

REVISED

**WORKFORCE CONNECTIONS
LOCAL ELECTED OFFICIALS CONSORTIUM
AGENDA**

**Tuesday, May 12, 2015
1:00 p.m.**

**Rosalie Boulware Bronze & Silver Conference Rooms
6330 W. Charleston Blvd., Suite 150
Las Vegas, Nevada 89146**

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

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

City of Las Vegas, 495 S. Main St., Las Vegas, NV
City of North Las Vegas, 2250 N. Las Vegas Blvd., North Las Vegas, NV
Clark County Clerk's Office, 500 S. Grand Central Pkwy., Las Vegas, NV
Esmeralda County Courthouse, 233 Crook Street, Goldfield, NV
Henderson City Hall, 240 Water St., Henderson, NV
Boulder City (City Hall) 401 California Ave., Boulder City, NV
Workforce Connections, 6330 W. Charleston Blvd., Ste. 150, Las Vegas, NV
Nevada JobConnect, 3405 S. Maryland Pkwy., Las Vegas, NV
Lincoln County Courthouse, 181 Main St., Pioche, NV
Nye County School District, 484 S. West St., Pahrump, NV
Pahrump Chamber of Commerce, 1302 S. Highway 160, Pahrump, NV

This Agenda is also available at www.nvworkforceconnections.org

COMMENTARY BY THE GENERAL PUBLIC

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

As required by Nevada's Open Meeting Law, the Board may only consider items posted on the agenda. Should you wish to speak on any agenda item or comment on any other matter during the Public Comment Session of the agenda; we respectfully request that you observe the following:

1. Please state your name and home address for the record
2. In fairness to others, groups or organizations are requested to designate one spokesperson
3. In the interest of time, please limit your comments to three (3) minutes. You are encouraged to give brief, non-repetitive statements to insure that all relevant information is presented.

It is the intent of the Board to give all citizens an opportunity to be heard.

Welcome to our meeting.

Copies of non-confidential supporting materials provided to the Board are available upon request. Request for such supporting materials should be made to Suzanne Potter at (702) 636-2300 or spotter@snvwc.org. Such supporting materials are available at the front desk of Workforce Connections, 6330 W. Charleston Blvd., Ste. 150, Las Vegas, NV, 89146, and are available online at www.nvworkforceconnections.org.

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

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

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

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

AGENDA

1. Call to order, confirmation of posting, roll call, and Pledge of Allegiance
2. **DISCUSSION AND POSSIBLE ACTION:** Approve the agenda with inclusions of any emergency items and deletion of any items 2
3. **FIRST PUBLIC COMMENT SESSION:** Members of the public may now comment on any matter posted on this Agenda, which is before this Board for consideration and action today. Please clearly state and spell your name and state your address for the record. Each public comment will be limited to three (3) minutes 4
4. **DISCUSSION AND POSSIBLE ACTION:** Approve Local Elected Officials Consortium minutes of April 28, 2015..... 5
5. **INFORMATION ONLY:** Executive Director’s Report – Overview presentation of Workforce Innovation and Opportunity Act (WIOA) board members’ qualification requirements and Workforce Connections’ board membership application process 10
6. **DISCUSSION AND POSSIBLE ACTION:** Review and discuss Executive Director’s board size recommendation consistent with the WIOA and vote on board size membership and determine the start day of the appointments 18
7. **DISCUSSION AND POSSIBLE ACTION:** Review and discuss Executive Director’s recommendation of board appointments based on applicants’ qualifications to meet Southern Nevada’s workforce needs and appoint candidates to serve initially two and three year terms 20
8. **DISCUSSION AND POSSIBLE ACTION:** Review, discuss, and approve the Agreement between the Southern Nevada Workforce Development Area Chief Local Elected Officials Consortium and the Workforce Connections Board..... 22
9. **DISCUSSION AND POSSIBLE ACTION:** Review, discuss, and approve Southern Nevada Workforce Development Area Chief Local Elected Officials Consortium bylaws 29
10. **DISCUSSION AND POSSIBLE ACTION:** Review, discuss, accept and approve reports..... 37
 - a. PY2014 WIA Formula Budget July 1, 2014 through June 30, 2015 38
 - b. Workforce Connections Professional Services Contracts (Please note: any pending contract presented for approval may be reviewed and examined in its entirety by any board member upon request). PENDING CONTRACTS FOR APPROVAL ARE HIGHLIGHTED IN THE ATTACHED) 49

11. **SECOND PUBLIC COMMENT SESSION:** Members of the public may now comment on any matter or topic, which is relevant to or within the authority or jurisdiction of the Board. You may comment now even if you commented earlier, however, please do not simply repeat the same comment you previously made. Please clearly state and spell your name and state your address for the record. Each comment will be limited to three (3) minutes 56
12. **INFORMATION:** LEO Consortium member comments..... 57
13. Adjournment

Agenda Item 3.

FIRST PUBLIC COMMENT:

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

Agenda Item 4. DISCUSSION AND POSSIBLE ACTION:

Approve Local Elected Officials Consortium minutes of April 28,
2015

WORKFORCE CONNECTIONS
LOCAL ELECTED OFFICIALS CONSORTIUM
MINUTES

Tuesday, April 28, 2015
11:15 a.m.

Rosalie Boulware Conference Rooms
6330 W. Charleston Blvd., Suite 150
Las Vegas, NV 89146

Members Present

Commissioner Lawrence Weekly
Councilwoman Anita Wood
Councilwoman Gerri Schroder
Councilwoman Peggy Leavitt
Commissioner Varlin Higbee

Members Absent

Councilman Bob Beers
Commissioner Ralph Keyes
Commissioner Butch Borasky

Staff Present

Ardell Galbreth
Heather DeSart
Suzanne Potter
Ricardo Villalobos
Brett Miller
Jake McClelland
Kenadie Cobbin Richardson

Others Present

Michael Oh, Legal Counsel, City of Henderson
Carol Turner, CST Project Consulting
Valerie Murzl, Workforce Connections Board Chair/Station Casinos
(It should be noted that not all attendees may be listed above)

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

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

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

A motion was made to approve the agenda by Councilwoman Anita Wood and seconded by Councilwoman Peggy Leavitt. Motion carried.

3. FIRST PUBLIC COMMENT SESSION:

None

4. DISCUSSION AND POSSIBLE ACTION: Approve the Local Elected Officials Consortium minutes of April 14, 2015

A motion was made to approve the Local Elected Officials Consortium minutes of April 14, 2015 by Councilwoman Gerri Schroder and seconded by Councilwoman Anita Wood. Commissioner Higbee and Councilwoman Peggy Leavitt abstained. Motion carried.

5. DISCUSSION AND POSSIBLE ACTION: Review and discuss staff's board member application scoring based on objective criteria and candidates' qualifications as outlined in the Workforce Innovation and Opportunity Act

Mr. Galbreth presented the backup provided on page 14-18 of the packet, handed out and displayed on the overhead screens, and provided background. At the last meeting, the LEOs directed staff to develop a tool or matrix to score the board applications based on the objective criteria outlined in the Workforce Innovation and Opportunity Act (WIOA). Carol Turner provided an overview of the board application scoring spreadsheet. Mr. Galbreth stated that the matrix was developed based on the guidance received from the LEOs and legal staff and hopefully will be useful to the LEOs to either contemplate a decision or align staff to make a recommendation to the LEOs. Discussion ensued regarding scoring criteria and some concerns by the LEOs.

Michael Oh, Legal Counsel clarified that the information presented by staff is based upon the direction given and based upon the objective criteria in the WIOA and is by no means an indication that the board applicants with the top score should be on the Board versus the lower score. Mr. Oh noted that question number three on the application, where it asks to describe what resources personally and/or the organization will bring to the public workforce development system, cannot be objectively scored, but this is something the LEOs can take into consideration in selecting who they want on the Board to further the goal of the WIOA.

Councilwoman Wood recommended that the business applications be divided into smaller categories for small, medium and large businesses rather than assigning a weighted score based on the size of the business. Chair Weekly concurred and reiterated from last meeting that he wants to see boots-on-the-ground people on the Board, such as Valerie Murzl, who is definitely hands-on and has a high-level perspective. Chair Weekly further stated that based on the scoring there are some applicants that do not have a chance because of the scoring criteria. Councilwoman Wood stated that Ms. Murzl is an ideal candidate, who has many resources available from a very large organization, but there needs to be a mix of small, medium and large businesses because they will bring different views to the table.

Mr. Galbreth stated that staff developed the tool strictly based on the objective criteria in WIOA and suggested that if the LEOs wish to direct staff to bring forth some recommendations, we will ensure to include the things stated today. Chair Weekly recalled that Councilman Beers had stated in his motion that the LEOs would like to see some recommendations from staff, providing the LEOs had some flexibility. Councilwoman Gerri Schroder agreed, stating that typically the LEOs receive recommendations to vote on.

Discussion ensued regarding board size and composition. Mr. Oh recommended an agenda item for the LEOs to decide the size of the Board and the business composition (how many large, medium and small businesses will be represented on the Board). Mr. Galbreth suggested that the LEOs provide this information to staff as guidance so that at the next meeting the LEOs will have an opportunity to make their selection of board members, and stated that a new Board must be in place to approve new contracts that will commence on July 1, 2015.

Discussion ensued regarding small business representation. Heather DeSart, Deputy Executive Director pointed out that the Local Board must have at a minimum two members that represent small business as defined by U.S. Small Business Administration. Ms. Turner stated that SBA's size standard for small business is based on the industry. Mr. Galbreth recommended using the scale DOL uses for OJT's (small is 0-50, medium is 51-249, and large is 250+) for consistency.

Mr. Oh confirmed that at the meeting the LEOs will be considering board member appointments, all of the board applications should be made available to the LEOs and public as backup to the agenda.

Chair Weekly requested a recap from legal counsel. Mr. Oh stated that based on the discussion, there will be an agenda item for the LEOs to decide what size of Board they would like to have so that they can make a determination as to how many business members need to be appointed and all the other requirements pursuant to the act as well as the criteria will be categorized or restructured based upon the size of the employer pursuant to DOL's size standard (for OJT's) and the business applicants will be separated into three categories (small, medium, and large) and scored accordingly within each category, and the LEOs will determine a start date for the new Board.

