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MEMORANDUM

TO: Mr. Luther W. Mack, Jr., Chairman
Governor's Workforce Investment Board
500 E. Third Street, Room 200
Carson City, Nevada 89713

FROM: Ardell Galbreth, Executive Director
Workforce Connections

LM for Ardell Galbreth

RE: Workforce Connections' Two-Year Strategic Compliance Plan (July 1, 2014 – June 30, 2016)

DATE: June 30, 2014

Please find enclosed Workforce Connections' Two-Year Strategic Compliance Plan, outlining the Southern Nevada Workforce Investment Area's programs and service delivery initiatives in compliance with the Workforce Investment Act. The enclosed document highlights the responsibilities and requirements that Workforce Connections (Southern Nevada's Workforce Investment Board) has for overseeing and managing the Southern Nevada Workforce Investment Area One-Stop Delivery System, which consists of one comprehensive One-Stop Career Center, operated by a Consortium and multiple affiliate sites and system partners. Please review the enclosed document and if you have any questions regarding the contents, I will be happy to address.

Enclosure: Workforce Connections' Two-Year Strategic Compliance Plan (July 1, 2014 – June 30, 2016)

6330 W. Charleston Blvd, Suite 150, Las Vegas, NV 89146 Phone: (702) 638-8750 Fax: (702) 638-8774

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WORKFORCE CONNECTIONS

WORKFORCE INVESTMENT ACT

TWO-YEAR STRATEGIC COMPLIANCE PLAN

Southern Nevada Local Workforce Investment Area

FOR THE PERIOD: July 1, 2014 through June 30, 2016

Workforce Connections
6330 West Charleston Blvd., Suite 150
Las Vegas, Nevada 89146
(702) 638-8750/Fax (702) 638-8774

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Two-Year Strategic Compliance Plan
2014-2016

Outline of the Southern Nevada Workforce Investment Board Two-Year Plan:

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A. Executive Summary

1. Workforce Connections (WC), Southern Nevada's Local Workforce Investment Board (LWIB) will implement the Workforce Investment Act (WIA) in accordance with the framework outlined in this plan. Workforce Connections is aligned with the Nevada Governor's Workforce Investment Board (GWIB) with regard to building a demand-driven workforce development system for the Southern Nevada Local Workforce Investment Area (LWIA). Workforce Connections and its appointed committees will be guided by the GWIB's goals and vision for designing a workforce development system that will meet or exceed the needs of local businesses and jobseekers. Concentrated efforts will be launched to align workforce development resources with essential partners, in particular, the Department of Employment, Training and Rehabilitation (DETR), the Governor's Office of Economic Development (GOED), the Nevada System of Higher Education (NSHE), K-12, local providers of training services, and local employers.

2. The Southern Nevada LWIA Local Elected Officials (LEO) will continue their long-standing role as the grant recipient of U.S. Department of Labor funds and resources. Through the LEO's strong leadership, this plan will serve as the cornerstone for Workforce Connections to effectively implement and oversee WIA Title I employment and training services throughout its Workforce Investment Area. Workforce Connections staff will provide local administrative and programmatic oversight, along with technical support to the LWIB. In future years, Workforce Connections reserves itself and its funded partners the greatest flexibility possible, consistent with the Act, its regulations and potential reauthorization, in order to oversee and modify the workforce development system to meet demand-driven employment and training challenges.

3. This plan provides a comprehensive overview of Workforce Connections' ongoing initiatives and strategies to accomplish its mission. In support of regional and sector strategies contained within the Governor's five (5) year Integrated Workforce Plan, the following strategic actions will be the focus of this plan:

    - Increasing Nevada's pipeline of workers for targeted industry sectors through active engagement of employers through the Local Employer Advisory Panel (LEAP), by expanding the effective use of Labor Market Information (LMI), increasing credential attainment in related demand occupations, and increasing the number of participants placed into employment within key industry sectors.

    - Establishing career pathways as a primary model for collaboration by increasing hands-on career exploration opportunities in Science, Technology, Engineering, and Math (STEM), increasing awareness about career and training opportunities in the local area, and promoting alignment of secondary and postsecondary education with the workforce development system.

- Increasing credential attainment by encouraging interest in new opportunities for Youth to simultaneously earn secondary and post-secondary credentials, increasing attainment of career readiness certifications through STEM workshops, training/coaching on the use of available resources to guide educational/training decision making, and dedicating local funds to support services aimed at underrepresented populations.

- Strengthening data collection/recording/analysis by supporting the implementation of the State wide Automated Workforce System (SAWS), improving self-service system tools for the LWIA, increasing availability of real time performance data and reporting, and increasing the productivity and effectiveness of internal control systems and processes by implementing a paperless initiative.

4. This plan supports a comprehensive workforce development system in order to provide the Southern Nevada LWIA with highly skilled workers that compete successfully in the current economy and labor market. The One-Stop Delivery System (OSDS) coordinates a wide range of federally-funded training programs and services that address the distinct and specific needs of different populations and industries. Services are provided using the following resources:

   - One-Stop Career Center (OSCC): The cornerstone of Workforce Connections' One-Stop Delivery System is the OSCC. This comprehensive center is a proud partner of the American Job Center network. It successfully opened its doors on June 17, 2013 and on August 21, 2013 hosted U.S. Labor Secretary Thomas Perez. The center is operated by a consortium of local key stakeholders. The center unifies numerous providers of training, education and employment programs under one roof. This comprehensive, single, customer-focused and friendly center serves the Greater Las Vegas Area, facilitating "universal access" to local employers and job seekers. This plan seeks to broaden provision of services by opening additional centers in cities such as Henderson, North Las Vegas, Boulder City, and Laughlin.

   - Business Engagement will continue to expand by effectively, compiling and communicating workforce intelligence, engaging local employers, encouraging collaboration with the workforce system, and promoting comprehensive, integrated recruitment services.

   - Workforce Connections' network of WIA Title I service providers constitute additional points of access to the One-Stop Delivery System (OSDS). The network serves Southern Nevada's unemployed and underemployed adults, dislocated workers, and youth. The network provides an effective and integrated system of education, training, employment, and supportive services that promotes skill attainment and career pathways development.

B. Public Comments Process

Workforce Connections is the Southern Nevada Workforce Investment Board (SNWIB), a Workforce Investment Act (WIA) administrative entity as designated by the Governor of the State of Nevada serving the Southern Nevada Workforce Investment Area which consists of the counties of Clark, Esmeralda, Lincoln and Nye, and the cities of Boulder City, Henderson, Las Vegas and North Las Vegas.

Workforce Connections' Two Year Strategic Plan, required under the Workforce Investment Act, represents a unique opportunity for meeting the demand for a robust public workforce system that can address the needs of a diversity of jobseekers, including individuals with low literacy skills and limited English proficiency, dislocated workers transitioning to new occupations or industries, and young people seeking to enter the labor market, while effectively responding to the skill requirements of the current local labor market. The plan aligns its resources with those of the Governor's Workforce Investment Board. This alignment ensures efficient and effective oversight of employment and training service delivery to individuals residing in the Southern Nevada Workforce Investment Area. Workforce Connections' proposed plan also highlights the goals and objectives of the Southern Nevada One-Stop Delivery System for the period of July 1, 2014 through June 30, 2016.

Workforce Connections made its Proposed Two-Year Plan available to receive public comment for a 30-day period beginning May 15, 2014 through June 15, 2014. The Public Comment Version of the Proposed Two-Year Plan was available at Workforce Connections' website: www.nvworkforceconnections.org. Paper copies of the Proposed Two-Year Plan were made available for public review between the hours of 8:00 A.M. and 5:00 P.M., Monday through Friday at the Workforce Connections' Administrative Offices located at 6330 West Charleston Blvd., Suite 150, Las Vegas, Nevada 89146. Copies of the proposed plan were also made available for public comment at the following locations:

Bridge Counseling Associates, 1701 West Charleston Blvd., Suite 400, Las Vegas, Nevada 89102
Foundation for an Independent Tomorrow (FIT), 1931 Stella Lake Drive, Las Vegas, Nevada 89106
GNJ Family Life Center, 2535 West Cheyenne Ave., Suite 107, North Las Vegas, Nevada 89032
Goodwill of Southern Nevada, 1280 West Cheyenne Ave., North Las Vegas, Nevada 89030
Help of Southern Nevada, 1640 East Flamingo Road, Suite 100, Las Vegas, Nevada 89119
Latin Chamber of Commerce Community Foundation, 300 N. 13th Street, Las Vegas, Nevada 89101
Nevada JobConnect—119 Water Street, Henderson, Nevada 89015
Nevada JobConnect—3405 South Maryland Parkway, Las Vegas, Nevada 89169
Nevada JobConnect—2827 Las Vegas Blvd., North, North Las Vegas, Nevada 89030
Nevada Partners, Inc., 710 West Lake Mead Blvd., North Las Vegas, Nevada 89030
Southern Nevada Regional Housing Authority, 5390 East Flamingo Road, Las Vegas, Nevada 89122
Nye Communities Coalition, 1020 East Wilson Road, Pahrump, Nevada 89048
Lincoln County – Youth Career Program

Questions regarding the Proposed Two-Year Plan are to be directed to: Ardell Galbreth, WC Executive Director, at (702) 638-8750 or via e-mail at: agalbreth@snvwc.org.

C. General Plan Information

1. Goals and Objectives

   a. Workforce Connections' Mission Statement: To develop a world-class workforce development system that complements the State of Nevada's overall education and economic development strategy and guides federal, state and local employment and training resources in a customer focused, and user-friendly manner promoting a high quality, competitive workforce.

   b. Workforce Investment System Philosophy: To have universal access for all; be organized around One-Stop Centers (One-Stop System); have a strong year-round youth component; and target adult, youth and dislocated workers.

2. Authentication and Plan Approval: In accordance with the federal Workforce Investment Act, the undersigned Chief Local Elected Official Chairman and Local Workforce Investment Board Chairperson have approved the Local Workforce Investment Board Plan, and agreed to operate or cause to be operated programs pursuant to this plan. The undersigned certifies that they concur with the contents of this plan and agree that it shall be carried out through funded partners/contracted service providers as well as participating One-Stop Partners through the attached Memoranda of Understanding (MOU). The undersigned further certifies that no sub-grant shall be executed without the concurrence of the designated local elected officials, the Local Workforce Investment Board, and the State of Nevada. This plan consists of this page, the Outline, and all of the sections and attachments indicated on the Outline.

Approved for Workforce Connections

Hannah Brown

Hannah M. Brown, Chairperson
Workforce Connections

Date: 6/24/2014

Approved for Local Elected Officials

Lawrence Weekly

Lawrence Weekly, Chairman
Southern Nevada Chief Elected Officials Consortium

Date: June 24, 2014

D. Assurances and Certifications

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

(4) This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

(5) This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

Approved for Workforce Connections

Hannah M. Brown

Hannah M. Brown, Chairperson
Workforce Connections

Date: June 24, 2014

Approved for Local Elected Officials

Lawrence Weekly

Lawrence Weekly, Chairman
Southern Nevada Chief Elected Officials Consortium

Date:_____

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS PRIMARY COVERED TRANSACTIONS

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

(BEFORE SIGNING CERTIFICATION, READ ATTACHED INSTRUCTIONS WHICH ARE AN INTEGRAL PART OF THE CERTIFICATION)

(1) The prospective primary participant certifies to the best of his/her knowledge and belief, that his/her and his/her principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a pubic (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

INSTRUCTIONS FOR CERTIFICATION
(Debarment)

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.

2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why he/she cannot provide the certification set out below. The certification or explanation will be considered in connection with the Department of Labor's (DOL) determination whether to enter into this transaction, however, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.

3. The certification in this clause is a material representation of fact upon which reliance was placed when the DOL determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the DOL may terminate this transaction for cause or default.

4. The prospective primary participant shall provide immediate written notice to the DOL if at any time the prospective primary participant learns his or her certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the DOL for assistance in obtaining a copy of those regulations.

6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, he/she shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.

7. The prospective primary participant further agrees by submitting this proposal that he/she will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions," provided by the DOL, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless he/she knows that the certification is erroneous. A participant may decide the method and frequency by which he/she determines the eligibility of his/her principals.

9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed, that is normally possessed by a prudent person in the ordinary course of business dealings.

10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may terminate this transaction for cause or default.

Approved for the Workforce Connections

Hannah Brown

Hannah M. Brown, Chairperson
Workforce Connections

Date: June 24, 2014

Approved for Local Elected Officials

Lawrence Weekly

Lawrence Weekly, Chairman
Southern Nevada Chief Elected Officials Consortium

Date: June 24, 2014

NONDISCRIMINATION AND EQUAL OPPORTUNITY REQUIREMENTS OF THE WORKFORCE INVESTMENT ACT

(1) As a condition to the award of financial assistance under WIA from the Department of Labor, the grant applicant assures, with respect to operation of the WIA funded program or activity and all agreements or arrangements to carry out the WIA-funded program or activity, that he/she will comply fully with the nondiscrimination and equal opportunity provisions of the Workforce Investment Act 1998, including the Nontraditional Employment for Women Act of 1991 (where applicable); title VI of the Civil Rights Act of 1964, as amended; section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; title IX of the Education Amendments of 1972, as amended; and with all applicable requirement imposed by or pursuant to regulations implementing those laws, including but not limited to 29 CFR part 34. The United States has the right to seek judicial enforcement of this assurance.

(2) The grant applicant certifies that he/she has developed and maintains a "Methods of Administration" pursuant to 29 CFR 34.33.

(3) The grant applicant is attaching information pursuant to 29 CFR 34.24 (a)(3)(ii) where applicable, including the name of any Federal agency other than the Department of Labor's Directorate of Civil Rights that conducted a civil rights compliance review or complaint investigation during the two preceding years in which the grant applicant was found to be in noncompliance; and shall identify the parties to, the forum of, and case numbers pertaining to, any administrative enforcement actions or lawsuits filed against it during the two years prior to his/her application which allege discrimination on the ground of race, color, religion, sex, national origin, age, disability, political affiliation or belief, citizenship or participation in WIA.

Note: No findings of noncompliance in the last two years.

Approved for Workforce Connections

Hannah Brown

Hannah M. Brown, Chairperson
Workforce Connections

Date: June 24, 2014

Approved for Local Elected Officials

Lawrence Weekly

Lawrence Weekly, Chairman
Southern Nevada Chief Elected Officials Consortium

Date: June 24, 2014

CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

A. The grantee certifies that he/she is or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an ongoing drug-free awareness program to inform employees about:
   (1) The danger of drug abuse in the workplace;
   (2) The grantee's policy of maintaining a drug-free workplace;
   (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
   (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
   (1) Abide by the terms of the statement; and
   (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendars days after such conviction;

(e) Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:
   (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
   (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee shall provide in the space below the primary address of the Administrative entity in connection with this grant.

(Name of Organization, street address, city, and zip code):

Name of Organization: Workforce Connections

Street Address: 6330 West Charleston Boulevard Suite 150

City: Las Vegas, Nevada

Zip Code: 89146

Name/Title of Authorized Signatory: Ardell Galbreth, Executive Director

Signature: _____

Date: 06/24/2014

Approved for Workforce Connections

Hannah Brown

Hannah M. Brown, Chairperson
Workforce Connections

Date: June 24, 2014

Approved for Local Elected Officials

Lawrence Weekly

Lawrence Weekly, Chairman
Southern Nevada Chief Elected Officials Consortium

Date: June 24, 2014

ASSURANCES/CERTIFICATIONS - the LWIB assures and certifies that all programs and activities funded under the Workforce Investment Act will comply with:	**Federal, State and Workforce Connections Policies and/or Procedure Title, Effective/Revision Date**
A. GENERAL PLANNING:	
1. Section 117, §661.300, §661.305, §661.315 & §661.325, which establishes the Local Workforce Investment Board (LWIB), its functions and certification requirements. ***(Please attach copy of current LWIB agreements and membership list)***	In Compliance (See attachment)
2. Section 117 (d) and §661.350, which establishes the responsibilities of the LWIB in respect to all stages of program planning, policy setting, oversight, evaluation, and implementation. The LWIB meeting agendas and minutes of meetings, which indicate the extent of the LWIB's involvement in the WIA program are available for review upon request.	Workforce Connections By-Laws, Dated August 24, 2005
3. §□661.305 (a)(1), which ensures the LWIB, in partnership with local elected officials, is responsible for developing the Local Workforce Investment Board Plan, including the involvement by representatives of participating One-Stop Partners.	In Compliance
4. Section 118(c)(1&2) and □§661.345(b & c), which requires the local board to make available copies of a proposed plan to the public through such means as public hearings and the local media; allow members of the local board and members of the public including representatives of business and labor organizations, to submit comments on the proposed local plan to the local board, not later than the end of the 10-day period beginning on the date on which the proposed local plan is made available; and include with the local plan submitted to the Governor any comments that express disagreement with the plan.	In Compliance
5. That the proposed plan, annual modifications and plan revisions have been made available for public review and comment. [□§661.345(b)] Date of Board Meeting: 6/24/14 10:00AM **No public comments were received.**	In Compliance

