the proposal
- 5) Veteran's will have support from the entire agency

Karen Lewis, a 22-year Air Force retiree, served on the team that submitted the original Veteran's grant, stated the LVUL has many partnerships within the community, to include working with the Veterans Administration, VFW, American Legion, and Veterans Village, for services the Veteran's may need to assist with housing, family assistance, training, medical, and employment.

Discussion ensued regarding the staffing to support the deployed 320 Veterans, retention rates of long-term job retention, marketing/advertising to attract the Veteran to the LVUL, obstacles that might be encountered,



Helmets to Hard Hats and Boots to Business where the Veterans could participate in apprenticeship programs in the building trades within a specified timeframe, and STEM training.

***A motion to accept staff's recommendation to negotiate and execute a Veteran's Employment and Training Services contract with the Las Vegas Clark County Urban League in an amount not to exceed \$800,000 to provide training and employment services to 320 Veterans in southern Nevada was made by Charles Perry and seconded by Hannah Brown. Motion carried.***

**Agenda Item 7 – Discussion and Possible Action:** Accept staff's recommendation to award GNJ Family Life Center additional funding in an amount not to exceed \$150,000 for their One-Stop Center contract and \$200,000 for their Home Office contract for a total of \$350,000. These funds will be used to augment GNJ's current PY2013 WIA Adult and Dislocated Worker and One-Stop contracts to provide additional training and supportive services to participants.

Ms. DeSart stated at a previous Executive Committee meeting, from the expenditure reports reviewed, noted, and discussed, GNJ had exceeded their contract enrollment numbers, and had spent a majority of their training dollars. Staff's recommendation is to award GNJ Family Life Center additional funding for their One-Stop Career Center contract (\$150,000) and their Home Office contract (\$200,000).

Mr. Cecil queried that it is a "not to exceed contract" with Ms. DeSart responding yes. WC has the ability to extend contracts with additional funding, with no funding but extended time, and retains that flexibility under the protection of the original procurement process.

***A motion to accept staff's recommendation to award GNJ Family Life Center additional funding in an amount not to exceed \$150,000 for their One-Stop Center Contract and \$200,000 for their Home office contract for a total of \$350,000 was made by Matt Cecil and seconded by Charles Perry. Motion carried.***

**Agenda Item 8 – Discussion and Possible Action:** Accept staff's recommendation to award the Latin Chamber of Commerce Community Foundation National Emergency Grant (NEG) funds in an amount of \$100,000. NEG funds can only be utilized for WIA allowable training activities, and expended only on participants who are considered "long-term unemployed" (individuals who have been unemployed for 27 weeks or longer).

Ms. DeSart stated that in the October ADW Committee meeting, staff requested recommendations for funding of NEG dollars for all of the service providers. Two service providers were not on the list (Bridge Counseling Associates and Latin Chamber of Commerce Community Foundation) of which circumstances previously noted in meetings, precluded WC from offering an advance to these two agencies. The two service providers have since rectified the circumstances and have been completely resolved. Staff is recommending NEG funds in an amount of \$100,000 to Latin Chamber of Commerce Community Foundation to serve those National Emergency Grant recipients.

Hannah Brown abstained from discussion and vote, as she is a member of the LCCCF board. Maggie Arias-Petrel abstained from discussion and vote, as she is a member of the LCCCF board.

***A motion to accept staff's recommendation to award the Latin Chamber of Commerce Community Foundation National Emergency Grant (NEG) funds in an amount of \$100,000 was made by Mark Edgel and seconded by Matt Cecil. Motion carried.***

**Agenda Item 9 – Information:** Training and Employment Reports

Brett Miller reported on the Training and Employment Reports through November 30, 2013 on pages 23 through 27 of the agenda packet. Number of Trainings by Sector, Mr. Miller noted number of trainings at 938 with the most significant in Tourism, Gaming & Entertainment at 186, Cross Sector at 98, Health & Medical Services at 341, and Logistics & Operations at 216. He further reviewed the Average Training (includes OJT's (typically 90% placement) and Occupational Skills training (typically a success rate of approximately 75%))

Cost by Sector as illustrated on page 23 of the agenda packet. Employed by Industry Sector, Mr. Miller noted total employed at 795 with the most significant in Health & Medical Services at 229, Logistics & Operations at 169, Tourism, Gaming & Entertainment at 127, and Cross Sectors at 167. He reviewed the Wage by Sector illustrated on page 24 of the agenda packet, and the demographics reports on pages 25 through 27 of the agenda packet. Discussion ensued regarding the lower numbered demographics and the need for outreach to these populations.

**Agenda Item 10 – Information:** Adult and Dislocated Worker Fiscal Reports

Carol Turner reviewed the Adult and Dislocated Worker Funding Plan on Page 29 of the agenda packet. She noted there is set-aside funds of \$100,000 for the new rural (Mesquite/Laughlin) programs, a new project that has been recommended by the Local Elected Officials set-aside funds of \$750,000 for Re-entry - Department of Corrections, and set-aside funds of \$900,000 for a new Pre-apprenticeship program for the trades (RTC Construction/Other).

Ms. Turner stated in the next year a new column will be added to report Projected – First Quarter Obligations for PY2014 Awards. Currently noted in the projections is an amount of \$794,000. She stated this would ensure if there is a sequestration or budget reduction in the current year there is enough money (Approximately \$794,000) to fund the first quarter of the next year.

Ardell Galbreth stated he has met with officials at the Department of Corrections based on the results from an Executive Committee meeting and the Local Elected Officials meeting to partner and contract direct with the State Department of Corrections. He further stated there is a possibility that WC may not contract direct as it would be more feasible to have a sub-recipient contractor do the work, which would mean WC would have to publish an RFP. Discussion ensued.

Jim Kostecki reported on the awards and expenditures for allowable invoicing expenditures through November on page 30 of the agenda packet. There are no “pink” highlights on the report, and further stated that Bridge Counseling Associates and Latin Chamber of Commerce Community Foundation satisfied their repayment obligations and are no longer on “High Risk” status.

**Agenda Item 11 – Information:** ADW Committee Member Comments

**Mark Edgel** announced to the service providers that Labor Local #872 is accepting applications for apprenticeships. If there are individuals trained in construction, Labor Local #872 will be accepting applications effective January 15, 2014 through March 14, 2014.

**Matt Cecil** congratulated Bridge Counseling Associates and Latin Chamber of Commerce Community Foundation for extending the effort of coming in ahead of schedule on their repayment plans. He stated, “It shows a law of integrity and commitment, and he appreciated this effort”.

**Agenda Item 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 address for the record. Each comment will be limited to three (3) minutes.

**Helicia Thomas, GNJ Family Life Center** thanked the committee for the additional funds to allow GNJ to continue providing quality service not only to individuals from the Home Office, but especially for those individuals that go through the One-Stop Career Center. She thanked WC IT Department for their support.

**Agenda Item 13 – Adjournment:** The meeting adjourned at 10:00 a.m.

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

Approve the Adult & Dislocated Worker Committee's recommendation to negotiate and execute a Veteran's Employment and Training Services contract procured through the Request for Proposal (RFP) process with the Las Vegas Clark County Urban League in an amount not to exceed \$800,000. Upon Board approval, the dates of the contract will be February 1, 2014 to June 30, 2015 to provide employment and training services to 320 veterans in Southern Nevada

**2013 Vets RFP Scores Round 2**

	<b>RFP</b>	<b>Eval - 1</b>	<b>Eval - 2</b>	<b>Eval - 4</b>	<b>Eval - 22</b>	<b>Eval - 33</b>	<b>Eval - 44</b>	<b>Total Sum</b>	<b>Average</b>	
1	Urb. Lge	71	84	85		98	89	90	517	86.17
2	Rescare	73	81	73		92	81	79	479	79.83

**External Evaluators**

	<b>RFP</b>	<b>Eval - 1</b>	<b>Eval - 2</b>	<b>Eval - 4</b>	<b>Total Sum</b>	<b>Average</b>
1	Urb. Lge	71	84	85	240	80.00
2	Rescare	73	81	73	227	75.67

**Internal Evaluators**

	<b>RFP</b>	<b>Eval - 22</b>	<b>Eval - 33</b>	<b>Eval - 44</b>	<b>Total Sum</b>	<b>Average</b>
1	Urb. Lge	98	89	90	277	92.33
2	Rescare	92	81	79	252	84.00

**Agenda Item 8. DISCUSSION AND POSSIBLE ACTION:**

Approve the Adult & Dislocated Worker Committee's recommendation to award GNJ Family Life Center additional funding in an amount not to exceed \$150,000 for their One-Stop Center contract and \$200,000 for their Home Office contract for a total of \$350,000. These funds will be used to augment GNJ's current PY2013 WIA Adult and Dislocated Worker and One-Stop contracts to provide additional training and supportive services to participants



**"Equipping Individuals For Life"**

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2535 W. Cheyenne Ave., Suite 107, North Las Vegas, NV 89032  
• Phone (702) 648-1407 • Fax (702) 648-3517

To: Ardell Galbreth, Executive Director – Workforce Connections

From: David Lundeen, Finance Director

Subject: PY 2013 One Stop A&DW Contract Request for Additional Funding

Date: December 24, 2013

Mr. Galbreth,

GNJ Family Life Center would like to respectfully request additional funding for our P/Y 13 One Stop A&DW contract.

We are basing this request on the following:

- 1) As of the end of December we have expended 65% of the funding awarded to us as of June 1<sup>st</sup> 2013, which is 19% in excess the budget for this point in the contract. At projected spending rates we should have expended 46% of our contract funding.
- 2) At the present time we have expended in excess of 83% of budgeted training costs. In addition, we are committed for an additional \$61,000 in training. Taking this in account we are on track to spend \$238,000 for training with a budget of \$212,000.
- 3) At this time we are in contact with a partner that has requested our help in hiring 10 or more employees for the medical industry. These are high paying positions that we have clients to fulfill his request, but at this time we do not have the funding to allow us to service this need.
- 4) Supportive services have been running at a higher rate than was planned in the budget for the fiscal year and at this time we expended \$39,000 which is 67% of the fiscal year's budget. At the present rate of spending we will exceed the budget for supportive services within the next 3 months.

At this time GNJ Family Life Center would respectively request an increase in our budget for P/Y 2013 One Stop A&DW in the amount of \$150,000. This increase will allow us to continue our mission to provide the highest quality service to our participants and to assist them in finding meaningful employment.

I have enclosed with this request a budget amendment that reflects the above request. We are requesting an increase in training funding of \$125,000, Supportive Services of \$17,250 and other areas of \$7,750.

If you have any questions, please contact myself or Ms. Thomas.

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*GNJ Family Life Center provides auxiliary aid and services available upon request for individuals with disabilities.  
GNJ Family Life Center is an equal opportunity employer program.  
Funded by the Southern Nevada Workforce Investment Board.*





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2535 W. Cheyenne Ave., Suite 107, North Las Vegas, NV 89032  
• Phone (702) 648-1407 • Fax (702) 648-3517

To: Ardell Galbreth, Executive Director -- Workforce Connections

From: David Lundeen, Finance Director 

Subject: PY 2013 A&DW Contract Request for Additional Funding

Date: December 24, 2013

Mr. Galbreth,

GNJ Family Life Center would like to respectfully request additional funding for our P/Y 13 A&DW contract.

We are basing this request on the following:

- 1) As of the end of December we have expended 67% of the funding awarded to us as of July 1<sup>st</sup> 2013. At projected spending rates we should have expended 42% of our funding. So at this time we are 25% over our planned spending rate.
- 2) As we have discussed with Mr. Kostecki, we have been required to pay for OCC and OJT training that was budgeted in the last fiscal year, this year, in response to the closing of last year's contract. This resulted in approximately \$100,000 of expense that would normally have been charged to last year's contract be paid for in this fiscal year.
- 3) Supportive services have been running at a much higher rate than was planned in the budget for the fiscal year and at this time we have exceeded by almost \$11,000 the budgeted amount for the year for supportive services.
- 4) Taking item #2 in consideration, we are over committed for training at this time by approximately \$60,000. At this point in the contract, we are over expended in training by over \$2,000 not considering our obligated training expensed.



At this time GNJ Family Life Center would respectively request an increase in our budget for P/Y 2013 A&DW in the amount of \$200,000. This increase will allow us to continue our mission to provide the highest quality service to our participants and to assist them in finding meaningful employment.

I have enclosed with this request a budget amendment that reflects the above request. We are requesting an increase in training funding of \$126,000, Supportive Services of \$73,450 and mileage of \$500.

If you have any questions, please contact myself or Ms. Thomas.

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GNJ Family Life Center is an equal opportunity employer program.  
Funded by the Southern Nevada Workforce Investment Board.*



**Agenda Item 9. DISCUSSION AND POSSIBLE ACTION:**

Approve the Adult & Dislocated Worker Committee's recommendation to award the Latin Chamber of Commerce Community Foundation National Emergency Grant (NEG) funds in the amount of \$100,000. 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



Latin Chamber of Commerce Community Foundation

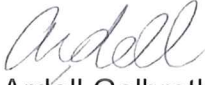
2900 Stewart Ave


Las Vegas, NV 89101

(702) 385-7368 -- Fax (702) 380-2947

Web Site: [www.lcccf.org](http://www.lcccf.org)

December 30, 2013

**TO:**   
Ardell Galbreth  
Deputy Director, *wokrforce*CONNECTIONS

**FROM:** René Cantú Jr.   
Executive Director, Latin Chamber of Commerce Community Foundation

**SUBJECT:** National Emergency Grant (NEG) Grant Request--\$100,000

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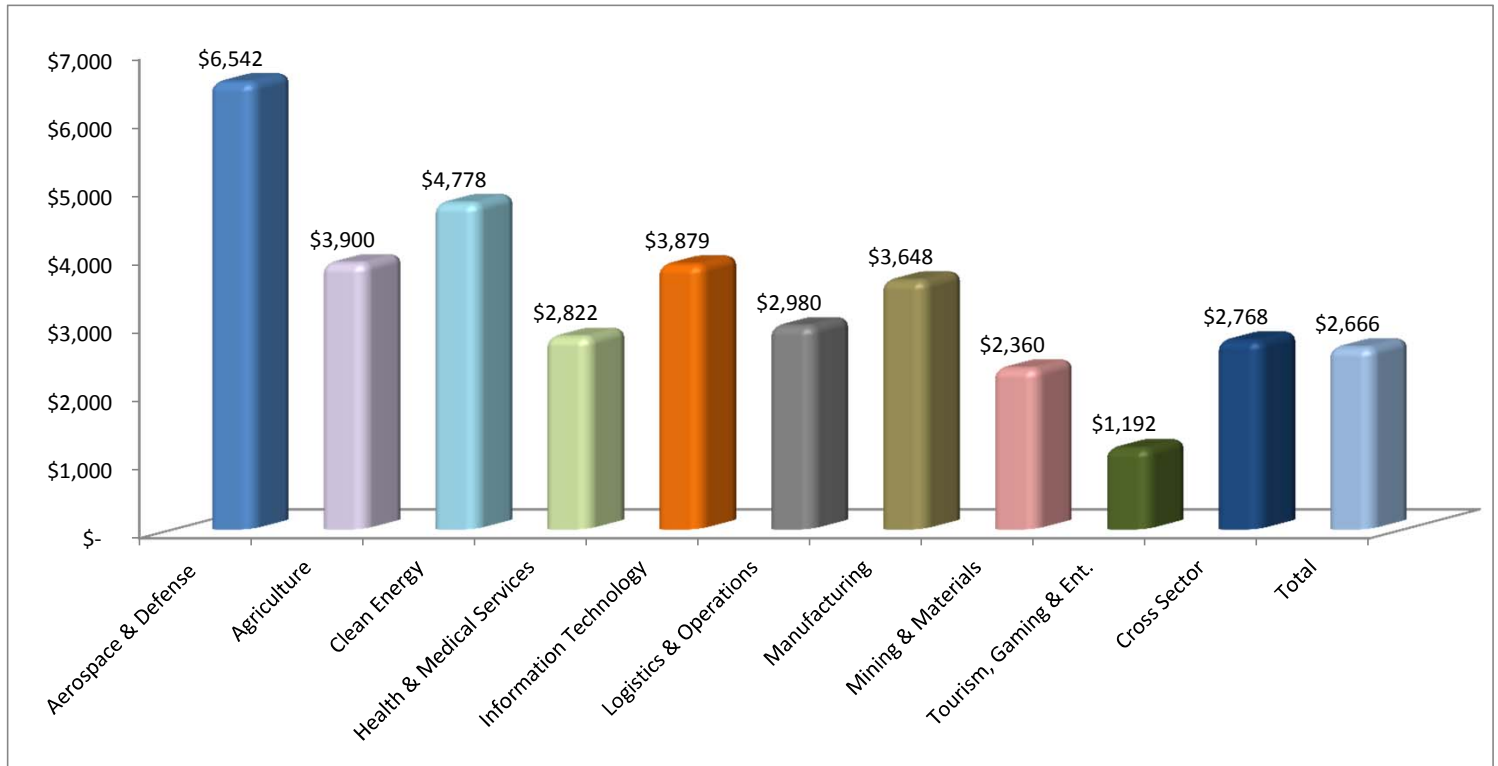
Let this memorandum serve as request of the Latin Chamber of Commerce Community Foundation for receipt of NEG funds in the amount of \$100,000. The requested NEG funds will only be utilized for WIA allowable training activities. The Latin Chamber of Commerce Community Foundation will utilize NEG funds can only in support of participants who are considered "long-term unemployed" and who have been unemployed for 27 weeks or longer. Your consideration of this request for additional funding is appreciated.

Cc: Irene Bustamante Adams—LCCCF Co-Chair  
Eloiza Martinez-- LCCCF Co-Chair

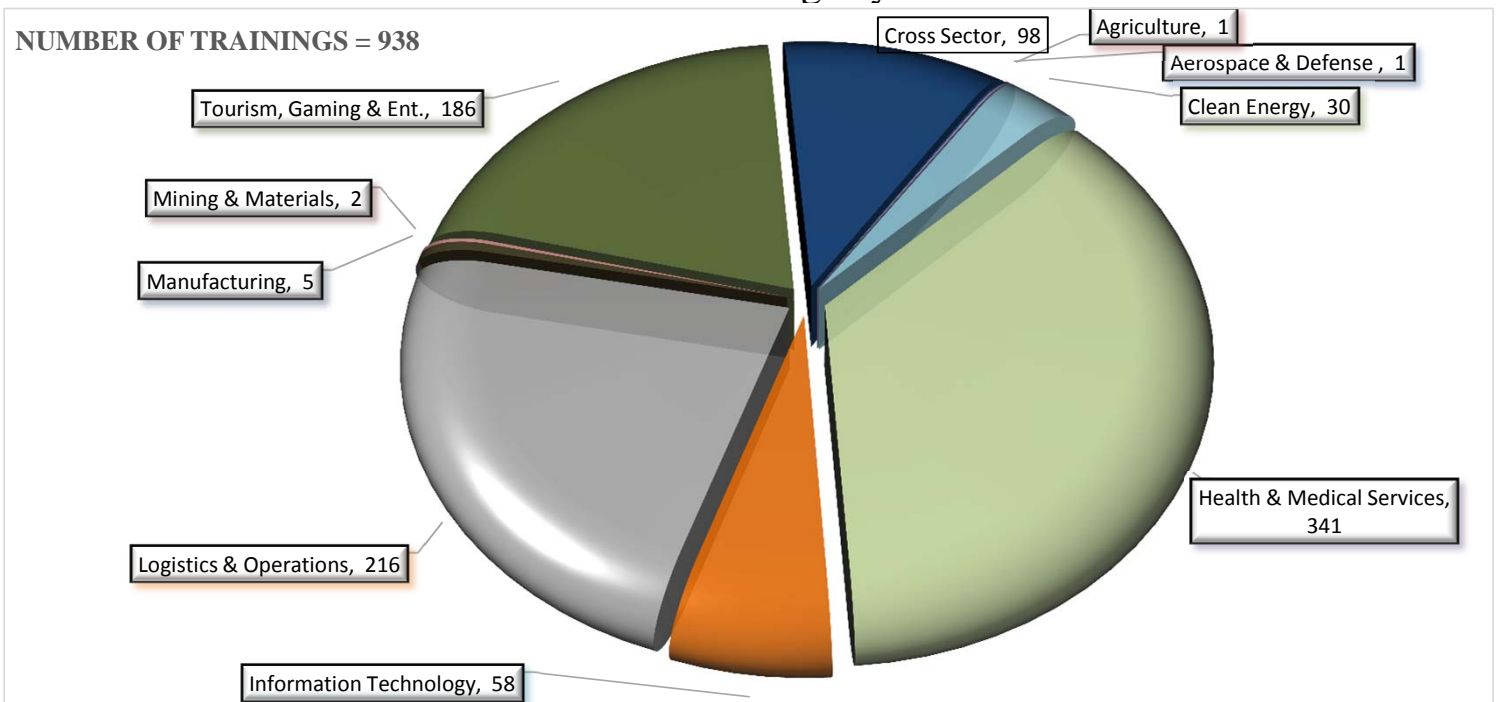
**Agenda Item 10. INFORMATION: Training, Wage and Employment Reports**