Mr. Galbreth stated that WIOA requires board members to have different effective dates to prevent all board members from expiring on the same day and suggested that the LEOs appoint board members to serve one, two, and three year terms.

Chair Weekly called for a motion. Mr. Galbreth stated that based on his understanding, staff is to bring forth a recommendation based on the criteria that has been discussed and complies with the criteria for board composition under WIOA as well as the start date and size of the board.

Councilwoman Wood made a motion to direct staff to bring forward the (scoring) matrix with the corrections requested (separating businesses by small, medium large based on DOL's criteria for size and a recommendation for the size of the board, how appointment terms should be staggered, and a start date for the new board.

A motion was made Councilwoman Anita Wood and seconded by Councilwoman Gerri Schroder. Motion carried.

10. SECOND PUBLIC COMMENT SESSION:

Valerie Murzl, WC Board Chair commented on the board selection process and recommended that the LEOs consider the applicants' industries as well as subjective attributes of the applicants, such as education, work history, and current experience as if the individual was being hired for a salaried position within the organization to serve the mission of employing people in the community. Ms. Murzl recommended using the 80/20 rule – 80% power and experience and 20% willingness, strength, and growth potential. Ms. Murzl stated that the Board needs a representative from one of the hospitals and clarified that a new election of Board officers will be required before July 1, 2015.

Chair Weekly introduced Dr. Morris-Hibler, creator of the Evolve program for ex-offenders and encouraged staff to use her as a resource.

11. INFORMATION: LEO Consortium Member Comments

Commissioner Varlin Higbee reported on the Coyote Springs project and spoke about the workforce development challenges in Lincoln County.

12. ACTION: Adjournment

The meeting adjourned at 12:24 p.m.

Agenda Item 5. INFORMATION ONLY:

Executive Director's Report – Overview presentation of Workforce Innovation and Opportunity Act (WIOA) board members' qualification requirements and Workforce Connections' board membership application process

Workforce Connections Board Member Application Selection Process

The WIOA Act states that the Local Workforce Development Board (Local Board) must include representatives from four categories as well as one optional category:

- #1 Representatives of Business,
- #2 Representatives of the Workforce,
- #3 and #4 Representatives of Education and Training, and
- #5 Other representatives appointed by the Local Elected Officials (LEO)

Category #1 — Representatives of Business (Majority required)

WIOA defined as:

First, a majority of members must be business representatives who are owners, chief executive or operating officers, or other business executives, or employers with optimum policymaking or hiring authority. They are to be representatives of businesses, including small businesses, or organizations representing businesses, that provide employment opportunities in the local area in in-demand industry sectors or occupations (as defined in WIOA section 3(23)). These representatives are uniquely suited to communicate the emerging workforce needs of employers in high-growth, in-demand sectors to the Local Board.

Board member applications in the Business category were reviewed and evaluated based on the following criteria:

- 1) Optimum policy-making authority**—each Business board member applicant was reviewed and evaluated based on their position in the organizational structure that ensures their optimum policy-making authority and their ability to bring resources and intelligence to the Workforce Development System.
- 2) Number of employees (size) of the Business**—each Business board member applicant was separated into three business sizes including large (250+ employees), medium (51 to 250 employees) and small (0 to 50 employees) size businesses as defined by DOL. Recommended Board members were selected from each of the three business size categories to maximize the effectiveness of the Board. As required by WIOA, more than two businesses meet the definition of Small Business for their industry as defined by SBA (at least are two required).
- 3) Employment Opportunities in in-demand industry sectors or occupations**—each Business board member applicant was reviewed and evaluated for their industry sector and their ability to provide high-quality, work-relevant training and development opportunities to the workforce. The recommended Board members represent 7 of the 9 industry sectors (only Agriculture and Mining and Materials Industry Sectors are not represented).

- 4) **Participation on Workforce Boards**—each Business board member applicant was reviewed and evaluated for their participation as officers and/or members on the current Workforce Connections Board and Committees; the Local Employer Advisory Panel (LEAP); and the nine GWIB Sector Councils.
- 5) **Partnering with the Business Engagement Services Team (BEST) for recruiting and training**—each Business board member applicant was reviewed and evaluated for their business partnerships with the BEST team to address their recruitment services and training resource needs including those businesses that have signed the compact.
- 6) **Number of business or trade employers**—each Business or Trade Organization board member applicant was reviewed and evaluated for the size of their memberships and their ability to provide work-relevant training and development opportunities to the workforce of others.

Category #2 — Representatives of the Workforce (Labor/Youth/Community Based) (At least 20% required)

WIOA defined as:

Second, not less than 20 percent of the members of the Local Board must be workforce representatives. Such representatives must include: two or more representatives of labor organizations (or other employee representatives if there are no labor organizations operating in the local area) and one or more representatives of a joint-labor management registered apprenticeship program (or other registered apprenticeship program if there is no joint labor- management program in the local area). In areas with joint apprenticeship programs, the apprenticeship representative must be a member of a labor organization or a training director.

In addition, the workforce representatives may include one or more representatives of community based organizations (CBOs) with demonstrated experience and expertise in addressing the employment needs of individual barriers to employment (including organizations that serve veterans or that provide or support competitive integrated employment for individuals with disabilities), and one or more representative of organizations with demonstrated experience and expertise in addressing the employment, training, or education needs of WIOA-eligible youth, including organizations serving out-of-school youth (OSY).

Board member applications in the Workforce (Labor/Youth/Community Based) category were reviewed and evaluated based on the following criteria:

- 1) **Labor Organizations and Joint-Labor Apprenticeship Programs**—each Labor board member applicant was reviewed and evaluated based on their participation on the Labor board and their ability to bring training resources and intelligence to the Workforce Development System.
- 2) **Youth Organizations**—each Youth organization board member applicant was reviewed and evaluated based on their demonstrated experience and expertise in addressing the employment, training or education needs of eligible youth (including out-of-school youth) and special populations including youth with disabilities, former foster care or re-entry youth.

- 3) **Community-Based Organizations**—each Community-based organization board member applicant was reviewed and evaluated based on their demonstrated experience and expertise in addressing the employment, training or education needs of individuals with barriers to employment including those that serve special populations including re-entry, veterans, and individuals with disabilities.

Category #3 and #4 — Representatives of Education and Training (5 required)

WIOA defined as:

Third, the members must include representatives of entities administering education and training activities in the local area. At least one of these members must be a representative of providers of adult education and literacy activities under Title II of WIOA, and at least one of these members must be a representative of higher education institutions that provide workforce training (including community colleges). These members may include representatives of local education agencies and CBOs with demonstrated expertise and experience in addressing the education or training needs of individuals with barriers to employment.

Fourth, the members must include representatives of governmental and economic and community development entities in the local area, including at least one representative of each of the following: economic or community development entities, the State Employment Service Office under Wagner-Peyser serving the local area, and programs carried out under Title I of the Rehabilitation Act of 1973.

Board member applications in the Education and Training category were reviewed and evaluated based on the following criteria:

- 1) **Demonstrated Expertise and Experience**—each Education and Training board member applicant was reviewed and evaluated based on their experience and expertise in addressing the education and training needs of individuals with barriers to employment.
- 2) **Nominations for Adult Education and Literacy and Higher Education**—as required by WIOA, nominations were provided for the Adult Education and Literacy (Title II) and Higher Education applicants.

Category #5 — Other representatives appointed by the Local Elected Officials (LEO) (Optional)

WIOA defined as:

In addition to these four categories, the CLEO may appoint other individuals to the Local Board at his or her discretion, such as local agencies or entities administering transportation, housing and public assistance, and philanthropic organizations.

Board member applications in the optional Other Representatives Appointed by the LEOs (Philanthropic; Transportation, Housing, and Public Assistance Programs; and Other) category were reviewed and evaluated based on the following criteria:

- 1) **Demonstrated Expertise**—each Other Representatives Appointed by the LEOs board member applicant was reviewed and evaluated based on their demonstrated expertise in addressing the education or training needs for individuals with barriers to employment.
- 2) **Participation on Workforce Boards**—each Other Representatives Appointed by the LEOs board member applicant was reviewed and evaluated for their participation as officers and/or members on the current Workforce Connections Board and Committees; the Local Employer Advisory Panel (LEAP); and the nine GWIB Sector Councils.

Summary

These WIOA provisions allow the Local Elected Officials (LEOs) the flexibility to assemble a Local Board that connects all key resources and stakeholders. Workforce Connections' staff reviewed and evaluated all Board member applications and is recommending a 21 member Board to maximize effectiveness of the board members in support of the WIOA vision and purpose.

