

WORKFORCE CONNECTIONS
LOCAL ELECTED OFFICIALS CONSORTIUM
AGENDA

Tuesday, June 9, 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 May 12, 2015..... 5
5. **DISCUSSION AND POSSIBLE ACTION:** Approve WIOA Board member appointment for Tommy Rowe for a two year term effective July 1, 2015 under the ‘others appointed by LEOs’ category 13
6. **DISCUSSION AND POSSIBLE ACTION:** Approve WIOA Board member appointment of Willie J. Fields, WJF Shoe for a three year term effective July 1, 2015 under the business category 20
7. **DISCUSSION AND POSSIBLE ACTION:** Ratify Workforce Connections’ Legal Services contract with Parker, Nelson & Associates in an amount not to exceed \$100,000 with a contract term effective May 27, 2015 through June 30, 2016 with an option to renew annually for an additional three years based on performance and funding availability 27
8. **DISCUSSION AND POSSIBLE ACTION:** Ratify Workforce Connections’ ADW contracts with the following agencies in the amounts listed for a contract term July 1, 2015 through June 30, 2016 with an option to renew annually for an additional three years based on performance and available funding: 29
 - a. HELP of Southern Nevada - One-Stop Affiliate Site South\$1,000,000
 - b. Nevada Partners, Inc. – One-Stop Affiliate Site North.....\$1,000,000
9. **DISCUSSION AND POSSIBLE ACTION:** Ratify Workforce Connections’ ADW contract with Goodwill of Southern Nevada to deliver career and training services to adults with disabilities in an amount not to exceed \$600,000 for the contract period July 1, 2015 through June 30, 2016 with an option to renew annually for an additional three years based on performance and available funding 36

10. **DISCUSSION AND POSSIBLE ACTION:** Ratify Workforce Connections' ADW contract with Foundation for an Independent Tomorrow to deliver career and training services to Post-release Re-entry Adults in an amount not to exceed \$600,000 for the contract period July 1, 2015 through June 30, 2016 with an option to renew annually for an additional three years based on performance and available funding 38
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12. **DISCUSSION AND POSSIBLE ACTION:** Ratify Workforce Connections' Youth contracts with the following agencies in the amounts listed for the contract period July 1, 2015 through June 30, 2016 with an option to renew annually for an additional three years based on performance and available funding: 44
 - a. Nevada Partners, Inc. - One-Stop Affiliate Site North\$800,000
 - b. Southern Nevada Regional Housing Authority - One-Stop Affiliate Site East.....\$800,000
 - c. HELP of Southern Nevada - Youth Dropout Recovery.....\$500,000
13. **INFORMATION:** WISS Monitoring Report 51
14. **DISCUSSION AND POSSIBLE ACTION:** Ratify Workforce Connections' Audit Services contract with Piercy Bowler Taylor & Kern in an amount not to exceed \$80,000 with a contract term June 1, 2015 through June 30, 2016 with an option to renew annually for an additional three years based on performance and funding availability 58
15. **DISCUSSION AND POSSIBLE ACTION:** Review, discuss, accept and approve reports..... 59
 - a. PY2015 WIA Formula Budget July 1, 2015 through June 30, 2016 60
 - b. Budget vs. Actual Finance Report for the period July 1, 2014 through June 30, 2015 (Formula WIA) 74
 - c. Awards & Expenditures Report - Monthly Update 76
 - d. 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) 81
16. **INFORMATION:** Strategic Initiatives Report ~ Jaime Cruz, Chief Strategy Officer..... 88
17. **DISCUSSION AND POSSIBLE ACTION:** Accept and approve Executive Director's Report ~ Ardell Galbreth 90
18. **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 92
19. **INFORMATION:** LEO Consortium member comments..... 93
20. 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 May 12, 2015

WORKFORCE CONNECTIONS
LOCAL ELECTED OFFICIALS CONSORTIUM
MINUTES

Tuesday, May 12, 2015

1:00 p.m.

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

Members Present

Commissioner Lawrence Weekly
Councilman Bob Beers
Councilwoman Anita Wood
Councilwoman Gerri Schroder
Councilwoman Peggy Leavitt
Commissioner Varlin Higbee
Commissioner Butch Borasky

Members Absent

Commissioner Ralph Keyes

Staff Present

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

Others Present

Michael Oh, Legal Counsel, City of Henderson
Catherine Jorgenson, Clark County District Attorney's Office
Carol Turner, CST Project Consulting
Tom Wilson, Clark County
Steve Gibson, DETR
Linda Montgomery, The Learning Center
Nield Montgomery, The Learning Center
Kevin Gullette, Clark County
Bonita Fahy, Southern Nevada Regional Housing Authority
Jeramey Pickett, Nevada Partners, Inc.
Janice M. Rael, Nevada Partners, Inc.
Tamara Collins, Las Vegas Urban League

(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 1:04 p.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 Gerri Schroder and seconded by Commissioner Butch Borasky. Motion carried.

3. FIRST PUBLIC COMMENT SESSION:

None

4. DISCUSSION AND POSSIBLE ACTION: Approve the Local Elected Officials Consortium minutes of April 28, 2015

A motion was made to approve the Local Elected Officials Consortium minutes of April 28, 2015 by Commissioner Butch Borasky and seconded by Councilman Bob Beers. Motion carried.

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

Ardell Galbreth, Executive Director provided an overview presentation regarding the board membership application process and qualification criteria. Detail is provided on page 11-17 of the agenda packet.

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

Mr. Galbreth recommended a board size of 21 members as shown on the matrix provided on page 19 of the agenda packet with appointment start dates effective July 1, 2015. Mr. Galbreth stated that a board size of 21 will allow the board to continue to function as needed to support the sectors as well as bring resources to allow the board to advance to the next level. Discussion ensued regarding different board size options.

Michael Oh, Legal Counsel stated that agenda items six and seven may be combined at the pleasure of this board.

A motion was made to combine agenda items six and seven by Commissioner Butch Borasky and seconded by Councilwoman Anita Wood. Motion carried.

Chair Weekly read agenda item 7 into the record. Mr. Galbreth presented the board member application and selection matrix on page 21 of the agenda packet. The matrix shows 33 applications of which 21 recommended board member candidates:

<u>Category</u>	<u>Name/Organization</u>	<u>Term Limit</u>
Business	Valerie Murzl, Station Casinos, LLC	3 years
Business	Rebecca Henry, Allegiant Air , LLC	2 years
Business	Paul Brandt, Solar City	3 years
Business	Daysa Duckworth, Avi Resort & Casino	2 years

<u>Category (continued)</u>	<u>Name/Organization</u>	<u>Term Limit</u>
Business	Jerrie Merritt, Bank of Nevada	3 years
Business	Tobias Hoppe, RDI Corporation	2 years
Business	Rob Mallery, Originate	3 years
Business	Mark Keller, Steamatic Las Vegas	2 years
Business	Leo Bletnitsky, Business Continuity Technologies	3 years
Business	Charles Peggy, NVHCA Perry Foundation	2 years
Business/Trade Org	Kenneth Evans, Urban Chamber of Commerce	3 years
Labor Organization	Lou DeSalvio, S. NV Laborers Local 872 Training Trust	3 years
Labor Organization	Marvin Gebers, Plasterers & Cement Masons JATC	2 years
Labor Organization	Louis Loupias, S. NV Operating Engineers/JATC #12	3 years
Youth Organization	Liberty Leavitt, Clark County School District	2 years
Youth Organization	Jack Martin, Department of Juvenile Justice Services	3 years
Adult Ed/Title II	Brad Deeds, State of NV Department of Education	2 years
Higher Education	Bart Patterson, Nevada State College	3 years
Economic Development	Michael Vannozzi, Las Vegas Global Economic Alliance	2 years
Wagner-Peyser	Renee Olson, DETR	3 years
Vocational Rehabilitation	Janice John, NV Bureau of Vocational Rehabilitation	2 years

Staff reported that there were three applications received that did not meet the minimum criteria of WIOA and are not included in the matrix. One applicant did not answer the question regarding optimum hiring authority and two applicants applied under the adult literacy Title II category but were not currently in Title II funded programs.

Commissioner Higbee inquired about representation in the rurals. Mr. Galbreth stated that Avi Resort & Casino is representation of Laughlin. Heather DeSart, Deputy Executive Director stated that staff solicited individuals from the rural but did not receive a response.

Discussion ensued regarding board composition and representation in the various categories.

Regarding comments from Councilman Beers and Commissioner Weekly relating to the removal of the LEOs from the Board, Councilwoman Wood stated that the LEOs need to decide what information they want to see on the LEO meeting agendas to ensure they receive the same information and have the same amount of involvement as if they were still attending the Board meetings. Councilman Beers stated that the LEOs may want to request congress to eliminate the financial liability to the jurisdictions on the grounds that they are putting all of this money in the hands of unelected officials and it seems inappropriate to hold the local government financially responsible since the LEOs do not have much direct involvement in how this is going to run. Chair Weekly stated that staff really needs to continue to step up on the communication to bridge the gap with the LEOs.

Councilwoman Schroder stated that Tommy Rowe would be a great representative of rural Nevada and requested that existing board members are recognized for their dedication and years of service at the next Board meeting. Mr. Galbreth stated that staff will arrange this.

Councilwoman Wood stated that board member attendance and performance needs to be tracked and agreed with Councilwoman Schroder's suggestion for a rural representative. She further stated that the board applications not being recommended at this time should be kept as backup in the event some of the new board members need to be replaced for poor attendance and/or performance.

Mr. Galbreth stated that the LEOs still have to establish the Board's committees which are where most of the work will be done and some of the existing board members will fit the requirements very well to serve on the committees.

Councilwoman Leavitt stated that adding a rural representative to the board (Tommy Rowe) will require an additional business representative increasing the board size to 23 members; Chair Weekly concurred.

Councilwoman Wood recommended keeping Tommy Rowe on the board meanwhile have staff continue building relationships with rural businesses and search for qualified candidates to replace Tommy Rowe when and if he decides to end his service on the board; Mr. Galbreth concurred.