## Adult and Dislocated Workers Trained by Industry Sector July 1, 2013 through November 30, 2013

### Average Training Cost by Sector

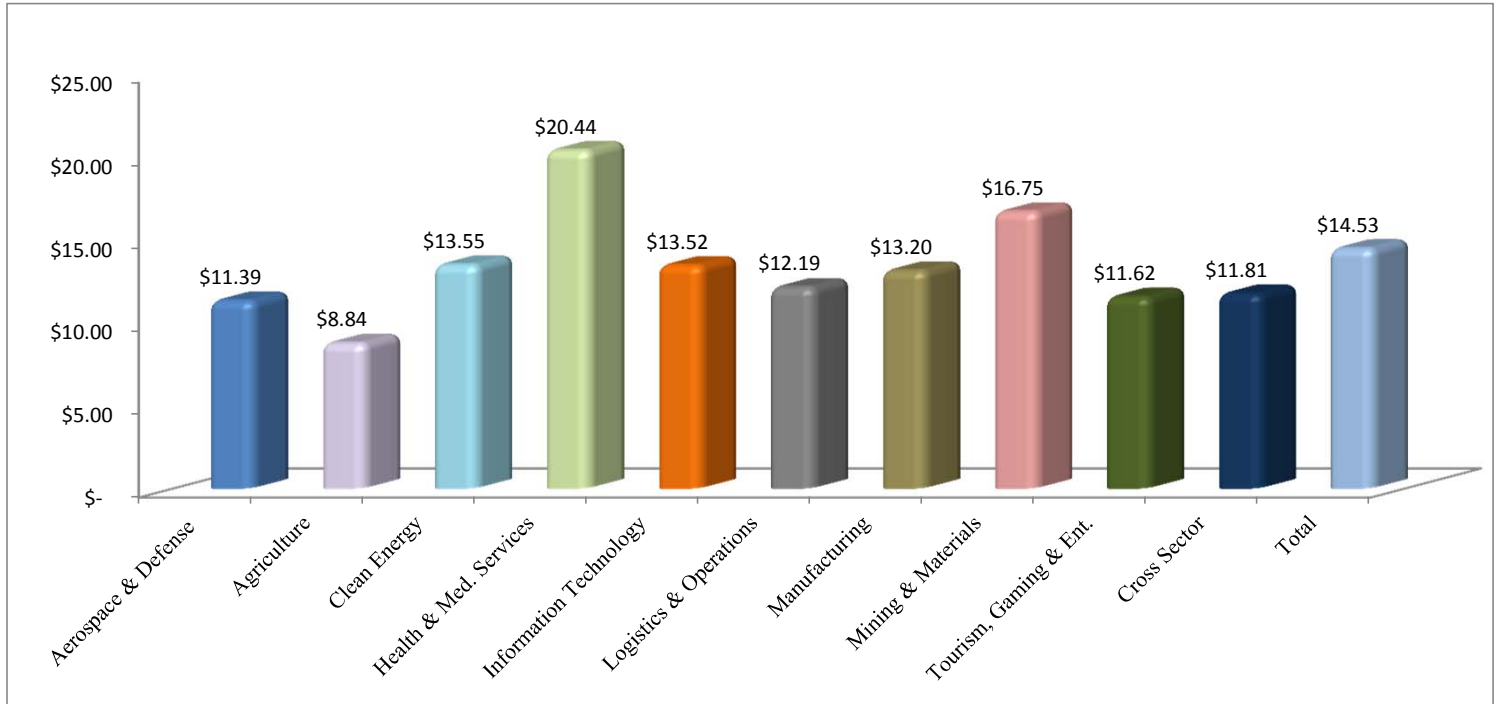


### Number of Trainings by Sector

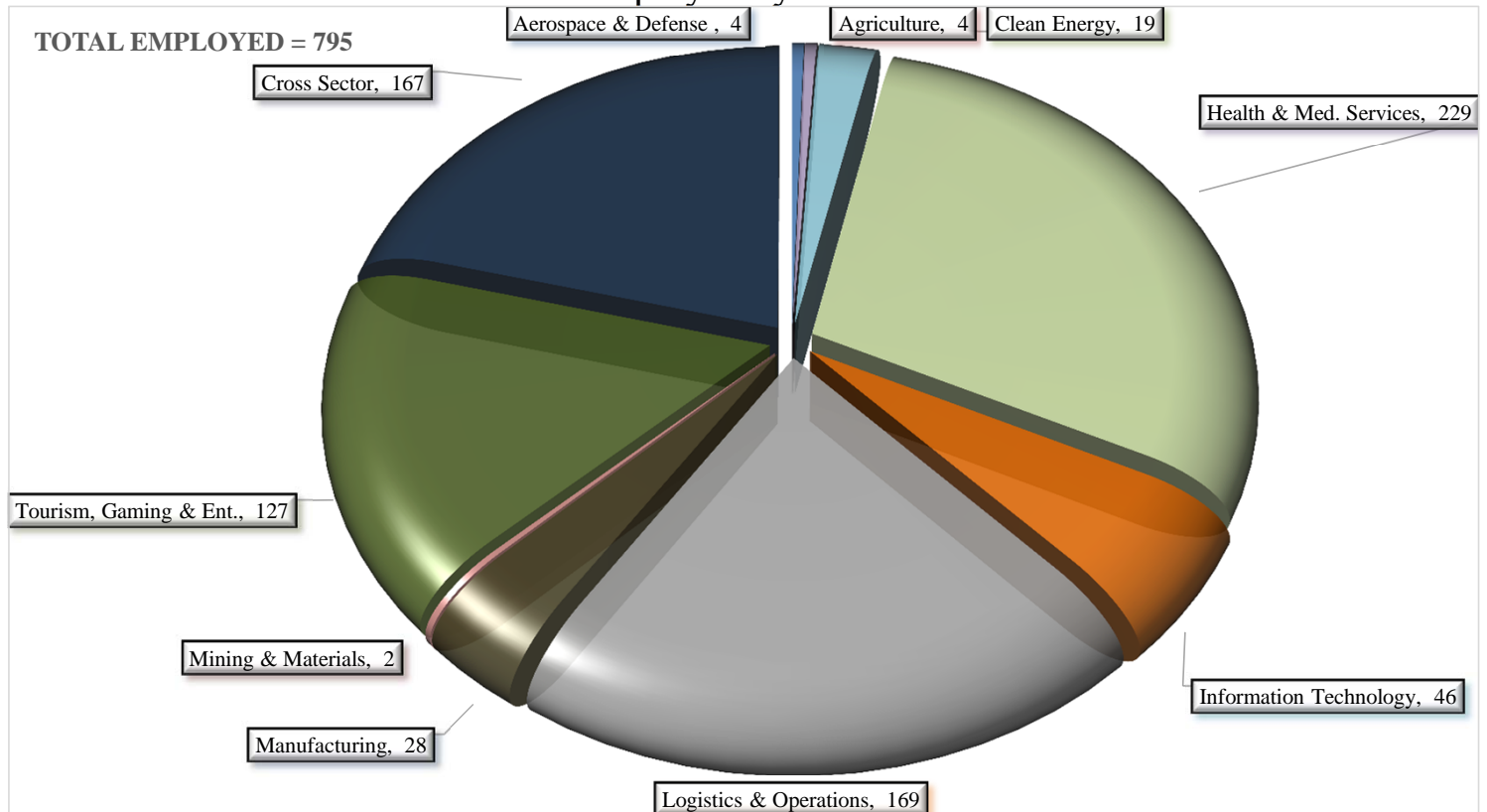


## Adult and Dislocated Workers Employed by Industry Sector July 1, 2013 through November 30, 2013

### Wage by Sector



### Employed by Sector



**Agenda Item 11. INFORMATION: WIA Client Demographics Report –  
Adult/Dislocated Worker & Youth**

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

Community / Zip	Ethnicity <sup>(1)</sup>						Total Enrolled	Gender	
	African American	Alaskan Native / American Indian	Asian	Caucasian	Hawaiian / Pacific Islander	Hispanic / Latino		Female	Male
<b><u>Henderson</u></b>									
89002	3	1	0	9	1	4	15	9	6
89009	0	0	0	1	0	0	1	1	0
89011	5	1	2	14	0	6	22	16	6
89012	4	0	2	12	1	3	20	8	12
89014	9	0	0	20	0	4	30	15	15
89015	5	0	1	17	1	4	25	16	9
89044	1	0	0	4	0	2	5	0	5
89052	10	0	1	17	0	4	29	18	11
89074	3	0	5	11	0	4	24	14	10
89077	0	0	1	0	1	0	1	0	1
89016	0	0	0	1	0	1	2	1	1
89105	2	0	0	1	0	0	3	1	2
<b>Henderson Total</b>	<b>42</b>	<b>2</b>	<b>12</b>	<b>107</b>	<b>4</b>	<b>32</b>	<b>177</b>	<b>99</b>	<b>78</b>
<b><u>Las Vegas</u></b>									
89031	0	0	0	1	0	0	1	0	1
89032	1	0	0	0	0	0	1	0	1
89052	1	0	0	0	0	0	1	1	0
89101	35	1	1	28	2	21	78	31	47
89102	15	2	4	10	2	10	39	22	17
89103	36	1	3	15	1	11	71	23	48
89104	16	1	3	12	2	11	43	21	22
89105	1	0	0	0	0	0	1	1	0
89106	66	0	2	12	1	5	86	47	39
89107	17	1	1	17	1	8	42	25	17
89108	52	3	8	45	1	22	118	67	51
89109	1	0	0	4	1	0	6	1	5
89110	25	1	0	34	1	31	75	46	29
89113	8	0	2	14	1	5	27	18	9
89114	1	0	0	0	0	0	1	1	0
89115	53	3	2	15	0	15	80	48	32
89116	0	0	0	0	0	0	1	0	1
89117	19	0	6	25	0	12	56	28	28
89118	23	2	2	33	2	6	68	18	50
89119	49	1	5	16	0	12	81	38	43
89120	5	0	1	14	0	9	24	13	11
89121	25	4	1	25	1	18	62	31	31
89122	15	1	2	23	1	14	51	24	27
89123	9	3	4	24	1	2	38	19	19
89125	1	0	0	2	0	1	4	4	0
89126	1	0	0	1	0	0	2	2	0
89128	23	1	5	20	0	8	56	38	18
89129	16	0	3	20	1	11	49	29	20
89130	14	0	1	12	0	9	30	16	14
89131	6	0	1	15	0	3	24	15	9
89133	1	0	0	0	0	0	1	0	1



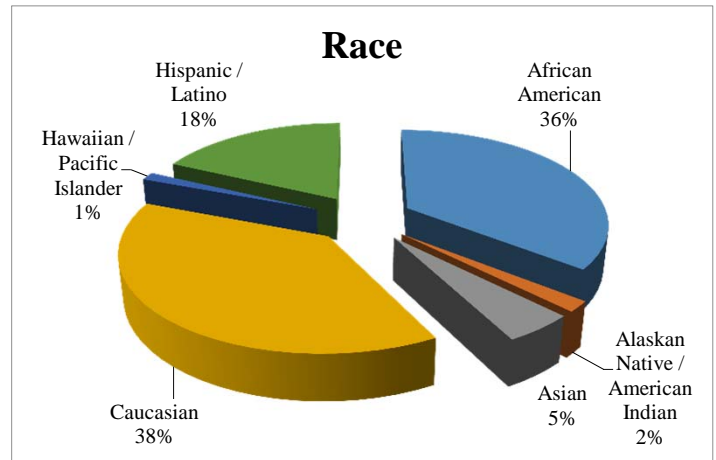
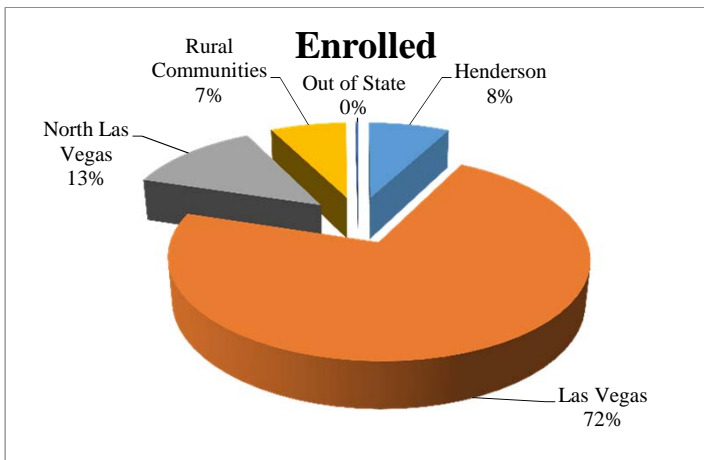
**workforce CONNECTIONS**  
**ADW Demographics by Zip and Locality**  
**Actives From July 1, 2013 through November 30, 2013**

Community / Zip	Ethnicity <sup>(1)</sup>						Total Enrolled	Gender	
	African American	Alaskan Native / American Indian	Asian	Caucasian	Hawaiian / Pacific Islander	Hispanic / Latino		Female	Male
89134	3	0	1	4	1	1	10	5	5
89135	1	0	0	8	0	1	10	7	3
89138	1	0	2	6	0	1	9	5	4
89139	9	1	3	11	0	3	30	13	17
89141	8	0	1	11	0	5	24	13	11
89142	8	0	2	13	0	10	28	15	13
89143	1	1	0	7	0	0	9	2	7
89144	0	0	2	6	0	1	8	5	3
89145	9	1	3	14	0	7	29	14	15
89146	18	1	5	9	1	5	35	20	15
89147	15	0	3	32	0	9	57	30	27
89148	9	0	3	11	0	4	26	16	10
89149	9	0	1	14	0	8	26	15	11
89155	1	0	0	0	0	0	1	1	0
89156	14	0	3	12	0	9	34	24	10
89160	1	0	0	0	0	0	1	0	1
89166	1	1	2	8	0	2	11	5	6
89169	8	0	1	13	1	6	22	11	11
89170	0	0	0	1	0	0	1	0	1
89173	1	0	0	1	0	0	2	1	1
89178	8	0	2	14	1	2	24	11	13
89179	1	0	1	2	0	2	5	3	2
89183	7	0	6	16	1	12	34	16	18
93550	1	0	0	0	0	0	1	1	0
<b>Las Vegas Total</b>	<b>669</b>	<b>30</b>	<b>98</b>	<b>650</b>	<b>24</b>	<b>332</b>	<b>1,654</b>	<b>860</b>	<b>794</b>
<b><u>North Las Vegas</u></b>									
89030	40	3	0	16	0	26	75	49	26
89031	30	1	5	21	3	12	68	32	36
89032	44	2	3	14	1	10	69	41	28
89081	25	1	0	10	1	8	42	26	16
89084	13	1	1	5	0	6	24	16	8
89085	0	0	0	1	0	0	1	1	0
89086	8	0	0	3	0	3	11	6	5
89130	0	0	0	1	0	0	1	1	0
89303	1	0	0	0	0	0	1	0	1
<b>North Las Vegas Total</b>	<b>161</b>	<b>8</b>	<b>9</b>	<b>71</b>	<b>5</b>	<b>65</b>	<b>292</b>	<b>172</b>	<b>120</b>

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

Community / Zip	Ethnicity <sup>(1)</sup>						Gender		
	African American	Alaskan Native / American Indian	Asian	Caucasian	Hawaiian / Pacific Islander	Hispanic / Latino	Total Enrolled	Female	Male
<b>Rural Communities</b>									
Beatty	0	0	0	1	0	0	1	0	1
Boulder City	0	0	0	4	0	0	4	2	2
Caliente	0	0	0	4	0	0	4	2	2
Ely	0	1	0	0	0	0	1	1	0
Indian Springs	0	0	0	1	0	1	2	1	1
Jean	0	0	0	1	0	1	1	0	1
Laughlin	0	0	0	0	0	0	0	0	0
Mesquite	0	0	0	1	0	0	1	1	0
Pahrump	18	4	2	121	1	18	151	64	87
Reno	0	0	0	0	0	0	0	0	0
Tonopah	0	0	0	1	0	0	1	1	0
<b>Rural Total</b>	<b>18</b>	<b>5</b>	<b>2</b>	<b>134</b>	<b>1</b>	<b>20</b>	<b>166</b>	<b>72</b>	<b>94</b>
<b>Out of State</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>5</b>	<b>3</b>	<b>2</b>
<b>Report Total</b>	<b>892</b>	<b>45</b>	<b>121</b>	<b>963</b>	<b>34</b>	<b>450</b>	<b>2,294</b>	<b>1,206</b>	<b>1,088</b>

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



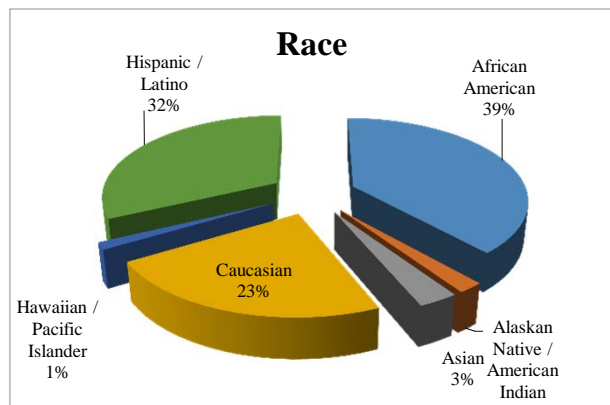
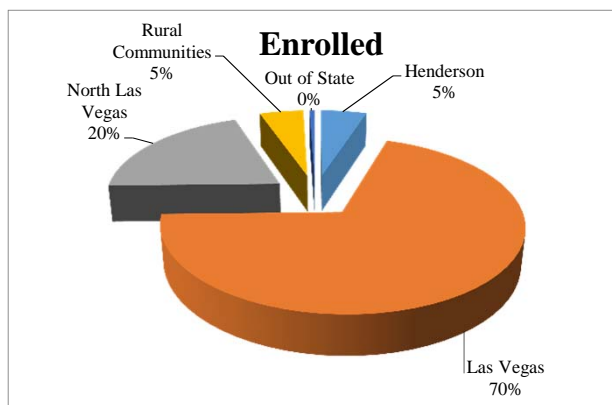
**workforce CONNECTIONS**  
*Youth Demographics by Zip and Locality*  
*Actives From July 1, 2013 through November 30, 2013*

Community / Zip	Ethnicity <sup>(1)</sup>						Gender		
	African American	Alaskan Native / American Indian	Asian	Caucasian	Hawaiian / Pacific Islander	Hispanic / Latino	Total Enrolled	Female	Male
<b><u>Henderson</u></b>									
89002	1	1	1	4	0	0	5	2	3
89011	1	0	0	2	0	3	5	4	1
89012	1	1	0	1	0	1	2	0	2
89014	3	0	1	3	0	7	11	9	2
89015	4	0	1	7	0	11	19	15	4
89052	0	0	0	1	0	0	1	0	1
89074	1	0	0	1	0	1	2	2	0
89123	1	1	0	0	0	0	1	0	1
<b>Henderson Total</b>	<b>12</b>	<b>3</b>	<b>3</b>	<b>19</b>	<b>0</b>	<b>23</b>	<b>46</b>	<b>32</b>	<b>14</b>
<b><u>Las Vegas</u></b>									
89030	2	0	0	0	0	0	2	2	0
89032	1	0	0	0	0	0	1	0	1
89081	1	0	0	0	0	0	1	1	0
89086	1	0	0	0	0	0	1	0	1
89101	9	0	1	7	0	15	32	14	18
89102	3	0	1	5	0	8	13	5	8
89103	4	1	3	7	0	6	15	9	6
89104	7	0	0	4	0	11	21	14	7
89106	37	1	2	1	0	8	44	23	21
89107	11	0	0	13	4	19	38	20	18
89108	31	1	1	23	0	28	72	44	28
89109	1	0	0	0	0	0	1	0	1
89110	18	0	1	11	1	33	57	33	24
89113	0	0	0	1	0	0	1	1	0
89115	32	4	1	12	2	30	65	47	18
89117	2	0	0	4	0	1	6	1	5
89118	1	0	0	0	0	0	1	1	0
89119	9	0	2	4	0	7	21	14	7
89120	2	0	0	4	0	6	10	6	4
89121	10	1	1	6	0	23	40	21	19
89122	10	0	4	8	0	4	23	16	7
89123	3	0	0	0	0	1	4	3	1
89124	2	0	0	0	0	0	2	0	2
89128	7	1	1	4	1	8	19	10	9
89129	8	0	0	6	0	1	15	8	7
89130	13	0	0	1	0	1	13	7	6
89131	0	0	0	2	0	3	3	0	3
89134	1	0	0	0	0	1	1	0	1
89135	1	0	0	3	0	0	3	2	1
89139	2	0	1	2	1	0	4	3	1
89141	3	0	0	0	0	0	3	1	2
89142	8	1	1	5	0	11	21	11	10
89143	1	0	0	0	0	0	1	0	1
89145	5	0	0	9	1	10	18	12	6
89146	5	0	2	5	1	5	11	9	2
89147	5	0	0	2	0	2	8	5	3
89148	1	0	0	2	0	2	5	3	2
89149	7	2	2	2	0	0	9	6	3
89156	8	3	1	7	0	14	25	12	13
89169	3	0	0	4	0	4	8	3	5
89183	2	0	0	0	0	0	2	2	0
<b>Las Vegas Total</b>	<b>277</b>	<b>15</b>	<b>25</b>	<b>164</b>	<b>11</b>	<b>262</b>	<b>640</b>	<b>369</b>	<b>271</b>

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

Community / Zip	Ethnicity <sup>(1)</sup>						Total Enrolled	Gender	
	African American	Alaskan Native / American Indian	Asian	Caucasian	Hawaiian / Pacific Islander	Hispanic / Latino		Female	Male
<b><u>North Las Vegas</u></b>									
89018									
89030	23	2	2	9	1	27	53	28	25
89031	34	1	0	8	0	13	47	29	18
89032	41	0	0	10	0	14	57	30	27
89033	1	0	0	0	0	0	1	1	0
89080	1	0	0	0	0	0	1	1	0
89081	19	1	1	0	0	2	21	12	9
89084	3	0	1	1	1	0	3	0	3
89086	0	0	0	1	0	1	1	0	1
<b>North Las Vegas Total</b>	<b>122</b>	<b>4</b>	<b>4</b>	<b>29</b>	<b>2</b>	<b>57</b>	<b>184</b>	<b>101</b>	<b>83</b>
<b><u>Rural Communities</u></b>									
Boulder City	0	0	0	1	0	0	1	1	0
Caliente	0	0	0	3	0	0	3	2	1
Jean	0	0	1	3	0	1	4	3	1
Mesquite	0	0	0	0	0	1	1	0	1
Pahrump	3	0	1	26	2	5	32	14	18
Panaca	0	0	0	1	0	0	1	0	1
Searchlight	0	0	0	2	0	0	2	0	2
<b>Rural Total</b>	<b>3</b>	<b>0</b>	<b>2</b>	<b>36</b>	<b>2</b>	<b>7</b>	<b>44</b>	<b>20</b>	<b>24</b>
<b>Out of State</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>4</b>	<b>1</b>
<b>Report Total</b>	<b>418</b>	<b>22</b>	<b>34</b>	<b>249</b>	<b>15</b>	<b>349</b>	<b>919</b>	<b>526</b>	<b>393</b>

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



**Agenda Item 12. INFORMATION: Youth Council Meeting Minutes of  
October 16, 2013**

**WORKFORCE CONNECTIONS  
YOUTH COUNCIL  
MINUTES**

**October 16, 2013  
11:00 a.m.**

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

**Members Present**

Sonja Holloway	Dan Rose	Vida Chan Lin
Tommy Rowe	Debbie Tomasetti	

**Members Absent**

Stavan Corbett	Willie J. Fields	Lt. Jack Owen
Mujahid Ramadan		

**Staff Present**

Ardell Galbreth	Heather DeSart	Suzanne Potter	Shawonda Nance
Ricardo Villalobos	Clentine January	Jim Kostecki	Brett Miller

**Others Present**

Jeramey Pickett, Nevada Partners, Inc.	Dr. Rene Cantu, Jr., LCCCF
Eloiza Martinez, LCCCF	Esther Valenzuela, SNVRHA
Steve Piehl, Youth Advocate Program	Nyeri Richards, Youth Advocate Program
Alfonso Martinez-Perea, Youth Advocate Program	Alane McQueeney Lotz, CCSD Guidance Office
Dr. Tiffany Tyler, Nevada Partners, Inc.	Helicia Thomas, GNJ Family Life Center
Pamela R. Poston, HELP of Southern Nevada	Kristi Siegmund, Goodwill of Southern Nevada
Sharon Morales, LCCCF	Kelli Mosley, Olive Crest
Ron Hilke, DETR	

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

At 11:00 a.m., staff confirmed that a quorum was not present. Chair Sonja Holloway opened the floor to Public Comment (none), and the following items were presented as information only:

- Ricardo Villalobos, Youth Department Director presented the Graduate Advocate Initiative Graduation Report (p. 19) and Southern Nevada High School Report (p. 22).
- Alane McQueeney Lotz, Clark County School District provided a presentation “Gateway to Graduation” regarding graduation requirements, the different types of high school diplomas/certificates, and how to read a transcript.
- Jim Kostecki, Finance Manager presented the Youth Awards & Expenditures report provided on page 26 of the agenda packet.