Local Board Membership Requirements

Category	Required?	Minimum Seats
Representatives of Business: Businesses (large, medium, small) Business/Trade Organizations	Yes	Majority (over 50%)
Representatives of Workforce: Labor Organizations (2 or more seats) Apprenticeships/JATC (1 or more seats) Community-/Faith-Based Organizations (optional) Youth Employment, Training or Education (optional)	Yes	20% minimum
Representatives of Education & Training: Adult Education and Literacy (Title II) Higher Education Economic and Community Development Entity State Wagner-Peyser Vocational Rehabilitation	Yes	5 total (1 of each)
Other Representatives Appointed by LEOs: Transportation, Housing & Public Assistance Community-Based Organizations and local education addressing individuals with barriers Philanthropic Organizations Other	No/optional	0

ATTACHMENT III

Local Board Membership Requirements

LWDB Members	Who May Satisfy The Requirement
<p>Representatives of Business (WIOA Section 107(b)(2)(A))</p>	<p>The majority of the members of the Local Board must be representatives of business in the local area. At a minimum, two members must represent small business as defined by the U.S. Small Business Administration. Business representatives serving on Local Boards may also serve on the State Board. Each business representative must meet the following criteria:</p> <ul style="list-style-type: none"> • be an owner, chief executive officer, chief operating officer, or other individual with optimum policymaking or hiring authority; • provide employment opportunities in in-demand industry sectors or occupations, as those terms are defined in WIOA section 3(23); and provide high-quality, work-relevant training and development opportunities to its workforce or the workforce of others (in the case of organizations representing business as per WIOA Sec. 107(b)(2)(A)(ii); and • are appointed from among individuals nominated by local business organizations and business trade associations.
<p>Representatives of Workforce (WIOA Section 107(b)(2)(B))</p>	<p>Not less than 20 percent of the members of the Local Board must be workforce representatives. These representatives:</p> <ul style="list-style-type: none"> • must include two or more representatives of labor organizations, where such organizations exist in the local area. Where labor organizations do not exist, representatives must be selected from other employee representatives; • must include one or more representatives of a joint labor-management, or union affiliated, registered apprenticeship program within the area who must be a training director or a member of a labor organization. If no union affiliated registered apprenticeship programs exist in the area, a representative of a registered apprenticeship program with no union affiliation must be appointed, if one exists; and may include: <p>In addition to the representatives enumerated above, the Board may include the following to contribute to the 20 percent requirement:</p> <ul style="list-style-type: none"> • one or more representatives of community-based organizations that have demonstrated experience and expertise in addressing the employment, training or education needs of individuals with barriers to employment, including organizations that serve veterans or provide or support competitive integrated employment for individuals with disabilities; and • one or more representatives of organizations that

	<p>demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth.</p>
<p>Representatives of Education and Training (WIOA Section 107(b)(2)(C))</p>	<p>The balance of Local Board membership must include:</p> <ul style="list-style-type: none"> • At least one eligible provider administering adult education and literacy activities under WIOA title II; • At least one representative from an institution of higher education providing workforce investment activities, including community colleges; and • At least one representative from each of the following governmental and economic and community development entities: <ul style="list-style-type: none"> o Economic and community development entities; o The state Employment Service Office under the Wagner-Peyser Act (29 U.S.C. 49 et seq.) serving the local area; and o The programs carried out under title I of the Rehabilitation Act of 1973, other than sec. 112 or Part C of that title. <p>In addition to the representatives enumerated above, the CLEO may appoint other appropriate entities in the local area, including:</p> <ul style="list-style-type: none"> • Entities administering education and training activities who represent local educational agencies or community-based organizations with demonstrated expertise in addressing the education or training needs for individuals with barriers to employment; • Governmental and economic and community development entities who represent transportation, housing, and public assistance programs; • Philanthropic organizations serving the local area; and • Other appropriate individuals as determined by the chief elected official.

Agenda Item 6. DISCUSSION AND POSSIBLE ACTION:

Review and discuss Executive Director's board size recommendation consistent with the WIOA and vote on board size membership and determine the start day of the appointments

**Workforce Connections Board Member Application Selection
Based on WIOA Criteria**

Staff Recommendation - Board Size

	Minimum 19 Board Members	Percent of Total	Staff Recommended		23 Board Members	Percent of Total	23 Board Members	Percent of Total
			21 Board Members	Percent of Total				
Representatives of Business (Majority over 50%)	10	52.6%	11	52.4%	12	52.2%	13	56.5%
Representatives of Workforce (Labor) (not less than 20%)	4	21.1%	5	23.8%	5	21.7%	5	21.7%
Representatives of Education and Training (5 Required)	5	26.3%	5	23.8%	5	21.7%	5	21.7%
Representatives Appointed by LEOs (Optional)	0	0.0%	0	0.0%	1	4.3%	0	0.0%
TOTAL NUMBER OF BOARD MEMBERS	19		21		23		23	

Agenda Item 7. DISCUSSION AND POSSIBLE ACTION:

Review and discuss Executive Director's recommendation of board appointments based on applicants' qualifications to meet Southern Nevada's workforce needs and appoint candidates to serve initially two and three year terms

**Workforce Connections Board Member Application Selection
Based on WIOA Criteria**

Staff Recommended - 21 Board Members Total

11 Members Representing Business and Business/Trade Organizations (Majority over 50%)	5 Members Representing the Workforce (Labor/Youth/Community Based) (at least 20%) 5 Members representing Education and Training None - Others Appointed by LEOs
--	--

#	Category	Name/Title	Organization	Current Board Member	Proposed Board Member	Number of Term Years	#	Category	Name/Title	Organization	Current Board Member	Proposed Board Member	Number of Term Years
---	----------	------------	--------------	----------------------	-----------------------	----------------------	---	----------	------------	--------------	----------------------	-----------------------	----------------------

Large Size Businesses (More than 250 employees)

01	Business	Valerie Murzl, Sr. VP - Human Resources/Training	Station Casinos	*	X	3	19	Labor Organization Representative	Lou DeSalvio, Board Member and Asst. Training Director	So. NV Laborers Local #872 Training Trust		X	3
02	Business	Rebecca Henry, Vice President-People	Allegiant Air		X	2	20	Labor Organization Representative	Marvin L. Gebers, Exec Board Member and Director of Training	Plasterers & Cement Masons Joint Apprenticeship Training Committee		X	2
03	Business	Paul Brandt, VP - Customer Account Management Group	Solar City		X	3	21	Joint-Labor Registered Apprenticeship Program	Louis Loupias, Apprenticeship Coordinator	So. NV Operating Engineers/JATC Local #12		X	3
04	Business	Dasya Duckworth, Director of Human Resources	Avi Resort & Casino, Laughlin, NV		X	2	22	Youth Organization	Liberty Leavitt, Graduation Initiative Coordinator III	Clark County School District	*	X	2
05	Business	David McKinnis, VP - Engineering	Bellagio Hotel & Casino				23	Youth Organization	Jack Martin, Director	Clark County Department of Juvenile Justice Services	**	X	3
06	Business	Jerrie Merritt, Sr. Vice President	Bank of Nevada	*	X	3	24	Community Based Organization	Mujahid Ramadan, Executive Board Member	Interfaith Council of Southern Nevada	*		
07	Business	Tobias Hoppe, Site Director	RDI Corporation (Customer Service/Sales)		X	2	25	Adult Education (Title II)	Brad Deeds, State Administrator of Adult Education and Literacy (Title II)	State of NV, Department of Education		X	2

Medium Size Businesses (51 to 250 employees)

08	Business	Rob Mallery, VP of Talent	Originate		X	3	26	Adult Education (Title II)	Carisa Ramirez, VP of Immigration Services	Catholic Charities			
09	Business	Mark Keller, Founder/President	Steamatic Las Vegas (Cleaning & Restoration)		X	2	27	Adult Education (Title II)	Danielle Milam, Director of Development	Las Vegas - Clark County Library District			
10	Business	Maggie Arias-Petrel, President/CEO	Global Professionals Legal & Medical Consulting	*			28	Higher Education	Bart Patterson, President	Nevada State College	*	X	3

Small Size Businesses (0 to 50 employees)

11	Business	Leo Blehniksky, Exec VP of Business Development and Security	Business Continuity Technologies (Managed IT and social media marketing)		X	3	29	Economic Development	Michael Vannozzi, Dir. of Public Policy	Las Vegas Global Economic Alliance (LVGEA)		X	2
12	Business	Karl Maisner, Owner	KMJ Web Design				30	Wagner-Peyser	Renee Olson, Administrator-Employment Security Division	DETR		X	3
13	Business	Vida Chan Lin, President	Vida & Associates	*			31	Vocational Rehabilitation	Janice John, Deputy Administrator	State of NV, Bureau of Vocational Rehabilitation		X	2
14	Business	Charles Perry, Founder/Board Chair	NVHCA Perry Foundation	*	X	2	32	Others Appointed by LEOs (Philanthropic)	Hannah Brown (Namesake and current CDC Member)	Hannah Brown Community Development Corporation	*		
15	Business	Bill Regenhardt, President/CEO	Regis 702 Consulting Group (business consulting)	*			33	Others Appointed by LEOs (Rural)	Tommy Rowe (Former Lincoln Co. Commissioner)	Representative of Rural Nevada	*		
16	Business	Willie J. Fields, Owner	Vegas Shoe	*			Staff Recommended						

Business / Trade Organizations

17	Business/Trade Organization	Kenneth C. Evans, President	Urban Chamber of Commerce		X	3						
18	Business/Trade Organization	Dr. David C. Lee, President	Las Vegas Taiwanese Chamber of Commerce	*								

Representatives of Business (Majority over 50%)	11	52.4%
Representatives of Workforce (Labor/Youth/Community Based) (not less than 20%)	5	23.8%
Representatives of Education and Training (5 Required)	5	23.8%
Representatives Appointed by LEOs (Optional)	0	0.0%
Total Number of Board Members	21	

Other Scenarios			
12	52.2%	13	56.5%
5	21.7%	5	21.7%
5	21.7%	5	21.7%
1	4.3%	0	0.0%
23		23	

Agenda Item 8. DISCUSSION AND POSSIBLE ACTION:

Review, discuss, and approve the Agreement between the Southern Nevada Workforce Development Area Chief Local Elected Officials Consortium and the Workforce Connections Board

**AGREEMENT BETWEEN THE CHIEF LOCAL ELECTED OFFICIALS
CONSORTIUM AND THE WORKFORCE CONNECTIONS BOARD TO THE
SOUTHERN NEVADA WORKFORCE DEVELOPMENT AREA**

This Agreement, entered into this ____ day of _____, 2015, by and between the Chief Local Elected Officials Consortium (“LEOs”) and the WORKFORCE CONNECTIONS BOARD (“WCB”) for The Southern Nevada Workforce Development Area.