Chair Weekly inquired about the process for accepting future applications and stated that he spoke with an individual from Cox who stated that he was being considered for the board. Mr. Galbreth stated that he anticipates new applications will be ongoing and some of the new appointments may need to be replaced. Applications will be kept on file and board appointment recommendations will be made to the LEOs as needed. Councilman Beers stated that a board recruitment committee was discussed in a prior meeting.

Councilman Beers asked if staff is prepared to make a recommendation for an additional business representative should Tommy Rowe be elected to serve on the board. Mr. Galbreth replied yes and named a couple of qualified candidates including David McKinnis, Bellagio Hotel & Casino and Karl Maisner, KMJ Web Design. Chair Weekly inquired about individuals not on the list and stated that a representative from Cox would be a great addition to the board because they hire and are involved with the Las Vegas Convention and Visitors Authority and are moving forward to become a part of the Las Vegas Global Business District. Mr. Galbreth stated that no application was received from Cox; however, staff can solicit it.

Councilman Beers inquired about criteria for removal of board members for nonperformance. Mr. Galbreth stated that the new bylaws (to be approved) will outline specific responsibilities and rules of conduct for board members and the LEOs may remove board members at their pleasure.

A motion was made to accept staff's recommendation of selected board applicants and board size of 21 and instruct staff to continue taking applications for board members and at the next LEO meeting have an agenda item to expand the board size to 23 to add one LEO appointee and one business representative and look at the potential appointees at that time, and have the new board be effective July 1, 2015 by Councilman Bob Beers and seconded by Councilwoman Anita Wood. Motion carried.

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**
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**

Staff handed out a new version of the agreement and made available it to the public. Pursuant to WIOA, this agreement is required between the Chief Local Elected Officials Consortium and the Workforce Connections Board (WCB). Per the agreement, the LEOs are designated as the policy-making and budgetary control body for the WCB to the extent that policies do not conflict with State law and WIOA. The agreement outlines the responsibilities of the LEOs and WCB.

Mr. Oh highlighted major changes to the agreement:

Section II. LEOS RESPONSIBILITIES B.1 (p.2) WCB agrees the Chief Financial Officers or designee of the jurisdictions of the four major stakeholder jurisdictions (Clark County, Cities of Las Vegas, North Las Vegas, and Henderson) shall serve as ex-officio members of the WCB Budget Committee. Mr. Oh stated that the ex-officio members are not voting members, but will attend meetings of the WCB Budget Committee and potentially bring back items for discussion at the LEO Consortium meetings in order to have better oversight of financial items that impact each of the jurisdictions.

Section III. MISCELLANEOUS PROVISIONS A (p.4) 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.

Mr. Oh reported that the other changes were minor and/or for housekeeping purposes. Catherine Jorgenson, Clark County District Attorney's Office read these changes into the record. Mr. Oh requested that the motion to approve the agreement include allowing legal to edit grammar as well as incorporate the changes as read into the record.

A motion was made to approve the agreement as amended by Councilman Bob Beers and seconded by Commissioner Butch Borasky. Motion carried.

9. **DISCUSSION AND POSSIBLE ACTION: Review, discuss, and approve Southern Nevada Workforce Development Area Chief Local Elected Officials Consortium bylaws**

Michael Oh requested this item be tabled to allow legal to vet and incorporate certain items and work with WC's attorneys on the WCB bylaws for approval with the LEOs bylaws.

A motion was made to table this item by Councilman Bob Beers and seconded by Commissioner Butch Borasky. Motion carried.

10. **DISCUSSION AND POSSIBLE ACTION: Review, discuss, accept and approve reports**

Jim Kostecki, Finance Manager presented the following reports approved at last month's Board meeting:

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

The PY2014 WIA Formula Budget July 1, 2014 through June 30, 2015 is provided on page 39-48 of the agenda packet.

- \$1.9 million (25%) was moved to the Adult funding stream from the Dislocated Worker funding stream per a waiver from that state the allows up to 50% reallocation of Adult and Dislocated Worker funding streams. The Board of Examiners is due to approve this month.

- Increase operations percentage from 20% to 25% (10% for admin costs and 15% for program management) adding \$969,807 into the operations budget as follows:

7000 Accounting and Auditing (\$3,000)

7045 Systems Communications \$7,000

7080 Admin Support Contracts \$6,000

7085 Program Support Contracts \$70,000

7095 Board Meetings and Travel \$7,000

8900 Strategic Initiative –WIA \$382,807

8900 Strategic Initiative/1st Qtr. 2015 \$500,000

- One-stop Center budget (p. 45) line item changes:

7000 Accounting and Auditing (\$7,000)

7035 Printing & Reproduction (\$1,500)

7040 Office Supplies \$2,500

7050 Training and Seminars - Staff \$3,000

7075 Facilities Repairs & Maintenance (\$1,000)

7085 Program Support Contracts \$16,000

7130/7135 Payroll Services & Bank Fees \$500

7200 Equipment – Operating Leases \$5,500

7215/8500 Capital – Equipment & Furniture..... \$2,000

8900 Strategic Initiative – WIA (\$20,000)

- One-Stop System budget (p. 47) line item changes:

7000 Accounting and Auditing \$3,000

7065 Telephone \$2,000

7085 Program Support Contracts \$35,600

7085 Program Contracts – WDA	(\$2,500)
7200 Equipment – Operating Leases	\$2,000
7500 Participant Training.....	\$614,000
8900 Strategic Initiative – 1 st Qtr. 2015	(\$17,600)

b. Workforce Connections Professional Services Contracts

WC's Professional Services Contracts report is provided on page 50-55 of the agenda packet. Mr. Kostecki reported that an RFP was released for legal services and proposals are currently under review, the RFP process for auditing services closed yesterday, and a grant writer pool was procured (p. 54) for a total of \$50,000. He noted that any changes to this report will be highlighted in yellow.

A motion was made to accept and approve reports (a & b) as presented by Councilwoman Peggy Leavitt and seconded by Commissioner Butch Borasky. Motion carried.

11. SECOND PUBLIC COMMENT SESSION:

None

12. INFORMATION: LEO Consortium Member Comments

Commissioner Borasky commented that the rural commissioners are busy with boots-on-the-ground, meet with their constituents all the time, and work without the assistance of secretaries and/or assistants. He reported that Nye County had a successful Bloom-fest followed by a Wild West Extravaganza last weekend and a Blue Grass Festival.

Councilwoman Leavitt thanked staff for the (board application selection) report and stated that it is interesting to see the Open Meeting Law in process and she is happy with the results.

Chair Weekly reported that last week Clark County participated in a ground breaking ceremony for the Genting project, a \$2.6 billion development at the old Stardust Hotel and Casino site that will provide thousands of jobs in the community, and stated that he hopes WC will get on board with it.

Chair Weekly requested Kenadie Cobbin Richardson, Director of Business Services and Communications to speak about the RTC event. Ms. Cobbin Richardson reported that tomorrow at the Texas Station Hotel & Casino, RTC is hosting a Mega Work Expo with a concentration on the construction industry for employers, job seekers as well as contractors. There will be a panel, including Commissioner Weekly that will be speaking at the beginning of the conference, which starts at 10:00 a.m. until 1:00 p.m.

13. ACTION: Adjournment

The meeting adjourned at 2:38 p.m.

Agenda item 5. DISCUSSION AND POSSIBLE ACTION:

Approve WIOA Board member appointment for Tommy Rowe for a two year term effective July 1, 2015 under the ‘others appointed by LEOs’ category

AS A DEDICATED MEMBER OF THE SOUTHERN NEVADA WORKFORCE INVESTMENT BOARD FOR THE LAST (13) THIRTEEN YEARS, I WOULD LIKE TO CONTINUE TO SERVE AS A RURAL REPRESENTATIVE FOR RURAL AND SOUTHERN NEVADA.

AS A PAST POSTMASTER IN TOTOPAH, PIOCHE, AND CALIENTE NEVADA, AND AS OFFICER IN CHARGE OF THE OVERTON POST OFFICE IN OVERTON NEVADA, I AM WELL AWARE OF THE YOUTH AND WORK STATUS OF RESIDENTS IN RURAL NEVADA.

AS A MEMBER OF THE CALIENTE CITY COUNCIL, (9 YEARS OF THIS AS MAYOR) I HAVE PERSONAL EXPERIENCE OF OVERSEEING FEDERAL AND STATE FUNDED PROGRAMS AND GRANTS. ALSO IN THE (12) TWELVE YEARS I SERVED AS COUNTY COMMISSIONER FOR LINCOLN COUNTY (4 YEARS AS CHAIRMAN OF THE BOARD) I GAINED PERSONAL EXPERIENCE IN ADMINISTRATION/OVERSIGHT OF FEDERALLY AND STATE FUNDED PROGRAMS.

IF RE-APPOINTED TO THIS BOARD, WILL CONTINUE TO BE DEDICATED.

General Section

Name George T. (Tommy) Rowe

Address _____

City, State, ZIP _____

Phone Number _____ Alternate Phone Number _____

Email Address _____ Alternate Email Address _____

All Board Members are required to actively serve on at least one standing committee. Please indicate which current standing committee you choose to participate in if appointed by the Local Elected Official Consortium:

☐ Adult and Dislocated Worker Committee

☒ Youth Council

☐ Budget and Finance Committee

1. Do you have personal experience in the administration/oversight of federally funded programs?

☒ Yes ☐ No

If yes, please define.

2. Do you have personal experience in the administration/oversight of federally funded employment and training programs?

☒ Yes ☐ No

If yes, please describe your personal expertise with workforce development systems.

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PEOPLE. PARTNERSHIPS. POSSIBILITIES.

3. Please describe what resources you personally and/or your company/organization will bring to the public workforce development system.

As a retired County Commissioner for 12 years, and Member of the Caliente City Council for 16 years, I have worked with many State and Federal grants, also as Postmaster in Tonopah, Caliente, and Pioche Nevada, I am well aware of the rural problems in smaller communities of the Southern part of the state.