ASSURANCES/CERTIFICATIONS - the LWIB assures and certifies that all programs and activities funded under the Workforce Investment Act will comply with:	**Federal, State and Workforce Connections Policies and/or Procedure Title, Effective/Revision Date**
6. Section 118 (b)(1)(A-C), which requires the LWIB to use appropriate labor market and demographic analysis as the basis for planning programs to ensure (1) a systematic assessment of local labor market needs and problems; and (2) that occupational training provided is in occupations for which job opportunities exist and at the level of skills required by private employers.	In Compliance
7. Section 134(d)(4)(A)(iii) and §663.310 (c), which requires training provided with funds made available under this Act shall be only for occupations for which there is a demand in the area served or in another area to which the participant is willing to relocate, and consideration in the section of training programs may be given to training in occupations determined to be in sectors of the economy which have a high potential for sustained demand or growth.	PL 105-220 Sec. 134 20 CFR §663.300 20 CFR §663.400 WCP ADW-030-06 (Rev. October, 2013)
B. PROGRAM DESIGN:	
1. §662.230, which requires access to mandated One-Stop Partners core services through the One-Stop delivery system.	PL 105-220 Sec. 121 20 CFR §662 Subpart B
2. §663.110, §663.115, §663.220, §663.230, §663.310, and §§664.200-220, which define eligibility requirements for adult and dislocated worker core, intensive, and training services, as well as youth services.	20 CFR §663 Subpart A, B, and C 20 CFR §664 Subpart B WCP ADW-030-01 Rev. March, 2014 WCP YTH-040-01 Eff. November, 2013
C. PROGRAM MANAGEMENT:	
1. Section 188, §667.275, and 29 CFR Part 37, which requires the LWIB and all subrecipients not to discriminate in employment or in the provisions of services based on race, religion, color, national origin, sex, age, marital status, arrest without conviction, disability, political affiliation or belief, and for beneficiaries only, citizenship or participation in programs funded under the Act.	PL 105-220 Sec. 188 20 CFR §667.275 20 CFR §667.600 29 CFR §37 WCP GEN-050-01 Rev. October, 2013

ASSURANCES/CERTIFICATIONS - the LWIB assures and certifies that all programs and activities funded under the Workforce Investment Act will comply with:	**Federal, State and Workforce Connections Policies and/or Procedure Title, Effective/Revision Date**
2. §667.266 and §667.275(3)(b) which requires the LWIB and its subrecipients not to place participants in the construction operation, or maintenance of any facility which is used or to be used for sectarian instruction or as a place for religious worship.	PL 105-220 Sec. 188 20 CFR §667.266 29 CFR §37.6 (2)(3)
3. Workforce Investment Act Letter (WIAL 3-99), which requires that participation in programs and activities financially assisted in whole or in part under this act shall be open to citizens and nationals of the United States, lawfully admitted permanent resident aliens, lawfully admitted refugees and parolees, and other individuals authorized by the Attorney General to work in the United States.	PL 105-220 Sec. 188 (5) WCP ADW-030-01 Rev. March, 2014 WCP YTH-040-01 Eff. November, 2013
4. §667.630, which requires that programs funded under the Act, will be administered in full compliance with safeguards against fraud and abuse.	20 CFR §667.630 SCP 4.7 WCP GEN-050-02 Eff. November, 2013
5. §667.200(d), which requires LWIB and its subrecipient/ subcontractors to comply with the debarment and suspension regulations.	20 CFR §667.200(d) 29 CFR §98 SCP 5.1
6. Section 188, 29 CFR Part 37, and §667.275 (a)(3), which require all recipients to provide physical and programmatic accessibility and reasonable accommodation to WIA program services in compliance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act.	PL 105-220 Sec. 188 20 CFR §667.275 20 CFR §667.600 29 CFR §37 WCP GEN-050-01 Rev. October, 2013

ASSURANCES/CERTIFICATIONS - the LWIB assures and certifies that all programs and activities funded under the Workforce Investment Act will comply with:	**Federal, State and Workforce Connections Policies and/or Procedure Title, Effective/Revision Date**
7. 29 CFR Part 37.34, which requires that all grant recipients and their subrecipients must indicate in recruitment brochures and other materials that are ordinarily distributed or communicated in written and/or oral form, electronically and/or on paper, to staff, clients, or to the public at large that the WIA Title I program or activity described "is an equal opportunity employer/program" and that "auxiliary aids and services are available upon request to individuals with disabilities." These materials must indicate that the program or service provider may be reached by telephone, and must state the telephone number of the Telephone for Deaf and Deafened (TDD) or relay services used as required in □29 CRF Part 37.9(c).	29 CFR §37 SCP 4.1 WCP GEN-050-01 Rev. October, 2013
8. 29 CFR Parts 37.29-33, which requires public notice of EEO provisions.	29 CFR §37 SCP 4.1 WCP GEN-050-01 Rev. October, 2013
9. §667.274, which requires that LWIB and its subrecipients assure compliance with State and Federal health and safety laws as well as to assure the maintenance of workers' compensation insurance on all WIA work-related activities.	20 CFR §667.274 WCP ADW-030-07 Rev. October, 2013 WCP ADW-030-08 Rev. October, 2013 WCP YTH-040-08 Eff. November, 2013
10. §667.600(f), which requires LWIB and its subrecipients to develop a system for the handling of complaints of discrimination from participants in accordance with the Section 188(a) of the Act, regulations and policies issued by the State.	SCP 4.1 SCP 4.3 WCP 5.3r#1 Rev. February, 2008 WCP GEN-050-01 Rev. October, 2013

E. Document List

1. LEO Consortium Agreement
2. LEO and Local Workforce Investment Board Agreement
3. Workforce Connections Board Membership List
4. Youth Council Membership List
5. Proof of Plan Publication
6. Copy of Public Comments, **N/A – No public comments were received.**
7. Local MOU between LWIB and One-Stop Partners
8. Workforce Connections Organizational Chart

F. Board Members:

1. Roles and Responsibilities: Board members will continue to serve as an advisory entity to Workforce Connections. In this capacity, they provide expertise in policy development and ensure the effective delivery of WIA services in the Southern Nevada Local Workforce Investment Area. They recommend service providers through a competitive process, facilitate the oversight of compliance of providers and establish linkages with the business community, educational agencies, as well as, community-based organizations. They facilitate the leveraging of resources available in the Southern Nevada Local Workforce Investment Area.

2. To reboot Nevada's economic vitality, public policy must encourage the growth of high skill, high-wage jobs, and ensure there are an adequate number of workers with the skills necessary to succeed in those jobs. To this end, the mission of Workforce Connections is to continue to improve upon a Local Workforce System that is inclusive of:

- Two Workforce Investment Boards, i.e., one in northern Nevada and one in southern Nevada.
- Creating and maintaining a flexible, highly skilled workforce that will perpetuate a continuous competitiveness for local businesses.
- Expanding the breadth and depth of partnership involvement in a collaborative manner within the workforce system to maximize optimum customer service.
- Fostering efforts that shall increase personal income and business capital.
- Ensuring that the local One-Stop Career Centers (Workforce Investment System) is the "first choice" for all jobseekers, workers and employers in Southern Nevada who are in need of employment and training services.

G. Workforce Connections Plans

1. *Improve the quality of Nevada's workforce to meet the needs of employers and jobseekers:*

It is recognized that in any job training and employment environment, the employer is the key to success. Locally, employers can be assured that when the decision is made to recruit employees through the Southern Nevada One-Stop Delivery System they are selecting from a pool of individuals who can best satisfy their employment needs. It is Workforce Connections' responsibility to establish and oversee a process so that jobseekers that enter this hiring pool/system are prepared and have the necessary skills, knowledge, and resources to meet the needs of the employers. In other words, Workforce Connections is called on to meet Southern Nevada's demand-driven workforce needs. It is also the goal of Workforce Connections to ensure that this system is designed to be driven by employers. While aligning Workforce Connections' resources and training strategies with the Nevada Governor's Office of Economic Development, a series of surveys, questionnaires, and employer focus group meetings will continue to be at center stage in obtaining firsthand employment demands and industries sectors intelligence. Workforce Connections' Local Employer Advisory Panel (LEAP) and the GWIB's Industry Sector Councils will continue to guide system strategies and activities. The local workforce system components will be adjusted to meet local labor market demands as identified by the Governor's Workforce Investment Board strategic plan.

2. *Workforce Connections Two-Year Plan—Enhance the productivity and competitiveness of the State of Nevada:*

It is the goal of Workforce Connections to enhance the productivity and competitiveness of the State by providing jobseekers and employers the opportunity to access a never before seen myriad of employment resources via the One-Stop Delivery System. This goal, as set by both the State and its Local Workforce Investment Boards, will be accomplished by empowering jobseekers with both the means and knowledge to acquire competitive workforce skill-sets. Workforce Connections is working diligently, with the business community, to identify occupations and industries with meaningful entry-level opportunities for unemployed and underemployed individuals, while also working to establish career ladders which provide the education, training, and work experience necessary for individuals to advance their careers over time. For example, Workforce Connections has recently implemented system-wide STEM initiatives that expose Youth and Adult & Dislocated workers to skill-sets, proficiencies and career pathways in STEM related occupations/industries.

3. ***Increase the employment, retention, and profits of employers utilizing the One-Stop Delivery System:***

   a. It is a recognized fact that a poorly trained and unskilled labor force in the workplace leads to high turnover rates and increased costs. To address this problem in southern Nevada, Workforce Connections will negotiate strict contract requirements for WIA service providers to supply "state of the art" high skill, high wage training programs. Retention of employment will be ensured by prioritizing occupational skills training, on-the-job training, and customized training, when appropriate. Also, training programs will be designed to meet the needs of employers.

   b. The cost savings benefits of a well-trained workforce will be effectively marketed to all businesses as a means by which the local workforce system can assist them in raising the levels of their workforce productivity which will result in an overall increase in profits.

   c. Additionally, at the local level and based upon the availability of funding, incumbent worker training is another strategy that Workforce Connections will consider to better address the skill requirements of employers. While incumbent worker training has not been a priority in the past, it is expected that any incumbent worker training would be targeted to help low-skilled, low-wage workers obtain skills and credentials necessary to retain employment, and/or advance career pathways.

4. ***Reduce welfare dependency and increase self-sufficiency***:

   It is the goal of Workforce Connections to build a system that reduces welfare dependency and increases self-sufficiency by leveraging funds, and forming a consortium of partners that consists of individuals and agencies that have proven expertise in dealing with welfare recipients. The overarching strategy will be to: 1) promote systems improvement and integration to create a seamless network of services for job seekers and local business, 2) promote the development of workforce skills and credentials to ensure local area residents can succeed in the current labor market, 3) provide job seekers with support needed to ensure local area residents can succeed in the current local labor market, and 4) ensure local business will have access to a skilled and ready to work labor force that will meet current and future local demands.

5. ***Increase occupational skill attainment by job seekers:***

   Education, training and employment services will be available to all who access the Nevada Workforce Development System. Jobseekers who demonstrate the need to enhance, upgrade, or require higher-level occupational skills will be served by the Southern Nevada One-Stop Delivery System partners. Education, training and employment services will also be available for workers seeking their first job, a new job, a better job, nontraditional employment or those requiring additional skills to enable them to enter or return to the job market.

6. ***Increase the employment retention and earnings of employees***;

   It is the intent, at the Local Workforce Investment Board level, to maintain a system that supports not only those individuals who are unemployed, but those who are seeking to improve their job skills. Recognizing that both groups have many of the same goals and objectives (employment, retention, and increased earnings), efforts will be made to recruit training and service providers that understand they will have accountability for job placement, retention, and increases in wages or benefits for their customers. Percentages for job placement, job retention, and an increase in earnings will be measured and reported to the state and Workforce Connections' employment community. Workforce Connections anticipates employers will actively recruit from the One-Stop Delivery System.

H. Workforce Connections/Local Workforce Investment Board
(WIA Section 117, §661.305, §661.315 and §661.325)
The following describes the organization and structure of Workforce Connections, including organizations and entities represented on the Board:

1. ***Workforce Connections was established as a public agency in the State of Nevada, pursuant to NRS 82.011 and 277.180:***

   Workforce Connections is a public agency and it is governed by a consortium of Local Elected Officials (LEOs) representing local city and county governments. Workforce Connections Board membership is comprised of the following organizations and entities.
   (See Attachments 1 and 2)

   a) State of Nevada Department of Employment, Training and Rehabilitation
   b) City and County elected officials representing the Southern Nevada Workforce Investment areas, political jurisdictions
   c) Local Business Sector
   d) WIA Title I Service Providers
   e) Community Based Organizations
   g) Economic Development Organization
   h) Secondary and Post Secondary Education
   i) Employment Trade Associations/Organizations

2. ***The following describes the process Workforce Connections uses to identify and select its Board members:***

   In an effort to obtain qualified representatives to serve on the Workforce Connections Board, a number of recruiting methods are used to solicit nominations. Media, correspondence, and word of mouth are among a few of the methods used at the local level. A Workforce Connections board application with qualification requirements is submitted to potentially interested organizations and/or candidates. Once a potential board member is identified, the nomination is submitted to the Local Elected Officials (LEOs) for approval.

3. ***The following describes how Workforce Connections will carry out its roles and responsibilities outlined in §661.305:***

   Duties will be assigned and completed in a committee structure. All work and/or recommendations completed by the committees will be brought to the entire board at its regular scheduled meetings. The Workforce Connections Board typically meets once per month to review program progress, hear and consider committee reports and approve or recommend budgets to the Local Elected Officials.

4. ***Interaction with the State Workforce Investment Board:***

   Workforce Connections will coordinate with and assist the Governor's Workforce Investment Board in the development of state and local plans, which will encompass the development of local performance measures and regional/industry sector strategies. Workforce Connections will also seek guidance and input from the Governor's Workforce Investment Board in the interpretation of state and federal laws, and any applicable federal regulation. Furthermore, Workforce Connections in partnership with the Governor's Workforce Investment Board and other essential partners such as the Governor's Office of Economic Development, the Nevada System of Higher Education, i.e., community colleges, and local area businesses, will assure that the system of planning and service delivery is an integrated and coordinated system. Also, representatives from Workforce Connections will continue to actively participate/collaborate with the Governor's Workforce Investment Board, committees and industry sector councils.

5. ***Attached is a list of current Workforce Connections Board members. Included is the organization and the membership category each individual represents as required under WIA Section 117 (b) (2), §661.315:***
   (See Attachment 3)

6. ***The following describes how local elected officials fulfill their role as decision-makers for Workforce Connections:***

   The Local Elected Officials (LEO) have chosen to sit on and become active members of the Workforce Connections Board. The LEOs consortium has the fiduciary responsibilities outlined in the Act and will continue to be involved in the decision making process of the Workforce Connections Board and approve all budgets in connection with WIA funds. Additionally, the Local Elected Officials will meet separately from the Workforce Connections Board, when appropriate, to exercise the responsibilities and duties identified in WIA that are exclusively theirs.

7. ***Youth Council (WIA) Section 117(h)(2&4), §661.335, §661.340 and §664.110(c):***

   Workforce Connections' Youth Council will be an advocate for youth, in terms of ensuring that programs are put in place to address the needs of disadvantaged and "at risk" youth who may be school drop-outs. The youth council shall also assist the state in decreasing the proficiency exam failure rate and increasing opportunities for youth to prepare for studies in the fields of Science, Technology, Engineering and Math (STEM). The youth council will focus greater attention toward those youth who are aging out of the foster care system, incarcerated youth who will be re-entering society, and those youth with developmental and physical disabilities, and youth who are homeless.

8. ***The following describes the process Workforce Connections uses to select youth council members:***

   In an effort to recruit qualified youth council members, a survey was provided to each Workforce Connections' board member soliciting volunteers who were interested in youth activities. In addition, Workforce Connections bylaws require its members to serve on either a committee and/or council in order to ensure active Board participation.

9. ***Attached is a list of the current youth council members. The list includes the organization each individual represents:***
   (See Attachment 4)

10. ***The following describes the roles and responsibilities of the youth council, including its oversight responsibilities of local youth programs:***

    a. The primary role/function of the youth council will continue to serve as an advisory entity to Workforce Connections. In this capacity, the youth council members will provide expertise in youth policy and ensure that recommended provider(s) of youth services serve youth who are eligible for WIA services and are receiving the assistance they need to become productive members of society.

b. Responsibilities of the youth council are to coordinate youth activities, develop portions of the youth plan that deal with eligibility, recommend service providers through a competitive process, facilitate the oversight of compliance of providers of youth activities, and establish linkages with educational agencies, as well as, community-based organizations.

c. The youth council will facilitate the leveraging of resources available in the Southern Nevada Workforce Investment Area, and ensure that youth who are part of the juvenile justice system, state welfare and foster care system, will be served to the extent that resources permit. The council shall set clear policy direction for creating employment opportunities and career pathways for eligible youth ages 14-21 years, both in school and out of school.

d. One of the council's major goals is to improve the efficiency and quality of youth services through the identification of gaps in services and activities. The needs of youth, in and out of school, will be addressed as well as the importance of continuous services in meeting the needs of youth in the 21st century.