RECITALS

WHEREAS, the Southern Nevada Investment Board (SNWIB) now known as the Workforce Connections Board entered into an Amended and Restated Agreement with the LEOs in July 2007; and

WHEREAS, the Agreement was authorized and entered under the Workforce Investment Act of 1998 (“WIA”); and

WHEREAS, the WIA has been repealed and replaced by the Workforce Innovation and Opportunities Act of 2014 (“WIOA” or “Act”); and

WHEREAS, the implementation of the WIOA has significantly changed the requirements of the LEOs and the WCB requiring a new agreement to be entered between the parties; and

WHEREAS, the WIOA authorizes the expenditure of federal funds for the furtherance of the Act in designated workforce investment areas; and

WHEREAS, pursuant to this Act, the Chief Local Elected Officials 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 WIA, the aforementioned local government jurisdictions were designated as a local area under WIA and intend on continuing as a designated local area under the WIOA; and

WHEREAS, pursuant to section 107(d)(12)(B)(i)(II) of the Act, the LEOs have designated the WCB as the subrecipient for WIOA funds; and

WHEREAS, for purposes of the Act, the existence of the WCB has incorporated as a separate legal entity pursuant to section 107(d)(12)(B)(II)(iii); and

WHEREAS, the 20 C.F.R. 679.310(c) authorizes the LEOs to enter into an agreement with the WCB to describe their respective roles; and

WHEREAS, to further performance accountability and alignment of goals pursuant to the Act, the LEOs and WCB desire to enter into this Agreement to outline the respective roles and responsibilities of the parties; and

NOW, THEREFORE, in accordance with the Act and related regulations and in consideration of the mutual covenants contained herein, the parties hereby agree to amend the agreement to become compliant with WIOA as follows:

I. GENERAL PROVISIONS

- A. The LEOs are designated as the policy-making and budgetary control body for the WCB to the extent that such policies recognize and do not conflict with State law, the Workforce Innovations and Opportunities Act Compliance Policies and Regulations, and the terms of this Agreement.
- B. The LEOs and WCB are responsible for carrying out their respective responsibilities as outlined in the Act and in accordance with the guidelines contained in Federal Regulations, guidelines approved by the Governor of the State of Nevada, and the terms of this Agreement.
- C. The WCB shall be governed by the “Agreement between The Chief Local Elected Officials Consortium and the Workforce Connections Board” or any amendment and/or restatement thereof, which will provide the operational framework for the administration of and responsibility for WIOA funds.
- D. For purposes of carrying out the duties under WIOA, WCB may incorporate, and may operate as an entity described in section 501(c)(3) of the Internal Revenue Code of 1986.
- E. The entity known as Workforce Connections has been designated as the fiscal agent for WIOA funds by the LEOs.

II. LEO RESPONSIBILITIES

- A. The LEOs shall perform all the functions of the local elected officials contained in the WIOA and serve as the local grant recipient for the grant funds allocated to the local area under section 107(d)(12)(B)(i) of the Act;
- B. The LEOs, through their respective governing bodies shall be financially liable when funds used are determined disallowed costs pursuant to section 107(d)(12)(B)(i)(I) of the WIOA.
 - 1. WCB agrees the Chief Financial Officers or designee of the jurisdictions of the four major financial stakeholder jurisdictions (Clark County, Cities of Las Vegas, North Las Vegas, and Henderson) shall serve as ex-officio members of the WCB Budget Committee.
- C. The LEOs shall appoint the appropriate number of members to the WCB consistent with section 107(b) of the Act.
 - 1. WCB members shall be appointed by a majority vote of the LEOs.

- D. The LEOs may remove any member of the WCB for any reason by a majority vote by the LEOs at a regularly scheduled meeting of the LEOs.
 - 1. 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 consistent with the requirements of section 107(b) of the Act.
- E. Work with the Executive Director of Workforce Connections and staff to resolve any questions arising from the audits.
- F. Hire and evaluate the Executive Director for Workforce Connections that serves as the Fiscal Agent for the LEOs pursuant to the WIOA. The Executive Director shall serve at the pleasure of the LEOs and report directly to the LEOs. The Executive Director shall be directed and answer solely to the LEOs and the LEOs shall set qualifications of the Executive Director consistent with section 107(f)(2) of the Act.
 - 1. The Executive Director shall provide all information and documentation regarding all Workforce Connections administrative, operational, and fiscal matters to the LEOs at each LEO meeting or upon request from the LEO Consortium and to the WCB, upon request.

III. WCB RESPONSIBILITIES

- A. WCB shall elect a chairperson for the local board from among the representative described in section 107(b)(3) of the Act.
- B. The WCB shall engage in regional planning process consistent with the requirements of section 106(c)(1) of the Act and submit the process to the LEOs for final approval.
- C. The WCB shall prepare, submit, and obtain approval of a single regional plan consistent with the requirements of section 106(c)(2) of the Act and submit the plan to the LEOs for final approval.
- D. The duties of the WCB shall be as follows:
 - 1. Develop and submit a local plan to the Governor consistent with section 107(d)(1) and submit the plan to the LEOs for final approval.
 - 2. Conduct Workforce Research and Regional Labor Analysis as outlined in section 107(d)(2) of the Act.
 - 3. Convene local workforce development system stakeholders as outlined in section 107(d)(3) of the Act.
 - 4. Lead efforts to engage with a diverse range of employers and with entities in the Southern Nevada Workforce Development Area as outlined in section 107(d)(4) of the Act.
 - 5. Work with representatives of secondary and postsecondary education programs consistent with section 107(d)(5) of the Act.

6. Lead efforts in the local area with proven and promising practices consistent with section 107(d)(6) of the Act.
 7. Develop strategies for using technology to maximize the accessibility and effectiveness of the local workforce development system for employers, and workers and jobseekers as outlined in section 107(d)(7) of the Act.
 8. Conduct program oversight in partnership with the LEOs as outlined in section 107(d)(8).
 9. Work together with the LEOs to reach an agreement with the Governor to establish performance accountability measures as described in section 116(c) of this Act.
 10. Select one-stop operators consistent with section 121(d) of the Act subject to the approval of the LEOs.
 11. Coordinate with education providers consistent with section 107(d)(11) of this Act.
- E. The WCB shall develop a budget for the activities of the local board in the area consistent with the local plan and the duties of the board as outlined in section III of this Agreement.
- F. The WCB shall conduct an annual assessment of the accessibility for individuals with disabilities consistent with section 107(d)(13) of the Act.
- G. The WCB shall be subject to the Sunshine Provision in Section 107(e) of the Act.
- H. The WCB shall develop a comprehensive 4-year local plan as required under section 108 of the Act subject to LEO approval.
- I. The WCB shall develop and maintain by-laws that must be approved by the LEOs to ensure orderly administration and functioning of the WCB.

III. MISCELLANEOUS PROVISIONS

- A. The LEOs shall be responsible for creating and appointing members of boards, councils, committees, subcommittees or other advisory groups as mandated by the federal laws or regulations or as deemed necessary to ensure that the Workforce Connections conforms with applicable laws and meets the WIOA objectives.
- B. WCB shall ensure that any agreement between the WCB and any grant recipient and administrative agency contains insurance requirements and an indemnification clause that the WCB and grant recipient and administrative agency, if separate entities, and any of their subcontractors shall hold the LEOs, the respective counties and cities, their officers, agents, and employees harmless from any and all claims, court costs, fees and penalties, settlements, judgments, legal costs and any other liabilities of any kind arising from the management of and any activities relating to the local workforce investment area.
- C. Nothing in this Agreement is intended, nor will be deemed, to confer rights or remedies upon any person or legal entity not a party to this agreement.
- D. This Agreement constitutes the entire agreement between the parties and supersedes all previous agreements and understandings relating to the subject matter thereto.

- E. The parties are associated with each other only for the purpose and to the extent set forth in this Agreement. Each party is and shall be separate and distinct from the other party and shall have the right to supervise, manage, operate, control and direct performance of the details incident to its duties under this agreement.
- F. This Agreement shall be effective on July 1, 2015 after approval by the County Commission and City Councils of each county and city party and Board hereto and executed by the Chief Elected Official and Chairperson thereof and shall thereupon act to repeal and supersede any and all prior written or oral agreements.
- G. This Agreement may be amended by mutual consent of the WCB 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 WCB. Any amendment must be approved by a majority vote of each party.
 - 1. 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.

CHIEF LOCAL ELECTED OFFICIALS

ATTEST: Lynn Goya, Clark County Clerk	COUNTY OF CLARK By: Steve Sisolak, Chairman
ATTEST: Lisa C. Lloyd, County Clerk	COUNTY OF LINCOLN By: Kevin Phillips, Chair
ATTEST: Sandra Merlino, Nye County Clerk	COUNTY OF NYE By: Lorinda Wichman, Chairman
ATTEST: LaCinda Elgan, Clerk/Treasurer	COUNTY OF ESMEERALDA By: Nancy Boland, Board Chairman
ATTEST: Lorene Krumm, City Clerk	CITY OF BOULDER CITY By: Roger Tobler, Mayor
ATTEST: Sabrina Mercadante, MMC, City Clerk	CITY OF HENDERSON By: Andy Hafen, Mayor

ATTEST:	CITY OF LAS VEGAS
LuAnn D. Holmes, Acting City Clerk	By: Carolyn Goodman, Mayor
ATTEST:	CITY OF NORTH LAS VEGAS
Barbara A. Andolina, City Clerk	By John Lee, Mayor
ATTEST:	COUNTY OF CLARK
Lynn Goya, Clark County Clerk	By: Steve Sisolak, Chairman
ATTEST:	COUNTY OF LINCOLN
Lisa C. Lloyd, County Clerk	By: Kevin Phillips, Chair
ATTEST:	COUNTY OF NYE
Sandra Merlino, Nye County Clerk	By: Lorinda Wichman, Chairman

WORKFORCE CONNECTIONS BOARD

ATTEST:	
	By: Valerir Murzl, Chair

Agenda Item 9. DISCUSSION AND POSSIBLE ACTION:

Review, discuss, and approve Southern Nevada Workforce
Development Area Chief Local Elected Officials Consortium bylaws

**SOUTHERN NEVADA WORKFORCE DEVELOPMENT AREA CHIEF LOCAL
ELECTED OFFICIALS BYLAWS**

**ARTICLE I
AUTHORITY AND RESPONSIBILITY**

Section 1.1 Authorization

- 1.1.1** The Chief Local Elected Officials Consortium has been created through a Cooperative Agreement pursuant to the Workforce Innovations and Opportunities Act of 2014 (WIOA) that include the Counties of Clark, Nye, Esmeralda and the Cities of Las Vegas, North Las Vegas, Henderson, and Boulder City.
- 1.1.2** Given the new regulations issued by the federal government, the governance structure herein incorporates the rules and regulations defined by the WIOA.
- 1.1.3** Each participating governmental entity's Chief Elected Official within the Southern Nevada Workforce Development Area has appointed a representative of their respective governing boards to the Local Elected Official Consortium.
- 1.1.4** The Chief Local Elected Official Consortium (hereinafter "LEOs") is the policy-making and fiscal oversight body of the Workforce Connections Board (hereinafter "WCB") as set forth in the WIOA.
- 1.1.5** The LEOs shall operate in accordance with the applicable portions of the Chief Local Elected Official Consortium Agreement.
- 1.1.6** The LEOs shall operate on a fiscal year basis, providing oversight and approve the budget of the WCB.
- 1.1.7** The LEOs shall be responsible for:
- 1.1.7.1 Receiving, disbursing and budgeting of all funds relating to WIOA programs pursuant to section 107(d)(12).
 - 1.1.7.2 Collecting program data necessary for management, evaluation and preparation of required and desired reports pursuant to the Local Performance Accountability Measures contained in section 116(c) of the WIOA.
 - 1.1.7.3 Monitoring and evaluation of programs and program operators, sub recipients and service providers pursuant to section 116(c) of the WIOA.
 - 1.1.7.4 Procuring audits of funds as required under the WIOA and resolving any questions arising from the audits.