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

*The meeting was called to order at 12:02 p.m. by Chair Sonja Holloway. Staff confirmed the meeting had been properly posted in accordance with the Nevada Open Meeting Law; roll call was taken and a quorum was present.*

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

*A motion was made to approve the agenda by Tommy Rowe and seconded by Dan Rose. Motion carried.*

**3. DISCUSSION AND POSSIBLE ACTION: Approve the Youth Council Meeting Minutes of October 1, 2013**

*A motion was made to approve the Youth Council Meeting Minutes of October 1, 2013 by Vida Chan Lin and seconded by Debbie Tomasetti. Motion carried.*

**4. DISCUSSION AND POSSIBLE ACTION: Accept staff's report on the objectives and outcome measures for Goal 2 – Champion Youth Education, Training and Employment of the Workforce Connections' Two-Year Strategic Plan (April 30, 2013 – June 30, 2015)**

Ricardo Villalobos reported the outcomes for Youth Council Goal 2 Champion Youth Education, Training and Employment:

Objective	Strategy/Action	Timeline	Measurement	Outcomes (10/13)	Assignment/Status
2.1. Increase youth high school graduation rate.	Partner w/ 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 2012: HELP of Southern NV</li> <li>• Aug 2012: N/A</li> <li>• Sept 2012: N/A</li> <li>• Oct 2012: Youth Advocate Program</li> <li>• Jan 2013: Lincoln County</li> <li>• Feb 2013: GNJ Family Life Center</li> <li>• Mar 2013: Nevada Partners, Inc. (NPI)</li> <li>• Apr 2013: YouthBuild Las Vegas</li> <li>• May 2013: Nye Communities Coalition</li> <li>• June 2013: Southern NV Regional Housing Authority</li> <li>• July 2013: Goodwill of Southern NV</li> <li>• Aug 2013: Olive Crest</li> <li>• Sept 2013: Latin Chamber of Commerce Community Foundation (LCCCF)</li> </ul>	Youth Council— Due Monthly
	Target hardest to serve youth identified by the Southern Nevada Regional Planning Commission.	Each Program Year	Published Request for Proposals (RFP) and award and execute contracts to qualified, certified partners and service providers.	<ul style="list-style-type: none"> <li>• Graduate Advocate Initiative: NPI, HELP (rollover funds)</li> <li>• Youth with Disabilities: Goodwill</li> <li>• Foster Youth: Olive Crest</li> <li>• Re-Entry Youth: Youth Advocate Program</li> </ul>	Youth Council— Due Monthly

Objective	Strategy/Action	Timeline	Measurement	Outcomes (10/13)	Assignment/Status
2.2. Engage and connect youth with career path and employment training opportunities relevant to the identified industry sectors	Design and fund workforce development programs to prepare youth for successful entry into employment and lifelong learning opportunities.	Each Program Year	Published RFPs and award, execute contracts to qualified, certified partners and service providers.	<ul style="list-style-type: none"> <li>Out of School Youth: GNJ, HELP, LCCCF</li> </ul>	Youth Council— In Place
	Promote youth career preparedness and exposure with supported internships, 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>Program Year (YTD): 213 internships</li> <li>Sept. 2013: 29 internships</li> </ul>	Youth Council— Due Monthly; first report due 3 months after goal approval
	Secure local public and 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>Clark County School District: GAI</li> <li>United Way of So NV: GAI</li> <li>Habitat for Humanity: YouthBuild LV</li> <li>American Toxicology: YouthBuild LV</li> <li>8<sup>th</sup> District Division Court: Out-of-School/ In-School Youth</li> </ul>	Youth Council— Due 3 Months after goal approval.
2.3. Expose youth to STEM skills, training and career pathways.	Partner w/ 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>“What’s It Mean to be Green” Training</li> <li>STEM Workshops</li> <li>Development of Career Pathways</li> </ul>	Youth Council— In Place

Following a brief discussion,

*A motion was made to accept staff’s report by Debbie Tomasetti and seconded by Vida Chan Lin. Motion carried.*

**10. INFORMATION: Funding Plan – Youth Program**

Mr. Kostecki presented the Youth Funding Plan provided on page 29 of the agenda packet. Remaining funds total \$1,445,046 (2.60 months).

**11. INFORMATION: Youth Re-Entry Report**

Ricardo Villalobos presented the Youth Re-Entry Report on page 31 of the agenda packet.

**12. PRESENTATION: Youth Advocate Program ~ Steve Piehl & Nyeri Richards**

Steve Piehl and Nyeri Richards, Youth Advocate Program (YAP) provided a presentation regarding their WIA Youth Re-Entry program. The PowerPoint is provided on page 33 – 37 of the agenda packet. Discussion ensued.

Alfonso Martinez-Perea (youth participant) shared about his positive experience with Youth Advocate Program.

Dan Rose invited YAP’s participants to tour the Local #88 Sheet Metal Training Center.



**13. SECOND PUBLIC COMMENT SESSION**

Dr. Tiffany Tyler, Nevada Partners, Inc. commented on the GAI Graduation Report stating that Nevada Partners has already exceeded this year's new performance measures by 17%. Tyler stated that NPI is gravely concerned about their ability to continue to deliver at a high level, due to declining resources. According to Tyler, this year NPI will subsidize its WIA Youth program by nearly \$300,000. Tyler stated that 160 youth enrolled in the In-School Youth program may not receive services after the contract closes out on September 30, 2013.

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

None

**15. ACTION: Adjournment**

*A motion was made to adjourn the meeting at 12:53 p.m. by Debbie Tomasetti and seconded by Vida Chan Lin. Motion carried.*

**Agenda Item 13. INFORMATION: Youth Council Meeting Minutes of  
January 8, 2014 (draft)**

**WORKFORCE CONNECTIONS  
YOUTH COUNCIL  
MINUTES**

**January 8, 2014  
11:00 a.m.**

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

**Members Present**

Sonja Holloway	Stavan Corbett	Lt. Jack Owen	Mujahid Ramadan
Tommy Rowe			

**Members Absent**

Vida Chan Lin	Willie J. Fields	Debbie Tomasetti	Dan Rose
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**Staff Present**

Ardell Galbreth	Heather DeSart	Suzanne Potter	Clentine January
Ricardo Villalobos	Jim Kostecki	Carol Turner	
Brett Miller	Shawonda Nance		

**Others Present**

Dr. Rene Cantu, Jr., LCCCF	Stacy Smith, Nye Communities Coalition
Eloiza Martinez, LCCCF	Jeramey Pickett, Nevada Partners, Inc.
Sharon Morales, LCCCF	Dahron Footman, Olive Crest – Project Independence
Donna Bensing, New Horizons CLC	Pamela R. Poston, HELP of Southern Nevada
Nield Montgomery, The Learning Center	Linda Montgomery, The Learning Center
Vincent Miller, Goodwill of Southern Nevada	Darby Porter, Lincoln County Workforce
Kristi Siegmund, Goodwill of Southern Nevada	

**FIRST PUBLIC COMMENT SESSION:**

Mujahid Ramadan introduced Jack Martin the director of Department of Juvenile Justice Services. Mr. Martin has worked with on various youth projects, including the Safe Village Initiative to reduce crime in violence in Southern Nevada. Martin spoke briefly about the Juvenile Justice program in Southern Nevada and the strategies for transitioning youth out of the system into a healthy lifestyle as productive citizens. Last year, Southern Nevada received 20,000 new and unique referrals for crimes ranging from graffiti and truancy to murder. Martin thanked the Board for their partnership and encouraged continued support for programs that serve incarcerated youth like Nevada Partners, Spring Mountain Youth Camp Forestry Program, and Latin Chamber of Commerce.

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

The meeting was called to order at 11:27 a.m. by Chair Holloway. Staff confirmed the meeting had been properly posted in accordance with the Nevada Open Meeting Law; roll call was taken and a quorum was present.

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

*A motion was made to approve the agenda by Tommy Rowe and seconded by Lt. Jack Owen. Motion carried.*

3. **DISCUSSION AND POSSIBLE ACTION: Approve the Youth Council Meeting Minutes of October 16, 2013**

*A motion was made to approve the Youth Council Meeting Minutes of October 16, 2013 by Tommy Rowe and seconded by Lt. Jack Owen. Motion carried.*

4. **DISCUSSION AND POSSIBLE ACTION: Approve staff's recommendation to award Latin Chamber of Commerce Community Foundation a WIA Youth contract in an amount not to exceed \$250,000 to serve 90 Out-of-School Youth for the term of February 1, 2014 through September 30, 2014**

Ricardo Villalobos provided an overview of the funding recommendation for Latin Chamber of Commerce Community Foundation's (LCCCCF) STEM Education and Training for Youth Program. The Latin Chamber Foundation is proposing to employment and training services for 100 WIA eligible out of school youth at an average cost of \$2,500 per student. The focus of the program is Science, Technology, Engineering, Arts and Mathematics (STEAM). An Executive Summary submitted by the Latin Chamber Foundation is provided on page 10 of the agenda packet.

Ardell Galbreth, Executive Director reported that LCCCCF was removed from high risk status upon settling their outstanding debt for disallowed costs with Workforce Connections. LCCCCF identified unbilled WIA costs from the prior years' contract. WC validated the costs and submitted a reimbursement, which in addition to the payment LCCCCF had already made covered the outstanding debt. Ardell stated that WC has no doubt that moving forward LCCCCF will do very well fiscally and programmatically. Brief discussion ensued.

Stavan Corbett disclosed his relationship with the Latin Chamber of Commerce Board and recused himself from voting.

*A motion was made to approve staff's recommendation to award Latin Chamber of Commerce Community Foundation a WIA Youth contract in an amount not to exceed \$250,000 to serve 100 Out-of-School Youth for the term of February 1, 2014 through September 30, 2014 by Mujahid Ramadan and seconded by Tommy Rowe. Stavan Corbett abstained. Motion carried.*

5. **INFORMATION: Awards & Expenditures Report**

Jim Kostecki, Finance Manager presented the Awards & Expenditures report for December 31, 2013 provided on page 12 of the agenda packet.

6. **INFORMATION: Youth Funding Plan**

Carol Turner presented the Youth Funding Plan provided on page 14 of the agenda packet. The report shows \$412,227 (.52 months) of remaining funds. The report was revised to include a column for the prior year's budget. Carol noted that the prior year's funding should be expended with December's invoices.

7. **INFORMATION: WIA Youth Client Demographics Report**

Ricardo presented the WIA Youth Client Demographics report provided on page 16 – 17 of the agenda packet. Mr. Ramadan requested staff to include household demographics and data for the offender population. Discussion ensued regarding the significant difference in population by gender. All areas, Henderson, Las Vegas and North Las Vegas have a higher percentage of females, except for the Rural area, which had slightly more males than females.

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

Ricardo reported that Workforce Connections is in the process of submitting an application for the Youth Career Connect Grant released by the Department of Labor for \$100,000,000. The purpose of the grant is to provide services for in school youth, centered on industries with high rates of US H-1B Visas (non-immigrant visa that allows US companies to employ foreign workers in specialty occupations that require theoretical or technical expertise in specialized fields such as in architecture, engineering, mathematics, science, and medicine). The goal is to develop a skilled "home grown" workforce starting at the high school level to meet the workforce demands in these specialized fields for years to come. WC is the lead agency in this process of submitting a \$7,000,000 proposal, in partnership with Clark County School District, College

of Southern Nevada, UNLV (tentatively) The Lindsey Institute, and System for Information Management (consortium of IT organizations, executives and experts). The proposal, concentrated on the IT field, focuses on integrated career and academic learning, individualized counseling, work experience, specifically computer programming and system analysts, sustainability and performance. Yesterday, staff met with Congressman Steven Horsford, who has agreed to support and advocate for WC. Discussion ensued.

Ardell reported that WC failed the Youth Literacy/Numeracy performance measure at 28%. Last year, DETR and DOL increased this measure from 29% to 41%. WC is targeting hard to serve youth with disabilities and foster youth, to ensure these populations receive the services they need that are accessible to other youth. As a result, the outcomes for this measure were not met; however, WC staff and this Board made a conscious decision to target the hardest to serve youth and will continue to do so. Moving forward, WC will strive to increase performance, meanwhile there is a possibility that DETR and DOL may decrease the measure by a little. WC is working on developing a vehicle to help manage performance that will be able to determine at any time the current performance for all of the measures so that staff and the service providers know what areas they need to work on. As of now, neither DETR nor DOL have these tools in place.

**9. INFORMATION: Lincoln County School District WIA Youth Program Presentation**

Darby Porter provided a presentation regarding Lincoln County's Youth Program and shared some participant success stories. Lincoln County Youth Program has a strong partnership with the school district and shares access to the school's online data system students' grades, schedules, progress reports, income level, etc. Lincoln County Youth Program works closely with community employers who provide work experiences for the youth; however, there are few jobs available in Lincoln County, and many youth are encouraged to relocate outside Lincoln County to achieve college and/or career goals.

Stavan Corbett gave kudos to the Lincoln County Youth Program and Tommy Rowe who has long been an advocate for Lincoln County's growth and innovation.

**10. SECOND PUBLIC COMMENT SESSION**

None

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

Stavan Corbett proposed, at a future meeting, the Youth Council engage in a work session type of meeting where they can identify best practices and engage in conversation for working more collaboratively with the funded partners and provide the opportunity for seamless resources and continuity. Corbett highlighted Virginia's *21 Leadership Rules* certificate program that has industry inspired, soft-skilled benchmarks based on what the employers say they need.

**12. ACTION: Adjournment**

*A motion was made to adjourn the meeting at 12:25 p.m. by Mujahid Ramadan and seconded by Lt. Jack Owen. Motion carried.*

**Agenda Item 14. DISCUSSION AND POSSIBLE ACTION:**

Approve Youth Council's recommendation to award Latin Chamber of Commerce Community Foundation a WIA Youth contract in an amount not to exceed \$250,000 to serve 100 Out-of-School Youth for the term of February 1, 2014 through September 30, 2014

## Executive Summary

### **Latin Chamber Foundation: STEM Education and Training for Youth**

The Latin Chamber of Commerce Community Foundation (LCC-CF) is requesting \$250,000 to serve 100 WIA eligible **out of school youth** (average cost per student is \$2,500) with a focus on **Science Technology, Engineering the Arts and Mathematics (STEAM)** during the 2012-13 fiscal-year. The STEM Program brings together an innovative team of partners that include the Eighth Judicial Court/ Judge Voy, Clark County Juvenile Justice Services, the University of Nevada Las Vegas, College of Southern Nevada, Clark County School District and the Latin Chamber of Commerce to provide STEM education to the most at risk youth in the valley who are out of school. Selected youth will range in age from 16-21, and special efforts will be made to target youth who are adjudicated youth, pregnant and parenting youth, and youth who face other WIA defined barriers. The academic support component of the YRY consists of providing clients summer school and weekly support during the academic year. The focus is on completing the diploma or high school equivalency. This component addresses the Literacy and Numeracy goals of the program. The partnerships with **Judge William** Voy' Eighth Judicial District Court, Mr. **Jack Martin**, Director of **Clark County Juvenile Justice Services** will give our program direct access to youth at two **Parole and Probation Centers** for recruitment. The relationship with the **Clark County School District** will provide the program with access youth who are departing high school or enrolled in Adult High School or Desert Rose. The Summer Program consists of participation in the Work Readiness Experience taught by Mr. Vince Farese, award winning high school business teacher, to provide this critical component of the program. A **four-week work experience** will be offered to participants during the summer as per the ISS to provide solid **Work Experience in STEM areas**.

**Agenda Item 15. INFORMATION: Budget & Finance Committee Meeting  
Minutes of November 12, 2013**



**WORKFORCE CONNECTIONS  
MINUTES**

of the meeting of the

**BUDGET & FINANCE COMMITTEE**

The Budget & Finance Committee held a public meeting on Tuesday, November 12, 2013, beginning at 11:08 a.m. at the following location:

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

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

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

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

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 (WC) 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 Bill Bruninga and seconded by William Kirby. 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 October 9, 2013

*A motion to approve the meeting minutes of October 9, 2013 presented by staff, made by Bill Bruninga and seconded by William Kirby. Motion carried.*

5. Review, Discuss and Accept Reports:

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

Mr. Kostecki reported on the PY2013 WIA Formula Budget and Budget Narrative on page 7 - 16 of the agenda packet requesting modifications to the budget. In the report, Mr. Kostecki identified two new reports: One-Stop Career Center-Charleston, and One-Stop Career Center-North Las Vegas requesting set aside funds of \$300,000 for a potential satellite office.

Mr. Galbreth indicated staff is looking into free space or collaborating with one of the current partners to deliver services in the North Las Vegas area. Additional areas of consideration for satellite locations are Henderson, Laughlin, and Mesquite.

Councilman Bob Beers questioned the highlighted areas on page 7 of the agenda packet, stating it is illegal for WC or any Workforce Investment Board to be directly involved in the ownership or management of a One-Stop Center. How would staff reconcile the investment of the One-Stop Career Center at the Charleston location under federal law? Councilman Beers expressed his apprehension in proceeding with an additional \$300,000, with no detail on the allocation of funds for a strategic initiative at a new-leased facility without further clarification.

Mr. Galbreth asserted WC or the Board are not authorized to operate a One-Stop Center without the approval of the Local Elected Officials and the Governor. He further stated WC would operate through one of the partners, a One-Stop Operator, or with a consortium membership as is the One-Stop Career Center, and WC will comply with every letter of the law with regard to the Workforce Investment Act. The intent is to deliver services in other areas throughout the valley.

Mr. Galbreth stated the One-Stop Career Center has been operating very well, and virtually reached capacity where it is serving approximately 165 individuals per day and approximately 3,500 per month. Councilman Beers responded that his recollection at the Friday consortium meeting that the numbers revealed as counted duplicate, and cannot compare with the historic activity levels. Mr. Galbreth stated he had not attended the consortium meeting, but reported that individuals are registering into the system, and counted as they receive access to services.

Ms. DeSart stated that there is a difference between registration and enrollment into WIA. Staff is routing everyone who walks through the door accessing any kind of services: business services, resource room, etc., directing them to a very simple, user friendly, 2-page website, and eliminating any kind of duplication. Once they are in the system, they can log back in at any time with the system recognizing they are registered.

Councilman Beers stated the report suggests WC dollars invested in the One-Stop Center and asked if it is a structured loan to the consortium. Mr. Galbreth responded, "When you say Workforce Connections, all of the funds are Workforce Connections." Community Resource Allocations [Adult Services/Dislocated Worker Services] identified on page seven is not WC staff dollars. Councilman Beers asked if WC is allocating costs to come out of the grants given to the service providers, and if WC is asking the service providers to re-route another \$300,000 from their budget to search for the North Las Vegas One-Stop Center. Mr. Galbreth stated that is not the case. The current service provider's contracts will not change. The funds are allocated for the area services and funds earmarked for additional services. No service provider will lose money out of the transaction.

Mr. Kostecki clarified that WC has unobligated funds not allocated to contracts. There is a small pot of money in the funding plans where WC has not obligated every single dollar of the unobligated Community Resource pool. Councilman Beers stated the request is to add another \$300,000 into a strategic initiative for another One-Stop Center location, and that it is coming out of Community Resource Allocations, which are grants to the service providers.

Councilman Beers stated he would bring to the LEO Board a request to add an agenda item to execute MOUs with DETR for their One-Stop connections, which is how most states handle this legal requirement. WC is going to take unobligated funds and use them for an additional location. That is a violation of the federal law. That is an activity of the service providers or a consortium of service providers that would be the hosting agency. Mr. Galbreth concurred. Councilman Beers stated this is not money granted to a service provider by WC and the service provider or consortium searches for a location. It is taking unallocated funds and using it for a One-Stop Center. Mr. Galbreth concurred. Staff recommends the dollars allocated to a service provider or a consortium of service providers as stated, to operate the One-Stop Center.

Mr. Kirby stated this unobligated money, instead of increasing the services currently provided, and find more service provider's, WC would be using these funds to open a new One-Stop Center in a strategically placed area, because of public transportation and other restrictions on people unable to come to the main Center. Mr. Galbreth concurred. Mr. Kirby stated it is a nebulous agenda item for allocation of unobligated funds of \$300,000. He suggested:

- A very detailed plan with footnotes that identify it is consistent with the law and our mission.
- A market study to find out how many people are going to benefit from this new location, due to unwillingness to travel or inability to travel to the primary Center, and the fact that the primary Center is saturated, and cannot accommodate more people.
- How WC is going to spend the \$300,000? Is there any reason staff has to allocate the funds now, or allocate funds later? Is this issue a time sensitive situation?

Ms. DeSart identified it similar to an Urban League affiliate site or, the Academy of Human Development affiliate site, where WC has recognized a need in the community and a demographic not being served. The One-Stop Career Center-Charleston does not serve ideally because of its location. There is a need in North Las Vegas, a need in Boulder City, a need in Mesquite and other places that Mr. Galbreth has identified. The idea is to go ahead and allocate the money, set it aside, try to get free space, and find an Urban League type community based organization that can run and operate a One-Stop Center. Ms. DeSart states, "I am not sure we are talking about the same thing – the funding of a One-Stop Center or operating a One-Stop Center. WC is not operating the current One-Stop Career Center it operates by a consortium of partners with WC overseeing the operation."

Mr. Galbreth stated staff would bring back a detailed plan to this committee and any other committee, regarding the allocation of funds, and resources available before the launching of a new One-Stop Center.

Ms. Brown stated Councilman Beers would have a proposal for DETR to be included in the One-Stop. Ms. Brown further stated it was her understanding from the beginning that DETR would be a part of the One-Stop. Councilman Beers stated that under the law, southern Nevada would maintain at least one One-Stop Center. Southern Nevada can maintain as many as it wants, but most states do that through an MOU with their DETR, and most states have an Interlocal agreement between their DETR and their Local Workforce Investment Board to create a One-Stop Center from existing DETR facilities which does not require any additional expenditures or resources on any ones behalf. Here, it would increase the number of One-Stop Centers in widespread geographic points around the valley at no further expenditure of workforce investment dollars or very little additional expenditures. Mr. Galbreth responded if DETR would be a part of the One-Stop that would be ideal as they have resources that could leverage with the current resources.

Mr. Gouker stated there appears to be unknowns regarding agenda item 5A, and made a recommendation to table the item rather than approve or deny. Mr. Gouker agreed with Mr. Kirby that the numbers do not match. Councilman Beers recommended a date on the tabled item for next meeting or the meeting after. Mr. Gouker concurred.

Mr. Kirby suggested a comparative analysis conducted for a satellite Center in or around Beatty or Tonopah where people have extensive transportation issues to access of services. Mr. Gouker concurred and stated WC is limited by geography and funding, but that does not mean the clients do not need the same types of services offered.

Mr. Galbreth stated WC is requesting additional staff in Business Services at the One-Stop Career Center. The capacity at the One-Stop Career Center has exceeded what was initially expected. On page 16, item number 5A.2 is a request for increased staffing by two FTEs to deliver the services currently at hand.

Discussion ensued.

Mr. Gouker stated the intent from DETR is the Maryland Parkway office is under review for potential shutdown. DETR is looking at the clientele at the North Las Vegas office for possible expansion, and the Henderson office relocated to a more conducive atmosphere. Mr. Gouker questioned if WC would be using these funds to supplement DETR employees. Is WC replacing DETR's Business Services Coordinator, funded from WIA funds? Mr. Galbreth responded that WC is coordinating with the businesses to bring jobs to the service providers that are currently located in the One-Stop Career Center, and to the service provider's home offices. WC had a hiring event that took place in late October with approximately 800 people in attendance and approximately 400 jobs offered, with Business Services Representatives to handle that event.

Mr. Gouker recommended item 5A be tabled to the next scheduled meeting (Tuesday, December 10, 2013) for further discussion and possible action.