I. Economic Development/Local Labor Force

[WIA section 118(a)(1)(A-C)] and §661.350 E(4)(a)]

1. The following describes how Workforce Connections will meet the needs of employers, jobseekers and workers in the local workforce investment area:

a. The needs of employers and jobseekers are identified primarily from statistical data derived from Nevada's Department of Employment, Training and Rehabilitation, Research and Analysis Bureau that includes wage and growth estimates for in-demand occupations.

b. To ensure timely feedback from employers in the Southern Nevada Local Workforce Investment Area, the Local Employer Advisory Panel (LEAP) is utilized. LEAP provides real time information identifying employer requirements such as; experience required, training requirements, desired skill sets, soft skills needed, and current or projected labor market demands. LEAP will provide feedback from employers and businesses regarding what works well, what needs to be improved, and what additional services should be added to enhance the Southern Nevada One-Stop Delivery System.

c. In support of the Governor's industry sector councils, Workforce Connections will focus on keeping the business community apprised of the benefits of utilizing the One-Stop Delivery System. Similarly, members of the Workforce Connections Board who represent areas outside of Clark County (rural) will address the unique challenges facing rural jobseekers. It is envisioned that the combined efforts of Workforce Connections and rural area chambers of

commerce will reveal areas of entrepreneurial and employment opportunities. Workforce Connections is committed to funding rural providers to deliver training and employment services.

2. ***The following describes how coordination with employers and economic development officials occurs in the One-Stop Delivery System:***

   Coordination of activities with employers and economic development officials will be continuous in order to ensure alignment within the Southern Nevada One-Stop Delivery System in the following manner:

   a. Local elected officials appointed to Workforce Connections' Board are key individuals who represent workforce and economic development administrators. Nevada's Department of Employment, Training and Rehabilitation (DETR) in support of the Governor's Office of Economic Development provides critical input into the development of the Southern Nevada One-Stop Delivery System.

   b. Workforce Connections' Board consists of representatives from leading private sector businesses who understand and support the state's economic development initiatives, and ensure there will be a continuous dialogue between board members addressing their mutual workforce development concerns. Workforce Connections' Board which is made up primarily of business representatives and employers, are essential components of Southern Nevada's One-Stop Delivery System. Further, Workforce Connections' One-Stop Delivery System has a strong Business Engagement team dedicated to work with the business community to develop business relations and foster employment opportunities.

3. ***The following describes how the current and projected employment opportunities are identified in both the private and public sectors, and how jobseekers can obtain the necessary job skills to fulfill workforce demands:***

   a. Information regarding the current and forecasted employment opportunities and the necessary skills to obtain employment is acquired from sources such as: Nevada's Department of Employment, Training and Rehabilitation, Bureau of Research and Analysis, LEAP, and the Business Engagement team.

   b. Working closely with economic development entities, Workforce Connections will have at its disposal information outlining businesses/employers skill set needs which will allow Workforce Connections to address both the jobseeker's and employer's needs. The LEAP, in coordination with the Business Engagement team, provides real time information identifying employer requirements such as: experience required, training requirements, desired skill sets, soft skills needed, and current or projected labor market demands.

4. ***The following describes how Workforce Connections identifies the needs of employers, jobseekers, and workers to fulfill demand-driven job skills:***

   a. In alignment with the Governor's industry sector councils, the Business Engagement team will continue to implement workforce development strategies to fulfill the need of local employers by identifying the skill gaps in targeted industry sectors within the local economy and incorporating solutions in the talent supply pipeline.

   b. The jobseekers will have ready access to employment services resources through the One-Stop Career Centers, contracted WIA service providers or on-line using Workforce Connections' virtual One-Stop Delivery System network.

5. ***The following describes demographic characteristics of the general and eligible population, and the geographic area covered:***

   The Southern Nevada area includes four counties, Clark, Esmeralda, Lincoln, and Nye, with a labor force of over 1.01 million. The majority of the jobs are located in Clark County (98%) at 995,000, followed by the rural counties: Nye 17,000, Lincoln 2,000, and Esmeralda 1,000. The 2014 unemployment rate for the counties is; Clark 8.7%, Nye 9.9%, Lincoln 11.7% and Esmeralda 3.1%. Although unemployment has dropped over the last several years, cursory indicators such as unemployment claims indicate that many areas in the Las Vegas metropolitan area still struggle with unemployment in the 12% to 18% range. The Leisure and Hospitality sector is the largest employer in Clark County followed by Health and Medical Services. Combined, they account for almost 50% of employment. Although Nye County has a large employee base associated with Leisure and Hospitality, the rural counties are driven to a larger degree by Mining, Public Administration, Education, and Health and Medical Services. Although the average wage for the area is $20.43, the targeted WIA eligible population has an entry level wage of $14.86.

6. ***The following describes any additional indicators of performance established by Workforce Connections:***

   In addition to the required negotiated performance measures established by the Department of Labor and the State of Nevada, Workforce Connections has added participant enrollments and financial expenditure rate as required performance measures that must be met by its sub-recipients/service providers.

7. ***The following describes how customer satisfaction data will be evaluated and used to improve services and customer satisfaction:***

   Customer satisfaction data and information will be shared with the operators of the One-Stop Career Center, Workforce Connections' staff members, and the general public as requested, to ensure quality improvement takes place.

8. ***The following describes how Workforce Connections will evaluate performance and what corrective actions (including sanctions and technical assistance) will take place if performance falls short of expectations:***

   a. Workforce Connections is committed to comply with both state and federal regulations and policies. Workforce Connections' staff has developed local performance measures and policies to improve system-wide performance. One-Stop Delivery System activities are reported to the Workforce Connections Board on a regular basis.

   b. When service providers fall below established performance measures and fail to take positive corrective action, Workforce Connections' staff will offer technical assistance and guidance to assist service providers in improving their performance and/or correcting noted findings. If, after technical assistance is provided along with detailed corrective action guidance, service providers still do not achieve established performance measures, Workforce Connections' staff will recommend to its Board appropriate actions as outlined in Workforce Connections policies and guidelines.

J. One-Stop System
[WIA Section 121 and §661.350(3)(I-ii)]

1. ***The following describes how Workforce Connections plans to ensure continuous improvement of eligible providers of service and ensure that such providers meet the employment needs of local employers and WIA program participants:***

   a. Workforce Connections publishes Requests for Proposals (RFPs) to solicit responses for employment and training services delivery. The selection of service providers is based on respondents/proposer's demonstrated ability to meet both the employer and jobseekers' needs. Workforce Connections' staff monitors service providers' employment and training programs at least annually to ensure that services are engineered to meet the needs of the jobseekers and employers.

   b. Customer satisfaction surveys, along with Workforce Connections' established performance indicators are used to ensure customers' needs are adequately addressed when accessing Southern Nevada's One-Stop Delivery System. Continued improvement of services will be fostered through LEAP, business engagement, sector councils, focus groups, and periodic round table

discussions with jobseekers, employers, service providers and training providers.

2. ***The following describes how Workforce Connections will designate and certify One-Stop Career Center Operators in the local area***:

A consortium of WIA mandated partners currently serves as the One-Stop Career Center operator for the Southern Nevada Workforce Investment Area. This consortium focuses on the following:

a. Must enter into a Memorandum of Understanding (MOU) with Workforce Connections relating to the operation of the One-Stop Career Center that meets the requirements of 20 CFR §662.330 of WIA regulations and section 121.

b. Must integrate the WIA required One-Stop partners into a non-duplicating, collaborative and seamless system of service delivery that will enhance access to the programs and services and improve long-term employment outcomes for individuals receiving assistance.

c. Must establish a comprehensive center that ensures a range of workforce development services are carried out by One-Stop Career Center partners and is easily accessible to individuals seeking assistance.

d. Must provide all WIA specified core services to customers.

e. Must have experienced staff versed in all aspects of local labor market information, employment and training programs and WIA regulations.

f. Must have a fiscal accountability system in place that consists of policies and procedures which exemplify integrity, financial competency of Generally Accepted Accounting Principles (GAAP) and a thorough knowledge of federal monetary regulations.

g. Must have a demonstrated history of successful performance in employment and training programs that addresses the needs of a diverse population of adults and dislocated workers.

3. ***The following indicates the mandated One-Stop partners outlined in §662.200 that are participating in Workforce Connections' One-Stop Delivery System, and how access to each participating partners' core services that will be provided in accordance with §662.230:***

a. **System Partners:**
   - WIA Title I service providers network
   - Nevada JobConnect network
   - Job Corps

- Veterans employment and training services
- Wagner-Peyser
- College of Southern Nevada
- Vocational Rehabilitation
- Title V Older Americans Act, AARP
- Department of Employment, Training, and Rehabilitation (DETR)
- Unemployment Insurance (DETR)
- Department of Housing and Urban Development (HUD)
- Community Service Block Grant Act (CSBG)

b. Southern Nevada's One-Stop Delivery System provides universal access to customers. They receive a full array of information regarding the services offered by each partner. However, there are core services common to all partners. As indicated in 20 CFR §662.230 (a) all required partners must: Make available to participants through the One-Stop Delivery System the core services that are applicable to their respective programs. Core services that may be provided include, but are not limited to:
(1) Self service job search
(2) Employment information, performance and cost associated with training providers, local area performance, and availability of supportive services
(3) Assistance in filing unemployment claims
(4) Educational and financial aid information

c. Core services are available through the resource center on a self service basis and/or with minimal staff assistance.

d. Based upon an individual's need, he or she may be referred to the appropriate One-Stop Career Center or system partner for additional core services. The need for this level of core service is determined through a simple, easy to negotiate self-assessment instrument.

4. Coordination of WIA services

The Act requires coordination between the Local Workforce Investment Board and the program/agencies listed in Section 112(b)(8)(A) to enhance the provision of services and avoid duplication of services with these program/agencies. The following briefly describes the linkages established for each of the programs/agencies listed, including the type of agreement(s) with each:

a. WIA One-Stop System partners' resources will be identified and leveraged to avoid duplication of services as outlined in Memorandums of Understanding (MOUs) and Workforce Connections' policies. Partners' contributions of core services will result in increased services for jobseekers and businesses while freeing up WIA funds and resources.
b. To compliment LEAP and the Governor's industry sector councils' strategies, the Business Engagement team provides input and guidance in the type of

services needed by the business community. Some of the strategies may include:

(1) Employer access to information and services
(2) Application screening and referral
(3) Application assessment and testing
(4) Training available to new/current employees and employers
(5) Assistance to new/current employees with value-added services to employers
(6) Labor trends and wage information
(7) Economic and business development assistance
(8) Customer service and performance accountability
(9) Outreach to employers

5. ***The following describes the requirements for coordination of WIA training funds and other grant assistance [§663.320]:***

As outlined in Workforce Connections' policies, prior to granting or authorizing the use of WIA training funds, Workforce Connections' sub-recipients shall consider all available sources of funds in the local area and make necessary arrangements to leverage WIA Title I funds.
Additional criteria can be found at:
http://184.2.174.35/Admin/attach/ADW-030-06%20[PDF].pdf

6. ***Public Comments/Process [WIA Section 118(c)(1&2)] and §661.345(b) and (c):***

The following describes the process used by Workforce Connections to provide opportunity for public comment, including comment by representatives of business and labor organizations and input into the development of the local plan, prior to submission of the plan to the Workforce Connections Board.

a. Upon completion of Workforce Connections' proposed plan, announcement of the plan will be published in local area newspapers throughout the Southern Nevada Local Workforce Investment Area including at least one rural publication. The published announcement indicates that the proposed plan will be accessible at Workforce Connections' official website at: www.nvworkforceconnections.org.

b. The announcement also encourages Southern Nevada Local Workforce Investment Area residents, business representatives and labor organizations to submit written comments regarding the proposed plan to Workforce Connections. The media announcement included the date, time and place to review the proposed plan.
(See Attachment 5)

c. Comments in disagreement with the proposed plan shall be referred to Workforce Connections' Executive Director for review and possible

incorporation into the two-year plan. Workforce Connections will document receipt of all public comments received regarding its two-year plan. The final plan including public comments will be submitted to the Workforce Connections Board for its review and consideration.
(See Attachment 6) **(No public comments were received.)**

7. ***The following describes how Workforce Connections will ensure the public has access to Board meetings and information regarding Workforce Connections activities, including membership and meeting minutes:***

   Official meeting agendas and minutes will be posted in accordance with Nevada's Open Meeting Law which requires public notices announcing such meeting at least three business days prior to the scheduled meeting. Additionally, official agendas and meeting minutes will be posted on Workforce Connections' website at: www.nvworkforceconnections.org. Posted official meeting agendas and minutes will advise the public as to information regarding Workforce Connections activities.

K. Program Management and Design [WIA Section 134 Subpart (d)(4)(E)]:

1. ***The following describes the criteria established to determine the availability of funds and the process by which any priority of service to recipients of public assistance and other low income individuals will be applied under Section 134(d)(4)(E):***

   a. Based on allocated funds received by Workforce Connections, priority of service may be instituted to ensure those most in need of assistance receive the necessary employment and training services to become gainfully employed. When priority of services is instituted, Workforce Connections will establish priority categories for eligible adult participants using household income levels.

   b. In addition to income levels, as part of its deliberations, Workforce Connections will consider the designation of multiple employment barriers which may include the following categories: Individuals with substantial language or cultural barriers, ex-offenders, homeless individuals, and other hard to serve populations as defined by the Governor's Workforce Investment Board Plan.

c. Priority of service for veterans and eligible spouses has been implemented in compliance with the Jobs for Veterans Act (JVA), codified at 38 U.S.C 4215, the Employment Training and Administration (ETA) protocol as addressed in Training and Employment Notice (TEN) 15-10, and Training and Employment Guidance Letter (TGEL) 10-09.

2. ***The following describes the policy(s)/guidelines established for service providers in conducting the assessment process for both youth, adult and dislocated workers (core, intensive and training services) participants:***

a. Workforce Connections established policies outlining assessment requirements for adults, dislocated worker and youth program participants. Workforce Connections policy outlines that contracted service providers shall conduct objective assessments on all participants prior to delivering intensive and training services. Additional criteria can be found at:
http://184.2.174.35/Admin/attach/ADW-030-03%20[PDF].pdf
http://184.2.174.35/Admin/attach/YTH-040-03%20[PDF].pdf
Workforce Connections has established that all Adult and Dislocated Workers who have been determined eligible for WIA Title I services must first receive an initial assessment. Once determined eligible, youth are served based on their needs according to an objective assessment. These activities take place at the core staff assisted level before intensive services may be provided.

b. All partners of the Southern Nevada One-Stop Delivery System have committed to provide core services, on behalf of their targeted populations, and to the greatest extent allowed by funding resources, to the general public. Specific details for each agency are contained within Southern Nevada's One-Stop Delivery System MOUs.
(See Attachment 7)

3. ***The following describes how Workforce Connections will meet the employment and training needs of the dislocated worker; displaced homemakers; low income individuals; public aid recipients and individuals with multiple barriers:***

a. Workforce Connections has three design features of a successful delivery system that offers employment and training services to dislocated workers; displaced homemakers, low income individuals, public aid recipients and individuals with multiple barriers. These three features are: accessibility, visibility, and universality.

(1) **Accessibility** refers to the ease by which jobseekers can access the services provided by Southern Nevada One-Stop Delivery System. This plan seeks to broaden provision of services by opening additional centers in cities such as Henderson, North Las Vegas, Boulder City, and Laughlin.

(2) **Visibility** refers to the degree with which jobseekers are made aware of the existence of the One-Stop Career Centers and the services and benefits available to them through Southern Nevada's One-Stops Delivery System. In addition to Southern Nevada's comprehensive One-Stop Career Center, several contracted service providers' affiliate sites are strategically located and visible throughout the community. Visibility of the workforce resource center is enhanced with ongoing and effective public outreach through the media. An internet website is maintained to provide access to information about services available to both jobseekers and employers through the workforce resource centers.

(3) **Universality** refers to the ability of Southern Nevada's One-Stop Delivery System to meet the needs of all its customers, i.e., jobseekers and businesses. While Workforce Connections recognizes that customer needs, appropriate services and eligibility criteria vary widely, it has designed a system that provides universal access to all core services. As outlined in WIA, the Southern Nevada One-Stop Delivery System services are tiered to provide core, intensive, and training services to adults, dislocated workers and all other targeted population groups through the One-Stop Career Center and its contracted WIA service providers.

b. Workforce Connections' One-Stop Delivery System accommodates the individual needs of businesses and jobseekers. By involving a wide array of partner agencies and service providers, the available services are tailored or customized to meet the unique needs of Southern Nevada's diverse population. To the greatest extent possible, the specific expertise of One-Stop partners and service providers addresses the various needs of the population group identified in the Southern Nevada Workforce Investment Area.

4. ***Describe the core services to be provided to adults and dislocated workers [WIA Section 134(d) (2)]:***

a. Core staff-assisted services are available to individuals who are adult or dislocated workers through the One-Stop Delivery System and shall, at a minimum, include [WIA Sec. 134 (d) (2)]:

(1) Orientation to the full range of available services in the One-Stop Resource Centers;
(2) Determination of eligibility for WIA Title I, and other programs;
(3) Initial assessment of skill level, aptitudes, and supportive services needs;
(4) Job Search, placement assistance, and where appropriate, career counseling;
(5) Local, regional, and national labor market information;
(6) Job vacancy listings;
(7) Information on skills needed to get various jobs;
(8) Local occupations in demand with skill requirements and earnings;
(9) Performance and cost information about training providers and schools;

(10) Information regarding filing claims for unemployment compensation;
(11) Availability of financial assistance for training and education; and
(12) Availability of local supportive services, including:
  (a) Various aid programs
  (b) Other agencies and their services

b. Follow-up services for customers attaining unsubsidized employment, for not less than 12 months after the first known day of employment.

5. ***The following describes how the core services will be delivered [§663.155];***

a. Core services are delivered through each One-Stop Career Center and by all contracted WIA service providers. All individuals have universal access to the One-Stop System's core resources and services.

b. Using the MIS, activities are tracked and recorded to allow effective and proper use of resources.