- 1.1.8** The LEOs shall be responsible for developing and managing a system to hear and resolve grievances brought by participants, vendors and other interested parties as required by the WIOA.

ARTICLE II ORGANIZATIONAL STRUCTURE

Section 2.1 Organizational Purpose

- 2.1.1** The purpose of the LEO Consortium is to carry out designated responsibilities of the WIOA.

Section 2.2 LEO Responsibilities

- 2.2.1** The LEO Consortium is required to carry out the following responsibilities, as designated by the WIOA

2.2.1.1 Establish a board to act as the sub recipient of WIOA federal funds. The membership of the board shall consist of members as directed in section 107(b)(2) of the WIOA.

2.2.1.2 Adopt and follow a written process to select members of the Workforce Connections Board (hereinafter “WCB) to act as the sub recipient of the WIOA funds.

2.2.1.3 Appoint subcommittees or workgroups as needed for the Workforce Connections Board.

2.2.1.4 Hire, evaluate, and supervise the Executive Director of Workforce Connections.

2.2.1.4(A) The Executive Director shall remain an employee of Workforce Connections but serve at the pleasure of the LEOs.

ARTICLE III MEMBERSHIP

Section 3.1 Appointments

- 3.1.1** The WIOA requires that the Workforce Development Area operate through the “Chief Elected Official” of the member governments. Any member of the Consortium may designate, if they so desire, any member of its Board as its “Chief Elected Official” for WIOA purposes, in lieu of having its chairman serve in such capacity. Such person shall have authority to make representations on which the Workforce Connections Board and administrative entity, and the other member units may rely.

ARTICLE IV MEETINGS

Section 4.1 Open Meeting Law Requirements

4.1.1 Meetings shall be held in accordance with the Nevada Open Meeting Law found in NRS Chapter 241.

Section 4.2 Regular Meetings

4.2.1 The LEOs shall meet at least once every two months throughout the year. If necessary, the LEOs may meet more frequently.

Section 4.3 Special Meetings

4.3.1 The LEOs may hold special meetings from time to time as deemed necessary or appropriate by the LEO Chairperson.

Section 4.4 Agendas

4.4.1 Agendas for LEO meetings shall be prepared by Workforce Connections Staff. All requests to place matters on an agenda with the required back-up information to be properly agendized must be presented to Staff within a reasonable time before the relevant meeting date to facilitate compliance with Nevada's Open Meeting Law. Otherwise, the requested agenda item may not be included on the agenda.

4.4.1.1 The Lead Attorney from the Joint Legal Advisory Counsel Committee shall review the agenda for compliance with Nevada's Open Meeting Law. Staff from Workforce Connections shall provide the Lead Attorney with the agenda for review no later than five (5) business days before the agenda must be posted.

4.4.2 The following individuals may place a matter onto the LEOs agenda:

4.4.2.1 The Chairperson

4.4.2.2 Local Elected Official from participating member of the LEO Consortium

4.4.2.3 The Executive Director

4.4.2.4 A member of the Joint Legal Advisory Counsel Committee

4.4.2.5 A member of the Joint Chief Finance Officer Committee

4.4.3 LEOs shall receive meeting agendas and all back-up in a reasonable timeframe to comply with Nevada's Open Meeting Law.

4.5 Parliamentary Authority

4.5.1 Meetings shall be held in the following manner: Nevada’s Open Meeting Law, LEO Bylaws, Robert’s Rules of Order.

4.6 Voting

4.6.1 The LOEs shall have voting privileges for all items on the LEO agenda requiring formal action, as published on the agenda. Voting privileges shall be one vote per LEO member.

**ARTICLE V
OFFICERS**

Section 5.1 Chairperson

5.1.1. The LEOs shall elect from its membership a Chairperson.

5.1.2 The Chairperson shall preside over LEO meetings.

Section 5.2 Vice Chairperson

5.2.1 The Vice Chairperson shall be elected among any of the LEOs. The Vice Chairperson shall fulfill the duties of the Chairperson in the absence of the Chairperson.

Section 5.3 Elections and Terms of Officers

5.3.1 The Chairperson and Vice-Chairperson shall be elected by a majority vote of the LEOs present at meeting when the election is held.

5.3.2 The Chairperson and Vice-Chairperson shall serve for a term of one-year, beginning at the start of the fiscal year or until a successor is elected.

**ARTICLE VI
COMMITTEES**

Section 6.1 Joint Chief Finance Officer Committee

6.1.1 There shall be a fiscal advisory committee consisting of members from each municipality and/or county represented by the LEOs.

6.1.2 The responsibility of the Joint Chief Finance Officer Committee is to advise the LEOs with regards to budget development and execution, procurement policies, accounting systems and practices and other financial matters to ensure proper fiscal controls consistent with the requirements of the WIOA.

Section 6.2 Joint Legal Advisory Counsel Committee

- 6.2.1** The LEOs shall create a legal counsel advisory Committee consisting of members of attorneys from the Cities of Las Vegas, North Las Vegas, and Henderson and the County of Clark.
- 6.2.2** The responsibility of the Joint Legal Counsel Advisory Committee will be to advise the LEOs, providing legal guidance, and ensuring compliance with applicable laws.
- 6.2.3** The LEOs shall formulate a schedule appointing one jurisdiction from the Joint Legal Advisory Council to assume the role of lead counsel, to be rotated no less than annually among the participating jurisdictions.

**ARTICLE VII
SUBCOMMITTEES OF WORKFORCE CONNECTIONS BOARD**

7.1 Appointment of members

- 7.1.1** The LEOs, through the delegation of authority of the Workforce Connections Board, shall appoint members of the subcommittees of the Workforce Connections Board as required under the WIOA.
- 7.1.2** The following are the subcommittees created by the Workforce Connections Board:
 - 7.1.2.1 Executive Committee**
 - 7.1.2.2 Programs Panel**
 - 7.1.2.3 One-Stop Delivery System Panel**
 - 7.1.2.4 Local Area Advisory Panel**
 - 7.1.2.5 Business Brain Trust**
 - 7.1.2.6 Other such subcommittees created by the Chairperson of the WCB**

**ARTICLE VIII
REVISIONS AND AMENDMENTS**

Section 8.1 Scheduled Reviews for Amendments

- 8.1.1** The Joint Legal Advisory Counsel Committee and the Joint Chief Finance Officer Committee will be responsible for bringing to the LEOs their review of the By Laws on an annual basis, in order to make recommendations for changes.

Section 8.2 Voting on Amendments

8.2.1 In the event that the Joint Legal Advisory Counsel Committee and the Joint Chief Finance Officer Committee recommends an amendment to the By Laws, the amendment must be proposed at a regular LEO meeting and scheduled for action at a subsequent LEO meeting. The By Laws shall be amended by a majority affirmative vote of the LEO membership in attendance.

Section 8.3 Distribution of Adopted Amendments

8.3.1 Proposed amendments must be provided to all LEO at the meeting where it is proposed.

ARTICLE IX REGIONAL COORDINATION

Section 9.1 Fiscal Agent

9.1.1 The Fiscal Agent of the LEOs shall be responsible for coordinating the efforts of the LEOs.

Section 9.2 Workforce Connections

9.2.1 Workforce Connections serves as the fiscal agent for the LEOs and shall serve as the staff to the LEO Board. Workforce Connections shall also serve as the resource for coordinating information and efforts.

Section 9.3 Administration and Facilitation

9.3.1 Workforce Connections is the steward and custodian of regional output and information to the workforce development area. Workforce Connections will coordinate and facilitate the following business and administrative matters that further the goals and strategies of WIOA, including but not limited to:

9.3.1.1 Minutes – Maintaining and preparing accurate minutes of the proceedings of all LEO meetings.

9.3.1.2 Records – Housing all records of the LEOs shall in a central records depository within Workforce Connections' facility and shall be available for inspection during normal business hours.

9.3.1.3 Supplemental Funding Sources –Exploring the availability of State, Federal, and other monies which, together with private donations, may assist in meeting the budgetary requirements of the Workforce Development Area.

9.3.1.4 Published Reports, Plans and Analysis – Ensuring published reports, plans and analyses are regularly updated to meet the requirements of the WIOA.

ARTICLE X

RATIFICATION

Section 10.1 Ratification

10.1.1 This governance structure shall be adopted upon approval by the LEO.

Adopted by the LEO on the ____ day _____, 2015.