*A motion to approve the recommendation to table agenda item 5A to the next scheduled meeting for further discussion and possible action was made by Hannah Brown and seconded by William Kirby.*

Mr. Galbreth requested the committee consider agenda items 5A.1 and 5A.2. The committee tabled item 5A.1 for a request of \$300,000 for a potential One-Stop Center in North Las Vegas to the next meeting, but Mr. Galbreth requested the committee consider agenda item 5A.2 for additional Business Services positions.

Councilman Beers stated agenda item 5A was not constructed to take possible action on items 1 and 2 individually: 1) Strategic Initiative of \$300,000 to search for a North Las Vegas One-Stop Center; and, 2) An amount to increase staffing for Business Services at the One-Stop.

The committee members concurred. Agenda item 5A tabled for discussion and possible action as two separate agenda items at the next scheduled meeting.

*A motion to approve the recommendation to table agenda item 5A for discussion and possible action as two agenda items at the next scheduled meeting was made by Hannah Brown and seconded by William Kirby. Motion carried.*

- B. Budget vs. Actual Finance Report (Workforce Connections' Operations) for the period July 1, 2013 through June 30, 2014 (Formula WIA)

Mr. Kostecki presented and reported the Budget vs. Actual Finance Report (Workforce Connections' Operations) for the period July 1, 2013 through June 30, 2014 Formula WIA Budget and Budget Narrative on page 17 - 18 of the agenda packet.

*A motion to accept the report for agenda item 5B presented by staff, made by Councilman Bob Beers and seconded by Hannah Brown. Motion carried*

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

Mr. Kostecki presented and reported Audit findings for PY2011 (Year Ended June 30, 2013) with no change from the previous reporting period. Mr. Kostecki announced that the Audit begins on Monday with deliverables provided to the Auditors at the end of last week i.e., working CEFA template, inventory list, disbursements list for the Auditors' planning and testing prior to arrival.

*A motion to accept the report for agenda item 5C presented by staff, made by Councilman Bob Beers and seconded by Bill Bruninga. Motion carried*

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

Mr. Kostecki presented and reported the Awards & Expenditures for Program Year PY2013 Adult, Dislocated Worker and Youth that reflect invoices for allowable expenditures through September.

- A second color of pink is introduced into the reports
  - Darker shade reflects high-risk status
  - Lighter shade reflects an active pink paper (no noted active pink paper at the time of this report)
- Three new funding streams specific to population
  - Goodwill of Southern Nevada-PY12 Youth with Disabilities
  - Olive Crest-PY12 Foster Youth
  - Southern Nevada Regional Housing Authority PY12 Youth Housing
- A separate sheet distributed for the clarification of Program Year versus Fiscal Year
- Receipt of the YouthBuild PY13 grant funds and the Americorps PY13 funds. Thirty-two participants will begin this week in construction for Habitat for Humanities. There remains YouthBuild PY11 funding for follow-up and supportive services for the participants that will continue through May of 2014.

Mr. Galbreth stated there is a \$450 disallowed cost to pay for three of the youth where a dependent child received services or resources. Staff used unrestricted funds to cover the cost.

Mr. Kostecki stated staff distributed three \$150 vouchers with one known voucher spent. WC supportive service expenditures include items such as day care expenses and work cloths. WC cannot pay for clothing for the participants' dependent children. Staff was unaware at the time of the voucher issuance. Staff was provided instruction and procedure going forward.

*A motion to accept the report for agenda item 5D presented by staff, made by Councilman Bob Beers and seconded by Bill Bruninga. Motion carried*

E. Funding Plans Adult/Dislocated Worker and Youth

Ms. Turner presented and reported on the Adult and Dislocated Worker Funding Plan on page 24 of the agenda packet. She stated that WC is still waiting for the incentive funding from DETR for the June 30, 2012 year-end results of meeting or exceeding performance measures, and Workforce Connections has not received the incentive funds for the prior year from DETR. DETR requested a waiver from USDOL not to disseminate any incentive funding, but the USDOL did not approve the waiver.

Ms. Turner reported on the WIA resources. She stated WC did have an additional \$2,000,000 Dislocated Worker funding approved by the Board of Examiners in May of 2013. Ms. Turner reported this is a one-time funding from the State, and if WC is to receive funds for 2014, there may be a 10% - 15% cut in available funds.

Ms. Turner reported on the pending grants for the Adult and Dislocated Worker and Youth on page 25 of the agenda packet.

<b>Pending Projects or Contracts-ADW</b>	
PY2011 Additional Rural Funding	\$147,000
PY2013 New One-Stop Partner RFP (Veterans Oct 2013 to Sept 2014)	\$800,000
PY2013 Workforce Connections Urban Computer Center	\$120,000
PY2013 One-Stop Center Operations - NLV	\$300,000
PY2013 New Adult and DW Contracts (New Rural-Mesquite/Laughlin)	\$100,000
PY2013 New Adult and DW Contracts (Re-entry - Barber Training)	\$850,000
PY2013 Adult and DW Contracts (Re-entry – Logistics/Warehousing Operations)	\$500,000
PY2013 DW National Emergency Grant (NEG) Funding	\$330,000
<b>Pending Contracts-Youth</b>	
PY2011 Additional Rural Funding	\$300,000
PY2013 Additional Youth funding (Transfers)	\$440,000
PY2013 Out-of-School Youth Contracts (Oct 2013 to Sept 2014)	\$600,000
PY2013 New Youth Contracts (New Rural Areas – Boulder City/Laughlin)	\$300,000

*A motion to accept the report for agenda item 5E presented by staff, made by Councilman Bob Beers and seconded by Hannah Brown. Motion carried*

6. Information: Southern Nevada Children First “High Risk” Designation Update – Close out is end of November

Mr. Kostecki reported SNCF has submitted their close out invoice. WC is waiting for funding for SNCF's final payment. WC will provide SNCF with a letter removing them from “high risk” status.

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

Mr. Kostecki reported BCA submitted their first installment check for \$40,000, and they indicated they would have the second check prior to the November 30, 2013 scheduled payment date. Technical assistance by WC staff continues as requested.

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

Mr. Kostecki reported LCCCF submitted their first installment check of \$88,000 and they indicated they would have the second check prior to the November 30, 2013 scheduled payment date. Technical assistance by WC staff continues as requested.

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

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

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

Mr. Gouker requested the following agenda items added on a regular basis:

- Section for Committee Comments either before or after the second Public Comment section;
- Information items -- requesting the Information Reports be approved by the committee then forwarded to the Board and the LEOs for review;
- Separating agenda item 5A into two separate agenda items for approval;
- Add an agenda item for Discussion and Possible Action: Changing the words "high risk" to "non-compliant". Mr. Galbreth responded this proposed agenda item will be addressed at the Local Elected Officials meeting and the Executive Committee meeting.

10. Adjournment unanimously approved at 12:20 p.m.

Respectfully submitted  
Dianne Tracy

**Agenda Item 16. INFORMATION: Budget & Finance Committee Meeting  
Minutes of December 10, 2013**



**WORKFORCE CONNECTIONS  
MINUTES**

of the meeting of the

**BUDGET & FINANCE COMMITTEE**

The Budget & Finance Committee held a public meeting on Tuesday, December 10, 2013, beginning at 11:03 a.m. at the following location:

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

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

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

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

Staff confirmed the agenda posted three working days prior to the meeting in accordance with the Nevada Open Meeting Law by posting at four Official Bulletin Boards (locations listed on agenda). Staff members of Workforce Connections (WC) 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, Hannah Brown, Vice-Chair closed the Public Comment Session.*

4. Discussion and Possible Action: Approve the minutes of the previous Budget & Finance Committee meeting held on November 12, 2013

*A motion to approve the meeting minutes of November 12, 2013 presented by staff, made by Councilman Bob Beers and seconded by Bill Bruninga. Motion carried.*

5. 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

1. Staff recommends approval of the reallocation of \$15,000 of strategic initiative funds to program support contracts for procurement training.

Mr. Kostecki stated at the last Budget & Finance Committee meeting there was a request to have each agenda item that had a recommendation for budget change(s), addressed individually and approved separately. Staff recommended approval of the reallocation of \$15,000 of strategic initiative funds to line item 7080 - program support contracts for additional procurement training from the USDOL consultant.

***A motion to accept and approve the report for agenda item 5A1 presented by staff, made by Councilman Bob Beers and seconded by Bill Bruninga. Motion carried.***

2. Staff recommends approval of \$372,061 from un-obligated community resources funds to support three existing Business Services' positions, and fill two additional Business Services positions in the One-Stop System.

Mr. Kostecki reported Business Services has been operating under the operations budget with three staff working closely with the One-Stop Career Center, and on the super hiring event. WC needs to expand the services to add two employees to Business Services, and to shift the budget of Business Services from operations to the One-Stop System. Mr. Kostecki clarified the actual FTE versus the authorized FTE; there is 9.43 FTE on the system side. Three FTE are existing employees under Business Services with a request from the committee to approve an additional two new FTE.

Councilman Beers noted no backup documentation regarding workload or performance indicators that would justify an increase to expand staff.

Ms. Heather DeSart stated staff could provide a more detailed explanation of what the positions would entail. Staff does know that since the super hiring event, Business Services staff has received upwards of 3-5 calls each from employers with the two staff members overwhelmed and Business Services under capacity. Business partnerships in the community is one of the more crucial duties at a One-Stop, and it is an obligation to ensure businesses remain engaged, and WC can respond to their needs.

Councilman Beers stated he is accustomed to more quantifiable hard data for supporting new positions, and opposed the support of the agenda item.

***A motion to accept and approve the report for agenda item 5A2 presented by staff, made by Councilwoman Gerri Schroder and seconded by Vida Chan Lin. Councilman Beers called for a roll call vote. Councilwoman Gerri Schroder – AYE, Councilman Bob Beers – NAY, Vida Chan Lin – AYE, Bill Bruninga – NAY, Hannah Brown – AYE. Motion carried.***

3. Staff recommends approval of the reallocation of \$7,200 of One-Stop System strategic initiative funds to program support contracts for programming of a queuing system at the One-Stop Career Center.

Mr. Kostecki reported on the reallocation of \$7,200 of One-Stop System strategic initiative funds to line item 7085 specifically for an existing IT consultant to add a project scope to program a queuing system at the One-Stop Career Center. The existing queuing system (approximate purchase price -- \$10,000) is not meeting the needs for anticipated reporting. The IT consultant can program (software programming) the existing system to interact with NVTrac to provide dual tracking.

*A motion to accept and approve the report for agenda item 5A3 presented by staff, made by Councilman Bob Beers and seconded by Bill Bruninga. Motion carried.*

- B. Budget vs. Actual Finance Report (Workforce Connections' Operations) for the period July 1, 2013 through June 30, 2014 (Formula WIA)

Mr. Kostecki presented and reported the Budget vs. Actual Finance Report (Workforce Connections' Operations) for the period July 1, 2013 through June 30, 2014 (Formula WIA) on page 17 of the agenda packet. On page 18 of the agenda packet, Mr. Kostecki provided a brief synopsis of the variances highlighted in yellow on the report.

*A motion to accept and approve the report for agenda item 5B presented by staff, made by Councilman Bob Beers and seconded by Bill Bruninga. Motion carried*

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

Mr. Kostecki presented and reported on the Awards & Expenditures for invoicing through September 2013. He reported there are no “pink papers” issued at this time. He reported that Latin Chamber of Commerce Community Foundation was removed from the “high risk” designation for Adult and Dislocated Worker and Youth that would be discussed under agenda item 8. Directly after this report published Southern Nevada Children First was removed from “high risk” designation, and would be discussed under agenda item 6.

Discussion ensued regarding the expenditure rate percentages.

*A motion to accept and approve the report for agenda item 5C presented by staff, made by Councilman Bob Beers and seconded by Bill Bruninga. Motion carried*

- D. Funding Plans Adult/Dislocated Worker and Youth

Mr. Kostecki reported on the Adult/Dislocated Worker and Youth funding plans on page 22 and 23 of the agenda packet. Noted are the pending projects or contracts for Adult and Dislocated Worker, specifically the First Quarter Obligations for PY2014 ADW with funds remaining (\$1,114,000) in contracts that will be expended in the first quarter of PY2014 and are committed. The true remaining funding that is unobligated for PY2014 is \$876,915.

<b>Pending Projects or Contracts - ADW</b>	
PY2013 New One-Stop Partner RFP (Veterans to June 2015)	\$800,000
PY2013 New Adult and DW Contracts (New Rural - Mesquite/Laughlin)	\$100,000
PY2013 New Adult and DW Contracts (Re-entry - Barber Training)	\$850,000
PY2013 Adult and DW Contracts (Re-entry – Logistics/Warehousing)	\$500,000
First Quarter Obligations for PY2014 Awards	\$1,114,000
<b>Pending Contracts - Youth</b>	
PY2011 Additional Rural Funding	\$75,000
PY2013 New Youth Contracts (New Rural Areas – Boulder City/Laughlin)	\$300,000

*A motion to accept and approve the report for agenda item 5D presented by staff, made by Councilman Bob Beers and seconded by Bill Bruninga. Motion carried*

6. Review, Discuss and Approve: Southern Nevada Children First “High Risk” Designation Final Update

Mr. Kostecki stated prior to publishing the agenda packet a letter was issued and sent removing SNCF from “high risk” status. SNCF had a completed close out package reviewed and approved with clean invoices submitted by SNCF. WC reimbursed funds for invoices.

***A motion to accept and approve the report for agenda item 6 presented by staff, made by Councilman Bob Beers and seconded by Bill Bruninga. Motion carried.***

7. Review, Discuss and Approve: Bridge Counseling Associates “High Risk” Designation Update

Mr. Kostecki stated Bridge Counseling Associates made their second installment payment of \$40,000 prior to the due date, with their third and final payment due at the end of December. BCA is operating within guidelines, and no further issues.

***A motion to accept and approve the report for agenda item 7 presented by staff, made by Councilman Bob Beers and seconded by Bill Bruninga. Motion carried.***

8. Review, Discuss and Approve: Latin Chamber of Commerce Community Foundation “High Risk” Designation Update

Mr. Kostecki stated in early November, Latin Chamber of Commerce Community Foundation fiscal staff and their director brought to WC two invoices within the current contract that dated back to July 1, 2011 through June 30, 2012 recapturing allowable overhead costs that they had not billed to the contract. A review of the invoices to ensure that prior billing had not occurred under the cost allocation method was conducted. LCCCCF was able to recapture funds in excess of the debt owed under the “high risk” designation repayment plan. With a draw down from the State and receipt of those funds, staff was able to offset LCCCCF’s debt owed to WC, and the ability to issue a removal letter from “high risk” status.

Hannah Brown recused herself disclosing she is a member of the Latin Chamber of Commerce Community Foundation board, and would not be participating in discussion, or voting on the agenda item. Ms. Brown passed the gavel to Councilman Bob Beers.

***A motion to accept and approve the report for agenda item 8 presented by staff, made by Councilman Bob Beers and seconded by Bill Bruninga. Motion carried.***

Councilman Beers returned the gavel back to Ms. Brown, Vice-Chair.

9. 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.

Dr. Rene Cantu, Executive Director, Latin Chamber of Commerce Community Foundation expressed his gratitude on behalf of co-presidents and board, Irene Bustamante-Adams, and Eloisa Martinez. He thanked the Board for their patience working through the issue, learned a lot, and grateful to be off “high risk”. He acknowledged Workforce Connections staff for their assistance through the process, and to Mr. Galbreth as well.

10. Committee Comments

**Bill Bruninga** thanked staff for the reports presented.

**Councilwoman Gerri Schroder** thanked all of the agencies on or removed from “high risk” designation, the difficulties experienced, and the quick resolutions.

**Hannah Brown** concurred and thanked WC staff for working with the service providers through the issues and keeping the committee apprised. Hats off to staff!

11. Adjournment unanimously approved at 11:40 a.m.

Respectfully submitted  
Dianne Tracy

DRAFT

**Agenda Item 17. INFORMATION: Bridge Counseling Associates “High Risk” Designation Final Update**

**Agenda Item 18. INFORMATION:** Latin Chamber of Commerce  
Community Foundation “High Risk” Designation Final  
Update

**Agenda Item 19. INFORMATION:** Southern Nevada Children First “High Risk” Designation Final Update



**Agenda Item 20. 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
  - i. Budget & Finance Committee recommends approval of the reallocation of \$15,500 of strategic initiative funds to program support contracts for procurement training
  - ii. Budget & Finance Committee recommends approval of \$372,061 from unobligated community resources funds to support three existing Business Services positions and fill two additional Business Services positions in the One-Stop System
  - iii. Budget & Finance Committee recommends approval of the reallocation of \$7,200 of One-Stop System strategic initiative funds to program support contracts for programming of a queuing system at the One-Stop Career Center
- b. Budget vs. Actual Finance Report (Workforce Connections' Operations) for the period July 1, 2013 through June 30, 2014 (Formula WIA)
- c. Awards & Expenditures – Monthly Update (Compliance and Operational Status of Service Providers/Funded Partners)
- d. Funding Plans – Adult/Dislocated Worker & Youth
- e. Workforce Connections' Professional Services Contracts – Monthly Update

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

Revenue by Funding Stream	Approved Budget PY2013	Proposed Budget PY2013	\$ Change	Available for LWIB Operations		Community Resource Allocations	TOTAL
				10% Admin	10% Program		
PY2013 Adult	10,665,753	10,665,753	-	1,066,575	1,066,575	8,532,603	10,665,753
PY2013 Dislocated Worker	4,140,823	4,140,823	-	414,082	414,082	3,312,659	4,140,823
PY2013 Youth	6,564,523	6,564,523	-	656,452	656,452	5,251,619	6,564,523
PY2011 Dislocated Worker - Addl. DETR Allocation Apr	-	-	-	-	-	-	-
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 Budget PY2013	Proposed Budget PY2013	\$ Change	One-Stop Center	One-Stop System	Community Resource Allocation	TOTAL
Adult Services	11,252,603	11,252,603	-	263,142	1,023,309	9,966,152	11,252,603
Dislocated Worker Services	4,192,659	4,192,659	-	129,592	504,018	3,559,049	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>\$ 1,527,327</b>	<b>\$ 20,526,820</b>	<b>\$ 22,446,881</b>

Board Operations	Approved Budget PY2013	Proposed Budget PY2013	\$ Change	Admin	Program	Total
Subtotal Operating Expenditures	5,424,243	5,424,243	-	1,920,032	3,504,211	5,424,243
<b>Total Expenditures</b>	<b>\$ 27,871,124</b>	<b>\$ 27,871,124</b>		<b>\$ 1,920,032</b>	<b>\$ 3,504,211</b>	
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ 717,077</b>	<b>\$ (717,077)</b>	<b>\$ -</b>

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

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

<b>Board Operations</b>	<b>Authorized FTE</b>	<b>Actual FTE</b>	<b>Original Budget PY2013</b>	<b>Proposed Budget PY2013</b>	<b>\$ Change</b>	<b>Admin</b>	<b>Program</b>	<b>Total</b>
6500 Salaries	33.18	28.75	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			4,000	4,000	-	1,440	2,560	4,000
7040 Office Supplies			15,000	15,000	-	5,400	9,600	15,000
7045 Systems Communications			68,000	68,000	-	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			195,000	210,000	15,000	-	210,000	210,000
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			23,000	23,000	-	8,280	14,720	23,000
8500 Capital - Equipment and Furniture			102,000	102,000	-	36,720	65,280	102,000
8900 Strategic Initiative - WIA			189,922	174,922	(15,000)	62,972	111,950	174,922
<b>Subtotal Board Operations</b>			<b>5,424,243</b>	<b>5,424,243</b>	<b>-</b>	<b>1,920,032</b>	<b>3,504,211</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 November 13, 2013, the Executive Committee approved additional funding for the Adult & Dislocated Worker contract to Nye Community Coalition for \$105,000 and to Lincoln County School District for \$42,000 to continue to serve the rural Adult & Dislocated Worker population.

On November 13, 2013, the Executive committee approved additional funding for the In-school Youth contract to HELP of Southern Nevada for \$97,500 and to Nevada Partners for \$60,000 to serve transferred youth. They also approved additional funding for the Out-of-School Youth contract to HELP of Southern Nevada for \$260,000 and to GNJ Family Life Center for \$120,000 to serve transferred youth.

**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** –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** – 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: \$210,000 – An increase of \$15,000 – The increase is requested for additional procurement training provided by a DOL consultant.** 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** – 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** – Allocated costs for equipment and furniture including computers, servers, and furniture for administrative and programmatic support staff.

**8900 Strategic Initiatives: \$174,922 – A decrease of \$15,000 – This decrease is a result of the change 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.

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

<b>One-StopCenter</b>	<b>Authorized FTE</b>	<b>Actual FTE</b>	<b>Approved Budget PY2013</b>	<b>Proposed Budget PY2013</b>	<b>\$ Change</b>	<b>Admin</b>	<b>Program</b>	<b>Total</b>
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			20,000	20,000	-		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>392,734</b>	<b>392,734</b>	<b>-</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 - December 1, 2013 Revision)**

One-Stop System	Authorized FTE	Actual FTE	Approved Budget PY2013	Proposed Budget PY2013	\$ Change	Admin	Program	Total
6500 Salaries	9.43	7.43	263,358	532,967	269,609		532,967	532,967
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			5,000	5,000	-		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	32,200	7,200		32,200	32,200
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	186,539	94,363		186,539	186,539
7125 Employer Payroll Taxes			7,901	15,990	8,089		15,990	15,990
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			12,106	4,906	(7,200)		4,906	4,906
GASB Depreciation					-		-	-
<b>Subtotal One-Stop System</b>			<b>1,155,266</b>	<b>1,527,327</b>	<b>372,061</b>	<b>-</b>	<b>1,527,327</b>	<b>1,527,327</b>

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

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

- 1. Account 6500 – Salaries – Account 7100-7120 – Employee Fringe Benefits – Account 7125 – Employer Payroll Taxes – The total increase of \$372,061 is requested from un-obligated community resources to support the existing three Business Services positions along with the addition of two Business Services employees. Business Services works closely with the One-Stop to get employers and clients matched together.**
- 2. Account 7085 – Program Support Contracts-IT – Request a reallocation of budget from the strategic initiative funds for an IT consultant to program a queuing system for the One-Stop.**

## WORKFORCE CONNECTIONS

### New Employee Justification

Hiring Department:	Business Services
Department Manager:	Kenadie Cobbin Richardson
Position Title:	Program Specialist I – Business Services
Salary Range:	\$42,500 - \$57,500
Current Staff in Role:	2
# of Positions Requested:	2

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### Business Services Department Summary

The goal of Business Services is to provide a qualified workforce to Southern Nevada employers. By working closely with employers hoping to hire and jobseekers looking for employment, Business Services Specialists work to connect talent with opportunity and bridge the training gap.

#### Who are Business Services Specialists?

Business Services Specialists are the local workforce investment board's eyes and ears in the business community.

- They are tasked with identifying employer needs and providing workforce solutions.
- They are on the frontlines with job seekers during pre-screenings, essentially working as matchmakers to ensure successful hires.
- They are true community ambassadors, creating partnerships and educating the public about Workforce Connections while safeguarding the One-Stop brand.

Successful events, like the **Nevada Day Super Hiring Event** in October 2013, which attracted more than 2,000 job seekers, highlight the potential of the Business Services outreach. The event successfully brought together 27 employers who were all offering on-site interviews for 507 open job positions. In addition to introducing employers and job seekers to One-Stop services, the event generated more than \$175K in publicity. As a result, both job seeker and employer traffic and inquiries spiked.