6. ***The following describes any core services an individual must receive before receiving intensive services [§663.160], including any minimum time period for participation in core services before receiving intensive services [§663.165];***

a. Staff-Assisted core services are defined as services that are individualized, go beyond self-service, and are provided on a one-on-one basis or a small group setting with the assistance of a staff member. These services are normally provided after the customer has utilized self-services, and are tailored to the individual's needs. Services may include:

(1) Staff assisted job search/placement assistance, career counseling;
(2) Staff assisted job development (working with employer and job seeker);
(3) Staff assisted workshops;
(4) Staff assisted job clubs;
(5) Staff assisted job referrals;
(6) Staff assisted initial assessment;
(7) Staff assisted support services; and
(8) Staff assisted follow-up services.

Additional criteria can be found at:
http://184.2.174.35/Admin/attach/ADW%20030-02%20[PDF].pdf

b. Follow-up services for customers attaining unsubsidized employment will be available for not less than 12 months after the first known day of employment.

c. There is no Federally-required minimum time period for participation in core services before receiving intensive services.
[WIA Sec. 134(d)(3)] and [20 CFR §663.165].

7. ***The following describes the intensive services to be provided to adults and dislocated workers:***

Intensive services will be provided to adults and dislocated workers that meet certain eligibility requirements (must have received at least one core service), and have not been able to obtain employment through core services, and are in need of intensive services in order to obtain employment. The following may be considered intensive services:

(1) Comprehensive and specialized assessments of skill levels (including diagnostic testing);
(2) In-depth interviewing and evaluation to identify employment barriers;
(3) Development of Individual Employment Plans (IEP);
(4) Group Counseling;
(5) Individual counseling and career planning;
(6) Case management for participants seeking training services;
(7) Short-term prevocational training;
(8) Referrals to community services;
(9) Referrals to training (Individual must receive at least one intensive service before they can receive training services) and Out of area job search and relocation assistance;
(10) Literacy activities related to basic workforce readiness; and
(11) Internships and work experience based on an assessment or individual employment plan.

8. ***The following describes how these intensive services will be delivered [§663.210]:***

Intensive services will be delivered through the One-Stop Delivery System and contracted WIA service providers. Individuals may access intensive services after receiving at least one core service and are still unable to obtain gainful employment.

9. ***The following describes the eligibility criteria for adults and dislocated workers to receive intensive services [§663.220]:***

Adults and dislocated workers who are unemployed, have received at least one core service, are unable to obtain employment through core services, and are determined to be in need of more intensive services to obtain employment may be eligible to receive intensive services.
Additional eligibility criteria for adult and dislocated workers can be found at WC policy ADW-030-01 located at:
http://184.2.174.35/Admin/attach/ADW-030-01%20[PDF].pdf

10. ***The following describes the criteria used to determine whether an employed worker needs intensive services to obtain or retain employment leading to "self-sufficiency" [§663.230]:***

    Workforce Connections promotes activities such as, short-term pre-vocational training and other supportive services to ensure employment retention. These services are offered after the individual has already received core staff assisted services.

11. ***The following describes any intensive services an individual must receive prior to receiving training services [§663.240] including any minimum time period for participation in intensive services to be eligible for training services [§663.250]:***

    At a minimum, an eligible participant must receive at least one intensive service, such as development of an individual employment plan (IEP) or individual counseling and career planning, before the participant may receive training services. There is no Federally-required minimum time period for participation in intensive services before receiving training services. The period of time a participant spends in intensive services should be sufficient to prepare the individual for training or employment [WIA Sec. 134(d)(4)(A)(i)]. Additional information related to available intensive services to adult and dislocated workers can be found at Workforce Connections policy ADW-030-02 located at:
    http://184.2.174.35/Admin/attach/ADW%20030-02%20[PDF].pdf

12. ***The following describes the criteria for individuals to receive training services:***

    In order to receive training services, a program participant must first be enrolled, must have received at least one intensive service, and it must have been determined that participant still is unable to obtain or retain employment. Additional criteria for the provision of training services can be found at Workforce Connections policy ADW-030-06 located at:
    http://184.2.174.35/Admin/attach/ADW-030-06%20[PDF].pdf

13. ***The following describes what supporting documentation will be required when training services have been deemed appropriate for an individual:***

    a. All information required by Federal, State, and local reporting requirements must be collected for each individual receiving services under a WIA Title I funded program. The appropriateness of any service provided to an eligible participant must be documented and support documentation must be kept in the program participant files, e.g., properly completed individual training authorization, copy of record that will demonstrate that the participant was unable to secure financial assistance from another local organization, copy of record that will demonstrate that the participant has been determined to be in need of training and has the necessary skills and qualifications to successfully

complete the selected training program. Additional required support documentation can be found at Workforce Connections policy ADW-030-06 located at below link:
http://184.2.174.35/Admin/attach/ADW-030-06%20[PDF].pdf

b. Describe what supporting documentation will be required to ensure that the selection of a program of training services is linked to employment opportunities, either in the local area or in another, to which the individual is willing to relocate [§663.310(c)];
The following source support documentation will be required:
(1) List of demand occupations, published by the Nevada, Department of Employment, Training and Rehabilitation (DETR); or
(2) Print-out from O*NET indicating current openings in the local area; or
(3) Print-out from career one-stop indicating current openings in the local area; or
(4) Intent to hire letter from an employer; or
(5) Local job opening advertisements, at least three (3) openings, date, name, and website addresses must be in place; and
(6) Copy of ETPL list showing that approved training course is on the list.

14. The following describes the criteria used by Workforce Connections to determine the appropriate length of time for an On the Job Training (OJT) contract:

Workforce Connections has established policy guidelines for service providers to limit OJT contracts to the period of time that is required for the participant to become proficient in the occupation for which the training is being provided. In determining the appropriate length of the OJT contract, consideration should be given to the skill requirements of the occupation, the academic and occupational skill level of the program participant, prior work experience, IEP, and a skill gap analysis.
Workforce Connections OJT policy can be found at:
http://184.2.174.35/Admin/attach/ADW-030-07%20[PDF].pdf
Workforce Connections Customized Training (CT) policy can be found at:
http://184.2.174.35/Admin/attach/ADW-030-08%20[PDF].pdf

15. Supportive Services
[WIA Sec. 101(46), Sec. 134 (e)(2)(3), and §663.800, §663.805, §663.810, and §663.815.]

a. Supportive services may be made available to enrolled participants to assist in removing barriers to participation in WIA Title I activities. Supportive services must always be reasonable and allowable and cannot result in direct payment to program participants. Support services are defined as services such as transportation, child care, work cards, and housing, etc. Service Providers are required to develop policies that specify guidelines around duration of the delivery of supportive services.

Additional information can be found at:
http://184.2.174.35/Admin/attach/ADW-030-09%20[PDF].pdf

b. Workforce Connections does not authorize needs related payments.

16. The following describes the use and control of the five (5) percent window for the non-economically disadvantaged youth participants [§664.220]:

Workforce Connections encourages services to economically disadvantaged youth participants. However, when appropriate, youth who do not meet the economically disadvantaged requirement may be enrolled if they have other significant barriers. For control, these exceptions must be approved by Workforce Connections.

17. The following describes the design framework for youth program design [§664.405] in the local area, including the ten required program elements listed in this section [WIA Section 129 (c) (2) and §664.410]:

a. Workforce Connections has designated several youth providers to serve as the focal points for all youth service delivery in the Southern Nevada Workforce Investment Area.

b. Youth service providers will be selected by Workforce Connections to provide management and control of WIA youth funded programs. Service providers are responsible for outreach, recruitment, screening, determination/certification of eligibility of youth for WIA programs, and coordination of youth support services and activities consistent with the rules, regulations and guidelines established by Workforce Connections.

(1) Youth services provided shall include, but are not limited to:
   (a) Recruitment;
   (b) Outreach;
   (c) Screening;
   (d) Certification of eligibility of WIA youth participants and referral to appropriate agencies;
   (e) Labor Market Information;
   (f) Outreach to determine employer's needs;
   (g) Job Development;
   (h) Organizing job fairs; and
   (i) Referring qualified older youth to employers for employment opportunities

(2) Two concepts are at the heart of managing the WIA youth programs: Integration of system resources and services, as well as performance-driven outcome based measurements.

(a) Integration of systems, resources and services are ultimate goals which go beyond co-location and technological access to provide a seamless, single referral source to all eligible youth customers.

(b) Performance-driven outcome based measures are the criteria by which successful youth programs are judged. Measures which will be followed are: entered employment rate, wage at placement, wage gains at follow up, employment retention, credential rate, basic skills, work readiness and/or occupational skills attainment, secondary school diploma or equivalent attainment, and customer satisfaction.

(3) Ten Required Program Elements: There are ten required program elements, of which eight must be available to all eligible youth participants through Workforce Connections' funded youth providers:

(a) Tutoring, study skills training, and instructions leading to secondary school completion, including school dropout prevention strategies;

(b) Alternative secondary school offerings;

(c) Summer employment opportunities directly linked to academic and occupational learning;

(d) Paid and unpaid work experiences, including internships and job shadowing, as provided in 20 CFR 664.460 and 664.470;

(e) Occupational skill training;

(f) Leadership development opportunities that include community service peer-centered activities encouraging responsibility and other positive social behaviors;

(g) Supportive services that may include the services outlined in 20 CFR 664.440;

(h) Adult mentoring for a duration of at least 12 months, that may occur both during and after program participation;

(i) Follow-up services as outlined in 20 CFR 664.450 for at least 12 months; and

(j) Comprehensive guidance and counseling, including drug and alcohol abuse counseling as well as referrals to counseling as appropriate.

18. The following describes how Workforce Connections will ensure that service providers adhere to the 30% minimum expenditure requirement for out of school youth programs:

a. Workforce Connections enforces the 30% requirement at the sub-contractor level by issuing separate contracts for in school and out of school youth.

b. Workforce Connections financial staff reviews all youth services invoices and their required monthly financial reports to ensure funding for services delivered to out-of-school youth is at least 30% of the total amount expended.

19. The following describes the planned rapid response provider and activities at the local level:

As necessary, service providers are connected with members of the Business Engagement team. Upon receipt of a rapid response notification, service providers assign appropriate staff to deliver briefings and core services to identified jobseekers.

20. The following describes the competitive and noncompetitive process that will be used to award grants and contracts for activities under Title I including how potential bidders are being made aware of the availability of grants and contracts:

Workforce Connections uses the Request for Proposal (RFP) process to solicit service providers' proposals. All proposals are reviewed and rated during a competitive process conducted by qualified evaluators using Workforce Connections evaluators' selection process. Respondents are made aware of RFPs through published newspaper announcements and posting of RFPs on Workforce Connections' website at: www.nvworkforceconnections.org. The non-competitive process is used only as the last resort when specific procurement guidelines are met.

21. The following describes how Workforce Connections will identify training providers to be recommended for certification as eligible for receipt of WIA vouchers:

Training providers are recommended to the State of Nevada for approval based on their capacity to effectively deliver training services to eligible participants. Workforce Connections' staff reviews all Southern Nevada training providers' certification request applications and provides input to the State of Nevada with an appropriate recommendation.

22. The following describes the process for requesting a provider be removed from the eligible training provider list:

a. Workforce Connections' staff monitors and assesses all training providers' delivery of required training services and activities. After providing technical assistance and recommended corrective action, Workforce Connections' staff conducts follow-up reviews to verify training providers' corrective action has been implemented.

b. If appropriate corrective action is not made, Workforce Connections staff recommends to the State of Nevada Workforce Investment Support Services

(WISS) that the identified training provider be removed from the approved eligible training providers list.

23. ***The following describes how the consumer report (performance information)[§663.570] will be prepared and updated, including any supplemental information to be provided customers in supporting informed customer choice and achievement of local performance measures [§663.575]:***

The State of Nevada has the responsibility for preparing consumers training reports. Upon receipt of consumer training reports, they are posted and made visible at each Southern Nevada One-Stop Career Center and WIA service providers' local offices.

24. ***The following describes the process for identifying eligible providers of youth activities [WIA Section 123]:***

Workforce Connections uses the Request for Proposal (RFP) process to solicit service providers' proposals. All proposals are reviewed and rated during a competitive process conducted by qualified evaluators using Workforce Connections evaluators' selection process. Respondents are made aware of RFPs through published newspaper announcements and posting of RFPs on Workforce Connections' website at: www.nvworkforceconnections.org.

25. ***The following identify the criteria Workforce Connections uses in awarding grants for youth activities including criteria used to identify effective and ineffective youth activities and providers:***

a. Generally, Workforce Connections uses the following criteria for awarding grants for delivery of youth activities:

(1) Program Design: Proposals respondents/service providers must illustrate their program overview, outline their program goals and performance measures; describe the effectiveness of their case management services; demonstrate their job placement services, indicate what supportive services they plan to deliver, and outline youth services outreach and recruitment strategies;

(2) Ability to Serve Special Youth Populations: Ex-offenders, foster children, economically disadvantaged, and physically impaired youth. Collaborations and partnerships; Service providers must describe their employment and training linkages and collaborative efforts;

(3) Available Funds to Leverage with WIA Services and Activities: Service providers must indicate non-WIA funding sources and the amounts available for leveraging;

(4) Creativity and Innovation in Delivering Effective Youth Services: Service providers are required to outline their agency's creativity and innovation in developing and delivering youth employment and training services;

(5) Experience in Serving Youth to Achieve Skill Credentials: Service providers are required to illustrate their ability to help youth attain educational achievements, skills and qualify for apprenticeships;

(6) Program Management Systems: Demonstrated capacity to capture participant data and submit reports on a regular basis in a timely manner;

(7) Financial Management System: Service providers must submit their cost allocation plan and demonstrate the effectiveness of their financial system; and

(8) Services to the Entire Local Workforce Investment Area: Service providers must describe their agency's strategy to provide youth services throughout Southern Nevada's Local Workforce Investment Area.

b. Each area is scored using a point scale, with heavier weighted points designated to areas where Workforce Connections places significant emphasis. After proposals are rated and scored, they are placed in an order of merit and the providers/respondents receiving the highest score are submitted to the Workforce Connections Board for funding consideration.

26. The following describes the limitations placed on ITAs, such as the dollar amount and/or duration:

Currently Workforce Connections has established a dollar amount cap for ITAs which is not to exceed $10,000 (ten thousand dollars). Service providers are to base the amount of the ITAs on each eligible program participant's needs and circumstances and the availability of program funds. Workforce Connections does not encourage occupational training services that exceed 12 months in duration.

27. Individual Training Accounts (ITAs):

Individual Training Account services may be made available to employed and unemployed adult and dislocated workers who have met the eligibility requirements for intensive services, and have been determined to be unable to obtain or retain employment leading to self-sufficiency through such services. The training program must be directly linked to occupations that are in demand in the Southern Nevada Local Workforce Investment Area, or in another area to which an adult or dislocated worker receiving such services is willing to relocate. Additional information can be found at:
http://184.2.174.35/Admin/attach/ADW-030-06%20[PDF].pdf

28. The following describes how performance information will be gathered and reported:

a. Workforce Connections requires all service providers (who have been awarded WIA Title I funds to provide participant services), to use its central Management Information System (MIS). Case managers at the provider level are trained and required to enter all the required data elements to address local, state, and federal programmatic reporting requirements, including real time performance information and activities.

b. Workforce Connections develops reports that delineate programmatic and financial performance by service provider which aid in day to day program management, improving customer service and increasing overall program performance and return on investment. Workforce Connections' staff regularly review reports and evaluate performance, and when appropriate, inform the LWIB, providers, and the community of system wide activities.

29. The following describes common data systems in place to track progress:

a. Workforce Connections has a centralized MIS which is used for data collection and reporting. The system interfaces with the current state MIS which provides DOL reporting functionality. The system is maintained and administered by Workforce Connections which allows for greater versatility (access combined with real time data and other customized tracking fields) with respect to reporting, analysis and customization.

b. Workforce Connections is committed to strengthening data collection/recording/analysis by supporting the implementation of the Statewide Automated Workforce System (SAWS).

30. The following describes how customer satisfaction information will be collected:

Workforce Connections encourages its service providers to capture customer satisfaction through a variety of methods, not limited to suggestion boxes, comment cards, telephone surveys and point of service surveys. Workforce Connections' staff coordinates with the state entity to provide required data necessary for the state to complete the Department of Labor mandated customer satisfaction reporting requirements.

31. The following describes the oversight role and responsibilities of Workforce Connections, including technical assistance as necessary and appropriate, in monitoring its own WIA activities and those of its sub-recipients:

a. Workforce Connections has developed policies and procedures, and assigned staff members fixed responsibilities and accountability for the monitoring and oversight of all WIA programmatic and fiscal activities.

b. Using Workforce Connections' programmatic and fiscal monitoring review plan, staff shall schedule on-site monitoring reviews with all its sub-recipients at least annually. During monitoring reviews, Workforce Connections' staff will check and test sub-recipients' programmatic and financial activities and services to ensure they comply with WIA and all related regulations and policies.

(1) Upon completion of on-site monitoring reviews, reports of findings, recommendations, suggestions and corrective action will be documented to show each sub-recipient's performance and capacity to follow compliance guidance and directives.

(2) Programmatic activities and services shall be tested and verified to determine that allowable expenditures have been made against appropriate cost categories and within the cost limitations specified in WIA and applicable regulations and policies.