4. Which one of the following board membership categories do you represent?

- ☐ Business (Section A-1)
- ☐ Business Organization or Trade Association (Section A-2)
- ☐ Labor Organization (Section B)
- ☐ Educational and Training Entity (Section C)
- ☐ Community/Faith Based Organization (Section E)
- ☒ Economic or Community Development Entity (Section D)
- ☐ State Employment Service - Wagner Peyser Act (Section D)
- ☐ Vocational Rehabilitation Title I (Section D)
- ☐ Transportation, Housing or Public Assistance Agency (Section D)
- ☐ Philanthropic Organization (Section D)

Please proceed to complete the section that you checked.

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Section D (Economic or Community Development Entity / State Employment Service-Wagner Peyser Act / Vocational Rehabilitation Title I / Transportation, Housing or Public Assistance Agency / Philanthropic Organization)

1. Are you currently in an executive level position with optimum policy-making authority for an economic/community development entity?

Yes ☐ No ☒

If yes, please provide your agency and title.

Agency _____

Title _____

2. Are you currently an executive level position representative with optimum policy-making authority from the state employment service office under the Wagner-Peyser Act?

☐ Yes ☒ No

If yes, please provide your agency and title.

Agency _____

Title _____

3. Are you currently an executive level position representative with optimum policy-making authority from programs carried out under Title I of the Rehabilitation Act?

☐ Yes ☒ No

If yes, please provide your agency and title.

Agency _____

Title _____

4. Are you currently an executive level position representative with optimum policy-making authority from an agency or entity administering programs serving the local area relating to Transportation, Housing and Public Assistance?

☐ Yes ☒ No

If yes, please provide your agency and title.

Agency _____

Title _____

5. Are you currently an executive level position representative with optimum policy-making authority from a Philanthropic organization looking to participate and invest in the public workforce development system?

☐ Yes ☒ No

If yes, please provide your organization and title.

Organization _____

Title _____



Conflict of Interest Guidance and Acknowledgement Certification

Your current relationship with Workforce Connections (Check all that apply)

- ☐ Have Relatives Working for Workforce Connections
- ☐ Any Partnership(s) with Workforce Connections Staff or Board Members (Current/active contracts or vendor business)
- ☐ Any Partnership(s) with Workforce Connections Local Elected Officials
- ☐ I currently have no partnership with any Board or Staff member of Workforce Connections
- ☐ Other - Please Explain:

Conflict of Interest

A member of a local board may not:

- a) Vote on a matter under consideration by the local board:
 - i. Regarding the provision of services by such member (or by entity that such member represents); or
 - ii. That would provide direct financial benefit to such member or the immediate family of such a member; or
- b) Engage in any other activity determined by the Governor to constitute a conflict of interest as specified in the State plan.

Will your appointment/reappointment to Workforce Connections potentially violate any of the criteria listed above?

☐ Yes ☒ No

If yes, please provide an attached letter explaining your potential conflict of interest.

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PEOPLE. PARTNERSHIPS. POSSIBILITIES.

I certify that the statements provided are, to the best of my knowledge, true, complete and correct. If appointed/reappointed, I understand that any misrepresentation or material omission of fact on this or any other document required by Workforce Connections may be considered as constituting grounds for disqualification and/or dismissal.

George T. (Tommy) Rowe

Applicant's Name (Please print)

George T. Rowe
Signature of Applicant

Date

03/04/2015

WIOA Board composition

"Shall" include:

- | | | |
|---|---------------|----|
| • Business | (51% minimum) | 10 |
| • Labor | (20% minimum) | 4 |
| • Adult Education under Title II | | 1 |
| • Higher Education | | 1 |
| • Economic/Community Development | | 1 |
| • Wagner-Peyser Act | | 1 |
| • Vocational Rehabilitation under Title I | | 1 |

Minimum Total 19

"May" also include:

- Local Educational Agency
- Community Based Organization
- Transportation
- Housing Public Assistance
- Philanthropic Organization

Minimum member totals from Business and Labor increase every time a member is added from the "May" list. Use the Member List Matrix and Composition Calculator to estimate totals.

Agenda item 6. DISCUSSION AND POSSIBLE ACTION:

Approve WIOA Board member appointment of Willie J. Fields, WJF
Shoe for a three year term effective July 1, 2015 under the business category

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General Section

Name Willie J. Fields Jr.

Address _____

City, State, ZIP _____

Phone Number _____ Alternate Phone Number _____

Email Address _____ Alternate Email Address _____

All Board Members are required to actively serve on at least one standing committee. Please indicate which current standing committee you choose to participate in if appointed by the Local Elected Official Consortium:

____ Adult and Dislocated Worker Committee

☒ Youth Council

____ Budget and Finance Committee

1. Do you have personal experience in the administration/oversight of federally funded programs?

☒ Yes ☐ No

If yes, please define.

SERVED as CHAIR HEALTH and Humans Services
OUT PATIENT CLINIC
CHAIR DEPT of Energy Yucca Mt Project
FORMER CHAIR of Youth Council WIA

2. Do you have personal experience in the administration/oversight of federally funded employment and training programs?

☒ Yes ☐ No

If yes, please describe your personal expertise with workforce development systems.

Former Member workforce Board

workforce **CONNECTIONS**
LOCAL Elected Officials Consortium

3. Please describe what resources you personally and/or your company/organization will bring to the public workforce development system.

Organization Skills
Financial Knowledge of Business
Community Outreach

4. Which one of the following board membership categories do you represent?

- ☒ Business (Section A-1)
- ☐ Business Organization or Trade Association (Section A-2)
- ☐ Labor Organization (Section B)
- ☐ Educational/Training Entity (Section C)
- ☐ Community/Faith Based Organization (Section E)
- ☐ Economic or Community Development Entity (Section D)
- ☐ State Employment Service - Wagner Peyser Act (Section D)
- ☐ Vocational Rehabilitation Title I (Section D)
- ☐ Transportation, Housing or Public Assistance Agency (Section D)
- ☐ Philanthropic Organization (Section D)

Please proceed to complete the section that you checked.



Section A-1 (Business)

1. Are you currently a local business owner, or C-level/SVP-level executive of a local business/employer with optimum policy-making authority?

☒ Yes ☐ No

If yes, please provide your company/business and title.

Company/Business VEGAS SHOE

Title OWNER

2. Does your company/business currently provide employment opportunities in our Local Workforce Investment Area (LWIA)? This encompasses the counties of Clark, Lincoln, Esmeralda and Nye.

☐ Yes ☒ No

If yes, how many are hired annually?

3. Does your company/business currently hire in-demand occupations in Nevada's targeted industry sectors?

☐ Yes ☒ No

If yes, which one? (Please check all that apply)

☐ Aerospace and Defense

☐ Agriculture

☐ Clean Energy

☐ Health & Medical Services

☐ Information Technology

☐ Logistics and Operations

☐ Manufacturing

☐ Mining

☐ Tourism, Gaming and Entertainment

4. Do you currently exercise hiring authority in your company/business?

☒ Yes ☐ No

If yes, how many of the annual hires do you oversee?

All

workforce CONNECTIONS
ANALYSIS • TRAINING • SUPPORT

5. Do you currently exercise budget authority in your company/business?

☒ Yes ☐ No

If yes, please check the range.

☐ \$0 – 99,999

☒ \$100,000 – 999,999

☐ \$1,000,000 and above

6. How many employees does your company/business currently have?

☒ 2-49

☐ 50-249

☐ 250 and above

7. Is your company/business held to the affirmative action requirements?

☒ Yes ☐ No

If yes, please describe your role.

I am the person that hires.



Conflict of Interest Guidance and Acknowledgement Certification

Your current relationship with Workforce Connections (Check all that apply)

- ☐ Have Relatives Working for Workforce Connections
- ☐ Any Partnership(s) with Workforce Connections Staff or Board Members (Current/active contracts or vendor business)
- ☐ Any Partnership(s) with Workforce Connections Local Elected Officials
- ☒ I currently have no partnership with any Board or Staff member of Workforce Connections
- ☐ Other - Please Explain: _____
- _____
- _____

Conflict of Interest

A member of a local board may not:

- a) Vote on a matter under consideration by the local board:
 - i. Regarding the provision of services by such member (or by entity that such member represents); or
 - ii. That would provide direct financial benefit to such member or the immediate family of such a member; or
 - b) Engage in any other activity determined by the Governor to constitute a conflict of interest as specified in the State plan.
1. Will your appointment/reappointment to Workforce Connections potentially violate any of the criteria listed above?
- ☐ Yes ☒ No
- If yes, please provide an attached letter explaining your potential conflict of interest.

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Workforce Solutions for the Las Vegas Area

I certify that the statements provided are, to the best of my knowledge, true, complete and correct. If appointed/reappointed, I understand that any misrepresentation or material omission of fact on this or any other document required by Workforce Connections may be considered as constituting grounds for disqualification and/or dismissal.