As our visibility grows within the Southern Nevada community, so does the need to increase the Business Services team. The demand for business services continues to increase. Currently, the team is working in partnership with the Regional Transportation Commission (RTC) to support a pipeline of journeymen and women in road construction in response to the fuel revenue index, which went into effect January 1, 2014. More than 8,000 new jobs will be created as a result.

The maximum requisition workload for Workforce Connections' Business Services Specialists is 15. In November, we had 90 requisitions. For this kind of workload, the department needs a staff of six (6). However, this request is only for two additional staff. Without additional staff to effectively manage new projects and excel at existing efforts, customer service for both the job seeker and employer will be at risk. Poor customer service may lead to a damaged reputation making new partnerships and fulfilling One-Stop's mission challenging.

#### Business Services Numbers at a Glance:

- 8,000+ new jobs in the construction industry on the horizon
- 5,458 individuals applied online for jobs listed by Business Services
- 2,000+ job seekers participated in the Nevada Day Super Hiring Event
- 331 direct hires/placements through Business Services Specialists
- 207 direct hires with Golden Corral
- 94 job orders from local employers

*workforce***CONNECTIONS**

**Business Services Specialist I**

**Salary Range \$42,500 - \$57,500**

**Organization Name:** Workforce Connections

**Hours/Week:** 40

**FLSA:** Non-Exempt

**Receives Direction From:** Business Services Manager

**Job Purpose**

The Business Services Specialist I supports and assists the Business Services Manager in implementing an effective and quantifiable menu of business services offered through the One Stop System and One Stop Career Center. These services will respond to the specific needs of the local workforce investment area. The position supports the implementation of a strategic business engagement plan that leads to repeat use of the services and takes relationships with local businesses beyond placement to partnership levels.

**Essential Job Functions:**

- Conduct employer outreach activities. Contact businesses to explain and promote business services.
- Assist employers in developing job orders/job descriptions for posting and distribution.
- Develop and maintain relationships with local employers for job placement, on-the-job training and apprentice leads based on employer needs and customer skill training.
- Conduct research and contact new businesses/employers to provide welcome information and orientate them to our business services.
- Assess the human resource needs of area businesses by conducting business surveys, customer satisfaction surveys, and or job profiling/job analysis.
- Identify challenges/unmet needs and workforce solutions from a business perspective.
- Participate in Business Services' outreach efforts. Assist in the development of outreach materials.
- Provide businesses with information and assistance regarding incentive programs such as On-the-Job Training incentives, tax credits, etc.
- Assist in the coordination of hiring events. Contact employers to recruit their participation in hiring events, contacts vendors to secure donations and participates in hiring events, trade shows and related events.
- Enter and track employer data, job orders and job placements using the applicant tracking system and other databases. Conducts follow-up with employers regarding their job orders.

- Provide recommendations for new employer services or projects, and assists in the planning and implementation of special projects and/or employer services such as employer seminars, pre-employment testing services, employee credentialing, etc.
- Establish effective and productive working relationship with One-Stop System Program Managers in an effort to meet benchmarks and participation rates.
- Assure all relevant and appropriate information is always updated and accurate on the Business Services website and social media pages in order for it to be an effective communication interface with the business community, job seekers and other partners.
- Prepares reports by collecting, analyzing and summarizing information
- Maintains quality service by establishing and enforcing department standards.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing professional networks, benchmarking best practices.
- 
- Performs other duties and related work as assigned.

### **Marginal Functions:**

- Performs related work as assigned.

### **Ability to:**

- Ability to gather and analyze facts; to devise solutions to problems; to prepare clear and concise reports. Ability to follow instructions, attention to details and to perform with a high level of accuracy, completeness and legal compliance.
- Ability to interpret and implement rules, regulations and administrative procedures.
- Ability to compose clear and concise written and verbal correspondence.
- Ability to communicate effectively on a professionally level with business community, agency personnel, and the public both orally and in writing.
- Ability to perform multiple tasks and to meet simultaneous deadlines.
- Ability to plan and organize work without close supervision.
- Ability to exercise sound judgment and discretion.
- Ability to maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
  - *Walking, standing, or sitting for extended periods of time; and*
  - *Operating assigned equipment*
- Ability to maintain effective audio-visual discrimination and perception needed for:
  - *Making observations;*
  - *Communicating with others;*
  - *Reading and writing; and*
  - *Operating assigned equipment*
- Ability to maintain mental capacity which allows the capability of:
  - *Making sound decisions;*
  - *Effective interaction and communication with others; and*
  - *Demonstrating intellectual capabilities.*

## **EDUCATION AND EXPERIENCE**

- Bachelor's degree required;
- Three years of relevant sales, training, human resources, and/or administrative experience required or a combination thereof that demonstrates the ability to perform the duties of the position;
- Must be results oriented and able to work both independently and within a team environment;
- Must possess excellent verbal, written and presentation skills;
- Proficiency using Microsoft Office Suite programs and other software applications;
- Must be extremely organized – strong multi-tasking and time management skills'
- Valid Nevada Driver's license

## **WORKING CONDITIONS:**

### **Environment Condition:**

Work in an office environment, travel from site to site; exposure to computer screens and other equipment as assigned.

### **Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for sitting or standing for prolonged periods of time.

### **EEO/AA Employer**

OCTOBER YTD 2013 REPORT-PRELIMINARY

**workforce CONNECTIONS**

October YTD

PY2012 WIA Formula Expenses

Administrative and Program Operating Budget

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

Line Item Number	Budget	% of Program Year Concluded											33.33%	
		Admin			Program			Total			% Expended from Budget			
		Admin	Program	Total	Admin	Program	Total	Admin	Program	Total	Admin	Program		Total
6500	Salaries	807,760	1,884,773	2,692,533	119,319	582,783	702,102	688,441	1,301,990	1,990,431	14.77%	30.92%	26.08%	
7000	Accounting and Auditing	300,000	0	300,000	39,204	0	39,204	260,796	0	260,796	13.07%	0.00%	13.07%	
7005	Legal Fees	50,000	0	50,000	4,175	0	4,175	45,825	0	45,825	8.35%	0.00%	8.35%	
7010	Legal Publication Advertising	6,480	11,520	18,000	373	1,724	2,097	6,107	9,796	15,903	5.75%	14.97%	11.65%	
7020	Licenses and Permits	1,080	1,920	3,000	44	205	250	1,036	1,715	2,750	4.11%	10.70%	8.33%	
7025	Dues and Subscriptions	4,320	7,680	12,000	558	2,378	2,936	3,762	5,302	9,064	12.93%	30.96%	24.47%	
7030	Postage & Delivery	2,160	3,840	6,000	180	848	1,028	1,980	2,992	4,972	8.35%	22.08%	17.14%	
7035	Printing and Reproduction	1,440	2,560	4,000	410	1,006	1,416	1,030	1,554	2,584	28.45%	39.29%	35.39%	
7040	Office Supplies	5,400	9,600	15,000	1,889	3,564	5,453	3,511	6,036	9,547	34.99%	37.12%	36.35%	
7045	System Communications	24,480	43,520	68,000	7,899	21,019	28,918	16,581	22,501	39,082	32.27%	48.30%	42.53%	
7050	Tuition, Training and Seminars	14,400	25,600	40,000	1,477	6,526	8,003	12,923	19,074	31,997	10.26%	25.49%	20.01%	
7055	Travel and Mileage (Staff)	14,400	25,600	40,000	3,476	14,157	17,634	10,924	11,443	22,366	24.14%	55.30%	44.08%	
7060	Utilities	10,800	19,200	30,000	1,393	6,248	7,641	9,407	12,952	22,359	12.90%	32.54%	25.47%	
7065	Telephone	10,800	19,200	30,000	1,030	4,525	5,555	9,770	14,675	24,445	9.53%	23.57%	18.52%	
7070	Rent	95,300	169,423	264,723	21,261	98,460	119,721	74,039	70,963	145,002	196.86%	58.11%	45.22%	
7075	Facilities Maintenance	15,005	26,675	41,680	1,543	11,965	13,508	13,462	14,710	28,172	1.62%	44.85%	32.41%	
7080/7085	Support Contracts	135,000	316,800	451,800	26,000	128,911	154,911	109,000	187,889	296,889	173.28%	40.69%	34.29%	
7090	Non-Board Meetings & Outreach	14,100	25,068	39,168	3,355	15,060	18,414	10,745	10,008	20,754	23.79%	60.08%	47.01%	
7095	Board Meetings and Travel	0	18,000	18,000	0	3,786	3,786	0	14,214	14,214	0.00%	21.03%	21.03%	
7100	Insurance	17,100	30,400	47,500	2,442	11,311	13,753	14,658	19,089	33,747	14.28%	37.21%	28.95%	
7120	Employee Fringe Benefits	253,842	592,298	846,140	41,258	184,979	226,237	212,584	407,319	619,903	16.25%	31.23%	26.74%	
7125	Employer Payroll Taxes	24,233	56,544	80,777	2,159	9,678	11,838	22,074	46,866	68,939	8.91%	17.12%	14.65%	
7130/7135	Payroll Services and Bank Fees	3,960	7,040	11,000	761	0	761	3,199	7,040	10,239	19.21%	0.00%	6.92%	
7200	Equipment - Operating Leases	8,280	14,720	23,000	1,447	7,241	8,689	6,833	7,479	14,311	17.48%	49.19%	37.78%	
8500	Equipment and Furniture	36,720	65,280	102,000	8,397	37,506	45,903	28,323	27,774	56,097	22.87%	57.45%	45.00%	
8900	Strategic Initiative (Operations)	68,372	121,550	189,922	0	0	0	68,372	121,550	189,922	0.00%	0.00%	0.00%	
	<b>Total</b>	<b>1,925,432</b>	<b>3,498,811</b>	<b>5,424,243</b>	<b>290,053</b>	<b>1,153,879</b>	<b>1,443,932</b>	<b>1,635,379</b>	<b>2,344,932</b>	<b>3,980,311</b>	<b>15.06%</b>	<b>32.98%</b>	<b>26.62%</b>	

NOTE:

SYSTEM COMMUNICATIONS  
 TRAVEL & MILEAGE  
 RENT  
 NON BOARD MEETINGS  
 EQUIPMENT & FURNITURE

RENEWAL ANNUAL LICENSES  
 NAWDP TRAVEL  
 RENT WILL DECREASE DUE TO MONTHLY TIMING  
 SUPER HIRING EVENT  
 STEM EQUIPMENT PURCHASES

Legend

Correct Now	<span style="background-color: red; width: 20px; height: 10px; display: inline-block;"></span>
Watch	<span style="background-color: yellow; width: 20px; height: 10px; display: inline-block;"></span>
OK	<span style="background-color: green; width: 20px; height: 10px; display: inline-block;"></span>

## **October-Budget to Actual Variances**

- 1. Account 7045 – System Communications – Expenses are running high because of annual fee renewals.**
- 2. Account 7055 – Travel & Mileage – Expenses are running high because of four staff attended the NAWDP training in Chicago.**
- 3. Account 7070 – Rent – This account is running high due to the recent relocation and how the budget was created. The budget was built anticipating duplicate facility rent for the month of September. We have three months of the higher old facility rent and ten months of new facility rent built into the budget. If you just divide to total rent for the year by the twelve months, you understate the beginning of the year’s actual budget. This account line will remain high until later in the year when the lower payments will catch up to the budget.**
- 4. Account 7090 –Non-Board Meetings & Outreach – The account is running high because the Hispanic Youth Leadership Summit event, annual chamber membership fees and expenses for the Super Hiring Event were paid.**
- 5. Account 8500 –Equipment and Furniture – This account is running high because of an equipment purchase for STEM items that was approved and purchased last year. However, the items were not received until August of this fiscal year. Accounting rules require the purchase to be recorded in this year instead of last year.**



**Workforce Connections  
Awards and Expenditures  
Program Year 2011/2012/2013 Adult/Dislocated Worker Programs  
December 31, 2013**

Amounts for Providers reflect invoiced allowable expenditures through November. Starred lines only reflect expenditures through October 2013.

Providers highlighted in pink are on high risk status.

Providers highlighted in pink have an active pink paper.

**WIA PY11 One-Stop**

Provider	Contract Dates	Contract Award	Adult Expenditures	DW Expenditures	Total Invoiced	% Spent	Remaining Balance
Bridge Counseling Associates	6/1/13-6/30/14	\$ 400,000	\$ 49,015	\$ 49,272	\$ 98,287	24.57%	\$ 301,713
Foundation for an Independent Tomorrow	6/1/13-6/30/14	\$ 800,000	\$ 248,424	\$ 76,803	\$ 325,228	40.65%	\$ 474,772
GNJ Family Life Center	6/1/13-6/30/14	\$ 400,000	\$ 172,647	\$ 88,468	\$ 261,115	65.28%	\$ 138,886
Goodwill of Southern Nevada	6/1/13-6/30/14	\$ 400,000	\$ 92,965	\$ 36,349	\$ 129,314	32.33%	\$ 270,686
Latin Chamber Foundation	6/1/13-6/30/14	\$ 800,000	\$ 103,491	\$ 52,735	\$ 156,227	19.53%	\$ 643,773
Nevada Hospital Association	6/1/13-6/30/14	\$ 400,000	\$ 51,029	\$ 46,408	\$ 97,436	24.36%	\$ 302,564
Nevada Partners, Inc	6/1/13-6/30/14	\$ 1,200,000	\$ 220,413	\$ 120,018	\$ 340,432	28.37%	\$ 859,568
So. NV Regional Housing Authority	6/1/13-6/30/14	\$ 400,000	\$ 54,657	\$ 82,059	\$ 136,716	34.18%	\$ 263,284
<b>Total</b>		<b>\$ 4,800,000</b>	<b>\$ 992,642</b>	<b>\$ 552,112</b>	<b>\$ 1,544,754</b>	<b>32.18%</b>	<b>\$ 3,255,246</b>

**WIA PY11 Home Office**

Provider	Contract Dates	Contract Award	Adult Expenditures	DW Expenditures	Total Invoiced	% Spent	Remaining Balance
Bridge Counseling Associates	7/1/13-6/30/14	\$ 600,000	\$ 133,754	\$ 41,333	\$ 175,086	29.18%	\$ 424,914
Foundation for an Independent Tomorrow	7/1/13-6/30/14	\$ 600,000	\$ 154,004	\$ 123,113	\$ 277,117	46.19%	\$ 322,883
GNJ Family Life Center	7/1/13-6/30/14	\$ 600,000	\$ 265,655	\$ 133,885	\$ 399,540	66.59%	\$ 200,460
Goodwill of Southern Nevada	7/1/13-6/30/14	\$ 600,000	\$ 214,553	\$ 38,694	\$ 253,246	42.21%	\$ 346,754
Latin Chamber Foundation	7/1/13-6/30/14	\$ 600,000	\$ 118,652	\$ 55,961	\$ 174,613	29.10%	\$ 425,387
Nevada Hospital Association	7/1/13-6/30/14	\$ 600,000	\$ 203,747	\$ 3,615	\$ 207,362	34.56%	\$ 392,638
Nevada Partners, Inc	7/1/13-6/30/14	\$ 600,000	\$ 155,893	\$ 69,949	\$ 225,842	37.64%	\$ 374,158
So. NV Regional Housing Authority	7/1/13-6/30/14	\$ 600,000	\$ 157,570	\$ 65,258	\$ 222,827	37.14%	\$ 377,173
<b>Total</b>		<b>\$ 4,800,000</b>	<b>\$ 1,403,827</b>	<b>\$ 531,807</b>	<b>\$ 1,935,634</b>	<b>40.33%</b>	<b>\$ 2,864,366</b>

**WIA PY11/12 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	\$ 163,251	\$ 40,691	\$ 203,943	25.49%	\$ 596,057
Foundation for an Independent Tomorrow	7/1/12-6/30/14	\$ 1,400,000	\$ 906,223	\$ -	\$ 906,223	64.73%	\$ 493,777
Lincoln County School District	10/1/12-6/30/14	\$ 100,000	\$ 47,575	\$ 23,544	\$ 71,119	71.12%	\$ 28,881
Nye Communities Coalition	7/1/11-6/30/14	\$ 1,700,000	\$ 850,284	\$ 604,790	\$ 1,455,074	85.59%	\$ 244,926
<b>Total</b>		<b>\$ 4,000,000</b>	<b>\$ 1,967,334</b>	<b>\$ 669,025</b>	<b>\$ 2,636,359</b>	<b>65.91%</b>	<b>\$ 4,228,008</b>

<b>Total PY11-PY12 Adult/DW</b>		<b>\$ 13,600,000</b>	<b>\$ 4,363,803</b>	<b>\$ 1,752,943</b>	<b>\$ 6,116,746</b>	<b>44.98%</b>	<b>\$ 10,347,621</b>
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71%

29%

**Workforce Connections  
Awards and Expenditures  
Program Year 2011/2012/2013 Youth Programs  
December 31, 2013**

Amounts for Providers reflect invoiced allowable expenditures through November. Starred lines only reflect expenditures through October 2013.

Providers highlighted in pink are on high risk status.

Providers highlighted in pink have an active pink paper.

**WIA PY12 Youth General**

Provider	Contract Dates	Contract Award	Youth In-School Expenditures	Youth Out-Of-School Expenditures	Total Invoiced	% Spent	Remaining Balance
Goodwill of So. Nevada-PY12 Youth with Disabilities	3/1/13-6/30/14	\$ 500,000	\$ 27,518	\$ 134,467	\$ 161,985	32.40%	\$ 338,015
HELP of So. Nevada-PY12 Youth In School	7/1/12-9/30/14	\$ 1,723,403	\$ 1,003,844	\$ -	\$ 1,003,844	58.25%	\$ 719,559
Nevada Partners, Inc-PY12 Youth In School	7/1/12-9/30/14	\$ 1,780,594	\$ 971,447	\$ -	\$ 971,447	54.56%	\$ 809,147
Olive Crest-PY12 Foster Youth	3/1/13-6/30/14	\$ 500,000	\$ 95,160	\$ 75,171	\$ 170,331	34.07%	\$ 329,669
So. NV Regional Housing Authority PY12 Youth Housing	5/1/13-9/30/14	\$ 400,000	\$ 91,154	\$ 39,295	\$ 130,450	32.61%	\$ 269,550
<b>Total</b>		<b>\$ 4,903,997</b>	<b>\$ 2,189,124</b>	<b>\$ 248,934</b>	<b>\$ 2,438,057</b>	<b>49.72%</b>	<b>\$ 2,465,940</b>
			90%	10%			

**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	\$ -	\$ 315,280	\$ 315,280	52.55%	\$ 284,720
<b>Total</b>		<b>\$ 600,000</b>	<b>\$ -</b>	<b>\$ 315,280</b>	<b>\$ 315,280</b>	<b>52.55%</b>	<b>\$ 284,720</b>
			0%	100%			

**WIA PY13 Youth Out-of-School**

Provider	Contract Dates	Contract Award	Youth In-School Expenditures	Youth Out-Of-School Expenditures	Total Invoiced	% Spent	Remaining Balance
GNJ Family Life Center-PY13 Youth Out of School	10/1/13-9/30/14	\$ 600,000	\$ -	\$ 57,770	\$ 57,770	9.63%	\$ 542,230
HELP of So. Nevada-PY13 Youth Out of School	10/1/13-9/30/14	\$ 400,000	\$ -	\$ 47,499	\$ 47,499	11.87%	\$ 352,501
<b>Total</b>		<b>\$ 1,000,000</b>	<b>\$ -</b>	<b>\$ 105,269</b>	<b>\$ 105,269</b>	<b>10.53%</b>	<b>\$ 894,731</b>
			0%	100%			

**WIA PY13 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	10/1/13-9/30/14	\$ 100,000	\$ 9,439	\$ 2,285	\$ 11,723	11.72%	\$ 88,277
Nye Communities Coalition-PY11 Year Round	10/1/13-9/30/14	\$ 200,000	\$ 14,079	\$ 18,140	\$ 32,219	16.11%	\$ 167,781
<b>Total</b>		<b>\$ 300,000</b>	<b>\$ 23,517</b>	<b>\$ 20,425</b>	<b>\$ 43,942</b>	<b>14.65%</b>	<b>\$ 256,058</b>
			54%	46%			

<b>Total Youth</b>		<b>\$ 6,803,997</b>	<b>\$ 2,212,641</b>	<b>\$ 689,907</b>	<b>\$ 2,902,548</b>	<b>42.66%</b>	<b>\$ 3,901,449</b>
			76%	24%			

**Workforce Connections  
Awards and Expenditures  
Program Year 2011/2012/2013 Direct Programs  
December 31, 2013**

Amounts for Internal Programs reflect expenditures as of December 26, 2013.