(3) Desk and on-site monitoring reviews shall be conducted on a regular basis to determine if sub-recipients are in compliance with provisions outlined in WIA and all applicable laws and regulations.

32. The following describes the financial control and fund activity procedures to assure proper dispersal of, and accounting for federal funds in accordance with GAAP applicable in Nevada at the local level. Financial controls are established as outlined in the following Workforce Connections policies and its internal fiscal management procedures:

a. Cost Classification and Allocation—Policy 2.01
b. Procurement—Policy 2.02
c. Contract/Proposal Modification—Policy 2.03
d. Financial and Fiscal Reporting—Policy 2.04
e. Property Management—Policy 2.05
f. Youth Services Invoicing—Policy 2.6
g. Adult/Dislocated Worker Services Invoicing—Policy 2.07
h. Cash Management—Policy 2.08
i. Contractor Budget Modification—Policy 2.09
j. Program Income—Policy 2.11
k. Audit Process/Debt Resolution—Policy 2.12
l. Allowable Costs—Policy 2.13
m. Sub-recipient Program Funds Carry Forward Process—Policy 2.14
n. Debt Management—Policy 2.15
o. Workforce Connections Internal Fiscal Management Procedures, dated January 2012.

33. The following describes how fiscal control and accounting procedures, including those of sub-recipients, will be sufficient to provide information

pertaining to sub-grant and contract awards, obligations, unobligated balance, assets, expenditures and income:

In addition to Federal and State regulations and policies, Workforce Connections policies outline the requirement for sub-recipients/service providers to follow. Through monthly financial status reports, reimbursement invoices, approved budgets, and costs allocation plans, Workforce Connections financial staff will verify, validate and document its financial activities as well as those of its sub-recipients.

34. The following describes how fiscal control and accounting procedures, including those of sub-recipient, will be sufficient to provide effective internal control to safeguard assets and insure their proper use:

a. Through annual independent audits required for Workforce Connections and its sub-recipients, and monitoring of internal financial controls and procedures, sound safeguards have been established to ensure proper utilization of awarded funds and resources.

b. Also, frequent financial desk reviews of contracted service providers are conducted and on-site fiscal monitoring reviews are done annually. Accounting procedures and fiscal controls will be thoroughly checked with the results reported to Workforce Connections' Budget Committee.

35. The following describes how fiscal control and accounting procedures, including those of sub-recipients, will be sufficient to allow comparison of actual expenditures with budgeted amounts for each sub-grant:

a. Workforce Connections' financial department develops monthly financial reports/statements that reflect actual expenditures in comparison to budgeted amounts. Such reports are reviewed by the Workforce Connections' Board and budget committee during monthly meetings.

b. Sub-recipients/services providers' monthly financial reports are reviewed by Workforce Connections' financial department and compared with their approved budgets.

36. The following describes how fiscal control and accounting procedures, including those of sub-recipients, will be sufficient to provide source documentation to support accounting records:

a. As outlined in Workforce Connections' policies, reimbursement invoices, payment vouchers, receipts, along with other supporting documents (back-up information), and comprehensive reimbursement data and information are required for payment approval and funds disbursement.

b. All financial records along with supporting documents are maintained for at least three years from the date of last activity, financial transaction or questionable costs determination.

37. The following describes how fiscal control and accounting procedures, including those of sub-recipients, will be sufficient to allow proper charging of costs and cost allocation:

a. Workforce Connections' reimbursement invoices/vouchers are designed to identify appropriate costs allocated among programs.

b. All invoices/vouchers request for reimbursement payments are reviewed and verified for proper program costs allocation prior to approval for payment and funds disbursement.

c. For additional information, the approved cost allocation plan will be provided upon request.

38. The following describes how fiscal control and accounting procedures, including those of sub-recipients, will be sufficient to permit preparation of required reports:

Workforce Connections' financial records are organized and maintained to allow for prompt access and data collection for reporting purposes. For example, bank reconciliations and financial trial balances are reviewed at least monthly against source documents and reports are prepared using the extracted data/information.

39. The following describes how fiscal control and accounting procedures, including those of sub-recipients, will be sufficient to trace transfer of funds at the level of expenditure adequate to establish that funds have not been used in violation of the restrictions on use of funds:

a. Workforce Connections' financial records are organized and maintained to allow for prompt access and data collection for reporting purposes. Documentation of the transfer of funds, contracts, amendments, and budgets require revision when necessary to match awarded contracts.

b. Along with budget adjustments, revisions of contract statements of work are also required to justify expenditures in accordance with compliance requirements.

40. The following describes how fiscal control and accounting procedures, including those of sub-recipients, will be sufficient to permit transfer of program income, potential stand in costs and other funds that are allowable:

a. Workforce Connections' policies require program income and stand-in costs and other allowable funds/resources to be reported quarterly in financial status

reports. Contracted service providers must provide Workforce Connections monthly financial status reports no later than the 15th day of each month following the end of each quarter.

b. Workforce Connections' financial department tests and monitors service providers' financial data and records to ensure proper reporting of accrual funds, program income and potential stand-in costs.

Southern Nevada Local Workforce Investment Area
Workforce Connections

Two Year Strategic Compliance Plan

Attachment No. 1
LEO Consortium Agreement

AMENDED AND RESTATED CHIEF LOCAL ELECTED OFFICIAL CONSORTIUM AGREEMENT

THIS AMENDED AND RESTATED AGREEMENT, entered into this -20th- day of JUNE 2006, by and among the counties of CLARK, LINCOLN, NYE, and ESMERALDA and the cities of BOULDER CITY, HENDERSON, LAS VEGAS and NORTH LAS VEGAS under the Workforce Investment Act of 1998 [P.L. 105-220].

RECITALS

WHEREAS, the counties of CLARK, LINCOLN, NYE, and ESMERALDA (the "Counties") are political subdivisions of the State of Nevada; and

WHEREAS, the cities of BOULDER CITY, HENDERSON, LAS VEGAS and NORTH LAS VEGAS (the "Cities") are municipal corporations organized and existing under Nevada law and located within the geographical boundaries of Clark County; and

WHEREAS, the County Commissions/City Councils of each of the aforementioned counties and cities did previously adopt resolutions authorizing the Chairperson of the respective Commission or Council to sign a charter creating the Chief Local Elected Official Consortium in order to administer the provisions of Public Law 105-220, the federal Workforce Investment Act; and

WHEREAS, the County Commissions/City Councils of each of the aforementioned counties and cities has adopted a resolution authorizing the Chairperson of the respective Commission or Council to sign this Charter of the Local Elected Officials Consortium under the Workforce Investment Act of 1998 (P.L. *105-220)(hereinafter,* the Charter); and

WHEREAS, the aforementioned counties and cities desire to amend and restate the terms and conditions of the Charter as set forth in the original April 19, 2000 consortium agreement; and

WHEREAS, this amended and restated consortium agreement will be submitted to the governing bodies of the aforesaid counties and cities for adoption by concurrence as provided in Section 9 of the April 19, 2000 consortium agreement; and

WHEREAS, each of the parties is empowered to enter into cooperative agreements for the performance of any governmental function pursuant to NRS Chapter 277.

NOW, THEREFORE, in consideration of the above premises and the mutual covenants of the parties hereinafter set forth, the receipt and sufficiency of which each

party acknowledges for itself, the Counties and Cities do hereby agree to the following amendment and restatement of the Charter.

1. That the Counties and the Cities under N.R.S. Chapter 277, do hereby constitute themselves to be a consortium for the purposes of Section 117 (c)(l)(B) of Public Law 105-220, the Workforce Investment Act (WIA).

2. The Chief Local Elected Officials (Chairpersons of the respective Commissions or City Councils) or the designees of said officials of the Counties and Cities shall constitute the Local Workforce Development Area Consortium of Commissioners and Councilpersons(hereinafter, the LEOs).

A. The LEOs is hereby constituted to fulfill the responsibilities of and to function as the "chief elected officials" of the participating "units of general local government" as those terms are used under the WIA.

3. The LEOs shall elect from its membership a Chairperson, and Vice-Chairperson and such other officers as may be provided in the by-laws to serve for a term of one year or until a successor is elected and qualified.

4. The LEOs may adopt operational and procedural by-laws consistent with this Charter, applicable federal and state laws and rules/regulations pursuant thereto. By-laws or amendments thereto may be adopted by the affirmative vote of a majority of the entire membership of the LEOs at any regular meeting called for that purpose, provided that written copies thereof are delivered to each member 15 days prior to consideration.

5. Membership of the SNWIB

The LEOs shall appoint members to the Local Workforce Investment Board of the area, under section 117(c)(l)(A) of P.L. 105-220 and applicable rules thereunder, herein referred to as the Southern Nevada Workforce Investment Board (SNWIB). The SNWIB will additionally be governed by the "Agreement Between The Chief Local Elected Officials Consortium and the Southern Nevada Workforce Investment Board" or any amendment and/or restatement thereof, which will provide the operational framework for administration of and responsibility for the WIA funds.

Members of the SNWIB that represent organizations, agencies, or other entities shall be individuals with optimum policymaking authority within the organizations, agencies or entities. A majority of the members of the SNWIB shall be represented as described in paragraph 5(A-F) below. The SNWIB shall elect a chair from among the representatives described in 5(A-F) below. Pursuant to the WIA, criteria for membership is established by the state, but must include at a minimum:

A. Representatives of business in the local area who:

i. are owners of businesses, chief executives or operating officers of businesses, and other business executives or employers with optimum policymaking or hiring authority;

ii. represent businesses with employment opportunities that reflect the employment opportunities of the local area; and

iii. are appointed from among individuals nominated by local business organizations and business trade associations;

B. Representatives of local educational entities, including representatives of local educational agencies, local school boards, entities providing adult education and literacy activities, and Postsecondary educational institutions (including representatives of community colleges, where such entities exist), selected from among individuals nominated by regional or local educational agencies, institutions, or organizations representing such local educational entities;

C. Representatives of labor organizations (for a local area in which employees are represented by labor organizations), nominated by local labor federations, or (for a local area in which no employees are represented by such organizations), other representatives of employees;

D. Representatives of community-based organizations (including organizations representing individuals with disabilities and veterans, for a local area in which such organizations are present;

E. Representatives of economic development agencies, including private sector economic development entities; and

F. Representatives of each of the one-stop partners; and

In addition, the SNWIB may include such other individuals or representatives or entities as the LEOs may determine to be appropriate.

6. Staff of the SNWIB

The SNWIB is authorized to employ staff including, but not limited to, an Executive Director. The staff shall be employees of the separate legal, administrative entity known as SNWIB. The staff shall perform support functions for the SNWIB in performance of its responsibilities under the WIA. The SNWIB staff will be governed by the Amended and Restated Agreement Between The Chief Local Elected Officials Consortium and the Southern Nevada Workforce Investment Board" which will provide the operational framework for administration of and responsibility for the WIA funds.

A. Whenever a vacancy occurs in the position of Executive Director of SNWIB, a new Executive Director shall be selected by the LEOs. The Executive Director shall be directed by and answer solely to the LEOs and shall serve at the pleasure of LEOs.

B. The Executive Director shall provide all information and documentation regarding all SNWIB administrative, operational, and fiscal matters and to the LEOs and the SNWIB upon request. The nature, scope and frequency of the information relating to the WIA that is to be provided pursuant to this paragraph by the Executive Director shall be specified by the LEOs.

7. The LEOs shall execute an agreement with the SNWIB for the operation and functions of the Board under Section 117 of the WIA and shall approve the Local Plan under Section 118 of the WIA, which has been agreed to by all participating Counties and Cities.

8. LEOs Fiscal Responsibilities

The LEOs shall perform all functions of local elected officials as contained in P.L. *105* 220, the federal Workforce Investment Act of 1998. Specifically, the LEOs, as the local grant recipient for funds allocated under WIA, shall:

A. Be financially liable for any misuse of grant funds and disallowed costs pursuant to WIA.

B. The LEOs, by and through the Southern Nevada Workforce Investment Board shall have sole responsibility for

i. Receiving, disbursing and budgeting of all funds relating to WIA programs.

ii. Collecting program data necessary for management, evaluation and preparation of required and desired reports.

iii. Monitoring and evaluation of programs and program operators, subrecipients and service providers pursuant to the WIA.

iv. Procuring audits of funds as required under the WIA and resolving any questions arising from the audits. Staff shall report the results of the audits to the Southern Nevada Workforce Investment Board and the LEO.

C. Develop and manage a system to hear and resolve grievances brought by participants, vendors and other interested parties as required by the WIA.

D. In the case where liability is identified and validated concerning the misuse of grant funds or the disallowance of costs, liability and repayment of funds shall be in accordance with the following formula based on per capita:

i. Clark County – 42.71%

ii. City of Las Vegas- 30.78%

iii. City of Henderson- 13.11%

iv. City of North Las Vegas- 9.97 %

v. Boulder City- .86%

vi. Nye County- 2.37%

vii. Esmeralda County – .04%

viii. Lincoln County- .25%

A mandatory review of the liability formula and the underlying factors upon which the calculations are based will be performed every two years and adjusted as deemed necessary by a vote of the LEOs. The recommended formula and the underlying calculation factors, or any amendment thereto, must be approved by the governing bodies of each of the respective counties or cities upon who liability is to be imposed in order to be effective. The formula liability herein governs prospective liability and becomes effective upon executing this consortium agreement. The liability formula provision regarding fiscal liability shall also be included in the required two-year WIA plan.

9. The LEO's shall have the power to establish all boards, councils, or committees or other advisory groups as mandated by the federal laws or regulations or as deemed necessary to ensure that the SNWIB conforms with applicable laws and meets the WIA objectives.

A. The LEOs shall create a fiscal advisory committee consisting of members from each municipality and/or county represented by the LEOs, herein referred to as the Joint Chief Finance Officer Committee. The Joint Chief Finance Officer Committee will be responsible for advising the LEOs with regards to budget development and execution, procurement policies, accounting systems and practices and other financial matters to ensure proper fiscal controls.

B. The LEOs shall create a legal counsel advisory committee consisting of members attorneys from the Cities of Las Vegas, North Las Vegas

and Henderson and the County of Clark, herein referred to as the Joint Legal Counsel Advisory Committee. The Joint Legal Counsel Advisory Committee will be responsible for advising the LEOs, providing legal opinions and ensuring compliance with applicable laws. The Joint Legal Counsel Advisory Committee will also be responsible for rendering direction and suggestions to the LEOs in order to maintain due diligence compliance with the requirements of the WIA. The LEOs shall formulate a schedule appointing one jurisdiction to assume the role of lead counsel, to be rotated no less than annually among those jurisdictions. The SNWIB will be required to obtain separate representation on behalf of the members and the organization.

10. This amendment to and restatement of the Charter agreement shall be effective when approved by Resolutions adopted by the County Commission and City Councils of each county and city party hereto and executed by the chief elected official thereof pursuant to said resolution and shall thereupon act to repeal and supersede any and all prior written or oral consortium agreements under P.L. 105-220, the Workforce Investment Act of 1998, or P.L. 102-367, the Job Training Partnership Act.

11. Amendments to this Charter agreement may be adopted with concurrence of the Commissions and City Councils of each county and city party hereto. The LEOs may be dissolved and this agreement may be rescinded with two-thirds vote of the county and city parties hereto and the Governor.

This section left intentionally blank

12. This Charter agreement shall be of full fare and effect upon its passage and execution of all the Counties and Cities herein. IN WITNESS WHEREOF, the parties hereto have caused this Charter agreement to be executed by the Chairperson of the County Commission and City Council of the aforementioned Counties and Cities.

ATTEST: Shirley B. Parraguirre, County Clerk	COUNTY OF CLARK BY: Rory Reid, Chairman
ATTEST: CHAR BRADSHAW Notary Public State of Nevada No. 07-1589-11 My appt. exp. Nov. 8, 2011	COUNTY OF LINCOLN BY:
ATTEST: Sandra L. Merlino, Nye County Clk	COUNTY OF NYE BY:
ATTEST: LaLinda Elgan, Esmeralda Co. Clerk	COUNTY OF ESMERALDA BY:
ATTEST:	CITY OF BOULDER CITY BY:
ATTEST: Monica M. Simmons, CMC, City Clerk Council Action: 7/3/07	CITY OF HENDERSON BY:
ATTEST: Beverly K. Bridges, CMC, City Clerk	CITY OF LAS VEGAS BY: Oscar B. Goodman, Mayor
ATTEST: Karen L. Storms, CMC, City Clerk	CITY OF NORTH LAS VEGAS BY: Michael L. Montandon, Mayor

APPROVED AS TO FORM:

Dave Olsen, City Attorney

APPROVED AS TO FORM
6/19/07

Southern Nevada Local Workforce Investment Area
Workforce Connections

Two Year Strategic Compliance Plan

Attachment No. 2
LEO and Local Workforce Investment Board Agreement

AMENDED AND RESTATED AGREEMENT BETWEEN THE CHIEF LOCAL ELECTED OFFICIALS CONSORTIUM AND THE SOUTHERN NEVADA WORKFORCE INVESTMENT BOARD TO A SOUTHERN NEVADA WORKFORCE INVESTMENT AREA

THIS amendment and restatement of the April 10, 2000 AGREEMENT, entered into this 20TH day of JUNE, 07, and effective as of the ____ day of _____, by and between the Chief Local Elected Officials Consortium (herein after "LEOs") and the SOUTHERN NEVADA WORKFORCE INVESTMENT BOARD (herein after "SNWIB") for the Southern Nevada Workforce Service Delivery Area.