Willie J. Fields Jr.
Applicant's Name (Please print)

[Signature]
Signature of Applicant

24 Feb 2015
Date

Agenda item 7. DISCUSSION AND POSSIBLE ACTION:

Ratify Workforce Connections' Legal Services contract with Parker, Nelson & Associates in an amount not to exceed \$100,000 with a contract term effective May 27, 2015 through June 30, 2016 with an option to renew annually for an additional three years based on performance and funding availability

RFP REVIEW												
							25 POINTS	25 POINTS	25 POINTS	5 POINTS	20 POINTS	
							REQUIREMENTS & QUALIFICATION RESPONSE					
Name of Organization	Date & Time Received	Cover Page	Sealed Package	1 Original & 1 Electronic Copy	20 Written Pages	Affirmation & Certification Signed	UNDER-STANDING OF SCOPE OF WORK DELIVERABLES	WORK HISTORY, EXPER, QUAL OF CO & STAFF	KNOWLEDGE OF LAWS STATUTES, REG, POL, PROCED. CODES	LICENSE & MEMBER IN LEGAL ORG'S	PROPOSED HOURLY RATES	
Marquis, Aurbach, Coffing	12/17/15 12:00 PM	X	X	X	X	X	16.25	21.25	15	5	18.75	76.25
												0.00
Parker, Nelson & Associates	12/16/15 12:00 PM	X	X	X	X	X	24.5	22.5	23.75	5	15.5	91.25
												0.00
												0.00
												0.00
												0.00
												0.00
												0.00
Recommendations:						Review Committee Participant:						
						Michael Oh - City of Henderson City Attorney's Office						
Parker, Nelson & Associates						Bethany Sanchez - North Las Vegas City Attorney's Office						
						Jack Eslinger - City of Las Vegas City Attorney's Office						
						Catherine Jorgenson - Clark County District Attorney's Office						
Denials:												

Agenda item 8. DISCUSSION AND POSSIBLE ACTION:

 Ratify Workforce Connections’ ADW contracts with the following agencies in the amounts listed for a contract term July 1, 2015 through June 30, 2016 with an option to renew annually for an additional three years based on performance and available funding:

- a. HELP of Southern Nevada - One-Stop Affiliate Site South \$1,000,000
- b. Nevada Partners, Inc. – One-Stop Affiliate Site North \$1,000,000



To: Ardell Galbreth, Executive Director, Workforce Connections
From: Vinz Koller, Kristin Wolff, Andrew Wiegand, Social Policy Research Associates
Date: May 6, 2015
Subject: Summary of Methodology and Results of the 2015 Request For Proposal Scoring Process

SPR Background and Qualifications

Social Policy Research Associates (SPR) is a small, employee-owned firm based in Oakland, CA with an outstanding national reputation for conducting high quality evaluations of workforce development, and education programs and supporting such programs through expert technical assistance and capacity building. For more than two decades, SPR has conducted over 100 major process and outcome evaluations of diverse programs at the local, state, and national levels and has trained thousands of practitioners in leadership development, program design, and operational effectiveness.

SPR is known nationally for its evaluations of programs housed in American Job Centers (AJCs), including the Workforce Investment Act (WIA) Adult and Dislocated Worker and Youth programs, the Trade Adjustment Assistance (TAA) program, the Senior Community Service Employment Program (SCSEP), the WIA Indian and Native American Program, and the WIA National Farmworker Jobs Program. SPR has conducted some landmark evaluations on American Job Centers, their pre-cursors, One-Stop Career Centers. As the national expert on WIA, SPR is currently leading the implementation study for DOL's WIA Adult and Dislocated Worker Gold Standard Evaluation. As part of this study, SPR staff members have conducted multiple rounds of site visits to more than 80 AJCs in 19 local workforce investment areas across the country and are authoring multiple briefing papers on AJC networks and various aspects of their operations.

Background and Context

Workforce Connections (WC) contracted with Social Policy Research Associates (SPR) for assistance with the agency's 2015 procurement process. Specifically, SPR was asked to help WC develop a fair and impartial scoring rubric and score incoming proposals.

Approach

The SPR team worked closely with WC throughout the project. The SPR approach is described below.

The SPR Team

SPR assembled a team of seven: it consisted of SPR's two most experienced procurement experts to assist in the analysis of the procurement process and to lead the development of the scoring methodology. These experts were joined by the director of research who served as specialist on scoring and ranking methods. The team also included four research associates and assistants who served as primary scorers, all well versed in SPR's methodology and knowledgeable about the workforce development system.

Reviewing Existing Materials and Current Effective Practices

SPR reviewed WC past scoring rubrics and tools, together with all 2015 requests for proposals (RFPs):

- Adults and Dislocated Workers One-Stop Affiliate Site Services
- Adults with Disabilities Services
- Adult Re-Entry Post-Release Services
- Youth One-Stop Affiliate Site Services
- Youth Dropout Recovery Services
- One-Stop Operator Services

For comparison purposes, SPR also reviewed recently completed procurement processes involving comparable services by ten government agencies and major foundations, and reviewed several academic papers on effective practices in procurement and scoring methodologies.

Developing the Scoring Rubric

SPR prepared six scoring rubrics – one for each of the RFP types for which services were requested. Each rubric comprised three main sections corresponding to those contained in the RFPs: Demonstrated Performance, Program Narrative, and Fiscal Narrative/Budget. Each section of the rubrics included subsections similar in concept, but specific to the corresponding RFP. (The One-Stop System Operator RFP and rubric contained four sections but was otherwise similar).

SPR then developed indicators for each subsection of each type of RFP – again, similar in concept but specific to the corresponding RFP. The number of indicators ranged from 24-29. Each indicator was scored on a 4-point scale using the following scoring guide:

4 = Exceeds criteria. Proposal also offers insight, capacity, observations, or ideas beyond what was expected.

3 = Criteria is fully met: Response meets all requirements in the RFP.

2 = Criteria is partially met.

1 = Criteria is not met.

SPR employed this universal four-point scale for the following reasons:

- Universal scoring tends to be simpler for scorers to understand and therefore less prone to error than a mix of scales on a single score sheet.
- A four-point scale avoids the problem of “moving to the middle.” When objective scorers have the option of a three on a five-point scale, or a two on a three-point scale, they tend to overuse these middle scores. A four-point scale tends to encourage a closer reading and a stronger commitment to a score.
- Given the total number of questions and possible points, SPR determined that a four-point scale would offer a sufficient range of total scores to allow for a clear ranking of the submitted proposals. In addition, using this scoring approach, failure to answer one or even a few questions would not – on its own – eliminate an otherwise qualified proposal from consideration.

In addition, because the definitions of each numerical score were strictly related to meeting the criteria in the RFP, they discourage the use of more subjective interpretations as a qualitative definition (such as “excellent”) might do.

Training the Team

After senior researchers successfully blind-tested the scoring rubrics on one proposal from each of the six categories, all scorers were trained on how to use them. During the training, SPR reviewed the scoring rubrics and the scoring sheet, and scored hypothetical responses to insure that scorers were interpreting them similarly. When team members had questions, the questions and responses were shared with all team members to insure scorer consistency – also known as inter-rater reliability.

Rating Proposals

Workforce Connections conducted an initial RFP compliance screen of all submitted proposals, eliminating those that were incomplete. Twenty-six proposals passed this screen and were submitted to SPR. As noted, each proposal contained three main sections: Demonstrated Ability (which included the Funder Evaluation Form), Program Narrative, and Fiscal Narrative/Budget.

Section on Demonstrated Ability and Program Narrative

The first two sections of each proposal were read fully by three members of the team and scored by two. The two scores were averaged to determine the final score. In only one case did scores diverge by more than one point in any one section, for a total score that diverged more substantially. In this case, both scores were eliminated and two different members of the team

scored the proposals independently again. They arrived at scores that were consistent with each other. These scores were averaged, and entered as the total. Even in this instance, the re-scoring did not change the status of the total score.

Funder Evaluation Form

As a part of the response package, bidders were required to secure a prior funder to complete for them a Funder Evaluation Form. Bidders who were prior contractors with Workforce Connections were evaluated by them. Otherwise, a funder of the bidder's choosing completed the form. The form assessed the performance of the bidder in ten areas, using a four-point scale, for a maximum total of 40 points. These points comprised 20% of the total score for bidders who had contracted with Workforce Connections before and 15% of the total score for bidders who would be first-time contractors.

Section on Fiscal Narrative/Budget

The Fiscal Narrative and Budget were scored separately from the narrative proposals by the two senior members of the team with experience in workforce procurement and in budgeting for workforce services. They were scored on four indicators with a focus on compliance – the degree to which bidders provided precisely the information requested in the narrative, and in the summary budget and expense categories affiliated with the budget and RFP. They were scored using the same four-point scale described above.

Proposals in Response to the One-Stop Operator RFP

The two One-Stop Operator proposals were rated independently by two senior team members with experience in One-Stop systems operations. In each case, the two sets of scores – which were very similar – were averaged for a final score.

Quality Control

As noted, each proposal was read in its entirety by three team members and scored by two, with a high degree of consistency in scoring.

Results

Of the 26 proposals submitted, 15 met the qualifications to be considered for a contract award (75 out of 100 points, as noted in the RFPs). All of the RFPs for which responses were submitted (no proposals were submitted in response to the Youth One-Stop Affiliate Site Southwest RFP) generated at least one qualifying proposal. The scores ranged from a low of 58.22 (an outlier, the next lowest score was 66.48) to a high of 80.66.

These proposals and their corresponding scores are listed in Attachment A.

Workforce Connections PY 2015 Proposals

Organization	Demonstrated Ability (30%)	Program Narrative (50%)	Fiscal Narrative /Budget (20%)	% Score*
ADW OSAS - South				
HELP of SOUTHERN NEVADA	25.50%	40.79%	14.38%	80.66%
SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY	24.31%	38.02%	15.00%	77.33%
ADW OSAS - North				
NEVADA PARTNERS INC.	25.06%	39.09%	15.00%	79.16%
GOODWILL OF SOUTHERN NEVADA	23.50%	37.77%	16.25%	77.52%
LAS VEGAS URBAN LEAGUE	25.88%	38.47%	12.50%	76.85%
FOUNDATION FOR AN INDEPENDENT TOMORROW	24.69%	36.55%	15.00%	76.23%
SALVATION ARMY	24.38%	33.56%	14.38%	72.31%

ADW OSAS - South Proposal Summary

HELP of SOUTHERN NEVADA

HELP of Southern Nevada (HELP) has provided a combination of social, employment and training services for the past 24 years, including Displaced Homemaker programming and WIA Youth programming in partnership with Workforce Connections for the last 7 years. Highlights from their proposal include:

- HELP will align with the One Stop delivery system as an Affiliate site, bringing together partners under one roof to provide an array of services needed by today's up and coming workforce and the employer community. HELP will offer free space to many partners who co-locate in the Affiliate site.
- HELP will include 2 satellite office with computer labs and virtual learning opportunities in Sandy Valley and Searchlight to provide recruitment and outreach and needed services in these rural areas.
- HELP will provide a career pathway approach in their program that connects progressive levels of education, training, stackable credentials and support services.
- HELP will link workers to employment utilizing over 200 employer partners and supporting programming such as job clubs, employer support meetings, work experiences and on-site interview opportunities.