Amounts for Providers reflect invoiced allowable expenditures through November. Starred lines only reflect expenditures through October 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	\$ 23,820	100.00%	-
Americorps YouthBuild PY13	0.30	8/15/13-8/14/14	25,000	\$ 4,696	18.78%	20,305
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	\$ 1,013,652	92.15%	86,348
Youth Build PY13 - WC	2.95	7/15/13-11/14/16	940,406	\$ 70,321	7.48%	870,085
Youth Build PY13 - CCSD DRHS		10/1/13-9/30/15	159,594	\$ 9,055	5.67%	150,539
<b>Total</b>	<b>4.20</b>		<b>2,276,320</b>	<b>1,146,874</b>	<b>50.38%</b>	<b>1,129,446</b>

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

	Prior Year PY2012 Budget	Current Year PY2013 Budget	Remaining Available Funds	Projections Based on Monthly Invoices					
				Oct-Dec 2013	Jan-Mar 2014	Apr-Jun 2014	Next Program Year	Projected PY2013 TOTAL	Remaining
				1 Month	3 Months	3 Months			
<b>REVENUES (Available as of December 26, 2013)</b>									
PY2011/2012 Incentive Funding for June 2012/2013 Performance	75,000	Unknown							
PY2011 Adult and DW Funding	4,893,039								
PY2012 Adult and DW Funding	13,164,641	3,871,953	262,402	262,402				262,402	-
PY2011/2012 Additional Dislocated Worker Funding (Begin 5/2013)	2,707,512	628,047	-	-				-	-
PY2013 Adult and DW Funding		14,806,576	14,461,581	1,091,098	4,728,000	5,445,516	2,800,000	14,064,614	396,967
<b>TOTAL REVENUES</b>	20,840,192	19,306,576	14,723,983	1,353,500	4,728,000	5,445,516	2,800,000	14,327,016	396,967
<b>EXPENDITURES</b>									<b>0.22 Months</b>
<b>Community Resources</b>									
PY2011 Nye Rural Services	1,076,043	582,779	349,926	44,500	144,000	144,000		332,500	
PY2011 Extend Adult and DW Contracts (One-Stop Center Partners)	-	4,800,000	3,255,246	350,000	1,335,000	1,535,000		3,220,000	
PY2011 Extend Adult and DW Contracts (Home Office Locations)	9,753,138	5,528,950	2,864,366	365,000	1,140,000	1,340,000		2,845,000	
PY2012 Lincoln County Rural Services	100,000	95,667	70,881	10,000	30,000	30,000		70,000	
PY2012 Reentry Program	700,000	782,573	493,777	60,000	210,000	210,000		480,000	
PY2012 Adult and DW (Adults with Disabilities)	800,000	729,448	596,058	26,000	105,000	105,000		236,000	
PY2012 Workforce Connections Urban Computer Center	150,000	92,443	43,809	10,000	15,000			25,000	
PY2013 Academy of Human Development - Computer Center (To Oct 2014)	-	150,000	84,351	8,000	24,000	16,351	36,000	84,351	
PY2013 One-Stop Center Operations - Charleston	-	392,734	226,553	27,000	90,000	90,000		207,000	
PY2013 One-Stop System Operations	1,855,600	1,155,266	747,220	88,000	315,000	315,000		718,000	
<b>Operations</b>									
PY2013 Administration and Programs	3,438,540	3,861,314	2,415,165	365,000	1,095,000	955,165		2,415,165	
<b>Pending Projects or Contracts</b>									
Additional Training Funding - GNJ One-Stop		150,000	150,000		50,000	100,000		150,000	
Additional Training Funding - GNJ Home Office		200,000	200,000		100,000	100,000		200,000	
PY2013 New One-Stop Partner RFP (Veterans - to June 2015)		800,000	800,000		50,000	150,000	600,000	800,000	
PY2013 New Adult and DW (New Rural - Mesquite/Laughlin)		100,000	100,000		25,000	25,000	50,000	100,000	
PY2013 Additional Re-entry Funds - Department of Corrections		750,000	750,000			150,000	600,000	750,000	
PY2013 Pre-apprenticeship Program (RTC Construction/Other)		900,000	900,000			180,000	720,000	900,000	
<b>Projected - First Quarter Obligations for PY2014 Awards</b>			794,000				794,000	794,000	
<b>TOTAL</b>	17,873,321	21,071,174	14,841,352	1,353,500	4,728,000	5,445,516	2,800,000	14,327,016	

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)

	WC Operations	Service Provider	One-Stop Ctr/Sys	Total	
One Stop System/Center	3,861,314	5,750,000	1,548,000	11,159,314	53%
Home Office and Affiliate Locations		8,890,971	242,443	9,133,414	43%
Rural Locations		778,446	-	778,446	4%
<b>Total Community Resources</b>	3,861,314	15,419,417	1,790,443	21,071,174	100%
	18%	73%	8%	100%	

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

	Prior Year PY2012 Budget	Current Year PY2013 Budget	Available Funds	Projections Based on Monthly Invoices					
				Oct-Dec 2013	Jan-Mar 2014	Apr-Jun 2014	Next Program Year	Projected PY2013 TOTAL	Remaining
				1 Month	3 Months	3 Months			
<b>REVENUES (Available as of December 26, 2013)</b>									
PY2011 Youth Funding	4,252,714								
PY2012 Youth Funding	6,337,899	2,000,000	612,762	562,000	50,762			612,762	-
PY2013 Youth Funding		6,564,523	6,564,523	-	1,993,238	2,369,000	1,790,058	6,152,296	412,227
<b>TOTAL REVENUES</b>	<b>10,590,613</b>	<b>8,564,523</b>	<b>7,177,285</b>	<b>562,000</b>	<b>2,044,000</b>	<b>2,369,000</b>	<b>1,790,058</b>	<b>6,765,058</b>	<b>412,227</b>
<b>EXPENDITURES</b>									<b>0.52 Months</b>
<b>Community Resource Contracts - PY2011/2012 (To Sept 2014)</b>									
PY2011 Rural Youth	749,284	463,563	256,058	30,000	90,000	90,000	46,058	256,058	
PY2012 Youth In-School Contracts	2,003,997	2,440,866	1,686,207	160,000	504,000	504,000	504,000	1,672,000	
PY2012 Youth Re-entry	300,000	402,097	284,720	25,000	90,000	90,000	70,000	275,000	
PY2012 Foster Care and Youth with Disabilities	1,000,000	910,651	667,684	55,000	195,000	195,000	195,000	640,000	
PY2012 Youth Summer Component / Year Round	1,536,064	687,634	269,550	22,000	75,000	75,000	65,000	237,000	
PY2012 WC New Office Location/One-time Construction	430,000								
<b>Community Resource Contracts - PY2013 (To Sept 2014)</b>									
PY2013 Youth Out-of-School Contracts	1,965,478	2,156,870	1,274,731	115,000	360,000	360,000	360,000	1,195,000	
PY2013 Youth In-School Contract - Jobs for America's Graduates (JAG)	-	350,000	350,000	50,000	150,000	150,000		350,000	
<b>Operations</b>									
PY2013 Administration and Programs	2,118,122	1,562,904	1,081,836	105,000	405,000	405,000		915,000	
<b>Pending Contracts</b>									
Additional Out-of-School Youth Funding (Latin Chamber)		250,000	250,000		75,000	75,000	100,000	250,000	
Additional In-School, Summer Component, and Rural Youth		675,000	675,000			325,000	350,000	675,000	
PY2013 New Youth Contracts - (New Rural Areas - Boulder City/Laughlin)		300,000	300,000		100,000	100,000	100,000	300,000	
<b>TOTAL</b>	<b>10,102,945</b>	<b>10,199,585</b>	<b>7,095,786</b>	<b>562,000</b>	<b>2,044,000</b>	<b>2,369,000</b>	<b>1,790,058</b>	<b>6,765,058</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 & ONE STOP CAREER CENTER  
PROFESSIONAL SERVICES CONTRACTS  
As of 12/29/2013**

<b>Contractor/Consultant Scope of Work Summary</b>	<b>Amount of Contract</b>	<b>Procurement Method &amp; WISS/State Approval**</b>	<b>Renewal Status</b>	<b>Term of Contract</b>
<b>ALLIEDBARTON SECURITY SERVICES One-Stop Center &amp; WC Administrative Offices Security Services</b>	<b>\$80,000.00</b>	<b>Competitive [State Procurement Process]</b>	<i>Based on performance, may be renewed</i>	<b>7/1/2013 to 6/30/2014</b>
<b>JOHN CHAMBERLIN ARRA/WIA Program/Fiscal Attorney Technical Assistance</b>	<b>\$20,000.00</b>	<b>Sole Source</b>	<i>Currently not being considered for renewal</i>	<b>4/1/2008 to 6/30/2014</b>
<b>Amendment #1 Procurement Technical Assistance &amp; SNWA LEO Technical Assistance</b>	<b>\$15,000.00</b>			
<b>Amendment #2 Board &amp; Staff Technical Assistance for Program Year 2012 Strategic Plan</b>	<b>\$10,000.00</b>			
<b>Amendment #3 Board Strategic Planning</b>	<b>\$20,000.00</b>			
<b>Amendment #4 Continuation of PY2013 Strategic Plan</b>	<b>\$1,000.00</b>			
<b>Amendment #5 Legal Status of New Workforce Federal PY2013 Legislation &amp; "SKILLS ACT"</b>	<b>\$10,000.00</b>			
<b>COVERALL HEALTH BASED CLEANING SYSTEM SERVICES &amp; SUPPLIES  Cleaning &amp; Maintenance of Administrative Offices &amp; One Stop Center</b>	<b>\$38,412.00</b>	<b>Competitive</b>	<i>Based on performance, may be considered for renewal</i>	<b>12/13/2013 to 12/13/2014</b>

<b>Contractor/Consultant Scope of Work Summary</b>	<b>Amount of Contract</b>	<b>Procurement Method &amp; WISS/State Approval**</b>	<b>Renewal Status</b>	<b>Term of Contract</b>
<b>CST PROJECT CONSULTING</b> <b>Development of Responses to Clear PY2010 A-133 Audit findings</b>  <b>Amendment #1</b> <b>Development and Establishment of an Effective Cash Management System</b>  <b>Amendment #2</b> <b>Fiscal Technical Assistance for WC Cash Management System</b>  <b>Amendment #3</b> <b>Fiscal Technical Assistance</b>	<b>\$74,990.00</b>  <b>\$163,184.00</b>  <b>\$163,440.00</b>  <b>\$163,400.00</b>	<b>Sole Source</b>	<i>Based on performance, may be considered for award with RFP</i>	<b>9/15/2011 to 4/22/1012</b>  <b>9/15/2011 to 1/31/2013</b>  <b>9/15/2011 to 1/1/2015</b>
<b>LAURA DIEKEN</b> <b>Software Development</b>	<b>\$26,400.00</b>	<b>Competitive</b>	<i>Currently not being considered for renewal</i>	<b>8/7/2013 to 6/30/2014</b>
<b>GREG NEWTON ASSOCIATES</b> <b>One Stop System Planning Training</b>  <b>Amendment # 1</b> <b>Partners One Stop System Training</b>  <b>Amendment #2</b> <b>One Stop Training for New Partners</b>	<b>\$25,200.00</b>  <b>\$8,400.00</b>  <b>\$10,000.00</b>	<b>Competitive</b>	<i>Based on performance, may be renewed</i>	<b>8/1/2012 to 6/30/2014</b>
<b>JANTEC</b> <b>Temporary Employment Services for Workforce Connections Temporary Employees</b>  <b>Amendment# 1</b> <b>Youth WEX Special discount</b>  <b>Amendment# 2</b> <b>Contract Renewal</b>	<b>32.4% overhead cost</b>	<b>Competitive</b>	<i>Will be renewed</i>	<b>2/12/2011 to 2/12/2014</b>
<b>TAKA KAJIYAMA</b> <b>Software Development</b>	<b>\$62,400.00</b>	<b>Competitive</b>	<i>Currently not being considered for renewal</i>	<b>8/7/2013 to 6/30/2014</b>

<b>Contractor/Consultant Scope of Work Summary</b>	<b>Amount of Contract</b>	<b>Procurement Method &amp; WISS/State Approval**</b>	<b>Renewal Status</b>	<b>Term of Contract</b>
<b>LANTER CONSULTING GROUP</b> <b>Development of One-Stop Manual</b>	\$6,000.00	Competitive	<i>Currently not being considered for renewal</i>	1/8/2013 to 1/30/2014
<b>MACEY PRINCE CONSULTANTS</b> <b>Fiscal &amp; Procurement Technical Assistance</b> <b>Amendment #1</b> <b>Funded Partners &amp; DETR Fiscal Training</b> <b>Amendment #2</b> <b>Modification to hourly rate</b> <b>Amendment #3</b> <b>Development of Procurement Manual and Modifications and Revisions to Fiscal Policies and Procedures</b> <b>Amendment #4</b> <b>Staff &amp; Workforce Community RFP Training</b> <b>Amendment #5</b> <b>Fiscal Aspects of High Risk Contracts &amp; Procurement Manual</b>	\$5,000.00  \$20,000.00  No cost amendment  \$25,000.00  \$20,000.00  \$15,000.00	Competitive	<i>Based on performance, will be renewed</i>	9/23/2011 to 6/30/2014
<b>MARQUIS AURBACH COFFING</b> <b>Board Legal Counsel</b>  <b>Second Contract</b> <b>Board/WC Legal Counsel</b>  <b>Amendment #1</b> <b>Board/WC Legal Counsel</b>	\$100 to \$250 per hour (not to exceed \$100,000.00)  \$100,000.00  \$100,000.00	Sole Source  Competitive	<i>Legal Services RFP in process</i>	5/18/2009 to 1/25/2014



Contractor/Consultant Scope of Work Summary	Amount of Contract	Procurement Method & WISS/State Approval**	Renewal Status	Term of Contract
<b>PENTA BUILDING GROUP</b> <b>CMR One Stop Center</b> <b>Pre-Construction Services</b> <b>Amendment #1</b> <b>One-Stop Center Construction Services</b> <b>Amendment #2</b> <b>One-Stop Center Construction</b> <b>Change Order</b> <b>Amendment #3</b> <b>One-Stop Construction</b> <b>Change Order</b> <b>Amendment #4</b> <b>Compliance with prior construction warranties</b>	\$5,244.00  \$849,214.00  \$25,079.00  \$10,456.00  No cost	Competitive	<i>Currently under review</i>	2/12/2013 to 12/31/2013
<b>PIERCY BOWLER TAYLOR &amp; KERN</b> <b>A-133 AUDITING SERVICES–PY2010</b>  <b>Contract Extension</b> <b>A-133 AUDITING SERVICES for Program Year 2011</b>  <b>Amendment #1</b> <b>A-133 AUDITING SERVICES for Program Year 2012</b>  <b>Amendment #2</b> <b>Change in Amendment #1 Terms</b>	\$219,296.67  \$75,724.00  \$75,724.00  No cost	Competitive	<i>Based on performance, will be considered for renewal</i>	9/15/2011 to 3/31/2014
<b>PRISM GLOBAL MANAGEMENT GROUP</b> <b>HR Services</b> <b>Amendment #1</b> <b>HR Services</b>  <b>Amendment #2</b> <b>HR Services</b>  <b>Amendment #3</b> <b>HR Services</b>	\$40,000.00  \$27,000.00  \$8,000.00  \$82,000.00 per year (not to exceed \$164,000.00 for 2 years)	Competitive	<i>Based on performance, may be considered for award with RFP</i>	9/22/2011 to 9/30/2014

<b>Contractor/Consultant Scope of Work Summary</b>	<b>Amount of Contract</b>	<b>Procurement Method &amp; WISS/State Approval**</b>	<b>Renewal Status</b>	<b>Term of Contract</b>
<b>PUNAM MATHER Staff Leadership/Organizational Training</b>	<b>\$25,000.00</b>		<i>Currently not being considered for renewal</i>	<b>11/1/2013 to 6/30/2014</b>
<b>RED 7 COMMUNICATIONS One Stop and WC Out Reach Services</b>	<b>\$15,000.00</b>		<i>Will be renewed</i>	<b>9/1/2013 to 2/28/2014</b>
<b>SIN CITY MAD MEN Web Development Services Amendment #1 Maintenance of WC Web Site  Amendment #2 Maintenance of One Stop Web Site Amendment #3 One Stop Web Development</b>	<b>\$8,000.00  \$26,120.00  \$61,500.00  \$7,200.00</b>	<b>Competitive</b>	<i>Currently not being considered for renewal</i>	<b>11/5/2012 to 6/30/2014</b>
<b>STRATEGIC PROGRESS Research and Assistance in Grant Writing  Amendment #1 Research and Assistance in Grant Writing</b>	<b>\$8,000.00 per grant (not to exceed \$24,000.00)  No Cost</b>	<b>Competitive</b>	<i>Currently under review</i>	<b>10/1/2012 to 10/31/2014</b>
<b>ANNIE V. WHITE, PHD Staff Team Building Training  Amendment #1 Continuation of Staff Team Building</b>	<b>\$3,500.00  \$10,000.00</b>	<b>Competitive</b>	<i>Currently not being considered for renewal</i>	<b>4/5/2013 to 6/30/2014</b>

Contractor/Consultant Scope of Work Summary	Amount of Contract	Procurement Method & WISS/State Approval**	Renewal Status	Term of Contract
<b>WORKPLACE ESL SOLUTIONS</b> <b>Staff Training - Basic Office &amp; Communications Skills Workshop</b>  <b>Amendment #1</b> <b>Staff Training-Basic Skills Monitoring Reports</b>  <b>Amendment #2</b> <b>Continuation of Improvement of Staff's Basic Writing Skills</b>  <b>Amendment #3</b> <b>Staff Writing Skills</b>	\$2,000.00  \$5,000.00  \$10,000.00  \$5,000.00	Competitive	<i>Currently not being considered for renewal</i>	4/9/2013 to 6/30/2014

\*\*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 for the 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)

**Agenda Item 21. INFORMATION: Executive Committee Meeting Minutes  
of November 13, 2013 (draft)**

**WORKFORCE CONNECTIONS  
EXECUTIVE COMMITTEE  
MINUTES**

**November 13, 2013  
9:30 AM**

*One Stop Career Center  
6330 W. Charleston Blvd  
Suite 190  
Las Vegas, NV 89146*

**Members Present**

Hannah Brown, Workforce Connections' Board Chair  
Commissioner Lawrence Weekly, LEO Consortium Chair  
Councilman Bob Beers, Budget & Finance Committee  
Dan Rose, Adult & Dislocated Worker Committee Vice-Chair  
Sonja Holloway, Youth Council Chair

**Members Absent**

Valerie Murzl, Workforce Connections' Board Vice-Chair

**Staff Present**

Ardell Galbreth	Dianne Tracy	Ricardo Villalobos	Carol Turner
Heather DeSart	Jim Kostecki	LeVerne Kelley	Clentine January
Brett Miller	Shawonda Nance		

**Others Present**

Joleen Arnold, Easter Seals of Southern Nevada	Nield Montgomery, The Learning Center
Dr. Tiffany Tyler, Nevada Partners, Inc.	Dr. Tiffany Tyler, Nevada Partners, Inc.
Dr. Rene Cantu, LCCCF	Stacy Smith, Nye Communities Coalition
Ben Daseler, DETR	Helicia Thomas, GNJ Family Life Center
Donna Bensing, New Horizons CLC	

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

The meeting was called to order by Chair Hannah Brown at 9:37 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**

Ardell Galbreth, Executive Director requested that item *13a. PY2013 WIA Formula Budget July 1, 2013 through June 30, 2014 and Budget Narrative – November 2013* be pulled from the agenda.

*A motion was made to approve the agenda with the deletion of Agenda Item 13a by Councilman Bob Beers and seconded by Sonja Holloway. Motion carried.*

**3. FIRST PUBLIC COMMENT SESSION**

None

**4. DISCUSSION AND POSSIBLE ACTION: Approve the Minutes from the Executive Committee Meeting of January 22, 2013**

*A motion was made to approve the Minutes from the Executive Committee Meeting of January 22, 2013 by Councilman Bob Beers and seconded by Sonja Holloway. Motion carried.*

**5. DISCUSSION AND POSSIBLE ACTION: Accept staff's report on the objectives and outcomes for Goal 4 – Attract, Grow and Retain Businesses as part of Workforce Connections' Two-Year Strategic Plan (April 30, 2013 – June 30, 2015)**

Ardell Galbreth provided background. In January 2013, the Executive Committee approved Goal 4 of the Two-Year Strategic Plan provided on page 9 of the agenda packet. At that time, staff was directed to collect data to establish reasonable percentages to measure outcomes for objective 4.2. The new data has been added for objective 4.2 and revisions have been made overall.

Brett Miller, Senior Program Analyst provided an overview of the proposed changes:

Goal 4				
Attract, Grow and Retain Businesses - Executive Committee				
Objective	Strategy	Timeline	Measurement	Status
4.1. Create a workforce system that champions business, education, training and workforce development.	Establish strong business partners/local employers that look to Workforce Connections' One-Stop System and Career Center(s) as their first choice for employment and training services	Ongoing	Give quarterly updates of Business Services activities (business testimonials, community partnerships, outreach events, etc.)	Three months after Board goal approval
4.2. Create a dynamic supply of trained, skilled workers to meet workforce demands of regional and industry sectors.	1. Partner with local businesses and training providers (colleges, universities, and apprenticeship trades) to gather business intelligence.	Ongoing-as driven by businesses demands.	Give quarterly updates of LEAP activities (# of members, # of meetings, actionable items, etc.)	Three months after Board goal approval
	2. Develop and coordinate training activities based on business intelligence.	Ongoing-as driven by businesses demands.	<ul style="list-style-type: none"> <li>• Complete an evaluation by December 31, 2013 to align existing ETPL / PVL based on LEAP input, in demand jobs, training partner input, and sector initiatives.</li> <li>• Develop and implement by March 31, 2014 a process to maintain aligned ETPL / PVL (utilizing business intelligence from LEAP) by dynamically adding / removing trainings to meet business demands.</li> <li>• Report on # of changes to ETPL and PVL by June 30, 2014.</li> </ul>	Three months after Board goal approval
4.3. Align workforce development resources to be anchored by the following industry sectors: <ul style="list-style-type: none"> <li>• Agriculture</li> <li>• Aerospace &amp; Defense</li> <li>• Business IT Ecosystems</li> <li>• Clean Energy</li> <li>• Health &amp; Medical Services</li> <li>• Logistics &amp; Operations</li> <li>• Mining</li> <li>• Materials &amp; Manufacturing</li> <li>• Tourism, Gaming &amp; Entertainment.</li> </ul>	1. Team up with the Governor's	March 2013	Local Employer Advisory Panel	Three months after
	2. Continue to support DETR's sector councils.	March 2013	<ul style="list-style-type: none"> <li>• State economic development staff invited to Workforce Connections partnership forums.</li> <li>• WC staff and board members on DETR sector councils.</li> </ul>	Three months after Board goal approval
	3. Allocate resources to support sector initiatives.	March 2013	Funded partners contracts include resource requirement support to industry sectors.	Three months after Board goal approval

Brett provided a list of the companies that represent LEAP:

- American Medical Response
- Ken's Foods
- Keolis Transit
- Mechanical Products Nevada
- MGM Resorts
- Nathan Adelson Hospice
- Nevada Hotel & Lobbying Association
- Quality Investigations Security
- Station Casinos
- SWITCH

Dan Rose stated that he would like to sit on the LEAP committee to represent Apprenticeship programs.

Discussion ensued regarding job seekers skills and qualifications and local employers' requirements. Employers have communicated that many job seekers need soft skills training.

Discussion ensued regarding the ETPL (Eligible Training Provider List). Staff is reviewing the ETPL to align training with industry sectors (Agriculture, Aerospace & Defense, Business IT Ecosystems, Clean Energy, Health & Medical Services, Logistics & Operations, Mining, Materials & Manufacturing, Tourism, and Gaming & Entertainment).

Following a brief discussion on performance indicators, Councilman Beers suggested that Ardell inquire at the State Budget Office for available classes regarding performance measures in the abstract for staff to attend. Ardell concurred.

*A motion was made to accept staff's report as presented by Councilman Bob Beers and seconded by Dan Rose. Motion carried.*

**6. DISCUSSION AND POSSIBLE ACTION: Approve staff's recommendation to amend Nye Communities Coalition current Adult & Dislocated Worker contract to award an additional \$105,000. Nye Communities Coalition will utilize these funds to continue to enroll and serve 35 new participants**

Dan Rose presented the backup which includes Nye Communities Coalition request for additional funds for new participant training and supportive services (p. 14).

Nye Communities Coalition's executive director Stacy Smith was present to answer questions.

Following a brief discussion,

*A motion was made to approve staff's recommendation to amend Nye Communities Coalition current Adult & Dislocated Worker contract to award an additional \$105,000 to continue to enroll and serve 35 new participants by Commissioner Lawrence Weekly and seconded by Councilman Bob Beers. Motion carried.*

**7. DISCUSSION AND POSSIBLE ACTION: Approve staff's recommendation to amend Lincoln County School District's current Adult & Dislocated Worker contract to award an additional \$42,000. Lincoln County School District will utilize these funds to continue to enroll and serve 10 new participants**

Mr. Rose presented Lincoln County School District's request for additional funds for new participant training and supportive services (p. 16).

Holly Gatzke, Lincoln Workforce Program Director stated that Lincoln County program participants need a wider array of online training options. Ms. Kuennen will contact Ms. Gatzke directly to discuss.