WITNESSETH

WHEREAS, the Workforce Investment Act of 1998 (P.L. 105-220, 112 Stat. 936, as amended) herein referred to as the "Act" authorizes the expenditure of federal funds for workforce development services in locally determined workforce investment areas; and

WHEREAS, pursuant to the Act, the Chief Local Elected Officials (LEOs) Consortium has been created and consists of elected officials of the Cities of Las Vegas, North Las Vegas, Henderson and Boulder City and the Counties of Clark, Lincoln, Nye and Esmeralda; and

WHEREAS, pursuant to the Act, the Southern Nevada Workforce Investment Board (SNWIB) has been created and consists of representatives of the private sector, educational agencies, organized labor, one-stop partners, community based organizations, economic development agencies and such other representatives as the LEOs deems appropriate; and

WHEREAS, pursuant to the Act, the LEOs have designated the SNWIB as the administrative entity and grant subrecipient to administer WIA funds; and

WHEREAS, pursuant to the Act the LEOs and the SNWIB may enter into an agreement that describes the respective roles and responsibilities of the parties.

WHEREAS, LEOs and the SNWIB desire, by this Agreement to define the scope of their relationship and their individual rights, duties and obligations;

NOW, THEREFORE, in accordance with the Act and related regulations and in consideration of the mutual covenants contained herein, the parties hereby agree as follows:

1. The LEOs is designated as the policy-making and budgetary control body for the SNWIB to the extent that such policies recognize and do not conflict with State law, the Workforce Investment Act State Compliance Policies, and the terms of this agreement which establish the SNWIB as a separate entity. These two boards are responsible for carrying out their respective and joint responsibilities under the Act in accordance with guidelines that may be approved by the Governor of the State of Nevada and the terms of the Act and as such shall:

A. Ensure delivery of services pursuant to the Act and other workforce investment programs and related services in such a manner to provide the most beneficial mix of program options to residents of the Local Workforce Investment Area (LWIA).

B. Stimulate the active, effective participation of all sectors of the LWIA community in the provision of workforce development services.

C. The LEOs or the SNWIB, as applicable, shall establish all advisory boards, councils, or committees, or other advisory groups as mandated by federal laws and state regulations.

D. The LEOs and the SNWIB shall establish their respective bylaws for meetings and other matters of internal governance. These bylaws shall be consistent with any applicable federal and state laws, any regulations promulgated by the Governor and/or the State, and the provisions of this agreement. All meetings of the LEOs, the SNWIB, or its subcommittees shall be conducted in accordance with Nevada's Open Meeting Law NRS Chapter 241.

E. Establish the criteria for workforce service centers and the criteria, for the process for the selection or designation of one-stop operators and service providers.

F. Select youth service providers and programs after receiving recommendations of the Youth Council.

G. Review and approve all programs and budgets to be funded under the Act; except the LEOs may withhold approval of any training program if:

1) There are insufficient funds available to support the program; or
2) Funding of the program is not authorized by the Act.

H. Provide oversight with respect to activities authorized under the Act to include youth activities, local employment and training activities and the one-stop delivery system in the local area.

2. The SNWIB shall undertake the following and may do so jointly with the LEOs:

A. Identify

1) employer labor force needs
2) programs to address those needs
3) appropriate linkages with resources
4) economic development opportunities of the area
5) employment needs of the unemployed or underemployed

B. Develop programs based on locally determined business community needs.

C. Provide policy recommendations to the LEOs on matters pertaining to the provision of services under the Act.

D. Select, monitor and independently assess the performance of and evaluate the benefit, productivity and impact of all programs funded and report their assessment and recommendations to the LEOs.

E. The SNWIB staff is responsible for preparing an annual budget which must be submitted for approval by the LEOs.

F. Maintain a consolidated office support and staff structure in order to minimize costs of administration, and maximize the funding available for programs and services under the Act. The SNWIB is authorized to employ support staff as recommended by the Executive Director. The staff shall be considered to be employees of the separate legal entity known as SNWIB. However, the staff shall provide support services to the LEOs and SNWIB jointly and perform functions for the SNWIB in performance of its responsibilities under the Act.

G. The SNWIB will be required to obtain legal counsel, separate and apart from the LEOs, on behalf of the SNWIB members and the organization. The legal counsel will be responsible for advising the SNWIB, providing legal opinions and ensuring compliance with applicable laws. The legal counsel will also be responsible for rendering direction and suggestions to the SNWIB in order to maintain due diligence.

3. Any member of the SNWIB may be removed for cause, by majority vote of the LEOs at a regularly scheduled meeting of the LEOs. "Cause" includes, but is not limited to:

   A. Failure to attend meetings as required by the SNWIB Bylaws.
   B. Unprofessional conduct, including conduct detrimental to the effectiveness and/or objectives of the SNWIB.
   C. Willful neglect or failure to observe and carry out programs or policies adopted by the SNWIB.

If a member is removed, a vacancy occurs and a new member shall be appointed by the LEOs pursuant to the LEO Consortium Agreement-and State Policy for notification of and filling of Local Workforce Investment Board vacancies.

4. The LEOs shall:

   A. Be financially liable for any misuse of grant funds and disallowed costs pursuant to WIA.

B. Have sole responsibility, by and through the SNWIB, for:

1) Receiving, disbursing and budgeting of all funds relating to WIA programs.

2) Collecting program data necessary for management, evaluation and preparation of required and desired reports.

3) Monitoring and evaluation of programs and program operators, subrecipients and service providers pursuant to the Act.

C. Work with the Executive Director and SNWIB staff to resolve any questions arising from the audits.

D. Develop and manage a system to hear and resolve grievances brought by participants, vendors and other interested parties as required by the Act and state compliance regulations.

E. Hire, evaluate and remove the Executive Director. The Executive Director shall be directed by and answer solely to the LEOs and shall serve at the pleasure of LEOs. The Executive Director shall provide all information and documentation regarding all SNWIB administrative, operational, and fiscal matters relating to the Act to the LEOs and the SNWIB upon request. The nature, scope and frequency of the information relating to the Act that is to be provided pursuant to this paragraph by the Executive Director shall be specified by the LEOs. Whenever a vacancy occurs in the position of Executive Director of SNWIB, a new Executive Director shall be selected by the LEOs.

F. In the case where liability is identified and validated concerning the misuse of grant funds or the disallowance of costs, liability and repayment of funds shall be in accordance with the following formula based on per capita:

i. Clark County – 42.71%

ii. City of Las Vegas- 30.78%

iii. City of Henderson- 13.11%

iv. City of North Las Vegas- 9.97 %

v. Boulder City- .86%

vi. Nye County- 2.37%

vii. Esmeralda County – .04%

viii. Lincoln County- .25%

A mandatory review of the liability formula and the underlying factors upon which the calculations are based will be performed every two years and adjusted as deemed necessary by a vote of the LEOs. The recommended formula and the underlying calculation factors, or any amendment thereto, must be approved by the governing bodies of each of the respective counties or cities upon who liability is to be imposed in order to be effective. The formula liability herein governs prospective liability and becomes effective upon executing this consortium agreement. The liability formula provision regarding fiscal liability shall also be included in the required two-year WIA plan.

5. This Agreement may be amended by mutual consent of the SNWIB and LEOs at any time. Either party may propose amendment(s) by providing written notice; thereof, to the other party at least 60 days in advance of a regular meeting of the SNWIB. Any amendment must be approved by majority vote of each party.

   A. Amendments to this Agreement become effective only upon concurrence of the respective county commissions and city councils of each county and city which is a signatory hereto.

6. This Agreement shall automatically be renewed from year to year unless either party notifies the other in writing of its intention not to renew at least 180 days prior to the expiration of any one year period.

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7. SNWIB and the LEOs agree that this document contains all of the agreements between the parties and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the matter hereof. All terms referred to in this Agreement are deemed to be part of this Agreement.

CHIEF LOCAL ELECTED OFFICIALS

ATTEST: Shirley B. Parraguirre, County Clerk	COUNTY OF CLARK BY: Rory Reid, Chairman
ATTEST: CHAR BRADSHAW Notary Public State of Nevada No. 07-1589-11 My appt. exp. Nov. 8, 2011	COUNTY OF LINCOLN BY:
ATTEST: Sandra L. Merlino, Nye County Clk	COUNTY OF NYE BY:
ATTEST: LaLinda Elgan, Esmeralda Co. Clerk	COUNTY OF ESMERALDA BY:
ATTEST:	CITY OF BOULDER CITY BY:
ATTEST: Monica M. Simmons, CMC, City Clerk Council Action: 6/19/07	CITY OF HENDERSON BY:
ATTEST: Beverly K. Bridges, CMC, City Clerk	CITY OF LAS VEGAS BY: Oscar B. Goodman, Mayor
ATTEST: Karen L. Storms, CMC, City Clerk	CITY OF NORTH LAS VEGAS BY: Michael L. Montandon, Mayor

APPROVED AS TO FORM
Dave Olsen, City Attorney

SOUTHERN NEVADA WORKFORCE INVESTMENT BOARD

ATTEST:	ROBERT BREWER, CHAIR BY:

APPROVED AS TO FORM
Thomas R. Green 6/19/07
Thomas R. Green Date

APPROVED AS TO FORM

Southern Nevada Local Workforce Investment Area
Workforce Connections

Two Year Strategic Compliance Plan

Attachment No. 3
Workforce Connections Board Membership List

	NAME	TITLE	COMPANY REPRESENTED	# OF EMPLOYEES	ORIGINAL APPOINTMENT DATE	CURRENT APPOINTMENT	APPOINTMENT EXPIRATION	GENDER	ETHNICITY	COMPANY LOCATION	CONTACT PHONE #	CATEGORY
1	**Arias-Petrel, Maggie**	President & CEO	Global Professional Consulting		Oct-09	5/8/2012	5/8/2015	F	Hispanic	375 Stephanie St Bldg 8, Henderson, NV 89014	702-326-3350	**Business/ CBO: Latin COC Community Foundation**
2	**Beers, Bob**	Councilman	City of Las Vegas		Mar-13	3/6/2013	n/a	M	Caucasian	495 S. Main St., Las Vegas, NV 89101	702-592-8822	**LEO/Business**
4	**Boarasky, Butch**	Commissioner	Nye County				n/a	M	Caucasian	2100 E. Walt Williams Dr #100, Pahrump, NV 89048	775-751-7075 775-209-3100	**LEO**
5	**Brown, Hannah**	President	Urban Chamber of Commerce		May-06	10/22/2013	10/31/2016	F	African American	4160 Squaw Creek Ct., LV, NV 89120	858-8969 436-4474	**Economic Development/ Business: Olive Crest**
6	**Bruninga, William M.**	Owner	Advanced Energy Applications	1	Jun-10	6/11/2013	6/30/2016	M	Caucasian	1000 Nevada Way, Ste. 204 Boulder City, NV 89005	606-1777	**Business**
7	**Cecil, Matt**	Associate Attorney	Fisher & Phillips, LLP	200+	Jan-13	1/8/2013	1/8/2016	M	Caucasian	3800 Howard Hughes Pkwy. #950, LV, V 89169	252-3131 862-3817	**Business**
8	**Edgel, Mark**	Training Director	Southern NV Laborers Local 872 Training Trust		Mar-09	3/26/2013	3/31/2015	M	Caucasian	4201 E. Bonanza Las Vegas, NV 89110	858-5598 452-9410 ext.1804	**Labor**
9	**Fields, Willie J. Jr.**	Owner	WJF Shoe		Jul-12	7/10/2012	7/10/2015	M	African American	3126 Las Vegas Blvd., N. Las Vegas, NV 89115	702-458-7829 702-644-3872	**Business**
10	**Gouker, Dan**	Executive Director/CEO	College of Southern Nevada	30	Mar-11	4/9/2013	4/30/2015	m	Caucasian	3200 E. Cheyenne Ave North Las Vegas, NV 89030	702-651-4163 702-651-5602	**Education**
11	**Holloway, Sonja**	OA/CTS Manager	NV Job Corps		Feb-08	3/8/2011	3/8/2014	F	African American	1050 E. Flamingo, N240 Las Vegas, NV 89119	382-2702 343-0575	**Req'd One-Stop Partner Job Corps**
12	**Katschke, Adam**	Commissioner	Lincoln County		Jan-13	1/1/2013	n/a	M	Caucasian	P.O. Box 253 Caliente, NV 89008	801-592-1056	**LEO/Business (PharmD)**
13	**Keyes, Ralph**	Commissioner	Esmeralda		Jan-13	1/1/2013	n/a	M	Caucasian	P.O. Box 160 Dyer, NV 89010	775-842-2471 760-920-8282	**LEO/Business: Keyes' Farms**
14	**Leavitt, Peggy**	Councilwoman	Boulder City		Jul-11	6/29/2011	n/a	F	Caucasian	P.O. Box 61350 Boulder City, NV 89006-1350	293-9208 578-0069	**LEO**
15	**Lee, Dr. David**	President	Taiwanese Chamber of Commerce	3	Dec-00	3/26/2013	3/31/2016	M	Taiwanese	5199 Willowhaven Ave., LV, NV 89120	702-306-3836	**Business/ Economic Devl**
16	**Lin, Vida Chan**	Vice President	Western Risk	5	Mar-12	3/8/2012	3/8/2015	F	Chinese	1027 S. Rainbow Blvd. #253 LV, NV 89145	338-8886	**Business/ Economic Development: OCA**
17	**Murzl, Valerie**	Corp. V.P. of HR & Training	Station Casinos, Inc.	13,000	May-06	3/26/2013	3/31/2016	F	Caucasian	1505 S. Pavilion Ctr. Dr. Las Vegas, NV 89135	495-3458 683-2522	**Business**
18	**Parven, Lynda**	Deputy Administrator	DETR	850	Apr-13	4/9/2013	4/30/2015	F	Caucasian	2800 E. St. Louis Ave Las Vegas, NV 89104	702-486-6640 702-486-6632	**Req'd One-Stop Partner: DETR**

	NAME	TITLE	COMPANY REPRESENTED	# OF EMPLOYEES	ORIGINAL APPOINTMENT DATE	CURRENT APPOINTMENT	APPOINTMENT EXPIRATION	GENDER	ETHNICITY	COMPANY LOCATION	CONTACT PHONE #	CATEGORY
19	**Patterson, Bart**	President	Nevada State College		Mar-13	3/26/2013	3/31/2016	M	Caucasian	1125 Nevada State Dr. Henderson, NV 89002	702-992-2350 702-992-2354	**Business/ Education**
20	**Perry, Charles**	Executive Director/CEO	NV Health Care Association	500+	Nov-06	3/26/2013	3/31/2016	M	Caucasian	2912 W. Oakey Blvd. Las Vegas, NV 89102	702-870-5025 702-592-3054	**Business**
21	**Ramadan, Mujahid**	2nd Vice-President	NAACP	1	Nov-99	3/26/2013	3/31/2015	F	African American	5601 Indian Ridge North Las Vegas, NV 89031	349-7818	**Community Based Organization**
22	**Regenhardt, Bill**	Owner	Regis702 Consulting		Mar-12	3/8/2012	3/8/2015	M	Caucasian	150 Las Vegas Blvd. N. #1911 Las Vegas, NV 89101	702-574-9873	**Business**
23	**Rose, Dan**	Coordinator	Sheet Metal #88 J.A.T.C.		Oct-99	3/26/2013	3/31/2015	M	Caucasian	2540 Marco St. Las Vegas, NV 89115	632-3014 Cel: 604-5827	**Labor**
24	**Rowe, Tommy**		Rural Nevada		Mar-13	3/26/2013	3/31/2015	M	Caucasian	P.O. Box 63 Caliente, NV 89008-0063	775-726-3390 775-962-1286	**Other/LEO Appointed**
25	**Schroder, Gerri**	Councilwoman	City of Henderson		Aug-07	8/4/2009	n/a	F	Caucasian /Asian	240 Water St, Henderson, NV 89009 MSC 142	702-267-2403	**LEO**
26	**Weekly, Lawrence**	Commissioner	Clark County		Jul-07	7/26/2007	n/a	M	African American	500 S Grand Central Pkwy, Las Vegas, NV 89155	702-455-3239	**LEO**
27	**Wood, Anita**	Councilwoman	North Las Vesas		Sep-11	9/1/2011	n/a	F	Caucasian	2200 Civic Center Dr., N Las Vegas, NV 89030	702-633-1007	**LEO**