ADW OSAS - North Proposal Summary

NEVADA PARTNERS INC

Nevada Partners Inc. (NPI) has provided WIA youth services for 23 years and has a history of providing high quality youth programming. NPI has also administered over \$27,794,348 of WIA programming to date.

Highlights from their proposal include:

- NPI will align with the One Stop delivery system as an Affiliate site, bringing together partners under one roof to provide an array of services needed by today's up and coming workforce and the employer community, including veterans and vocational rehabilitation services through DETR, Adult Education and the Citizenship Project.
- NPI maintains an extensive network of partnerships to ensure participants are afforded a comprehensive array of services, including 64 organizations and nearly 1,000 employers.
- NPI utilizes a wide-ranging outreach plan that includes formal referral partnerships, a recruitment calendar for regular outreach, orientations in 7 community locations, leveraging its extensive network of community partners and partnering with Workforce Connections and DETR events and services.
- NPI will offer programming that is both a human strategy, addressing the issues of the individual workers, but also focusing on the demand side of workforce development to enhance our regions' economic stability.

Agenda item 9. DISCUSSION AND POSSIBLE ACTION:

Ratify Workforce Connections' ADW contract with Goodwill of Southern Nevada to deliver career and training services to adults with disabilities in an amount not to exceed \$600,000 for the contract period July 1, 2015 through June 30, 2016 with an option to renew annually for an additional three years based on performance and available funding

Workforce Connections PY 2015 Proposals

Organization	Demonstrated Ability (30%)	Program Narrative (50%)	Fiscal Narrative /Budget (20%)	% Score*
Adults with Disabilities				
GOODWILL OF SOUTHERN NEVADA	24.13%	39.34%	16.25%	79.72%
EASTER SEALS	24.75%	36.42%	15.00%	76.17%
NEVADA PARTNERS INC.	23.50%	33.46%	15.00%	71.96%

Adults with Disabilities Proposal Summary

GOODWILL OF SOUTHERN NEVADA

Goodwill of Southern Nevada (Goodwill) has been providing employment and training services to Adults and Dislocated Workers as a Workforce Connections WIA Program service provider since 2009. Goodwill has been a seated partner in the One Stop Career Center since 2013, and created a dedicated Veteran Integration Program in 2012. Highlights from their proposal include:

- Goodwill will provide wrap-around services in-house or brokered through community partners. Partners include BVR, VA, Desert Regional Center, housing providers, mental health counseling and food/public assistance.
- Goodwill will equip job seekers with marketable skills by incorporating programming that 1) aligns with labor market trends, 2) engages employers, 3) deploys earn-while-you-learn strategies, and 4) builds career pathways.
- Goodwill will offer a menu of 15 different work readiness workshops along with Job Coaches, to ensure successful entry and adjustment to the competitive workplace.
- Goodwill will utilize extensive outreach methods to recruit participants, including ongoing referrals from the Disability community (BVR, DRC, VA, CCSD Transition Specialists, Disability Resource Centers at UNLV & CSN, SNAMHS and R.A.G.E), Disability Awareness events and fairs, Veteran Stand Down, Project Homeless Connect, social media and in-store campaigns.

Agenda item 10. DISCUSSION AND POSSIBLE ACTION:

 Ratify Workforce Connections' ADW contract with Foundation for an Independent Tomorrow to deliver career and training services to Post-release Re-entry Adults in an amount not to exceed \$600,000 for the contract period July 1, 2015 through June 30, 2016 with an option to renew annually for an additional three years based on performance and available funding

Workforce Connections PY 2015 Proposals

Organization	Demonstrated Ability (30%)	Program Narrative (50%)	Fiscal Narrative /Budget (20%)	% Score*
Adult Re-Entry Post Release				
FOUNDATION FOR AN INDEPENDENT TOMORROW	24.81%	35.67%	15.00%	75.48%
THE MOVE PROJECT	24.38%	32.48%	13.75%	70.60%
LAS VEGAS URBAN LEAGUE	24.94%	29.05%	12.50%	66.48%

ADW Re-Entry Post Release Proposal Summary

FOUNDATION FOR AN INDEPENDENT TOMORROW

The Foundation for an Independent Tomorrow (FIT) has been providing employment and training services to Adults and Dislocated Workers for 18 years, including the last 7 as a Workforce Connections WIA Program service provider. FIT developed specialized programming to serve Re-Entry clients in 2012. Highlights from their proposal include:

- FIT will provide integrated and individualized case management along with bundled services to address every employment barrier.
- FIT has identified 5 local career pathways, which will lead to employment for Re-Entry clients in the following sectors: maintenance, information technology, culinary arts, transportation and logistics (including warehouse and distribution).
- FIT's program model is a collaborative effort and ensures wrap-around services through the Nevada Department of Corrections, specialty courts, mental health services, substance abuse centers, social service agencies, legal aide services and veterans' organizations.
- FIT will utilize best practices including motivational interviewing and self-determination theory to develop employment plans that will create a roadmap to success and motivate participants to meet their own milestones.

Agenda item 11. DISCUSSION AND POSSIBLE ACTION:

Ratify Workforce Connections' ADW contract with Arbor E&T dba ResCare Workforce Services as a One-Stop Center Operator in an amount not to exceed \$2,450,000 for the contract period July 1, 2015 through June 30, 2016 with an option to renew annually for an additional three years based on performance and available funding

Workforce Connections PY 2015 Proposals

Organization	Demonstrated Ability (30%)	Program Narrative (25%)	Innovative Strategies (15%)	Fiscal Narrative /Budget (30%)	% Score*
ARBOR E&T, LLC d/b/a RESCARE WORKFORCE SERVICES	27.00%	20.13%	11.25%	21.88%	80.25%
ERISS CORPORATION	22.13%	18.13%	9.38%	16.88%	66.50%

One Stop Career Center Proposal Summary

ARBOR E&T, LLC d/b/a RESCARE WORKFORCE SERVICES

Arbor E&T, LLC dba as ResCare Workforce Services (RWS) currently operates federally-funded workforce development programs in 76 projects at over 330 locations in 26 states and the District of Columbia.

They have operated One-Stop Centers since 1998 and currently operate 35 One-Stops in 12 states.

Highlights from their proposal include:

- RWS will recruit, engage, and train local leadership to operate local programs and fully partners with the business community and give preferential interviews to incumbent employees at the One-Stop Career Center.
- RWS will implement the ResCare Academy, a web-based learning tool that offers a library of 4,000 vocational skills, job readiness, motivational and Adult Basic Education/GED courses.
- RWS has extensive experience in facilitating Resource Sharing Agreements under WIA legislation and ensuring that all partners' program costs and contributions are adequately documented.
- RWS strongly believes in the "No Wrong Door" delivery system and will work to ensure that principle is applied as WC's One-Stop operator. Regardless of the "door" through which a job seeker enters, their staff, systems, partnerships, and procedures allow RWS to directly provide services or easily refer individuals to other partner agencies.



For nearly four decades, **Res-Care, Inc.** has assisted others to reach their highest level of independence. We are dedicated and caring people who form a company providing excellent human services that enhance the lives of individuals. With efficiency and effectiveness, we strive to provide the highest measurable quality supports for the people and organizations we serve, our employees, our shareholders, and our communities. We serve with skill. We serve with compassion. We serve with **RESpect** and **CARE**. We are **ResCare**.

Our organization is comprised of five lines of business:

HomeCare provides personalized home care services to people of all ages, physical conditions, and cognitive abilities. We offer quality in-home senior care, including professional nursing, personal care, Alzheimer's/dementia care, homemaking, companionship, respite, and many other home health services. We help those recovering from illness, injury, or surgery; living with a chronic disability; or dealing with the natural process of aging.

Residential Services provides support to adults and children that need assistance with daily living. Whether we are serving an adult with developmental, cognitive, and intellectual disabilities or a child who needs a home, we help people reach their highest level of independence.

Education and Training Services supports many young adults and children through job training and educational services. We provide life-changing programs to help young people succeed in school, obtain meaningful and gainful employment, and become productive members of their community. From being one of the largest Job Corps operators in the United States to managing schools in various states, ResCare offers each individual a chance at success and a self-sufficient lifestyle.

Pharmacy Services: Pharmacy Alternatives is a limited, closed-door pharmacy focused on serving individuals with cognitive, intellectual, and developmental disabilities who are receiving support and services from ResCare or other private providers.

ResCare Workforce Services is the nation's leading workforce service provider with more than 46 years of experience in successfully matching job seekers with the needs of business. With more than 330 locations in 25 states (we look forward to welcoming Nevada as our 26th state), our national footprint has allowed us to build an expansive staff of nearly 2,100 workforce

experts who use the industry's best practices to help reduce poverty, crime, and unemployment/underemployment in the communities they service.



We are a national company with a local focus. We customize workforce solutions to suit the unique needs in the communities we serve. This allows us to assist approximately 150,000 job seekers each month on average and thousands of businesses annually. We work to recruit workforce professionals from the local market. We excel in reaching out to local businesses and community-based organizations to form partnerships that strengthen the operations we service, expand employment opportunities, enhance our knowledge of workforce needs in the community, and create talent pipelines to fill the employment needs of businesses.

In 2014, ResCare Workforce Services had annual revenues of \$169 million. Our parent company Res-Care, Inc. had annual revenues of \$1.7 billion for the same period. These financial resources provide ResCare and ResCare Workforce Services with the capability to invest in its people, systems, and processes to ensure that we meet or exceed our commitments under programs we operate.