Lawrence Weekly, Chair

Printed Name of Chair

Signature of Chair

Date

Agenda Item 10. DISCUSSION AND POSSIBLE ACTION:

Review, discuss, accept and approve

- a. PY2014 WIA Formula Budget July 1, 2014 through June 30, 2015
- b. Workforce Connections Professional Services Contracts (Please note: any pending contract presented for approval may be reviewed and examined in its entirety by any board member upon request). PENDING CONTRACTS FOR APPROVAL ARE HIGHLIGHTED IN THE ATTACHED)

a. PY2014 WIA Formula Budget July 1, 2014 through June 30, 2015

**WORKFORCE CONNECTIONS
PY2014 WIA Formula Budget
July 1, 2014 - June 30, 2015
(Budget Revision - April 1, 2015)**

Revenue by Funding Stream	Approved Budget PY2014	Proposed Budget PY2014	\$ Change	Available for LWIB Operations		Community Resource Allocations	TOTAL
				10% Admin	15% Program		
PY2013 Adult	4,135,939	4,135,939	-	770,057	397,718	2,968,164	4,135,939
PY2013 Dislocated Worker	1,772,125	1,772,125	-	309,490	32,464	1,430,171	1,772,125
PY2013 Youth	3,989,850	3,989,850	-	523,913	223,985	3,241,952	3,989,850
PY2014 Adult	7,763,005	9,663,005	1,900,000	966,301	1,449,451	7,247,253	9,663,005
PY2014 Dislocated Worker	5,706,078	3,806,078	(1,900,000)	380,608	570,912	2,854,558	3,806,078
PY2014 Youth	5,927,060	5,927,060	-	592,706	889,059	4,445,295	5,927,060
Other Revenues (Program Income and Interest)	60,025	60,025	-		25	60,000	60,025
Total Revenue by Funding Stream	\$ 29,354,082	\$ 29,354,082	\$ -	\$ 3,543,075	\$ 3,563,614	\$ 22,247,393	\$ 29,354,082
			0.0%	Subtotal Board Operations		\$ 7,106,689	

Notes:

1. PY2014 Estimated Revenues include WIA funding in the total amount of \$19,396,143.
2. Included in revenues are carry forward funds for PY2013 in the amount of \$9,897,914.
3. The Department of Labor allows local boards to expend up to 10% of their total allocation for administrative costs. WC also allocates 15% of the total allocation for program management and oversight.
4. WIA funds have a two year life at the local board level and an additional year at the state level.

Community Resource Allocations	Approved Budget PY2014	Proposed Budget PY2014	\$ Change	One-Stop Centers	One-Stop System	Community Resource Allocations	TOTAL
Adult Services	9,178,567	10,215,417	1,036,850	484,485	1,438,877	8,292,055	10,215,417
Dislocated Worker Services	6,055,033	4,344,729	(1,710,304)	207,636	616,662	3,520,431	4,344,729
Youth Services	7,983,600	7,687,247	(296,353)		287,500	7,399,747	7,687,247
Subtotal Community Resource Allocations	\$ 23,217,200	\$ 22,247,393	\$ (969,807)	\$ 692,121	\$ 2,343,039	\$ 19,212,233	\$ 22,247,393

Board Operations	Approved Budget PY2014	Proposed Budget PY2014	\$ Change	Admin	Program	Total
Subtotal Operating Expenditures	6,136,882	7,106,689	969,807	1,891,297	5,215,392	7,106,689
Total Expenditures	\$ 29,354,082	\$ 29,354,082		\$ 1,891,297	\$ 5,215,392	
Fund Balance	\$ -	\$ -		\$ 1,651,778	\$ (1,651,778)	\$ -

NOTE: PY2013 funding period is available July 1, 2013 through June 30, 2015 (after two years, funds revert to the State for one additional year)
 PY2014 funding period is available July 1, 2014 through June 30, 2016 (after two years, funds revert to the State for one additional year)

WORKFORCE CONNECTIONS
PY2014 WIA Formula Budget
July 1, 2014 - June 30, 2015
(Budget Revision - April 1, 2015)

Board Operations	Authorized FTE	Actual FTE	Approved Budget PY2014	Proposed Budget PY2014	\$ Change	Admin	Program	Total
6500 Salaries	33.18	30.20	2,692,533	2,692,533	-	538,507	2,154,026	2,692,533
7000 Accounting and Auditing			273,000	270,000	(3,000)	270,000	-	270,000
7005 Legal Fees			70,000	70,000	-	70,000	-	70,000
7010 Legal Publication Advertising			18,000	18,000	-	4,500	13,500	18,000
7020 Licenses and Permits			3,000	3,000	-	750	2,250	3,000
7025 Dues and Subscriptions			15,000	15,000	-	3,750	11,250	15,000
7030 Postage and Delivery			6,000	6,000	-	1,500	4,500	6,000
7035 Printing and Reproduction			11,000	11,000	-	2,750	8,250	11,000
7040 Office Supplies			31,500	31,500	-	7,875	23,625	31,500
7045 Systems Communications			80,000	87,000	7,000	21,750	65,250	87,000
7050 Training, and Seminars - Staff			70,000	70,000	-	17,500	52,500	70,000
7055 Travel and Mileage - Staff			72,000	72,000	-	18,000	54,000	72,000
7060 Utilities			30,000	30,000	-	7,500	22,500	30,000
7065 Telephone			30,000	30,000	-	7,500	22,500	30,000
7070 Facilities Rent/Lease			189,414	189,414	-	47,354	142,060	189,414
7075 Facilities Repairs and Maintenance			50,000	50,000	-	12,500	37,500	50,000
7080 Admin Support Contracts			112,000	118,000	6,000	118,000	-	118,000
7085 Program Support Contracts			180,000	250,000	70,000	-	250,000	250,000
7085 Program Support Contracts - IT NVTrac/Web			135,000	135,000	-	-	135,000	135,000
7090 Non-Board Meetings and Outreach			43,000	43,000	-	10,750	32,250	43,000
7095 Board Meetings and Travel			18,000	25,000	7,000	-	25,000	25,000
7100 Insurance			50,000	50,000	-	12,500	37,500	50,000
7100-7120 Employee Fringe Benefits			846,140	846,140	-	211,535	634,605	846,140
7125 Employer Payroll Taxes			80,777	80,777	-	20,194	60,583	80,777
7130/7135 Payroll Services and Bank Fees			11,000	11,000	-	11,000	-	11,000
7200 Equipment - Operating Leases			32,500	32,500	-	8,125	24,375	32,500
7215/8500 Capital - Equipment and Furniture			102,500	102,500	-	25,625	76,875	102,500
8500 Capital - Tenant Improvements			19,950	19,950	-	4,988	14,962	19,950
8900 Strategic Initiative - WIA			164,568	547,375	382,807	136,844	410,531	547,375
8900 Strategic Initiative - 1st Qtr 2015			700,000	1,200,000	500,000	300,000	900,000	1,200,000
Subtotal Board Operations			6,136,882	7,106,689	969,807	1,891,297	5,215,392	7,106,689

**Workforce Connections
Program Year 2014
WIA Formula Budget Narrative**

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

Revenues:

Workforce Investment Act (WIA) Program Year PY2014 allotted funds are in the amount of \$19,396,143. Funding is allocated among the three funding streams: Adult - \$7,763,005, Dislocated Worker - \$5,706,078, Youth - \$5,927,060.

Funding for PY2014 decreased by \$1,974,956 (9.24%), compared to the PY 2013 WIA allocation which was \$21,371,099.

Other anticipated funding includes operating carry forward funds from PY2013 WIA allocation of \$9,897,914 and program income/interest at \$60,025.

Total budgeted revenues for PY2014 are \$29,354,082.

Expenditures – Community Resource Allocation:

In January 2015, the Board approved an additional \$87,456 in WIA Adult and Dislocated Worker funding and \$10,000 NEG funding for Easter Seals Nevada to serve additional clients. In March 2015, the Board approved an additional \$50,000 in WIA Adult funding for the Academy of Human Development to support an On-the-Job training initiative brought forward from the Business Engagement Services Team (BEST).

Administrative and Program Operating Expenditures – Board Staff:

The Department of Labor allows local workforce investment boards to expend up to 10% of their total formula funding allocation for administrative services. **For programmatic operations and oversight, the board of directors has allocated 15% of the total budget allocation.** Such operational and management oversight includes but is not limited to:

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

- 6500 - Salaries: \$2,692,533** –Allocated costs for administrative and program staff salaries.
- 7000 - Accounting and Auditing: \$270,000 – A decrease of \$3,000** – Allocated costs for the A-133 audit as well as extended accounting, financial consulting, and technical support. **The decrease is due to an adjustment to the auditing services budget based on need.**
- | | |
|---------------------|-----------|
| A-133 Audit | \$ 80,000 |
| Auditing Services | \$ 25,000 |
| Accounting Services | \$165,000 |
- 7005 Legal Fees: \$70,000** – Allocated costs for legal services in areas such as board and official open meetings preparation including review of agendas, contract agreements, RFPs, and policies.
- 7010 Legal Publication Advertising: \$18,000** – Allocated costs for legal publications including job postings, Request for Proposals notices, and controlled advertisements.
- 7020 Licenses and Permits: \$3,000** – Allocated costs for software licenses and permits associated with new computers or purchased upgrades for current software.
- 7025 Dues and Subscriptions: \$15,000** – Allocated costs for memberships in trade and technical associations that benefit Workforce Connections’ outreach and oversight initiatives. They offer valuable key contacts for workforce/economic development and technical information support.
- 7030 Postage and Delivery: \$6,000** –Allocated costs for postage and mail delivery including such activities as routine postage, courier delivery service, and Federal Express delivery.
- 7035 Printing and Reproduction: \$11,000** – Allocated costs for monthly copier per copy charges and other ancillary copying and printing costs associated with Board administration and daily operations.
- 7040 Office Supplies: \$31,500** – Allocated costs for various office supplies needed for daily operations.
- 7045 Systems Communications: \$87,000 – An increase of \$7,000** – Allocated costs for support systems such as data backup, T-1 computer lines, and web hosting for internal e-mail support. **The increase is due to an analysis of expenditures through February and anticipating needs through year end.**
- 7050 Training and Seminars (Staff): \$70,000** – Allocated costs for local and out-of-town staff training and seminars for both local and out-of-town locations for fiscal, program, and systems management.