*A motion was made to approve staff's recommendation to amend Lincoln County School District's current Adult & Dislocated Worker contract to award an additional \$42,000 to continue to enroll and serve 10 new participants by Commissioner Lawrence Weekly and seconded by Councilman Bob Beers. Motion carried.*

**8. DISCUSSION AND POSSIBLE ACTION: Approve staff's recommendation to amend HELP of Southern Nevada's PY2013 In-School Youth Contract an amount not to exceed \$97,500 to serve 136 transferred youth**

Sonja Holloway presented the backup on page 18 of the agenda packet. Ricardo Villalobos provided background. 522 In-School/Out-of-School youth from funded partners who did not receive additional funding will be transferred to other funded partners (HELP of Southern Nevada, GNJ Family Life Center, and Nevada Partners, Inc.) to prevent a disruption in services. The cost per youth participant for a new client is \$2,000. Staff is recommending HELP serve 136 transferred In-School Youth as follows:

59 Active youth at \$1,000/youth	=	\$59,000
77 Follow-up youth \$500/youth	=	\$38,500

*A motion was made to approve staff's recommendation to amend HELP of Southern Nevada's PY2013 In-School Youth Contract an amount not to exceed \$97,500 to serve 136 transferred youth by Councilman Bob Beers and seconded by Hannah Brown. Motion carried.*

**9. DISCUSSION AND POSSIBLE ACTION: Approve staff's recommendation to amend HELP of Southern Nevada's PY2013 Out-of-School Youth Contract an amount not to exceed \$260,000 to serve 199 transferred youth**

Staff is recommending HELP serve 199 transferred Out-of-School Youth as follows:

134 Active youth at \$1,600/youth	=	\$214,400
65 Follow-up youth \$700/youth	=	\$45,500

*A motion was made to approve staff's recommendation to amend HELP of Southern Nevada's PY2013 Out-of-School Youth Contract an amount not to exceed \$260,000 to serve 199 transferred youth by Councilman Bob Beers and seconded by Dan Rose. Motion carried.*

**10. DISCUSSION AND POSSIBLE ACTION: Approve staff's recommendation to amend GNJ Family Life Center's PY2013 Out-of-School Youth Contract an amount not to exceed \$120,000 to serve 117 transferred youth**

Staff is recommending GNJ Family Life Center serve 117 transferred Out-of-School Youth as follows:

42 Active youth at \$1,600/youth	=	\$67,200
75 Follow-up youth \$700/youth	=	\$52,500

*A motion was made to approve staff's recommendation to amend GNJ Family Life Center's PY2013 Out-of-School Youth Contract an amount not to exceed \$120,000 to serve 117 transferred youth by Councilman Bob Beers and seconded by Dan Rose. Motion carried.*

**11. DISCUSSION AND POSSIBLE ACTION: Approve staff's recommendation to amend Nevada Partner's PY2013 In-School Youth Contract an amount not to exceed \$60,000 to serve 70 transferred youth**

Staff is recommending Nevada Partners, Inc. serve 70 transferred In-School Youth as follows:

46 Active youth at \$1,000/youth	=	\$46,000
24 Follow-up youth \$500/youth	=	\$12,000

*A motion was made to approve staff's recommendation to amend Nevada Partner's PY2013 In-School Youth Contract an amount not to exceed \$60,000 to serve 70 transferred youth by Councilman Bob Beers and seconded by Dan Rose. Motion carried.*

**12. INFORMATION: Workforce Connections' policy related to oversight and sub-recipients high risk designation**

Heather DeSart presented the backup and reported that the items were vetted by the LEOs at their meeting yesterday and directed staff to incorporate their recommendations into the existing policy (p. 26) based on a graduated disciplinary/tiered sanctioning process. A revised policy will be submitted to the jurisdictions' legal counsels for vetting, then back to the LEOs for action.



Hannah Brown expressed her concerns regarding the graduated disciplinary sanctioning process stating that it leaves too much room for error by having staff determine to what extent a funded partner should be disciplined, rather there should be a hard fast rule that factors to everyone.

Councilman Beers added to the list of risk assessment, the percentage of the recipients total funding provided by Workforce Connections.

A copy of the draft policy is provided on page 29 and citations from OMB A-133, 29 CFR Part 97.12 and DOL's criteria for determination of program risk is on page 31 of the agenda packet.

### **13. DISCUSSION AND POSSIBLE ACTION: Review, Discuss, Accept and Approve Reports**

At the beginning of the meeting, agenda item 13a (PY2013 WIA Formula Budget July 1, 2013 through June 30, 2014 and Budget Narrative – November 2013) was pulled from the agenda.

#### **b. Budget vs. Actual Finance Report (Workforce Connections' Operations) for the period July 1, 2013 through June 30, 2014 (Formula WIA)**

Jim Kostecki, Finance Manager presented the Budget vs. Actual Finance report (pg. 43):

- At three months into the program year, budget expenditures should average 25%.
- 7040 - Office Supplies (43.58%): high due to the initial startup costs for new location, including staff business cards and envelopes
- 7045 – System Communications (32.29%): high due to prepaid annual fees processed in the first quarter for remote access software (Sonic Wall)
- 7070 – Rent (39.46%): high as a result of dual rent payments in September 2013 for both the old and new office space during the move; will continue to decrease due to monthly timing
- 7090 – Non-Board Meetings & Outreach (34.60%): high due to Las Vegas Chamber of Commerce semi-annual membership fee and Hispanic Youth Leadership Summit event

#### **c. Awards & Expenditures Report – November 2013**

Jim presented the Awards & Expenditures report for Adult/Dislocated Worker (p. 45), Youth (p. 46) and direct grants (p. 47). The report reflects expenditures through September.

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

Carol Turner provided an overview of the Adult & Dislocated Worker (p. 48) and Youth (p. 49) Funding Plans. The funding plans have been updated to include the new awards as well as the pending contracts.

<u>Program</u>	<u>Obligated</u>	<u>Remaining Funds</u>
A/DW	\$1,796,961	\$1,668,495 (.86 months)
Youth	\$1,621,500	\$461,122 (.69 months)

Pending Adult/Dislocated Worker Contracts add to \$3,147,000.

Pending Youth Contracts add to \$1,640,000.

Funded partners (Helicia Thomas, GNJ Family Life Center, Dr. Tiffany Tyler, Nevada Partners, Inc., Stacy Smith, Nye Communities Coalition, and Dr. Rene Cantu, Latin Chamber of Commerce Community Foundation) participated in a discussion regarding program expenditure rates and internal processes for expending training funds. Following the discussion, Commissioner Weekly suggested that the Executive Committee meet more frequently.

Carol noted that next year the State has mandated that 25% - 30% of Adult and Dislocated Worker funds must go toward Occupational Skills Training and supportive serves. This does not include On-the-Job Training (OJT). Discussion ensued.

**e. Audit Findings for PY2011 (Year Ended June 30, 2012) – Monthly Status Report**

Jim presented the Audit Findings report on page 50 and 51 of the agenda packet. There are no changes since the last meeting.

*A motion was made to accept and approve the Operations reports (13b – 13e) by Councilman Bob Beers and seconded by Commissioner Lawrence Weekly. Motion carried.*

**14. DISCUSSION AND POSSIBLE ACTION: Executive Director’s Report ~ Ardell Galbreth**

One-Stop Career Center Update provided by Kenadie Cobbin-Richardson, Business Services Manager

- Successful Nevada Day Super Hiring Event (27 businesses/employers, 500 positions, and 57 job placements as of November 4<sup>th</sup>)
- Job Career site has had over 9,990 unique visitors and 3,287 individuals have applied for jobs via the website

Ardell Galbreth presented the Executive Director’s report (p. 53) and highlighted the following items:

- One-Stop Career Center is averaging 165 visitors per day
- WC to explore establishment of a 501(c)(3) agency linked to workforce employment and training activities:
  - Help to reduce workforce liability risk of WC and area’s local jurisdictions
  - Unrestricted funds; opportunity to apply for grants restricted to 501(c)(3) organizations
  - WC is seeking donations/contributions in support of comprehensive oversight with value-added employment and training services
- Ethics in Government training in January 2014
- Open Meeting Law training provided by the Attorney General’s office in February 2014

*A motion was made to accept the Executive Director’s report by Councilman Bob Beers and seconded by Dan Rose. Motion carried.*

**15. SECOND PUBLIC COMMENT SESSION**

Dr. Rene Cantu, Latin Chamber of Commerce Community Foundation reported that last month they paid the first installment of the debt repayment plan and thanked the Board and staff for its support. Councilman Beers stated that there is no prepayment penalty for Latin Chamber of Commerce Community Foundation.

Ron Fletcher, Chief of Field Operations for Nevada JobConnect Offices at the Department of Employment, Training, and Rehabilitation (DETR) commented regarding Workforce Connections’ possible investment in a One-Stop Career Center location in the North Las Vegas area. Fletcher stated that DETR operates three JobConnect offices, one of which is located at 2827 Las Vegas Blvd. North. This location has been in business for the past 30 years, serves approximately 4,500 walk-in clients per month and is conveniently located within two blocks of the community college. Fletcher stated that if Workforce Connections plans on expanding its One-Stop services into North Las Vegas, to please consider using DETR’s existing location.

**16. INFORMATION: Executive Committee Member Comments**

None

**17. ACTION: Adjournment**

*The meeting adjourned at 11:31 a.m.*

**Agenda Item 22. DISCUSSION AND POSSIBLE ACTION: Executive  
Director's Report ~ Ardell Galbreth**

***Executive Director's Report  
January 28, 2014***

**Rural Counties Update**

- **Nye/Esmeralda County**
  - Workforce Connections' staff met with representatives from Great Basin College and a local dentist's office in Pahrump
  - Discussed training opportunities either online or in Pahrump
  - The dentist office recently received certification from Nevada Postsecondary to offer dental assistant training in Pahrump
  - The final training cohort for the Brownfields Training will be in February 2014
  
- **Lincoln County**
  - Lincoln County School District staff is currently meeting with local employers to survey trainings/certifications needs
  - With recently assigned staff, much workforce activities are taking place in the way of preparing people for employment
  - Due to such few available jobs, most of the youth in Lincoln County normally relocate to where employment opportunities exist

**One-Stop Career Center**

- Continued, steady traffic averaging over approximately 100 clients per day
- The Golden Corral had its Grand Opening December 18, 2013 with the support of some 206 individuals hired through Workforce Connections' One-Stop Career Center

**Upcoming Training Activities**

- Board Development Training—Ethics in Government—January 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)
- Comprehensive Fiscal Accounting and Cash Management training for staff and subrecipients—February 2014

## **Workforce Development Challenges**

- Failed one youth performance measure—Literacy/Numeracy gain
  - This particular performance measure was increased by 29.27% over the previous year
  - Cause for failure: Targeted/served hardest to serve youth were (i.e., foster care and youth with disabilities)
  - Corrective action for improvement: Automated management system or tool that allows supervisors and managers to review “real time” performance. Far better than the current system which has no mechanism that allows supervisors and managers to review programmatic activities prior to exiting and posting final measurable outcome

## **Workforce Activities Update**

- Revived Works for Vegas 501(c)3 for the purpose of enhancing Workforce Connections’ employment and training activities

## **Hip Pocket Workforce Activities**

- Workforce Connections is recognized as one of Las Vegas’ Best Places to Work, based on a survey conducted by the Las Vegas Review Journal

**Agenda Item 22a. INFORMATION: UNLV Brookings Mountain West Report: The Impact of the Great Recession on Nevada's Latino Community**

# The Impact of the Great Recession on Nevada's Latino Community

JOHN P. TUMAN, DAVID F. DAMORE, AND MARIA JOSÉ FLOR ÁGREGA

The emergence of the Great Recession of 2008 had a profound impact in Nevada. The economic downturn generated high unemployment levels and led to turbulence in many sectors, particularly residential home construction and the hospitality industry. In the wake of the crisis, median home prices in Nevada plunged, while the residential foreclosure rate increased and remains one of the highest rates in the country.<sup>1</sup> By 2009, it was evident that a tightening of commercial bank lending for new mortgages, combined with the impact of rising joblessness and plunging housing values, was hampering recovery efforts in the housing sector and Nevada's economy more generally.<sup>2</sup> As a result of these trends, residential home construction – the engine of employment growth in Nevada since 2000 – came to a virtual standstill.

At the same time, the fallout from the recession throughout the United States reduced disposable incomes and led many individuals in California, Arizona, and other states to reconsider travel to Las Vegas and other parts of Nevada. Spending among tourists visiting the state also fell below pre-recession levels, placing Nevada's hospitality industry – once perceived as “recession proof” – on a very insecure footing.<sup>3</sup> The consequences of the economic downturn were further magnified due to sharp declines in the primary revenue sources (gaming, sales, and property taxes) that are used to fund state and local government services. In response, policymakers made significant and extended cuts to education, public safety, health care, and other public sector budgets.

While the aggregate effects of the Great Recession in Nevada are well understood, less attention has been devoted to examining how the crisis affected different groups of workers in Nevada, and in particular Latino workers. Given the concentration of Latinos in the construction and hospitality sectors, and the impact of the downturn in these two sectors, there has been widespread speculation that Latinos were at significant risk for unemployment after 2008. However, to date there has been little empirical research examining patterns of Latino employment and unemployment in Nevada before, during, and after the downturn. Instead, most studies have analyzed how Latinos fared at the national level during the recession and recovery, offering little in-depth analysis of developments in Nevada.<sup>4</sup>

*“While the aggregate effects of the Great Recession in Nevada are well understood, less attention has been devoted to examining how the crisis affected different groups of workers in Nevada, and in particular Latino workers.”*

In this study, we attempt to fill this gap in the research literature. Drawing upon data from the Bureau of Labor Statistics (BLS) and the Current Population Survey (CPS), we first examine continuities and changes in unemployment among Latinos in Nevada in the period before and after the 2008 recession.<sup>5</sup> Next, we consider how the recession affected the distribution of Latino employment in different sectors of the state's economy. The report concludes by discussing how the lack of diversity in Nevada's economy coupled with the inability of policymakers to access federal employment re-training programs have further hindered Nevada's recovery.

### Trends in Unemployment

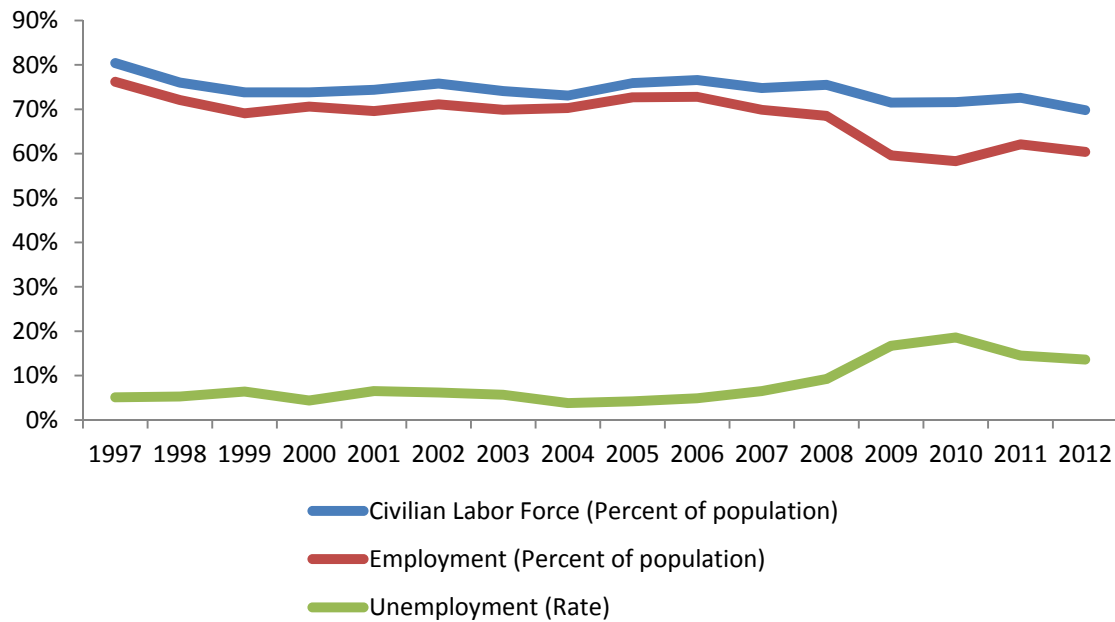
We begin with a discussion of the unemployment trends. As noted at the outset, Nevada was particularly hard-hit by the economic downturn with unemployment reaching a high of 14.5% in October of 2010. Yet, as our analysis reveals, the impact of the Great Recession on employment did not affect all groups in the same manner.

Looking first at the green line in Figure 1, which presents the trend in unemployment among all Latino workers in Nevada between 1997 and 2012, one can discern how the economic downturn affected Latino employment.<sup>6</sup> Between 2002 and 2006, the unemployment rate among Latino workers in Nevada fell from 6.2% to 4.9%.<sup>7</sup> However, as the first signs of trouble emerged in the housing market in 2007, the trend in unemployment quickly reversed itself. Between 2007 and 2010, unemployment among Latinos jumped from 6.5% to 18.6%, but then started a gradual decline in the following years. Still, in 2012, the most recent year for which complete annual data are available, Latino unemployment in Nevada remained at 13.6%, a rate higher than in any year prior to 2007 and much higher than the state rate of 9.8%. In comparative terms, the unemployment rate among Latinos in Nevada was among the highest rates in the United States, and exceeded the unemployment rates for Latinos in nearly every other western state, with the exception of Washington.<sup>8</sup> In addition, the Latino unemployment rate in the Las Vegas-Paradise metropolitan area mirrored the trend at the state level. This finding is not surprising given that the vast majority of Nevada's Latino population and labor force is concentrated in Clark County.<sup>9</sup>

Beyond an examination of the aggregate data on unemployment, a fine-grained analysis reveals a more complex picture about how the Great Recession affected Latino workers throughout Nevada. First, the official unemployment data may have understated the impact of the recession on Latino employment. The method used by the BLS to estimate the official unemployment rate (e.g., the "U-3 rate") does not include data on "discouraged" workers. The BLS defines a discouraged worker as "[p]ersons not in the labor force who want and are available for a job and who have looked for work sometime in the past 12 months (or since the end of their last job if they held one within the past 12 months), but who are not currently looking because they believe there are no jobs available or there are none for which they would qualify."<sup>10</sup>



**Figure 1**  
**Latino Employment Status in Nevada, 1997-2012**



**Note:** Data from the Bureau of Labor Statistics, Local Area Unemployment Statistics Program (LAUS) and the Current Population Survey, *Geographical Profile and Unemployment and Employment*.

Although data on the number of discouraged Latino workers in Nevada is not available, one has good reason to suppose that their ranks probably swelled after 2008. As the recession emerged, Latinos tended to be overrepresented among discouraged workers at the national level.<sup>11</sup> In addition, the available state-level evidence suggests that job discouragement was prevalent among Latinos.<sup>12</sup> The data in Figure 1 show that after 2008, there was a decline in both the absolute size of Nevada's Latino civilian labor force and in the participation rate.<sup>13</sup> Between 2008 and 2009, the Latino labor force participation rate (denoted by the red line, in Figure 1) declined from 75.5% to 69.8%. Demographic change (reaching retirement age, out-migration), school enrollment, and disability may have played some role in declining labor force participation, but most of these factors change slowly and do not explain a steep decline occurring over a short period.<sup>14</sup> Rather, the pattern in the labor force data is consistent with rapid growth in discouragement that led many Latinos workers to exit from the labor-market.<sup>15</sup>

Second, Latinos experienced an increase in both the average duration of unemployment and in long-term unemployment of a year or more. As Figure 2 demonstrates, the average duration of unemployment among all unemployed Latinos more than doubled, from 16.7 weeks in 2008 to 38.1 weeks in 2012. In addition, among Latinos in Nevada who were unemployed in 2008, 7.4% were unemployed for 52 weeks or longer. By 2012, 28% of Latinos who were unemployed in the state had been without work for 52 weeks or longer. The increase in long-term unemployment was associated with

an increase in poverty among the Latino adult civilian population (which comprises both the labor force population and those marginally attached to the labor force). Indeed, between 2008 and 2012, the percentage of the adult civilian Latino population in poverty in Nevada increased from 12.35% to 15.6%.<sup>16</sup>

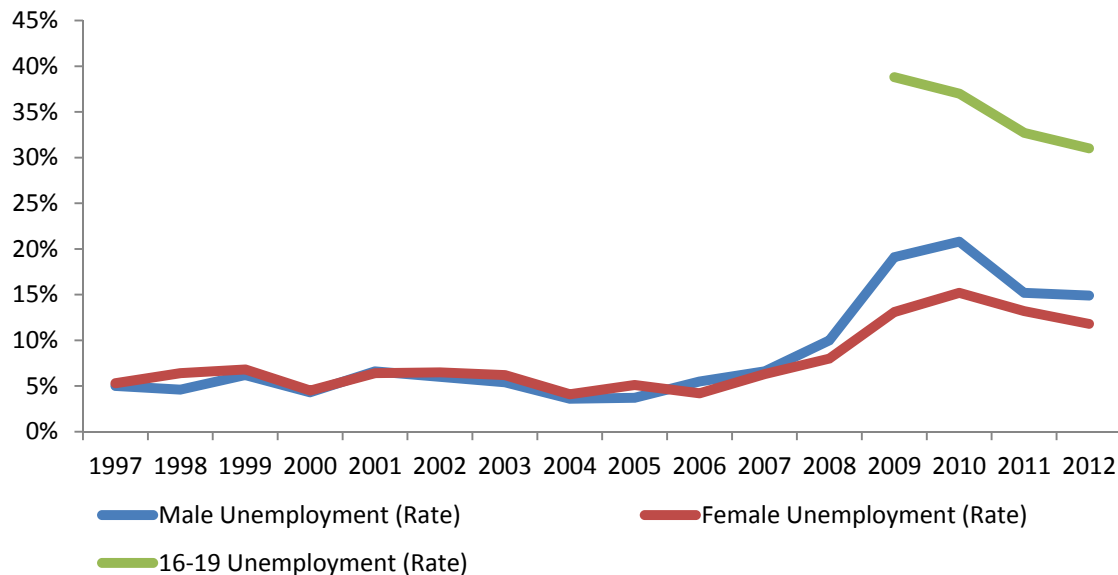
**Figure 2**  
**Duration of Unemployment among Nevada Latinos, Selected Years**



**Note:** Data from the Bureau of Labor Statistics, Local Area Unemployment Statistics Program (LAUS) and the Current Population Survey, *Geographical Profile and Unemployment and Employment*, selected years.