Agenda item 12. DISCUSSION AND POSSIBLE ACTION:

 Ratify Workforce Connections' Youth contracts with the following agencies in the amounts listed for the contract period July 1, 2015 through June 30, 2016 with an option to renew annually for an additional three years based on performance and available funding:

- a. Nevada Partners, Inc. - One-Stop Affiliate Site North\$800,000
- b. Southern Nevada Regional Housing Authority - One-Stop Affiliate Site East\$800,000
- c. HELP of Southern Nevada - Youth Dropout Recovery.....\$500,000



To: Ardell Galbreth, Executive Director, Workforce Connections
From: Vinz Koller, Kristin Wolff, Andrew Wiegand, Social Policy Research Associates
Date: May 6, 2015
Subject: Summary of Methodology and Results of the 2015 Request For Proposal Scoring Process

SPR Background and Qualifications

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Approach

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The SPR Team

SPR assembled a team of seven: it consisted of SPR's two most experienced procurement experts to assist in the analysis of the procurement process and to lead the development of the scoring methodology. These experts were joined by the director of research who served as specialist on scoring and ranking methods. The team also included four research associates and assistants who served as primary scorers, all well versed in SPR's methodology and knowledgeable about the workforce development system.

Reviewing Existing Materials and Current Effective Practices

SPR reviewed WC past scoring rubrics and tools, together with all 2015 requests for proposals (RFPs):

- Adults and Dislocated Workers One-Stop Affiliate Site Services
- Adults with Disabilities Services
- Adult Re-Entry Post-Release Services
- Youth One-Stop Affiliate Site Services
- Youth Dropout Recovery Services
- One-Stop Operator Services

For comparison purposes, SPR also reviewed recently completed procurement processes involving comparable services by ten government agencies and major foundations, and reviewed several academic papers on effective practices in procurement and scoring methodologies.

Developing the Scoring Rubric

SPR prepared six scoring rubrics – one for each of the RFP types for which services were requested. Each rubric comprised three main sections corresponding to those contained in the RFPs: Demonstrated Performance, Program Narrative, and Fiscal Narrative/Budget. Each section of the rubrics included subsections similar in concept, but specific to the corresponding RFP. (The One-Stop System Operator RFP and rubric contained four sections but was otherwise similar).

SPR then developed indicators for each subsection of each type of RFP – again, similar in concept but specific to the corresponding RFP. The number of indicators ranged from 24-29. Each indicator was scored on a 4-point scale using the following scoring guide:

4 = Exceeds criteria. Proposal also offers insight, capacity, observations, or ideas beyond what was expected.

3 = Criteria is fully met: Response meets all requirements in the RFP.

2 = Criteria is partially met.

1 = Criteria is not met.

SPR employed this universal four-point scale for the following reasons:

- Universal scoring tends to be simpler for scorers to understand and therefore less prone to error than a mix of scales on a single score sheet.
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In addition, because the definitions of each numerical score were strictly related to meeting the criteria in the RFP, they discourage the use of more subjective interpretations as a qualitative definition (such as “excellent”) might do.

Training the Team

After senior researchers successfully blind-tested the scoring rubrics on one proposal from each of the six categories, all scorers were trained on how to use them. During the training, SPR reviewed the scoring rubrics and the scoring sheet, and scored hypothetical responses to insure that scorers were interpreting them similarly. When team members had questions, the questions and responses were shared with all team members to insure scorer consistency – also known as inter-rater reliability.

Rating Proposals

Workforce Connections conducted an initial RFP compliance screen of all submitted proposals, eliminating those that were incomplete. Twenty-six proposals passed this screen and were submitted to SPR. As noted, each proposal contained three main sections: Demonstrated Ability (which included the Funder Evaluation Form), Program Narrative, and Fiscal Narrative/Budget.

Section on Demonstrated Ability and Program Narrative

The first two sections of each proposal were read fully by three members of the team and scored by two. The two scores were averaged to determine the final score. In only one case did scores diverge by more than one point in any one section, for a total score that diverged more substantially. In this case, both scores were eliminated and two different members of the team

scored the proposals independently again. They arrived at scores that were consistent with each other. These scores were averaged, and entered as the total. Even in this instance, the re-scoring did not change the status of the total score.

Funder Evaluation Form

As a part of the response package, bidders were required to secure a prior funder to complete for them a Funder Evaluation Form. Bidders who were prior contractors with Workforce Connections were evaluated by them. Otherwise, a funder of the bidder's choosing completed the form. The form assessed the performance of the bidder in ten areas, using a four-point scale, for a maximum total of 40 points. These points comprised 20% of the total score for bidders who had contracted with Workforce Connections before and 15% of the total score for bidders who would be first-time contractors.

Section on Fiscal Narrative/Budget

The Fiscal Narrative and Budget were scored separately from the narrative proposals by the two senior members of the team with experience in workforce procurement and in budgeting for workforce services. They were scored on four indicators with a focus on compliance – the degree to which bidders provided precisely the information requested in the narrative, and in the summary budget and expense categories affiliated with the budget and RFP. They were scored using the same four-point scale described above.

Proposals in Response to the One-Stop Operator RFP

The two One-Stop Operator proposals were rated independently by two senior team members with experience in One-Stop systems operations. In each case, the two sets of scores – which were very similar – were averaged for a final score.

Quality Control

As noted, each proposal was read in its entirety by three team members and scored by two, with a high degree of consistency in scoring.

Results

Of the 26 proposals submitted, 15 met the qualifications to be considered for a contract award (75 out of 100 points, as noted in the RFPs). All of the RFPs for which responses were submitted (no proposals were submitted in response to the Youth One-Stop Affiliate Site Southwest RFP) generated at least one qualifying proposal. The scores ranged from a low of 58.22 (an outlier, the next lowest score was 66.48) to a high of 80.66.

These proposals and their corresponding scores are listed in Attachment A.

Workforce Connections PY 2015 Proposals

Organization	Demonstrated Ability (30%)	Program Narrative (50%)	Fiscal Narrative /Budget (20%)	% Score*
Youth OSAS - Southwest				
NO SUBMISSION				
Youth OSAS - North				
NEVADA PARTNERS INC.	25.25%	36.03%	15.00%	76.28%
YOUTH ADVOCATE PROGRAM	21.50%	33.18%	15.00%	69.68%
NEVADA COMMUNITY ASSOCIATION	19.13%	36.28%	13.13%	68.53%
Youth OSAS - East				
SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY	24.50%	39.19%	15.00%	78.69%
HELP OF SOUTHERN NEVADA	24.25%	37.74%	14.38%	76.36%
Youth Drop Out Recovery				
HELP OF SOUTHERN NEVADA	24.25%	40.09%	14.38%	78.72%
NEVADA PARTNERS INC.	25.25%	36.34%	15.00%	76.59%
NEVADA COMMUNITY ASSOCIATION	21.00%	36.28%	13.13%	70.41%
YOUTH ADVOCATE PROGRAM	21.75%	33.18%	15.00%	69.93%
BRIDGE COUNSELING ASSOCIATION	18.50%	36.40%	14.38%	69.27%
SOUTHERN NEVADA CHILDREN FIRST	7.50%	35.72%	15.00%	58.22%

Youth OSAS – North

NEVADA PARTNERS, INC. (NPI)

NPI has provided WIA youth services for 23 years and has a history of providing high quality youth programming. NPI has also administered over \$27,794,348 of WIA programming to date. Some of their proposal highlights include:

- NPI proposes to provide intensive case management, college and career planning, wrap-around services, job placement assistance, occupational skills training, housing services, GED prep classes, ESL classes, tax preparation classes, free mental health services and pre-apprenticeship training will be offered at their campus.
- NPI will offer leadership classes that consist of a battery of life skills and employability classes. Life skills classes are designed to create and maintain physical, mental and emotional health. Civic engagement opportunities will also be provided to provide youth an opportunity to give back to their community.
- NPI proposes that all training and work-based activities will be STEM oriented while meeting the demands of the Governor's Sector Initiatives. Youth will be directly exposed to programming and training elements throughout the nine sectors identified.
- NPI's staffing plan includes a program director with 15-plus years of technical, education, and program design experience with 5 years of WIA program experience. Three case managers also have 5-plus years of WIA case management experience.

Youth OSAS – East

SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY (SNRHA)

In 2011, SNRHA developed its own Summer Youth Training and Employment program for its resident youth and was first sub-contracted to provide case management and other WIA services to youth participants in Program Year 2012. Some of their proposal highlights include:

- SNRHA has experience working with both in-school youth and out-of-school youth, as well as incarcerated youth, which has led to educational gains, post-secondary enrollments and employment for youth.
- SNRHA proposes that upon enrollment youth will be provided with educational opportunities, job search assistance, job readiness workshops, Dress for Success, financial literacy, and mentoring.
- SNRHA will partner with Outdoor Unity to offer STEM classes. Outdoor Unity will have participants assemble solar powered helicopters and other devices that can be reassembled to expose participants to STEM careers.
- SNRHA will offer training certifications over the nine industry sectors identified in the Governor's Economic Development Plan.

Youth Drop Out Recovery

HELP OF SOUTHERN NEVADA (HELP)

Over the past seven years HELP has achieved success working with homeless and at-risk youth by developing an all-inclusive approach that encompasses academic, social and career-related needs. Some of their proposal highlights include:

- HELP has provided wrap-around services by linking community partners to ensure a comprehensive delivery system for over 24 years. HELP works with approximately 200 employers and has linked skills youth to employment opportunities.
- HELP works closely with College of Southern Nevada (CSN) and Clark County School District (CCSD) to assist youth needing assistance with obtaining high school diplomas or HiSet certification.
- HELP proposes that youth participants will serve as peer advisors and will also be matched with adult professional participants from the community which will encourage positive adult relationships. Youth participants will also assist in program design and modification.
- HELP will provide a career pathway approach to provide a participant-focused education/training that is consistent with the participant's needs. Work experience and on-the-job training opportunities will be provided by employers along STEM career pathways.