- 7055 Travel and Mileage (Staff): \$72,000** – Allocated costs for local mileage and out-of-town staff travel for grant related matters, State and USDOL sponsored training and conferences. Mileage includes an array of programmatic and fiscal activities, local and rural areas site reviews and monitoring visits to ensure compliance with WIA initiatives and work plans.
- 7060 Utilities: A new line item \$30,000** – Allocated costs for utilities for the new location. Utilities are included in our current lease agreement.
- 7065 Telephone: \$30,000** – Allocated costs for all activities related to telephone services including local and long distance phone charges and wireless communication.
- 7070 Rent (Offices): \$189,414** – Allocated costs for Workforce Connections’ office space for staff in support of the Board’s administrative and programmatic functions.
- 7075 Facilities Maintenance: \$50,000** – Allocated costs for equipment or facility repairs and maintenance.
- 7080 Admin Support Contracts: \$118,000 – An increase of \$6,000** – Allocated costs for administrative support agreements and temporary staffing with focus on administrative, fiscal, and personnel management. The increase is due to the additional procurement and fiscal training of staff regarding the ne Omni Circular and WIOA.
- 7085 Program Support Contracts: \$250,000 – An increase of \$70,000** – Allocated costs for program support training agreements and security guard costs. The increase is a result of the need for an additional full time security guard to provide coverage at the facility.
- 7085 Program Support Contracts – IT NVTrac and Web: \$135,000** – Allocated costs for temporary staffing to support program and data support activities.
- 7090 Non-Board Meetings and Outreach: \$43,000** – Allocated costs for business and employer outreach initiatives to attract businesses and establish partnerships for workforce development and employer services.
- 7095 Board Meetings and Travel: \$25,000 – An increase of \$7,000** – Allocated costs for facility and event related charges tied to board and committee meetings and Board travel to grant activities. The increase is due to expected expenditures as a result of five Board Members attending NAWB in Washington DC.
- 7100 Insurance: \$50,000** – Allocated costs for Board anticipated liability insurance costs for workers’ compensation, general business liability, auto, and Board of Directors’ and officers’ omission and errors liability.
- 7100-7120 Employee Fringe Benefits: \$846,140** –Allocated costs for employee benefits including medical, dental, life insurance, and Public Employees Retirement System (PERS) contributions. A rate of 35% of the total salaries is used to calculate the fringe benefits.
- 7125 - Employer Payroll Taxes: \$80,777** –Allocated costs for employer payroll taxes which are calculated at 3% of total salaries.

7130-7135 Bank/Payroll Services: \$11,000 –Allocated costs for various banking services which include wire transfers, ACH payments, and payroll services.

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

7200 Equipment – Operating Leases: \$32,500 – Allocated costs for existing leases on copiers and postage meter equipment as well as any rental equipment needed in daily operations.

8500 Capital – Equipment and Furniture: \$122,450 – Allocated costs for equipment and furniture including computers, servers, and furniture for administrative and programmatic support staff.

8900 Strategic Initiatives: \$1,747,375 – An increase of \$882,807 – These funds are available to be allocated for future workforce initiatives approved by the Board. The increase is due to the increase in the programmatic operations percentage from 10% to 15% approved by the Local Elected Officials.

**WORKFORCE CONNECTIONS
PY2014 WIA Formula Budget
One Stop Center - Charleston
(Budget Revision - April 1, 2015)**

One-StopCenter	Authorized FTE	Actual FTE	Approved Budget PY2014	Proposed Budget PY2014	\$ Change	Admin	Program	Total
6500 Salaries	3.95	3.95	267,361	267,361	-	8,021	259,340	267,361
7000 Accounting and Auditing			12,000	5,000	(7,000)	5,000	-	5,000
7005 Legal Fees					-			-
7010 Legal Publication Advertising					-			-
7020 Licenses and Permits					-			-
7025 Dues and Subscriptions			1,000	1,000	-		1,000	1,000
7030 Postage and Delivery			2,820	2,820	-		2,820	2,820
7035 Printing and Reproduction			6,000	4,500	(1,500)		4,500	4,500
7040 Office Supplies			20,000	22,500	2,500		22,500	22,500
7045 Systems Communications			25,500	25,500	-		25,500	25,500
7050 Training, and Seminars - Staff				3,000	3,000		3,000	3,000
7055 Travel and Mileage - Staff			2,000	2,000	-		2,000	2,000
7060 Utilities			13,800	13,800	-		13,800	13,800
7065 Telephone			2,700	2,700	-		2,700	2,700
7070 Facility Rent/Lease			65,160	65,160	-		65,160	65,160
7075 Facilities Repairs and Maintenance			16,082	15,082	(1,000)		15,082	15,082
7080 Admin Support Contracts			6,600	6,600	-	6,600	-	6,600
7085 Program Support Contracts			14,000	30,000	16,000		30,000	30,000
7085 Program Support Contracts - IT NVTrac/Web					-			-
7090 Non-Board Meetings and Outreach			1,800	1,800	-		1,800	1,800
7095 Board Meetings and Travel					-			-
7100 Insurance			12,900	12,900	-		12,900	12,900
7100-7120 Employee Fringe Benefits			85,177	85,177	-		85,177	85,177
7125 Employer Payroll Taxes			8,021	8,021	-		8,021	8,021
7130/7135 Payroll Services and Bank Fees			450	950	500	950	-	950
7200 Equipment - Operating Leases			18,000	23,500	5,500		23,500	23,500
7215/8500 Capital - Equipment and Furniture			5,750	7,750	2,000		7,750	7,750
GASB Depreciation			85,000	85,000	-		85,000	85,000
8900 Strategic Initiative - WIA			20,000		(20,000)		-	-
Subtotal One-Stop Center			692,121	692,121	-	20,571	671,550	692,121

Per Partner Seat Cost 36 \$ 19,225.58

Program Income	Seats	Total
DETR - Voc Rehab and Wagner-Peyser	6	115,354
Training Partners	0	-
AARP, Division of Aging Services - Volunteer	0	-
Service Providers (WIA - ADW)	19	365,286
One-Stop Career Center Staff (WIA - ADW)	3	57,677
One-Stop Career System Staff (WIA - ADW)	3	57,677
Business Engagement Staff (WIA - DW)	5	96,128
Unassigned		-
	<u>36</u>	<u>692,121</u>

**Workforce Connections
Program Year 2014
WIA One-Stop Center Budget Narrative-Adjustment Requests**

- 7000 - Accounting and Auditing: \$5,000 – A decrease of \$7,000 –** Allocated costs for the A-133 audit as well as extended accounting, financial consulting, and technical support. The decrease is due to an allocation of actual billings of the audit to the One-Stop Center.
- 7035 Printing and Reproduction: \$4,500 – A decrease of \$1,500 –** Allocated costs for monthly copier per copy charges and other ancillary copying and printing costs associated with Board administration and daily operations. The decrease is due to an analysis of expenditures through February and anticipating needs through year end.
- 7040 Office Supplies: \$22,500 – An increase of \$2,500 –** Allocated costs for program support training agreements and security guard costs. The increase is due to an analysis of expenditures through February and anticipating needs through year end.
- 7050 Training and Seminars (Staff): \$0 – An increase of \$3,000 –** Allocated costs for local and out-of-town staff training and seminars for both local and out-of-town locations for fiscal, program, and systems management.
- 7075 Facilities Maintenance: \$15,082 – A decrease of \$1,000 –** Allocated costs for equipment or facility repairs and maintenance. The decrease is due to an analysis of expenditures through February and anticipating needs through year end.
- 7085 Program Support Contracts: \$30,000 – An increase of \$16,000 –** Allocated costs for program support training agreements and security guard costs. The increase is a result of the need for an additional full time security guard to provide coverage at the facility.
- 7130-7135 Bank/Payroll Services: \$950 – An increase of \$500 –** Allocated costs for various banking services which include wire transfers, ACH payments, and payroll services. The increase is due to an analysis of expenditures through February and anticipating needs through year end.
- 7200 Equipment – Operating Leases: \$23,500 – An increase of \$5,500 –** Allocated costs for existing leases on copiers and postage meter equipment as well as any rental equipment needed in daily operations. The increase is due to an analysis of expenditures through February and anticipating needs through year end.
- 8500 Capital – Equipment and Furniture: \$7,750 – An increase of \$2,000 –** Allocated costs for equipment and furniture including computers, servers, and furniture for administrative and programmatic support staff. The increase is due to an analysis of expenditures through February and anticipating needs through year end.
- 8900 Strategic Initiatives: \$0 – A decrease of \$20,000 –** These funds are available to be allocated for future workforce initiatives approved by the Board. The decrease is due to the request for funding above.

**WORKFORCE CONNECTIONS
PY2014 WIA Formula Budget
One Stop System
(Budget Revision - April 1, 2015)**

One-Stop System	Authorized FTE	Actual FTE	Approved Budget PY2014	Proposed Budget PY2014	\$ Change	Admin	Program	Total
6500 Salaries	10.08	9.08	655,204	655,204	-	19,656	635,548	655,204
7000 Accounting and Auditing			15,000	18,000	3,000	18,000	-	18,000
7005 Legal Fees			30,000	30,000	-	30,000	-	30,000
7010 Legal Publication Advertising			1,000	1,000	-		1,000	1,000
7020 Licenses and Permits			500	500	-		500	500
7025 Dues and Subscriptions			3,500	3,500	-		3,500	3,500
7030 Postage and Delivery			3,180	3,180	-		3,180	3,180
7035 Printing and Reproduction			4,500	4,500	-		4,500	4,500
7040 Office Supplies			10,000	10,000	-		10,000	10,000
7045 Systems Communications			11,310	11,310	-		11,310	11,310
7050 Training, and Seminars - Staff			9,756	9,756	-		9,756	9,756
7055 Travel and Mileage - Staff			18,480	18,480	-		18,480	18,480
7060 Utilities			16,200	16,200	-		16,200	16,200
7065 Telephone			3,720	5,720	2,000		5,720	5,720
7070 Facility Rent/Lease			74,964	74,964	-		74,964	74,964
7075 Facilities Repairs and Maintenance			19,898	19,898	-		19,898	19,898
7080 Admin Support Contracts			16,400	16,400	-	16,400	-	16,400
7085 Program Support Contracts			88,400	124,000	35,600		124,000	124,000
7085 Program Contracts - Workforce Dev. Academy			200,000	175,000	(25,000)		175,000	175,000
7085 Program Contracts - IT NVTrac/Web			15,000	15,000	-		15,000	15,000
7090 Non-Board Meetings and Outreach			33,500	33,500	-		33,500	33,500
7095 Board Meetings and Travel			-	-	-		-	-
7100 Insurance			19,000	19,000	-		19,000	19,000
7100-7120 Employee Fringe Benefits			208,321	208,321	-		208,321	208,321
7125 Employer Payroll Taxes			19,656	19,656	-		19,656	19,656
7130-7135 Payroll Services and Bank Fees			1,500	1,500	-	1,500	-	1,500
7200 Equipment - Operating Leases			8,000	10,000	2,000		10,000	10,000
7500 Participant Training			-	614,000	614,000		614,000	614,000
7215/8500 Capital - Equipment and Furniture			37,000	37,000	-		37,000	37,000
8510 Capital - Tenant Improvements			15,050	15,050	-		15,050	15,050
8900 Strategic Initiative - WIA			-	-	-		-	-
8900 Strategic Initiative - 1st Qtr 2015			190,000	172,400	(17,600)		172,400	172,400
Subtotal One-Stop System			1,729,039	2,343,039	614,000	85,556	2,257,483	2,343,039