Third, unemployment varied sharply among women and men in the Latino population. As the data in Figure 3 demonstrate, from 2002 to 2005, the unemployment rate among female Latina workers in Nevada (denoted by the red line in Figure 3) was slightly higher than the rate among men. However, between 2006 and 2012, the trend reversed: Latino men (see the blue line, Figure 3) were more likely to experience higher levels of unemployment. Perhaps more important, after 2008, the gap in unemployment between Latino men and women grew. For example, in 2009, 19.1% of Latino men were unemployed in Nevada, while the corresponding rate among women was 13.1%. A similar pattern was evident in 2010 (the unemployment rates of Latino men and women were 20.8% and 15.2%, respectively).<sup>17</sup> Although differences in Latino men and women's labor force participation rates (and discouragement) might have had some influence on the unemployment gap, we think that the sectorial trends also played a role.<sup>18</sup> Job losses between 2008 and 2012 in Nevada were heavily concentrated in residential construction, a sector where Latino men were more likely to be employed prior to the recession. It is also important to recall that in the leisure and hospitality sectors – where women are well-represented – job losses rose initially to high levels (in 2008), but were not sustained as the sector stabilized in the following years.<sup>19</sup>

**Figure 3**  
**Unemployment Rate Among Latino Males, Females, and 16-19 in Nevada, 1997-2012**

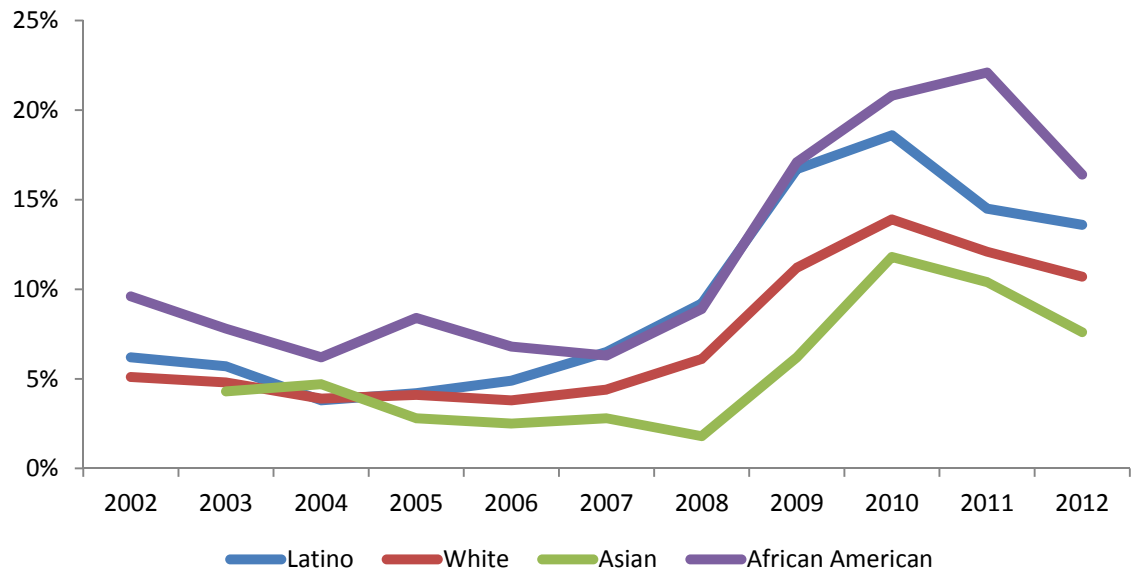


**Note:** Data from the Bureau of Labor Statistics, Local Area Unemployment Statistics Program (LAUS) and the Current Population Survey, *Geographical Profile of Employment and Unemployment*, selected years.

A fourth tendency is that unemployment was concentrated among younger workers. The unemployment rate of Latinos aged 16-19 registered at 38.8% in 2009, but declined to 31% in 2012 (see the green line in Figure 3).<sup>20</sup> The relatively high levels of unemployment among young Latinos are due to factors that disadvantaged many young workers during the downturn. These factors include: (a) as a group, young workers tend to have fewer years of educational attainment and experience, which reduces their employability; (b) young workers experiencing job loss for the first time are significantly more at risk for becoming discouraged workers; and (c) there are a number of obstacles in the “school-to-work” transition for young workers in the U.S. and in Nevada, including adequate preparation for sectors that require more skill for entry level positions.<sup>21</sup>

Finally, in comparison to several other groups of workers, Latinos were more likely to experience unemployment. Of course, prior to 2008, there had been variation in unemployment rates among Latinos and other groups in the state. However, as is detailed in Figure 4, after the emergence of the recession, the Latino unemployment rate both increased and diverged significantly from the unemployment rates of white and Asian workers. In 2010, for example, unemployment among Latinos was 18.6%, while the unemployment rates of whites and Asians were 13.9% and 11.8%, respectively. The underlying mechanisms that contributed to higher unemployment among Latinos remain unclear. As noted, Latinos were more likely to find employment in residential construction, a sector that contracted sharply during the downturn.

**Figure 4**  
**Unemployment Rates for African Americans, Asians, Latinos,**  
**and Whites in Nevada, 2002-2012**



**Note:** Data from the Bureau of Labor Statistics, Local Area Unemployment Statistics Program (LAUS) and the Current Population Survey, *Geographical Profile of Employment and Unemployment*, selected years.

In addition, Latinos may have been at elevated risk for unemployment compared to others because a large share of the Latino workforce in Nevada is comprised of workers with lower levels of education attainment.<sup>22</sup> As the labor-market weakened after 2008, employer demand for workers with lower levels of education fell, with a disproportionate impact on Latinos.<sup>23</sup> Indeed, the national level CPS data suggest that in 2011 and 2012, Latinos (born in the U.S. and abroad) with a high school degree or less had higher unemployment rates in comparison to Latinos with more educational attainment.<sup>24</sup> The pattern of unemployment among African Americans in Nevada also demonstrates the effects of educational attainment on the risk of unemployment. In 2011, 46% of African Americans in Nevada possessed a high school degree or less. The data indicate that the Latino and African American unemployment rates were close to one another between 2009 and 2012 (and higher than the rates for other groups), which suggests that educational attainment is a cause for some of the variation in unemployment among different groups during the period in question.

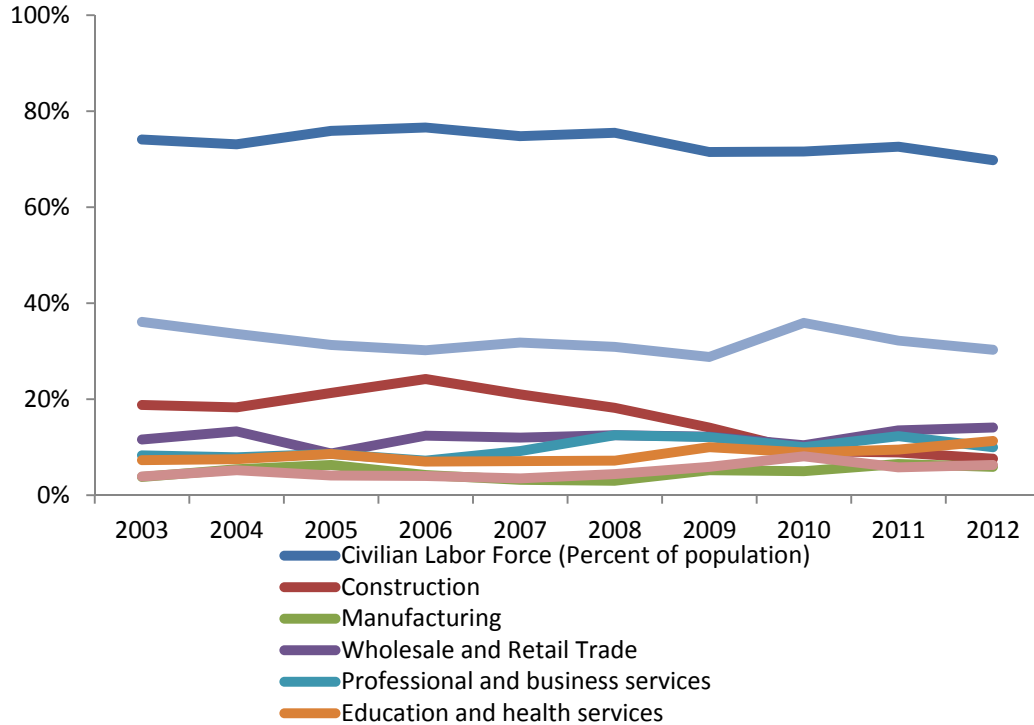
### Changes in Latino Employment by Sector and Industry

The economic downturn also led to significant changes in the distribution of Latino employment in different sectors of the Nevada economy. As the data presented in Figure 5 make clear, the change was most evident in the construction sector. As demand for residential homes plummeted in the wake of the financial crisis, construction of new homes in Clark County and other areas came to a halt. The cessation of new home building after 2008 was associated with a steep decline in Latino employment in the construction sector. Between 2003 and 2006, the period when

residential construction growth was strong, the percentage of Latinos in Nevada employed in construction (as a percent of Latino employment in all sectors) went from 18.8% to 24.2% (see the red line in Figure 5).<sup>25</sup> However, in 2007, when the first indications of distress in Nevada's housing market became evident, there was a 3.2% decline in Latino employment in construction in the state. This trend continued as the recession became full-blown. Between 2008 and 2011, the percentage of Latino employed in construction in Nevada fell from 18.2% to 8.9%, and continued to decline to 7.6% in 2012. This suggests that modest recovery in construction has not yet arrested the impact of the recession in the sector.

The trend in the leisure and hospitality sectors was similar, if less pronounced. In 2007, approximately 32% of all Latino workers were employed in the leisure and hospitality sectors. The percentage fell to 28.8% in 2009, and stabilized thereafter. Still, in 2012, the level remained at 30.3%, which was below the pre-recession level registered in 2007. In thinking about the differences between construction and leisure and hospitality, it is worth recalling that rehiring in hospitality resumed within about a year or two after the start of the recession, while hiring in construction (residential, and commercial) remained very weak with many worker turning to repair work in homes purchased by investors.<sup>26</sup>

**Figure 5**  
**Distribution of Latino Employment in Nevada by Selected Industries, 2003-2012**



**Note:** Data from the Bureau of Labor Statistics, Local Area Unemployment Statistics Program (LAUS) and the Current Population Survey, *Geographic Profile of Employment and Unemployment*, selected years.

As a result, the relative distribution of Latino workers employed in the hospitality industry stabilized after 2009, while employment in the construction sector continued to decline.

As one can see from the data in Figure 5, in other sectors, including services, wholesale and retail trade, and manufacturing, the percentage of Latinos employed in each sector varied slightly after the recession but did not show any clear pattern. Similar to hospitality and leisure, labor-market adjustment in these three sectors appeared to be relatively less severe and shorter in duration. Given the relatively low-skilled nature of some jobs in the service sector, it is also possible that some Latinos located in construction may have been able to transfer successfully into some service sector jobs. Unfortunately, the CPS data are not refined enough to permit a more in-depth analysis to address this question.

### Conclusion

In this analysis, we assess the effects of the Great Recession on patterns of unemployment and employment among Latinos in Nevada. The findings indicate that unemployment among Latinos increased dramatically between 2008 and 2010, but then started a gradual decline. Although the modest recovery in Nevada has led to recent improvements in the state's labor market, the Latino unemployment rate in 2012 remained well above pre-recession levels. In addition, long-term unemployment among Latinos increased, while the data suggest that job discouragement (as measured by the decline in the Latino labor force participation rate) may have increased as well. Unemployment among men and young Latinos was significantly elevated. In comparison to whites and Asians, Latinos in Nevada also experienced higher rates of unemployment. In part, this outcome reflects the concentration of Latinos in economic sectors that were particularly hard hit by the recession (e.g., construction), along with the prevalence of lower levels of educational attainment among Latinos.

The findings also suggest that there was a fairly steep decline in Latino employment in the construction sector after 2008. Although residential home construction in the Las Vegas valley resumed in late 2012 and early 2013, it is unclear how the modest recovery in new home construction is affecting Latino employment in that sector. There was also a decrease in Latino employment in leisure and hospitality, but employment in that sector rebounded somewhat.

The broader policy implication of this study concerns the relationship between education and unemployment. Latinos and African Americans experienced much higher rates of unemployment after 2008 in comparison to whites and Asians, which, as noted, may stem from variation in educational attainment. Latinos and African Americans in Nevada have lower high school graduation rates, and the data at the national level indicate that workers with less education (in particular, those with less than a high school degree) were at significantly higher risk for unemployment during the recession.<sup>27</sup>

Of course, given that a large share of the Latino population in Nevada is comprised of adult immigrants from Mexico and other parts of Central America, we recognize that improving educational attainment and outcomes among Latinos will be a challenge.<sup>28</sup> Still, adult Latinos born in the U.S., and naturalized immigrants from Latin America might benefit from retraining or other adult education programs. Yet, to date there have been limited efforts to retrain displaced workers in Nevada. Most notably, state policymakers have failed to take advantage of federal workforce training programs such as the Trade Adjustment Assistance (TAA) and Trade Adjustment Assistance Community College and Career Training (TAACCCT) Grant Programs specifically designed to assist displaced workers through education and job training.<sup>29</sup>

At the same time, for Latinos born in the United States (and children who are immigrants), improving high school graduation rates and access to higher education will provide additional skill sets and reduce the risks associated with prolonged unemployment during future downturns. What this implies, then, is that efforts to improve labor-market outcomes will need to be sensitive to the performance of educational institutions in the state. However, as we discuss in another report, to date Nevada has done little to reform policy and funding of K-12 and higher education in the wake of the demographic change that is reshaping the state. The mismatch between the state's demography, its economic needs, and present education policy provides a significant barrier to overcoming cycles of economic boom and bust that have defined the Silver State since statehood.

An added challenge, particularly for those with less education, is the limited diversity of Nevada's economy. While the Governor's Office of Economic Development is continuing to implement the "State Plan for Economic Development," which seeks to both grow and diversify Nevada's economy, to date most of the post-recession job growth has been concentrated in the service and resort sectors. To be sure, the uptick in employment in these sectors is welcome news for many Nevadans, particularly those who have been unemployed for extended periods of time. However, the inability of Nevada to move beyond its traditional economic drivers leaves the state vulnerable to the vicissitudes of broader economic conditions and puts the state further and further behind its regional and global competitors.

## ENDNOTES

<sup>1</sup> Justin B Hollander, *Sunburnt Cities: The Great Recession, Depopulation and Urban Planning in the American Sunbelt*, New York: Routledge, 2011, pp. xi, 50-52, and Mark Muro, "Unify, Regionalize, Diversify: An Economic Development Agenda for Nevada," Brookings Mountain West, November 2011.

<sup>2</sup> Menzie D. Chinn and Jeffrey A. Freiden. *Lost Decades: The Making of America's Debt Crisis and the Long Recovery*, New York: W.W. Norton Press, 2011, pp. 28-30, 45.

<sup>3</sup> W. R. Eadington, "Analyzing the Trends in Gaming-Based Tourism for the State of Nevada: Implications for Public Policy and Economic Development," *UNLV Gaming Research & Review Journal*, 15:1(2011), 37-50.

<sup>4</sup> Algernon Austin, "Unemployment Rates are Projected to Remain High for Whites, Latinos, and African Americans throughout 2013," Economic Policy Institute, Issue Brief No. 350, February 25 (2013), Washington, D.C., <http://www.epi.org/files/2013/unemployment-rates-white.pdf>, accessed October 26, 2013, and Bureau of Labor Statistics, "The Latino Labor Force at a Glance," U.S. Department of Labor, Bureau of Labor Statistics, April 5, 2012, <http://www.dol.gov/sec/media/reports/hispaniclaborforce/>, accessed September 3, 2013).

<sup>5</sup> The data in this report come from the Bureau of Labor Statistics, Local Area Unemployment Statistics Program (LAUS) and the Current Population Survey. The Current Population Survey is based on a sample size of approximately 60,000 households in the U.S. The CPS data may be disaggregated by race, ethnicity, gender, and geographical area. One of the drawbacks, however, is that the state-level CPS estimates from the LAUS Program do not allow one to differentiate between the U.S. and foreign-born Latino population. The data in this report are drawn from tables for various years in the annual *Geographical Profile of Employment and Unemployment* reports Washington, D.C. Bureau of Labor Statistics, Local Area Unemployment Statistics Program, U.S. Department of Labor, <http://www.bls.gov/opub/gp/laugp.htm>, accessed March 13, 2013 and September 3, 2013. Additional information is available at <http://www.bls.gov/opub/gp/laugp.htm>

<sup>6</sup> These figures refer to unemployment as a share of the Latino civilian labor force. The CPS and BLS define "unemployed person" as: "... all persons who had no employment during the reference week, were available for work—except for temporary illness—and made specific efforts to find employment sometime during the 4-week period ending with the reference week," Bureau of Labor Statistics "Geographic Profile of Employment and Unemployment. Appendix B: Concepts and Definitions for Data Derived from the Current Population Survey," <http://www.bls.gov/opub/gp/gpapnda.htm>, accessed March 13, 2013. In addition, because the CPS did not apply the 2000 Census weights to the state-level samples for 2000 and 2001, we exclude CPS data from those years in the analysis.

<sup>7</sup> That is, the number of unemployed Latinos as a percent of the total number of Latinos in the labor force. This measure follows the convention used by the Bureau of Labor Statistics.

<sup>8</sup> In 2011, the highest annual average Latino unemployment rate was in Rhode Island (21.6%), followed by Connecticut (17.8%). Nevada's rate (14.5%) was higher than levels in Colorado, Arizona, Utah, New Mexico, and California. Only Washington registered a slightly higher rate in 2011 (14.8%). See Bureau of Labor Statistics, "The Latino Labor Force at a Glance." U.S. Department of Labor, Bureau of Labor Statistics, April 5, 2012. <http://www.dol.gov/sec/media/reports/hispaniclaborforce/>, accessed September 3, 2013.



<sup>9</sup> See John P. Tuman, David F. Damore, and Maria José Flor Ágreda, “Immigration and the Contours of Nevada’s Latino Population,” Brookings Mountain West, June 2013, <http://www.unlv.edu/sites/default/files/24/BrookingsReport-ImmigrationAndContours.pdf>, accessed August 25, 2013. When the unemployment rate for the Las Vegas-Paradise MSA is included on Figure 1 it mirrors the state rate (the green line).

<sup>10</sup> Current Population Survey, “Glossary of Terms – Discouraged Workers,” <http://www.bls.gov/bls/glossary.htm>, accessed September 5, 2013.

<sup>11</sup> Bureau of Labor Statistics, “Ranks of the Discouraged Workers and Others Marginally Attached to the Labor Force Ruse During Recession,” Issues in Labor Statistics, Summary 09-04, April 2009.

<sup>12</sup> Nevada’s “U-4” rate – which is an alternative measure that includes the unemployed *and* discouraged workers (as a percent of the total civilian labor force and discouraged workers) reached 15.2% in 2010, and then fell to 11.9% in 2012; Bureau of Labor Statistics, “Alternative Measures of Labor Underutilization, Nevada – 2012,” Western Information Office, BLS, March 27, 2013. <http://www.bls.gov/ro9/altnv.htm>, accessed March 13, 2013.

<sup>13</sup> That is, Latinos employed or unemployed as a percentage of the total Latino civilian non-institutional population (aged 16 years or older).

<sup>14</sup> Between 2008 and 2009, the Latino civilian labor force in Nevada declined by 18,000, whereas the Latino non-institutional population (aged 16 and older) fell by only 4,000. This suggests that demographic factors alone are not the main factors affecting the participation rate.

<sup>15</sup> Certainly, out-migration among foreign-born Latinos might influence these data as well.

<sup>16</sup> Calculated from Current Population Survey data for Nevada, adjusting for the Hispanic “Adult Civilian Population” in poverty in 2008 and 2012. The 2010 Census weights were employed in the estimation (see <http://www.census.gov/cps/data/cpstablecreator.html>, accessed October 26, 2013).

<sup>17</sup> This trend was also evident among female and male workers in different racial and ethnic groups in Nevada, including whites and African Americans. The magnitude of the male-female unemployment rate gap was similar among whites and African Americans (in some years) between 2009 and 2012, although the gap was small among Asians (note, too, that unemployment among Asian women also remained higher than for Asian men for some years after 2008).

<sup>18</sup> From 2008 to 2012, Latina women’s labor force participation rate in Nevada fell from 56.3% to 52.5%. During the same period, the participation rate for Latino men fell from 78.8% to 68.4%. Thus, while the rate was falling for both groups, it is clear that the rate for women remained below levels for men throughout the period.

<sup>19</sup> In 2012, for example, 19.5% of all unemployed workers in Nevada were in construction, while only 9.1% of the state’s unemployed were in hospitality. Of course, other factors may also be playing a role. We lack more complete data on whether women or men Latinos were more likely to become “discouraged workers” (i.e., unemployed and available for work, but not counted because they had not actively seeking

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work in the four weeks prior to the survey). If women (or men) are more likely to be discouraged, this will affect the unemployment rates that are adjusted for the sex and ethnicity (or race) of the worker.

<sup>20</sup> Unfortunately, due to small sizes for certain population sub-samples, the CPS did not provide data on the unemployment rate among 16-19 year old Latinos for other years, except for 2002 (the figure was 9.2% in 2002). There are no other data on comparable age groups (16-19) among African American and Asian workers. For whites workers, the unemployment rate among individuals aged 16 to 19 was higher in comparison to other groups of white workers (women, men), but lower than the levels experienced by Latinos between 2009 and 2012.

<sup>21</sup> Stefano Scarpetta, Anee Sonnet, and Thomas Manfredi, "Rising Youth Unemployment During the Crisis," OECD Social, Employment, and Migration working papers, Paris, 106, 1-27 (2010), <http://www.oecd.org/employment/youthforum/44986030.pdf>, accessed November 11, 2013.

<sup>22</sup> John P. Tuman, David F. Damore, and Maria José Flor Ágrede, "Immigration and the Contours of Nevada's Latino Population."

<sup>23</sup> The CPS data clearly demonstrate that unemployment levels were far higher among workers with some or completed high school (in comparison to workers with more formal education) between January 2008 and December 2010 (see Camille L. Ryan and Julie Siebens, "Education Attainment in the United States: 2009," Current Population Reports, United States Census Bureau, Report P20-566 (2012), <http://www.census.gov/prod/2012pubs/p20-566.pdf>, accessed August 1, 2013).

<sup>24</sup> See Bureau of Labor Statistics, "Employment Status of the foreign-born and native-born population 25 years and over by educational attainment, race, and Hispanic or Latino Ethnicity, 2011-2012." U.S. Department of Labor, Bureau of Labor Statistics, May 22, 2013, <http://www.dol.gov/news.release/forbrnt03.htm>, accessed September 3, 2013. As discussed in note 1, the BLS provides national-level estimates that adjust for the U.S. and foreign-born Latino population. However, BLS staff indicated that the estimates are not available at the state level due to small sub-sample sizes.

<sup>25</sup> Because the CPS merged some sectors (e.g., mining and logging) after 2002, we confine the analysis to the period of 2003 through 2012 to avoid problems of comparability.

<sup>26</sup> It is important to recall that the labor force participation rate was declining during this period. If discouraged workers who left the labor force were heavily concentrated in one sector, such as construction, this would have affected the relative percentages of the remaining Latinos employed in different sectors. We remain hopeful that future research will attempt to address this hypothesis.

<sup>27</sup> Bureau of Labor Statistics, "Employment Status of the foreign-born and native-born population 25 years and over by educational attainment, race, and Hispanic or Latino Ethnicity, 2011-2012."

<sup>28</sup> John P. Tuman, David F. Damore, and Maria José Flor Ágrede, "Immigration and the Contours of Nevada's Latino Population."

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<sup>29</sup> According to data from the United States Department of Labor, in 2010 Nevada was allocated \$263,888 from the TAA program to finance job training for an estimated total of 63 Nevada workers. In 2011, Nevada received no TAA allocation and in 2012 the state was allocated \$873,106 to assist with job training for an estimated 570 displaced workers (see <http://www.doleta.gov/tradeact/Stateoverview.cfm>, accessed November 8, 2013). Similarly, after two rounds of TAACCCT grants, which fund partnerships between community colleges and local industries to retrain displaced workers, Nevada has failed to submit a qualifying application. As a consequence, that state has received the minimum guaranteed awards totaling \$5.2 million out a total allocation of \$1 billion (see <http://www.doleta.gov/taaccct/grantawards.cfm>, accessed November 8, 2013).

# BROOKINGS MOUNTAIN WEST

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Maria Agreda is a UNLV alumna. She graduated with Honors and degrees in Political Science and Journalism, and a minor in Latin American Studies.

**Agenda Item 23. 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 24. INFORMATION: Board Member Comments**