Agenda item 13. INFORMATION:

WISS Monitoring Report



May 11, 2015

Grant Nielson
Chief, Workforce Investment Support Services
300 West Third St.
Carson City, NV 89703

RE: Workforce Investment Support Services Compliance Assurance Report

Dear Mr. Nielson:

Thank you to you and your compliance assurance team for the thorough review of Workforce Connections' oversight in support of our Workforce Investment Acts Title IB programs. The following are Workforce Connections' responses to the findings identified by your team during the on-site reviews conducted November 17, 2014 to December 13, 2014:

Repeat Finding #1: Workforce Connections – problems continue with the NVTrac/NJCOS interface. High error rates continue to be identified in low income determination for youth, dislocation dates, and documentation of literacy/numeracy gains.

Corrective Action #1: This issue is a repeat finding from last year. As earlier stated USDOL has informed DETR that continued occurrence may result in sanctioning at both the state and board level. WC must provide and adhere to a corrective action plan that will address this issue. Because this issue is now being addressed under separate cover pursuant to the DOL findings letter, this is just referenced for historical purposes.

WORKFORCE CONNECTIONS' RESPONSE: *WC is committed to reducing data differences between NVTrac and NJCOS. WC will continue to conduct a quarterly analysis to ensure that any data problems are mitigated and WC will conduct a regular informal analysis as well. What is referred to as the error rate is a measure of difference of data fields between the MIS system Workforce Connections (NVTrac) is using and the MIS system DETR (NJCOS) is using. There are several factors related to this finding that cause the data between the two systems to be different. For example "Low Income Determination" is not used in NJCOS and Workforce Connections has not received guidance or a policy on the collection and sharing of this data. Another example is "Dislocation Dates" DETR has informed WC that the snapshot in NJCOS seems to have an internal software problem and does not capture the date consistently. Lastly, what is referred to as a high error rate for Literacy Numeracy. Based on the*



most recent Literacy Numeracy reporting period (PY14), there are currently 17 differences in the reporting out of 498 participants which equates to an overall error rate of 3.4% (much smaller if we were able to actually count the number of transactions such as tests, flags flipped, school status, etc.)

As noted in WC's response to DOL dated 3/20/2015, Workforce Connections, Nevadaworks and DETR remain committed to implementing a new integrated statewide system, thereby eliminating the dual-platform system of NVTrac and NJCOS which will eliminate the differences mentioned in this finding. Also WC remains committed to the agreed on corrective action from the "Response to WC corrective action responses" dated 4/25/2014. As such DETR and WC will continue to closely monitor and correct system errors. In addition WC continues to provide DETR with weekly updates on the status of the differences between the systems.

Repeat Finding #2: This issue is a repeat finding from last year. As earlier stated USDOL has informed DETR that continued occurrence may result in sanctioning at both the state and board level. As originally communicated in the 2013 monitoring DETR believes the Memorandums of Understanding (MOU) issued to Las Vegas Clark County Urban League and Academy of Human Development are an apparent violation of State Compliance Policy (SCP) 3.9 and are ineligible program costs.

Corrective Action #2: The issue is a repeat finding from last year. DETR submitted this item to DOL for their review and comment. On March 01, 2015, DOL indicated specific citations in support of the finding that there is an apparent violation of State Compliance Policy (SCP) 3.9 and may be ineligible costs.

The citations are as follows:

- 2 CFR 200.317 – General paragraph on procurement standards
- 200.319 (a) – Competition
- 200.319 (b)(1) – discussion on the clarity of services to be solicited
- 200.320 (f)(1-4) – discussion on non-competitive procurement requirements
- 200.326 – Contract provisions
- Appendix II list of contracts provisions not limited to Uniform Guidance they must also include the WIA specific clauses, conditions and prohibitions

Under 29 CFR Part 97.36, concerns with Eligibility, Performance Accountability, and issues with contract clauses and conditions exist under sections 134 and 136 of the WIA. DOL suggested that the State of Nevada DETR might want to consider an "Incident Report" for non-compliance.

According to a fiscal report from Workforce Connections provided 2/19/15 to the State of Nevada DETR, \$355,565.37 were expended. **These costs are ineligible and must be repaid from non WIA funds.**

WORKFORCE CONNECTIONS' RESPONSE: *Please note that corrective action relating to both the Las Vegas – Clark County Urban League and the Academy of*



Human Development Memoranda of Understanding (MOUs) was completed last year when first recognized. The related MOUs and contracts were rescinded. Also note that to ensure sanctions are avoided, prior to awarding sole source contracts, it is Workforce Connections' practice and policy to secure approval from the State of Nevada, i.e., the Department of Employment, Training and Rehabilitation (DETR).

Finding #3: During the 2013 monitoring an observation was made concerning job order processing that job orders taken by WC Business Services staff and employment information from hiring events was being kept in paper form and not entered into the NJCOS system and it was requested that all job orders and hiring events be listed in NJCOS. WC has improved procedures in this area however there appears to be issues relating to closing dates, information on job requirements, and duplication of job orders. Additionally USDOL has informed DETR that continued occurrence may result in sanctioning at both the state and board level.

Corrective Action #3: Pursuant to WIA Section 112(b); 20 CFR 662.240; CFR 252.210; and Wagner-Peyser Act Section 7 Workforce Connections must ensure that if the local area is maintaining a separate job bank (paper job orders), all jobs must be included in the State's labor exchange system. Please provide a written action plan that includes timeframes for when this will be accomplished. DETR acknowledges that WC has stated that they will place all closed job order information into the system at this time, however that does not comply with this entire requirement.

WORKFORCE CONNECTIONS' RESPONSE: *In an effort to be a good partner, all job orders are currently being recorded into the NJCOS as closed job orders. However, the citations that support Finding #3 regarding Workforce Connections' Business Engagement staff do not provide any information or direction relating to this finding.*

The Act states the following:

- ***Section 112 (b) outlines the required contents of the State plan.***
- ***20 CFR 662.240 outlines core services applicable to any One-Stop partner program.***
- ***CFR 252.210 appears to be related to Social Security benefits.***
- ***Wagner-Peyser Act Section 7 describes that ninety percent of sums allotted to each State must be used for specific purposes.***

Please assist us in addressing your concerns as the noted citations do not appear to support the finding.

Finding #4: Client files from several providers were missing required documentation.

Corrective Action #4: WC should instruct providers to place necessary items in client files and provide documentation to WISS that each has been completed:



Nevada Partners Inc.- Three clients enrolled in WEX did not have documentation (time sheets contracts) in files (NV001889907, NV001912225, NV001897370). One client (NV002013414) did not have adequate documentation of eligibility to work in the US (Mexican consular card, social security card with DHS overprint). The social security in file indicates valid for work only with INS authorization, no INS authorization found in file. DW dislocation dates not located in file for the following records: NV001916910, NV001921175, NV001282120, NV001943603, NV000877189, and NV001906654.

Goodwill Industries- Three client files did not contain training certificates. (NV001856010, NV001902906, NV001968074, all with LVPITA), one file was missing the DD-214 (NV001952192). DW dislocation dates not located in file for the following records: NV001707171, NV001923021, and NV001055911.

Nevada Hospital Association- TANF eligibility was not documented for one client (NV000615875).

GNJ Family Life Center- One file did not contain selective service information (NV001716421), two files were missing training certificates (NV001962861, NV001960438), one file did not contain OJT progress reports (NV001970672), one file did not contain the EE/EO certificate (NV001825069). DW dislocation dates not locate in file for the following records: NV001453354, NV001946693, NV001435624, NV000816230, NV000896107, NV000328858, and NV001624545.

LC Community Foundations- For closed client files reviewed at the WC offices training completion was not documented for three clients (NV001644033, NV002026346, NV001461627), GED was not recorded in NJCOS for one client (NV001229721), no HS diploma was documented in one client file (NV002018718).

Lincoln County- Public assistance food stamps was not documented for two clients (NV000336937, NV001981039).

Youth Advocate Programs- Two client files did not fully document the WEX (NV002083585, NV002053581). One file did not contain documentation of occupational skills training (NV002053595).

Bridge Counseling- DW dislocation dates not located in file for the following records: NV002037353, NV000938654, NV001931773, NV001199035, NV001903443, NV001455260, and NV000421626.

Southern Nevada Regional Housing Authority- DW dislocation dates not located in file for the following records: NV001405297, NV001359206, NV001640594, and NV000630453.

Nye County- DW dislocation dates not located in file for the following records: NV001675483, NV001847075, NV000783354, NV001296857, and NV001934637.

WORKFORCE CONNECTIONS' RESPONSE: Attached to this response please find requested documentation that providers have placed in files:

- ***NV001889907 (Nevada Partners) – WEX Contract and timesheets***
- ***NV001912225 (Nevada Partners) – WEX Contract and timesheets***
- ***NV001897370 (Nevada Partners) – WEX Contract and timesheets***
- ***NV002013414 (Nevada Partners) – Employment Authorization documentation***
- ***NV001707171 (Goodwill) – Dislocation date***



- **NV001952192 (Goodwill) – DD-214**
- **NV001968074 (Goodwill) – Certificate of Completion, Occupational Skills**
- **NV001856010 (Goodwill) – Certificate of Completion, Occupational Skills**
- **NV001716421 (GNJ) – Selective Service documentation**
- **NV001962861 (GNJ) – Certificate of Completion, Occupational Skills**
- **NV001960438 (GNJ) – Certificate of Completion, Occupational Skills**
- **NV001825069 (GNJ) – EE/EO Form**
- **NV001461627 (LCCCF) – Documentation of OJT Completion**
- **NV002026346 (LCCCF) – Certificate of Completion, Occupational Skills**
- **NV000336937 (Lincoln) – Food Stamp documentation**
- **NV001981039 (Lincoln) – Food Stamp documentation**
- **NV001359206 (SNRHA) – Dislocation date**
- **NV001640594 (SNRHA) – Dislocation date**
- **NV000630453 (SNRHA) – Dislocation date**
- **NV001405297 (SNRHA) – Dislocation date**
- **NV001675483 (NYE CC) – Dislocation date**

Attached to this response please find documentation the provider has placed in files. Please note that while neither file has a completed agreement using WC standard forms, Youth Advocate Programs (YAP) was able to provide the necessary source documentation, as well as proof the service was allowable and satisfactorily completed.