**Workforce Connections
Program Year 2014
WIA One-Stop System Budget Narrative-Adjustment Requests**

- 7000 - Accounting and Auditing: \$18,000 – An increase of \$3,000** – Allocated costs for the A-133 audit as well as extended accounting, financial consulting, and technical support. The increase is due to an allocation of actual billings of the audit to the One-Stop System.
- 7065 Telephone: \$5,720 – An increase of \$2,000** – Allocated costs for all activities related to telephone services including local and long distance phone charges and wireless communication. The increase is due to an analysis of expenditures through February and anticipating needs through year end.
- 7085 Program Support Contracts: \$124,000 – An increase of \$35,600** – Allocated costs for program support training agreements and security guard costs. The increase is a result of the need for an additional full time security guard to provide coverage at the facility and the bringing on of temporary staff for navigation services at the One-Stop.
- 7085 Program Support Contracts – Workforce Dev. Academy: \$200,000 – A decrease of \$25,000** – Allocated costs for the Workforce Development Training initiative. The decrease is due to the allocation of funds from this line item to support the security guard position in the previous item.
- 7200 Equipment – Operating Leases: \$10,000 – An increase of \$2,000** – Allocated costs for existing leases on copiers and postage meter equipment as well as any rental equipment needed in daily operations. The increase is due to an analysis of expenditures through February and anticipating needs through year end.
- 7500 Participant Training: \$0 – An increase of \$614,000** – Contracts for training initiatives related to apprenticeship preparation, Workkeys, tutoring and Health GAP training.
- 8900 Strategic Initiatives: \$172,400 – A decrease of \$17,600** – These funds are available to be allocated for future workforce initiatives approved by the Board. The decrease is due to the request for funding above.

b. Workforce Connections Professional Services Contracts

(Please note: any pending contract presented for approval may be reviewed and examined in its entirety by any board member upon request).

PENDING CONTRACTS FOR APPROVAL ARE HIGHLIGHTED IN THE ATTACHED.

**WORKFORCE CONNECTIONS & ONE-STOP CAREER CENTER
PROFESSIONAL SERVICES CONTRACTS
As of 4/22/15**

Contractor/Consultant Scope of Work Summary	Amount of Contract	Procurement Method & WISS/State Approval**	Renewal Status	Term of Contract
AGAPE Tutoring Services	\$50,000.00	Competitive	Active	4/14/2015 to 9/30/2015
ALLIED BARTON SECURITY SERVICES One-Stop Center & WC Administrative Offices Security Services Amendment #1 & #2 Contract Renewal	\$80,000.00 \$105,000.00	Competitive [State Procurement Process]	Active	7/1/2013 to 6/30/2015
JOHN CHAMBERLIN WIOA Training, Technical Assistance & Board Strategic Planning	\$24,500.00	Competitive	Active	9/1/2014 to 8/31/2015
COVERALL HEALTH BASED CLEANING SYSTEM SERVICES & SUPPLIES Cleaning & Maintenance of Administrative Offices & One-Stop Center Amendment #1 Contract Renewal	\$38,412.00 \$40,000.00	Competitive	Active	12/3/2013 to 11/30/15
CST PROJECT CONSULTING Fiscal Technical Assistance	\$163,440.00	Competitive	Active	2/1/15 to 1/31/16

Contractor/Consultant Scope of Work Summary	Amount of Contract	Procurement Method & WISS/State Approval**	Renewal Status	Term of Contract
EMPOWERMENT LEARNING SERVICES Tutoring Services	\$50,000.00	Competitive	Active	4/14/2015 to 9/30/2015
GREG NEWTON ASSOCIATES One-Stop System Planning Training Amendment # 1 Partners One-Stop System Training Amendment #2 One-Stop Training for New Partners Amendment #3 Business Engagement Procedures Amendment #4 Contract Renewal Amendment #5 Business Engagement Curriculum for WDA	\$25,200.00 \$8,400.00 \$10,000.00 \$15,000.00 No Cost Amendment \$8,400.00	Competitive	Active	8/1/2012 to 6/30/2015
JANTEC Temporary Employment Services for Workforce Connections Temporary Employees	26.79% Overhead Cost for Referrals	Competitive	Active	2/14/2015 to 2/13/2016
JOY HUNTSMAN Back to Work 50+	\$25,000.00	Sole Source Partner Under AARP Grant	Active	8/7/2013 to 6/30/2015

Contractor/Consultant Scope of Work Summary	Amount of Contract	Procurement Method & WISS/State Approval**	Renewal Status	Term of Contract
TAKA KAJIYAMA Software Development Amendment #1 Software Development Amendment #2 Advanced Reporting Tools	\$62,400.00 \$60,000.00 \$15,000.00	Competitive	Active	8/7/2013 to 6/30/2015
MARQUIS AURBACH COFFING Board Legal Counsel Amendment #1 Board Legal Counsel	\$100,000.00 \$100,000.00	Competitive	Contract cancelled, pending RFB	1/31/2014 to Cancelled
MACEY PRINCE CONSULTING Fiscal & Procurement Technical Assistance Amendment #1 Funded Partners & DETR Fiscal Training Amendment #2 Modification to hourly rate Amendment #3,4,5,6 Development of Procurement Manual and Modifications and Revisions to Fiscal Policies and Procedures Staff & Workforce Community RFP Training Fiscal Aspects of High Risk Contracts & Procurement Manual Amendment #7 Contract Extension	\$5,000.00 \$20,000.00 No cost amendment \$60,000.00 \$20,000.00	Competitive	Active	9/23/2011 to 6/30/2015

Contractor/Consultant Scope of Work Summary	Amount of Contract	Procurement Method & WISS/State Approval**	Renewal Status	Term of Contract
<p>PIERCY BOWLER TAYLOR & KERN A-133 AUDITING SERVICES for Program Year 2010</p> <p>Contract Extension A-133 AUDITING SERVICES for Program Year 2011</p> <p>Amendment #1,2,3 A-133 AUDITING SERVICES for Program Year 2012 & Additional Work Performed</p> <p>Amendment #4 A-133 AUDITING SERVICES for Program Year 2013</p>	<p>\$219,296.67</p> <p>\$75,724.00</p> <p>\$90,724.00</p> <p>\$95,250.00</p>	<p>Competitive</p>	<p>Expired, Out for RFP</p>	<p>9/15/2011 to 3/31/2015</p>
<p>PRISM GLOBAL MANAGEMENT GROUP HR Services</p> <p>Amendment #1 HR Services</p> <p>Amendment #2 HR Services</p> <p>Amendment #3 HR Services</p> <p>Amendment #4 HR Services</p>	<p>\$40,000.00</p> <p>\$27,000.00</p> <p>\$8,000.00</p> <p>\$164,000.00 for 2 years</p> <p>\$72,000.00</p>	<p>Competitive</p>	<p>Active</p>	<p>9/22/2011 to 9/30/2015</p>

Contractor/Consultant Scope of Work Summary	Amount of Contract	Procurement Method & WISS/State Approval**	Renewal Status	Term of Contract
RED 7 COMMUNICATIONS One-Stop and WC Outreach Services	\$24,000.00	Competitive	Active	7/1/2014 to 6/30/2015
SIN CITY MAD MEN Web Development Services Amendment #1 Maintenance of WC Web Site Amendment #2-4 Maintenance of One-Stop Web Site Amendment #5 WC and One-Stop Web Development Amendment #6 Develop ETPL Tools Phase 1	\$26,120.00 \$74,144.00 \$60,000.00 \$15,000.00	Competitive	Active	11/5/2012 to 6/30/2015
GRANT WRITER POOL Research and Assistance in Grant Writing STRATEGIC PROGRESS GRANTS WEST SELIGER & ASSOCIATES AARON ROME CONSULTING	\$50,000.00 Total \$20,000.00 \$10,000.00 \$10,000.00 \$10,000.00	Competitive	Pending Board Approval	

Contractor/Consultant Scope of Work Summary	Amount of Contract	Procurement Method & WISS/State Approval**	Renewal Status	Term of Contract
SOCIAL POLICY RESEARCH ASSOCIATES RFP Evaluation Services	\$20,000.00	Competitive	Active	4/13/2015 to 4/12/2016
WORKPLACE ESL SOLUTIONS Staff Training - Basic Office & Communications Skills Workshop Amendment #1 Staff Training-Basic Skills Monitoring Reports Amendment #2 Staff Writing Skills Amendment #3 Staff Writing Skills Amendment #4 & #5 Workforce Development Academy Curriculum Review Amendment #6 Instruction Sheets for ETPL	\$2,000.00 \$5,000.00 \$10,000.00 \$5,000.00 \$22,000.00 \$500.00	Competitive	Active	10/1/2012 to 6/30/2015

****All noted Professional Services contracts & the procurement process has been previously reviewed & approved by DETR and are in compliance with DETR’s Policy 3.1 which states: Professional services with state prior authorization for the costs of outside professional services rendered by individuals or organizations are allowable. The procurement of noncompetitive proposals (sole source) may be used when the awarding agency (DETR) authorizes noncompetitive proposals; 29 CFR 97.36 (d)(4)(i)(c)**

Agenda Item 11. SECOND PUBLIC COMMENT:

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

Agenda Item 12. INFORMATION ONLY:

LEO Consortium member comments