Business	**14**	**54%**
Total	**26**	

Southern Nevada Local Workforce Investment Area
Workforce Connections

Two Year Strategic Compliance Plan

Attachment No. 4
Youth Council Membership List

Youth Council Membership
Updated April 2014

Sonja Holloway, Chair Sierra Nevada Job Corps – LVOAP 1050 E Flamingo Ave Ste. E217 Las Vegas, NV 89119 Office Phone: 702-382-2702 Cell Phone: 702-523-3928 Fax: 702-382-8118 E-mail: Holloway.Sonja@jobcorps.org Category: Required One-Stop Partner/Job Corps	**Willie J. Fields, Vice-Chair** WJF Shoe 3126 N. Las Vegas Blvd. Las Vegas, NV 89115 Phone: 702-458-7829 Alt Phone: 702-644-3872 E-mail: WJFShoe@aol.com Category: Business
Stavan R. Corbett NV State Board of Education – Board President 3801 Sequoia Avenue Las Vegas, NV 89110 Phone: 702-466-7705 E-mail: StavanCorbett@gmail.com Category: Education	**Dan Rose** Sheet Metal Local 88 Training Center 2540 Marco St Las Vegas, NV 89115 Office Phone: 702-632-3014 Cell Phone: 702-604-5827 Fax: 702-632-3018 E-mail: dan@88training.org Category: Labor/Parent of Eligible Youth
Vida Chan Lin Western Risk 1027 S. Rainbow Blvd., #253 Las Vegas, NV 89147 Phone: 338-8886 E-mail: vidachanlin@gmail.com Category: Business/Economic Development (OCA)	**Lt. Jack Owen** Las Vegas Metro Police Department 1359 Volturno Las Vegas, NV Phone: 702-812-0145 Alt Phone: 702-828-2886 E-mail: J44090@LVMPD.com Category: Law Enforcement
Mujahid Ramadan 2nd Vice-President NAACP/MR Consulting 5601 Indian Ridge Dr. N. Las Vegas, NV 89031 Phone: 702-349-7818 Alt Phone: 702-399-6068 Fax: 702-399-2081 E-mail: nadamar@cox.net Category: Community Based Organization/Business	**Debbie Tomasetti** Graduation Initiative Coordinator School-Community Partnership Program c/o Western High School 4601 W. Bonanza Rd. Las Vegas, NV 89107 Phone: 702-799-6560 Fax: 702-799-6570 E-mail: dtomasetti@interact.ccsd.net Category: Education
Tommy Rowe P.O. Box 63 Caliente, NV 89008-0063 Phone: 775-726-3390 Alt Phone: 775-962-1286 E-mail: brahamabull717@lcturbonet.com Category: LEO Appointed Representing Rural /Board Member	**Rudee Bagsby** The Lowe's Companies Human Resources Manager 5050 S. Fort Apache Las Vegas, NV 89148 Phone: 702-248-1700 ext. 204 Alt Phone: 702-478-0744 E-mail: Rudee.Bagsby@store.lowes.com Category: Business

Southern Nevada Local Workforce Investment Area
Workforce Connections

Two Year Strategic Compliance Plan

Attachment No. 5
Proof of Plan Publication

AFFIDAVIT OF PUBLICATION

STATE OF NEVADA)
COUNTY OF CLARK) SS:

WORKFORCE CONNECTIONS
SUITE 150
6330 W CHARLESTON
LAS VEGAS NV 89146

Account # 22554
Ad Number 0000163715

Stacey M. Lewis, being 1st duly sworn, deposes and says: That she is the Legal Clerk for the Las Vegas Review-Journal and the Las Vegas Sun, daily newspapers regularly issued, published and circulated in the City of Las Vegas, County of Clark, State of Nevada, and that the advertisement, a true copy attached for, was continuously published in said Las Vegas Review-Journal and / or Las Vegas Sun in 2 edition(s) of said newspaper issued from 04/26/2014 to 04/27/2014, on the following days:

04 / 26 / 14
04 / 27 / 14

NOTICE OF PROPOSED 2-YEAR STRATEGIC COMPLIANCE PLAN AVAILABLE FOR PUBLIC COMMENT

Workforce Connections, (WC) is making its 2-Year Strategic Compliance Plan available to receive public comment for a 30-day period beginning May 15, 2014 through June 15, 2014. An electronic version of the Proposed 2-Year Strategic Compliance Plan will be available for public comment at WC's website:

www.nvworkforceconnections.org

Paper copies will be available for public review between the hours of 8:00 A.M. and 5:00 P.M., Monday through Friday at WC's Administrative Offices located at:

Workforce Connections
6330 West Charleston Blvd.,
Suite 150
Las Vegas, NV 89146
Phone: (702) 638-8750

Paper copies will also be made available for public review at the Administrative Offices of WC's One-Stop System Partners. For hours and locations please check our website.

Plan Summary

The Proposed 2-Year Strategic Compliance Plan reflects WC's goals and initiatives to comply with the requirements of the Workforce Investment Act (WIA). It aligns WC's resources with the goals of the Governor's Workforce Investment Board. This alignment ensures efficient and effective oversight of employment and training services to businesses and jobseekers in the Southern Nevada Workforce Investment Area. The Proposed 2-Year Strategic Compliance Plan covers the period of July 1, 2014 through June 30, 2016.

Questions regarding the Proposed Plan are to be directed to: Heather DeSart, Deputy Director for Workforce Connections at (702) 638-8750 or via email at:

hdesart@snvwc.org

PUB: April 26, 27, 2014
LV Review-Journal

ISI Stacey M. Lewis
LEGAL ADVERTISEMENT REPRESENTATIVE

Subscribed and sworn to before me on this 28th day of April, 2014

Notary Mary Lee

MARY A. LEE
Notary Public State of Nevada
No. 09-8941-1
My Appt. Exp. Nov. 13, 2016

AFFIDAVIT OF PUBLICATION

STATE OF NEVADA)
COUNTY OF CLARK) SS:

WORKFORCE CONNECTIONS
SUITE 150
6330 W CHARLESTON
LAS VEGAS NV 89146

Account # 22554
Ad Number 0000163715

Stacey M. Lewis, being 1st duly sworn, deposes and says: That she is the Legal Clerk for the Las Vegas Review-Journal and the Las Vegas Sun, daily newspapers regularly issued, published and circulated in the City of Las Vegas, County of Clark, State of Nevada, and that the advertisement, a true copy attached for, was continuously published in said Las Vegas Review-Journal and / or Las Vegas Sun in 2 edition(s) of said newspaper issued from 04/26/2014 to 04/27/2014, on the following days:

04 / 26 / 14
04 / 27 / 14

NOTICE OF PROPOSED 2-YEAR STRATEGIC COMPLIANCE PLAN AVAILABLE FOR PUBLIC COMMENT

Workforce Connections, (WC) is making its 2-Year Strategic Compliance Plan available to receive public comment for a 30-day period beginning May 15, 2014 through June 15, 2014. An electronic version of the Proposed 2-Year Strategic Compliance Plan will be available for public comment at WC's website:

www.nvworkforceconnections.org

Paper copies will be available for public review between the hours of 8:00 A.M. and 5:00 P.M., Monday through Friday at WC's Administrative Offices located at:

Workforce Connections
6330 West Charleston Blvd., Suite 150
Las Vegas, NV 89146
Phone: (702) 638-8750

Paper copies will also be made available for public review at the Administrative Offices of WC's One-Stop System Partners. For hours and locations please check our website.

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PUB: April 26, 27, 2014
LV Review-Journal

IS/ Stacey M. Lewis
LEGAL ADVERTISEMENT REPRESENTATIVE

Subscribed and sworn to before me on this 28th day of April, 2014

Notary Mary Lee

MARY A. LEE
Notary Public State of Nevada
No. 09-8941-1
My Appt. Exp. Nov. 13, 2016

LINCOLN COUNTY
SINCE 1870
RECORD

P.O. Box 485, Pioche, NV 89043
Phone: (775) 962-5522 Fax: (775) 962-5523
Email: contact.lcrecord@gmail.com

AFFIDAVIT OF PUBLICATION

I, Rachel Williford, of the Lincoln County Record, published weekly each Friday, at Caliente, Lincoln County, Nevada, do solemnly swear that a copy of the above notice as per clipping attached was published each week in the regular and entire issue of said newspaper 1 consecutive issue(s) commencing with the issue dated April 25, 2014 and ending with the issue dated April 25, 2014.

Workforce Connections — Proposed 2-year compliance plan

Rachel Williford

State of Nevada
County of Lincoln

Subscribed and sworn to before me on April 28, 2014 by Rachel Williford.

ALISHA ADAMS
Notary Public-State of Nevada
APPT. NO. 97-2573-11
My App. Expires June 17, 2017

Notary Public

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Questions regarding the Proposed Plan are to be directed to: Heather DeSart, Deputy Director for Workforce Connections at (702) 638-8750 or via email at: hdesart@snvwc.org

Publish: April 25, 2014

Proof for: Workforce Connections

Ad type: Legal notice, $7.50/column inch

Ad size: 1 column by 6"

Ad price: $45

Ad publish date: April 25, 2014

Please approve the above advertisement in its entirety for publication this Friday.

Thank you.

AFFIDAVIT OF PUBLICATION

STATE OF NEVADA)
COUNTY OF NYE) SS:

WORKFORCE CONNECTIONS
SUITE 150
6330 W CHARLESTON
LAS VEGAS NV 89146

Account # **22554**
Ad Number **0000162803**

Phyllis Trice, being 1st duly sworn, deposes and says: That she is the Legal Clerk for the Pahrump Valley Times, a bi-weekly newspaper regularly issued, published and circulated in the Town of Pahrump, County of Nye, State of Nevada, and that the advertisement, a true copy attached for, was published in said Pahrump Valley Times in 1 edition(s) of said newspaper issued from 04/23/2014 to 04/23/2014, on the following days:

04 / 23 / 14 2-Year Strategic Plan

/S/ Phyllis Trice
LEGAL ADVERTISEMENT REPRESENTATIVE

Subscribed and sworn to before me on this 23rd day of April, 2014

Notary Holly Hernandez

HOLLY HERNANDEZ
NOTARY PUBLIC
STATE OF NEVADA
No. 07-4105-14 - NYE COUNTY
MY APPT. EXPIRES JULY 8, 2015

NOTICE OF PROPOSED 2-YEAR STRATEGIC COMPLIANCE PLAN AVAILABLE FOR PUBLIC COMMENT

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Workforce Connections
6330 West Charleston Blvd.,
Suite 150
Las Vegas, NV 89146
Phone: (702) 638-8750

Paper copies will also be made available for public review at the Administrative Offices of WC's One-Stop System Partners. For hours and locations please check our website.

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Questions regarding the Proposed Plan are to be directed to: Heather DeSart, Deputy Director for Workforce Connections at (702) 638-8750 or via email at: hdesart@snvwc.org

PUBLISH: April 23, 2014.

Southern Nevada Local Workforce Investment Area
Workforce Connections

Two Year Strategic Compliance Plan

Attachment No. 6

Copy of Public Comments – N/A, No public comments were Received.

Southern Nevada Local Workforce Investment Area
Workforce Connections

Two Year Strategic Compliance Plan

Attachment No. 7
Local MOU between LWIB and One-Stop Partners

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PEOPLE. PARTNERSHIPS. POSSIBILITIES.

Southern Nevada Local Workforce Investment Area (SNLWIA)

One-Stop Career Center (OSCC) Operating Agreement Between Workforce Connections And The OSCC Consortium

This One-Stop Operator Agreement ("Agreement") is entered into between Workforce Connections (WC), Southern Nevada's Local Workforce Investment Board and the One-Stop Career Center Consortium (Consortium). WC was established under the Workforce Investment Act (WIA) to perform the required functions described in Section 117 of WIA. The Consortium is a partnership between nine (9) entities.

1. Department of Employment Training and Rehabilitation: Wagner Peyser and Vocational Rehabilitation
2. Southern Nevada Regional Housing Authority
3. Foundation for an Independent Tomorrow
4. Nevada Partners, Inc.
5. Goodwill of Southern Nevada
6. GNJ Family Life Center
7. AARP Foundation Senior Community Service Employment Program
8. Latin Chamber of Commerce Community Foundation
9. Las Vegas Urban League

I. Consortium Partners:

The Consortium agencies collectively have a history of serving under-represented and disadvantaged people, as well as administering workforce development activities available to the public at large. The Consortium's partnership utilizes existing infrastructure and resources, and capitalizes on the staff experience developed from years of operating workforce activities.

WC, with the agreement of its Local Elected Officials and its Board has designated the Consortium as the OSCC Operator for the SNLWIA. The purpose of this agreement is to establish the roles and responsibilities of WC and the Consortium for implementing the provisions of Section 121 of Title I of the WIA of 1998.

In consideration of the foregoing and the parties' responsibilities and obligations set forth below, the parties agree as follows:

A. Designation of the OSCC Consortium as Operator:

The Consortium was designated by WC as the OSCC Operator for the SNLWIA in June 2013, pursuant to Section 121(d)(2) of WIA and 20 CFR Part 662 Subpart D.

B. Duration and Modification of Agreement:

This agreement shall commence on the date it is executed July 1, 2014, and will remain in effect until modified or terminated by the mutual agreement of the parties. See Section IV.

C. Description of the OSCC:

The OSCC is located at:
6330 W. Charleston Blvd., Ste. 190
Las Vegas, NV 89146

II. Consortium Responsibilities

As the SNLWIA's designated OSCC Operator, the Consortium agrees to the following:

A. Provider of Direct Services:

The Consortium will:

Ensure, at a minimum, provision of WIA core services, availability of intensive services, and access to training services at the OSCC for Southern Nevada's Jobseekers.

Evaluate and modify services for continuous improvement based on feedback and information from job-seeking participants.

In alignment with the SNLWIA Business Services Network, operate a system for employer/business services (job development, maintaining the job bank, employee training and programs, tax incentive and labor market information).

Evaluate and modify services for continuous improvement, based on:

- Relevant economic information and feedback obtained from the business community on the need for services and how such services will be accessed:
- Recommendations received by the Consortium through employer feedback mechanisms; and
- Other relevant economic information.

B. Management of the OSCC:

The Consortium, as Operator, will perform with an integrated management model. The Consortium consists of a governing body, the Consortium Executive Committee (CEC), comprised of members voted into position by the Consortium partner agencies. References to OSCC partners include all current and any additional partners during the period of this Agreement.

The Consortium Executive Committee Chair (CECC) will implement the directions of the Consortium Executive Committee.

The CECC will serve as the Consortium's lead contact for the OSCC partners for matters concerning OSCC operational needs and priorities.

The CECC shall report to the CEC all disputes with any OSCC partner regarding the implementation of agreed upon provisions of the OSCC Operations Manual. Any disputes that the CEC is unable to resolve with an OSCC partner shall be formally reported in writing to WC.

The CEC will convene meetings with the OSCC partners to jointly develop processes for delivering WIA and the partner programs' applicable core services.

These core services are the following:

- Outreach and intake
- Common orientation to WIA and partner program services
- Job search, referral, and placement
- Initial assessment of WIA and partner program eligibility
- Participant referral process

The CEC will provide guidance to the OSCC Manager. The OSCC Manager will manage the day-to-day operations of the OSCC and provide guidance and training to staff co-located at the center.

Personnel matters, including compensation, personnel actions, terms and conditions of employment, performance appraisals, and accountability of employees remain under the authority of the employee's employer-of-record with consultation from the OSCC Manager.

All OSCC guidance must be consistent with any federal, state or local statue or regulation governing the agency under which the staff is employed.

The Consortium will ensure that standard operating procedures, systems and policies are developed for the OSCC.

The Consortium will ensure maintenance of the OSCC's facilities, within the consortium's control, including supplies and equipment.

The Consortium will assess and respond to the community's employment related needs; and where appropriate, recommend and request assistance from OSCC partners via the CEC.

The Consortium will regularly communicate the strategic goals and policies of WC to the OSCC personnel.

The Consortium will ensure that the OSCC co-located staff participates in capacity building activities coordinated by WC for the One-Stop Delivery System.

Assure that functions or separateness mandated by law or prior to contract will not be violated or abridged in the pursuit of co-location or program integration.

III. WC Responsibilities:

As Southern Nevada's Local Workforce Investment Board, WC agrees to the following:

Receive and review Consortium reports, and respond to Consortium recommendations in a timely manner.

Provide technical assistance to support program outcomes and achieve continuous improvement.

Provide community outreach support with business and the community to provide awareness of the OSCC services.

Communicate the strategic goals and policies of WC to the Consortium.

Develop and approve the annual WIA Title I budget allocation as approved by WC's Board of Directors for the operation of the OSCC. Center partners that are not funded by WIA Title I are responsible for fully funding their staff located at the center and participate in cost sharing of overhead expenses via a per seat allocation.

Conduct and perform monitoring, review, evaluate and report on the operation, performance and quality control of the OSCC.

Provide support to the One-Stop Delivery System and the OSCC with staff consisting of: OSCC Manager, Resource Room Coordinator, Project Administrator and Customer Service Representatives.

The OSCC Manager, on behalf of WC investigates and resolves customer complaints and grievance issues. The OSCC Manager is responsible for measuring and reporting center performance, evaluating progress and providing technical assistance with overall customer flow at the OSCC.

The OSCC Manager, on behalf of WC ensures that the Resource Room Coordinator, Project Administrator and the Customer Service Representatives are efficiently greeting clients, providing information, coordinating customer flow and giving system referrals.

Matters regarding WCs' staff providing support at the OSCC, including compensation, personnel actions, general terms and conditions of employment, performance appraisals, and accountability are maintained under the authority of WC.

IV. Modification/Termination

This OA constitutes the entire agreement between the parties hereto. It may be modified, altered, revised, extended or renewed by mutual written consent of all parties, by the issuance of a written amendment, signed and dated by all the parties. Any changes/amendments to the WIA, Federal, State, or local regulations affecting the content of this OA are hereby incorporated by reference.
Any party to this OA may terminate their participation in this OA by giving not less than 30 days prior written notice of intent to terminate to each of the partners. In such event, termination by one or more of the parties to this OA does not alter the terms or obligations of the other parties to this OA.
WC may terminate this OA as it applies to the OSCC operator at any time if the designation, funding, program operation or other factors have changed the status of the operator sufficiently that they no longer qualify as an operator.
If any provision of this OA is held invalid or otherwise removed, the reminder of this OA shall remain in full effect.

V. Grievance Procedures

Parties to this OA agree and acknowledge WC's policies and procedures. The OSCC operator (The Consortium) shall refer disputes not resolved by the OSCC Manager to WC's Executive Director. The dispute will be placed on a regular meeting with WC's Executive Director. The decision of WC's Executive Director will be final.

VI. Signatures

By signing this OA, all parties agree that the provisions contained herein are subject to all applicable federal, state and local laws, regulations and guidelines relating to nondiscrimination, equal opportunity, maintenance of records and other confidential information regarding the OSCC customers.

WHEREOF, the parties hereto cause this OA to be executed by their undersigned officials as duly authorized.

This OA becomes effective on the date signed by all parties.

Ardell Galbreth Executive Director Workforce Connections	Date
John Hill Executive Director Southern Nevada Regional Housing Authority	Date
Janet Blumen Chief Executive Office For an Independent Tomorrow	Date
Monica Ford President & Executive Director Nevada Partners Inc.	Date
Steve Chartrand President & CEO Goodwill of Southern Nevada	Date
Bishop J. Rogers Chief Executive Officer GNJ Family Life Center	Date

Dennis Perea Interim Director Nevada DETR	Date
Sharon Morales Assistant Director Latin Chamber of Commerce	Date
Kevin Hooks President & CEO Las Vegas Urban League	Date
Steve Cook Executive Director AARP Foundation Senior Community Service Employment Program	Date

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PEOPLE. PARTNERSHIPS. POSSIBILITIES.

Southern Nevada Local Workforce Investment Area

One-Stop Delivery System Memorandum of Understanding Between Workforce Connections And (OSDS Partner)

I. Introduction

A. This Memorandum of Understanding (hereinafter "MOU") establishes the terms and conditions among the undersigned partner within the Southern Nevada Local Workforce Investment Area (SNLWIA), (hereinafter "Partner(s)") in their efforts to establish a cooperative working relationship between the parties and to define roles and responsibilities of all interested parties with respect to the implementation of a One-Stop Delivery System (OSDS).

B. This MOU is consistent with the SNLWIA two-year strategic compliance plan.

C. All system partners physically located in each of their comprehensive center and affiliated sites and all partners who may provide services through electronic means or formalized referral processes must be parties to this MOU.

II. Purpose

A. To establish cooperative and mutually beneficial partnerships between the system partners and others whose participation has been determined to be crucial to an effective OSDS.

B. To ensure parties to this MOU participate in the operation of the OSDS consistent with the terms of this MOU and requirements of Sec. 121 of the Workforce Investment Act (WIA).

C. To coordinate resources to prevent duplication and ensure the effective and efficient delivery of workforce investment services in the SNLWIA.

D. To establish joint processes and guidelines that will enable system partners to integrate service delivery resulting in a seamless and comprehensive array of educational, training, and workforce development services within the SNLWIA.

III. Comprehensive One-Stop Career Center (OSCC)

The Comprehensive OSCC is located at:
6330 West Charleston Blvd., Suite 190
Las Vegas, NV 89146

A. Workforce Connections (WC) as the Local Workforce Investment Board (LWIB), with the agreement of its Local Elected Officials and its Board, has designated a Consortium as the OSCC operator for the SNLWIA.

B. The designated consortium is a partnership between nine (9) entities.
1. Department of Employment Training and Rehabilitation: Wagner Peyser and Vocational Rehabilitation
2. Southern Nevada Regional Housing Authority
3. Foundation for an Independent Tomorrow
4. Nevada Partners, Inc.
5. Goodwill of Southern Nevada
6. GNJ Family Life Center
7. AARP Foundation Senior Community Service Employment Program
8. Latin Chamber of Commerce Community Foundation
9. Las Vegas Urban League

C. The SNLWIA consists of the four counties of Clark; Esmeralda; Lincoln; and Nye; including the cities of Las Vegas, North Las Vegas, Henderson and Boulder City.

IV. Governance

Pursuant to Section 117 (d) (4) of the WIA, WC shall conduct planning and oversight of the OSDS. WC will promote and support the coordination and non-duplication of workforce development services, promote customer choice and satisfaction for customers of the system. WC will also provide technical assistance and establish an evaluation system for measuring progress, performance, compliance, and internal systems of control. WC will facilitate necessary linkages between the OSDS and local and state organizations.

V. Functional Alignment

A. Parties to this MOU agree to deliver highly coordinated services that are essential for all customers. Given the complexity of the workforce development system and the wide range of services available to businesses and job seekers, it is necessary that system partners, agencies, and organizations contribute and maintain a network of robustly coordinated services across the community that are accessible at multiple points and in a seamless approach.

B. The following elements must be incorporated:

1. **Customer Flow:** Customer flow between programs must be seamless. All information will be accessible to avoid duplication of services to the extent permitted by regulations requiring confidentiality of participant records. All labor market information, job leads, programmatic and participant information, as reported on standard forms, will be accessible as allowable and appropriate.

2. **Career Services:** It is agreed that system partners will strive to achieve the following standards of quality service for customers and partners:

   a) All system partners will be listed as a source for applicable referrals for services rendered to customers.
   b) All system partners will work in a safe and professional environment.
   c) System customers will receive prompt and courteous service from staff.
   d) System partners will jointly promote further integration of programs through joint planning at the State and local level.
   e) In order to achieve a more streamlined and efficient OSDS, system partners will participate in the identification of best practices/strategies to improve coordination and integration of resources, programs and services.
   f) System partners will measure program performance and share with the other system partners as requested.
   g) System partners will actively participate in the operation of the system consistent with the terms of this MOU and within the scope of legislative requirements governing the parties' respective programs, services, and agencies/organizations.
   h) System partners will ensure an effective range of workforce development services and activities.
   i) System partners will refer each customer entering the OSDS to the appropriate array of resources offered by each system partner.

3. **Systemic referral process:** All OSDS partners will provide referral for services as outlined in the local business plan. The referral system includes a follow-up contact to ensure the customers received appropriate services and:

   a) Each system partner will ensure that all other partners are knowledgeable of who the referral point of contact is for their respective programs including name, title, associated phone number, email address and fax number.
   b) Each system partner will promote co-enrollment of participants across programs and funding streams. The partners will coordinate and leverage resources to facilitate the interdependence that is at the core of an integrated system.
   c) The partners will coordinate appointment scheduling activities to facilitate customer flow and service among the partners. The person making the appointment will be responsible for follow-up. Appointment outcomes will be recorded for further service needs and the OSCC referral report.

VI. Integrated Service Delivery

The parties to this MOU agree to conduct the following activities:

A. Provision of universal access to core services, which shall be available to individuals through the OSDS and shall, at a minimum, include access to:

1. Orientation to the information and other services available through the OSDS.
2. Employment statistics information, including the provision of accurate information relating to local, regional, and national labor market areas.
3. Job vacancy listing.
4. Information related to job skills necessary to obtain employment.
5. Information relating to local in-demand occupations and the earnings and skill requirements for such occupations.
6. Information regarding the filing of claims for unemployment compensation.
7. Information relating to educational and financial aid.
8. An integrated client tracking system and referral process between parties.

B. Customer tracking.

C. Provision of the core services that are applicable to their respective programs.

VII. Business Engagement

System partners are responsible for building productive relationships with employers within the SNLWIA through regional initiatives including, but not limited to, sector partnerships and business alliances. Partners will identify opportunities to address the workforce needs of employers by:

1. Business outreach.
2. Recruitment and referral for job vacancies including those for targeted business and industry sectors.
3. Job candidate qualifications review and local labor pool information.
4. Dissemination of economic, business and workforce trends.
5. Organize service delivery around business and industry sector needs.
6. Recruitment and pre-screening services.
7. Labor market information.
8. Job development and referral to community services.

VIII. Data Access

OSCC partners will utilize a common management information system (MIS) approved by the LWIB. Where other OSDS partners are utilizing a different proprietary MIS, shared information and data agreements will be utilized to support access to information between the partners as allowed by authorizing law and regulation.

IX. Customer Satisfaction

The system partners will measure the success of the OSDS in ensuring business and jobseekers are highly satisfied with the workforce development system services and activities via customer satisfaction surveys.

X. Outreach

The SNLWIA has adopted specific basic strategies and practices related to outreach that others in the workforce development system have found useful in reaching the divergent population that these organizations serve. These outreach examples include strategies and practices relating to:

A. Consulting with community groups

System partners will develop and maintain relationships with a broad range of community organizations and agencies. Partners will educate community groups about services - including individualized and specialized services and supports. Partners will ask community groups to encourage their members, customers, and constituents to take advantage of the services offered by the OSCC and other organizations in the local OSDS.

B. Engaging in general and targeted outreach

System partners will utilize a broad range of media sources, including media targeted toward people with various ethnic and racial backgrounds, people with disabilities, individuals with limited English proficiency, people of varying ages, and members of other groups. Partners will ensure that all of the organization's materials, including its website, provide directions to the organization's facilities, programs, and activities via public transportation or information about other transportation options for customers who do not drive. Partners will ensure that wherever the organization provides a phone number for contact via voice telephone, it also includes at least one alternative contact number for reaching that same person or office via TTY, TDD, and/or relay service.

C. Making presentations to the public

One universal strategy often used by OSCC's and other workforce development organizations for informing potential customers about the availability of job-related services and support for all customers, including customers with multiple barriers to employment, is to make presentations to members of the community (such as Chambers of Commerce, civic groups, public forums, and other similar organizations). Specific examples of successful practices related to presentations to the public may include, but are not necessarily limited to:

1. Recruiting qualified speakers of diverse backgrounds (including persons with disabilities) to present or co-present to entities in the community about the programs and activities offered by the OSDS partners.
2. Holding off-site presentations to the general public in locations that are accessible to, and usable by, all prospective customers, including individuals with disabilities and those who do not drive.

XI. Term of this MOU

The term of this MOU shall be effective (start date) to (end date). (System partner) and WC may mutually agree in writing to extend the term of this MOU, unless sooner terminated by either party.

XII. Modification/Termination

This MOU constitutes the entire agreement between the parties hereto. This MOU may be modified, altered, revised, extended or renewed by mutual written consent of all parties, by the issuance of a written amendment, signed and dated by all the parties. Submission of a revised MOU does not require a modification to the local plan. Any party to this MOU may terminate their participation in this MOU by giving at least 30 calendar-days prior written notice of intent to terminate to the other party.

XIII. Confidentiality

Each party shall keep confidential all information, in whatever form, produced, prepared, observed or received from any of the parties to the extent that such information is confidential by law or otherwise required by this MOU. OSDS partners must take the steps necessary to ensure the privacy of all Personal Identifiable Information (PII) obtained from customers and/or other individuals and to protect such information from unauthorized disclosure. System partners agree to fully comply with data confidentiality, and will develop procedures that will describe processes to share customer information.

XIV. Severability

If any provision contained in this MOU is held to be unenforceable by a court of law or equity, this MOU shall be construed as if such provision did not exist and the non-enforceability of such provision shall not be held to render any other provision of this MOU unenforceable.

XV. Insurance

All parties agree to maintain in full force and effect during the term of this MOU and any extension thereof, commercial general liability insurance, or self-insurance, with the limits of not less than $1,000,000 single limit coverage per occurrence for bodily

injury, personal injury and property damage. Upon request from any other party, a party shall provide an appropriate certificate evidencing such insurance, or self-insurance, to the requesting party.

XVI. Indemnification/Hold Harmless

Each party hereby agrees to indemnify, defend and hold harmless all other parties to this MOU from and against all claims, demands, damages and costs arising out of or resulting from any acts or omissions which may arise from the performance of the obligations by such indemnifying party pursuant to this MOU. It is understood and agreed that all indemnity provided herein shall survive the termination of this MOU.

XVII. Non-Discrimination

OSDS partners assure that they will fully comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352), which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of handicaps; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. '794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255) as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616) as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd.3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.) as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other non-discrimination statute(s) which may apply to the application.

XVIII. Veterans

Parties to this MOU will comply with Veterans Priority Provisions. System partners are subject to the provisions of the "Jobs for Veterans Act" (JVA), PL 107-288 (37 USC 4216), as implemented by Title 20 of the Code of Federal Regulations Part 1010.

XIX. Disabilities Services

Parties to this MOU will comply with Title 29 of the Code of Federal Regulations Parts 37.7 through 37.10, and will assure that the following is provided, to the extent possible, within the OSDS:

1. Programs and activities are physically, as well as programmatically, accessible to individuals with disabilities.
2. System partners' offices, affiliated sites, shall be designed to accommodate the needs of physically and mentally handicapped individuals, as appropriate.
3. Programs and activities, when viewed in their entirety, shall be accessible.

XX. Grievance Procedures

Parties to this MOU agree and acknowledge WC policies and procedures. The OSDS partners shall refer disputes not resolved to WC Executive Director. The dispute will be in a meeting with WC Executive Director. The decision of WC Executive Director will be final.

XXI. Proper Authority

The parties hereto represent and warrant that the person executing this MOU on behalf of each party has the full power and authority to enter into this MOU and that the parties are authorized by law to perform the services set forth herein.

By signing this MOU, all parties agree that the provisions contained herein are subject to all applicable Federal, State and local laws, regulations and guidelines relating to nondiscrimination, equal opportunity, maintenance of records and other confidential information regarding the OSDS customers.

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be signed and intend to be legally bound thereby.

By: _____ _____

Mr. John Doe **Date**
Director of Service Provider Organization

By: _____ _____

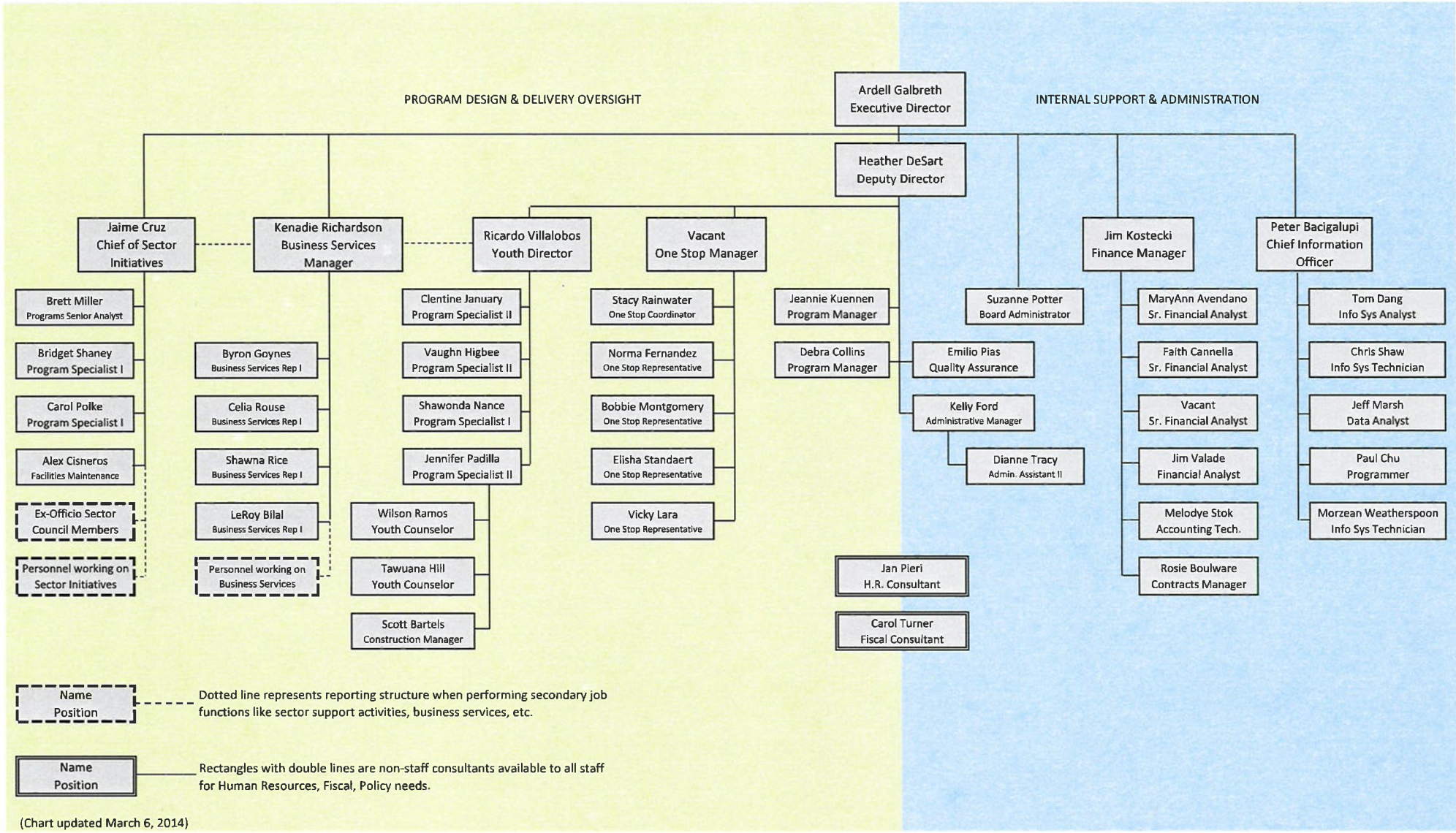
Ardell Galbreth **Date**
Workforce Connections, Executive Director

Southern Nevada Local Workforce Investment Area
Workforce Connections

Two Year Strategic Compliance Plan

Attachment No. 8

Workforce Connections Organizational Chart



(Chart updated March 6, 2014)