- **NV002053581 (YAP) – WEX Documentation**
- **NV002053595 (YAP) – Occupational Skills documentation**

Workforce Connections is also correcting the online record of the following case files to match the validation provided:

- **NV001707171 (Goodwill) – Source documentation placed in file and online record has been updated.**
- **NV000615875 (NHA) – System issue prevented deletion by Case Manager during registration and review process. File accurately represents client's situation. Online record will be updated.**

Please note that after further review, the following OSOS Identification Numbers did not tie back to the provider, or a WIA enrollment:

- **NV001902906 (Goodwill)**
- **NV002083585 (Youth Advocate Programs)**

Back-up has also been provided with this response to support our review.



Please note the following:

- **NV002018718 (LCCCF) – The online record and case file do not indicate the participant has yet obtained their HS Diploma, therefore there is no need to document the HS Diploma.**
- **NV001229721 (LCCCF) – The case notes for this record indicate the participant did not obtain their GED, nor was the service provided through the WIA program, therefore there is no need to document the GED.**
- **NV001644033 (LCCCF) – The online record and case file indicate the client did not attend training. The Case Manager inadvertently entered the service as not completed instead of cancelled.**

WC implemented a new standard form that is required for all Dislocated Workers enrolled by WIA service providers, ensuring that the dislocation date is provided and appropriate data element validation is universally collected. Providers have and will continue to make every effort to collect outstanding validation of dislocation dates.

As indicated, we thank you and your monitoring team for the thorough compliance review and we will gladly implement any suggestions, recommendations or corrective action measures to help make our employment and training programs better. If you have any questions regarding our responses to the noted findings, please contact me at (702) 638-8750. Your assistance is most appreciated.

Respectfully,



Ardell Galbreth
Executive Director

Enclosures 3: 1. Workforce Connections' service provider documentation, itemized in Finding 4 (89 pages)
2. OSOS documentation of non-WIA participants, itemized in Finding 4 (4 pages)
3. Workforce Connections email with form to service providers, dtd January 7, 2015, Sbj: Unlikely to Return Form Revised.

cc: Heather DeSart, Deputy Executive Director, Workforce Connections
Don Soderberg, Director, DETR
Dennis Perea, Deputy Director, DETR
Rence L. Olson, Administrator, DETR/ESD
Lynda Parven, Deputy Administrator, DETR/ESD
Commissioner Lawrence Weekly, Chair, LEO
Valerie Murzl, Chair, Workforce Connections Board

Agenda item 14. DISCUSSION AND POSSIBLE ACTION:

Ratify Workforce Connections' Audit Services contract with Piercy Bowler Taylor & Kern in an amount not to exceed \$80,000 with a contract term June 1, 2015 through June 30, 2016 with an option to renew annually for an additional three years based on performance and funding availability

Agenda item 15. DISCUSSION AND POSSIBLE ACTION:

Review, discuss, accept and approve reports

- b. PY2015 WIA Formula Budget July 1, 2015 through June 30, 2016
- c. Budget vs. Actual Finance Report for the period July 1, 2014 through June 30, 2015 (Formula WIA)
- d. Awards & Expenditures Report - Monthly Update
- e. 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. PY2015 WIA Formula Budget July 1, 2015 through June 30, 2016

**WORKFORCE CONNECTIONS
PY2015 WIA Formula Budget
July 1, 2015 - June 30, 2016
(Tentative Budget - April 1, 2015)**

Revenue by Funding Stream	Approved Budget PY2014	Proposed Budget PY2015	\$ Change	Available for LWIB Operations		Community Resource Allocations	TOTAL
				10% Admin	15% Program		
PY2014 Adult	4,135,939	4,300,000	164,061	430,000	645,000	3,225,000	4,300,000
PY2014 Dislocated Worker	1,772,125	1,000,000	(772,125)	100,000	150,000	750,000	1,000,000
PY2014 Youth	3,989,850	3,000,000	(989,850)	300,000	450,000	2,250,000	3,000,000
PY2015 Adult	9,663,005	7,325,009	(2,337,996)	732,501	1,098,751	5,493,757	7,325,009
PY2015 Dislocated Worker	3,806,078	4,415,906	609,828	441,591	662,386	3,311,929	4,415,906
PY2015 Youth	5,927,060	5,973,728	46,668	597,373	896,059	4,480,296	5,973,728
Other Revenues (Program Income and Interest)	60,025	60,025	-		25	60,000	60,025
Total Revenue by Funding Stream	\$ 29,354,082	\$ 26,074,668	\$ (3,279,414)	\$ 2,601,465	\$ 3,902,221	\$ 19,570,982	\$ 26,074,668
			-11.2%	Subtotal Board Operations \$ 6,503,686			

Notes:

1. PY2015 Revenues include WIA funding in the total amount of \$17,714,643.
2. Carry forward funds have been estimated for PY2014 in the amount of \$8,300,000.
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 PY2015	\$ Change	One-Stop Centers	One-Stop System	Community Resource Allocations	TOTAL
Adult Services	10,215,417	8,748,757	(1,466,660)	707,000	1,456,827	6,584,930	8,748,757
Dislocated Worker Services	4,344,729	4,091,929	(252,800)	303,000	624,354	3,164,575	4,091,929
Youth Services	7,687,247	6,730,296	(956,951)		235,000	6,495,296	6,730,296
Subtotal Community Resource Allocations	\$ 22,247,393	\$ 19,570,982	\$ (2,676,411)	\$ 1,010,000	\$ 2,316,181	\$ 16,244,801	\$ 19,570,982

Board Operations	Approved Budget PY2014	Proposed Budget PY2015	\$ Change	Admin	Program	Total
Subtotal Operating Expenditures	7,106,689	6,503,686	(603,003)	1,740,546	4,763,140	6,503,686
Total Expenditures	\$ 29,354,082	\$ 26,074,668		\$ 1,740,546	\$ 4,763,140	
Fund Balance	\$ -	\$ -		\$ 860,919	\$ (860,919)	\$ -

NOTE: PY2014 funding period is available July 1, 2014 through June 30, 2016 (after two years, funds revert to the State for one additional year)
PY2015 funding period is available July 1, 2015 through June 30, 2017 (after two years, funds revert to the State for one additional year)

WORKFORCE CONNECTIONS
PY2015 WIA Formula Budget
July 1, 2015 - June 30, 2016
(Tentative Budget - April 1, 2015)

Board Operations	Authorized FTE	Actual FTE	Approved Budget PY2014	Proposed Budget PY2015	\$ Change	Admin	Program	Total
6500 Salaries	33.18	25.95	2,692,533	2,692,533	-	538,507	2,154,026	2,692,533
7000 Accounting and Auditing			270,000	270,000	-	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			87,000	87,000	-	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	135,500	85,500	33,875	101,625	135,500
7080 Admin Support Contracts			118,000	118,000	-	118,000	-	118,000
7085A Program Support Contracts			250,000	190,000	(60,000)	-	190,000	190,000
7085B Program Support Contracts - IT NVTrac/Web			135,000	195,000	60,000	-	195,000	195,000
7090 Non-Board Meetings and Outreach			43,000	43,000	-	10,750	32,250	43,000
7095 Board Meetings and Travel			25,000	25,000	-	-	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			547,375	158,872	(388,503)	39,718	119,154	158,872
8900 Strategic Initiative - 1st Qtr 2016			1,200,000	900,000	(300,000)	225,000	675,000	900,000
Subtotal Board Operations			7,106,689	6,503,686	(603,003)	1,740,546	4,763,140	6,503,686

**Workforce Connections
Program Year 2015
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 PY2015 allotted funds are in the amount of \$17,714,643. Funding is allocated among the three funding streams: Adult - \$7,325,009, Dislocated Worker - \$4,415,906, Youth - \$5,973,728.

Funding for PY2015 decreased by \$1,681,500 (8.67%), compared to the PY 2014 WIA allocation which was \$19,396,143.

Other anticipated funding includes estimated operating carry forward funds from PY2014 WIA allocation of \$8,300,000 and program income/interest at \$60,025.

Total budgeted revenues for PY2015 are \$26,074,668.

Expenditures – Community Resource Allocation:

In March 2015, WC published RFPs in the amount not to exceed: \$1,200,000 for the Adult & Dislocated Worker contracts for the Southern Las Vegas valley area, \$1,200,000 for the Northern Las Vegas valley area, \$600,000 for Adults with Disabilities, \$600,000 for Adult Re-entry with post release, \$3,000,000 for a One-Stop operator, \$600,000 for a Youth affiliate site in the Southwest Las Vegas valley area, \$800,000 for a Youth affiliate site in the Northern Las Vegas valley area, \$800,000 for a Youth affiliate site in the Eastern Las Vegas valley area and \$500,000 for the Youth Drop out Recovery initiative. New contracts for Adult & Dislocated Worker and Youth RFP's will begin July 1, 2015.

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 – Allocated costs for the A-133 audit as well as extended accounting, financial consulting, and technical support.

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 – Allocated costs for support systems such as data backup, T-1 computer lines, and web hosting for internal e-mail support.

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: \$135,500 – An increase of \$85,500** – Allocated costs for equipment or facility repairs and maintenance and security guard services. The increase is due to transferring the budget for the security guard contract from Program Support Contracts 7085A.
- 7080 Admin Support Contracts: \$118,000** – Allocated costs for administrative support agreements, HR consultant and temporary staffing with focus on administrative, fiscal, and personnel management.
- 7085A Program Support Contracts: \$190,000 – A decrease of \$60,000** – Allocated costs for program support training agreements. The decrease is mainly a result of moving the budget for the security guard contract to facilities maintenance 7075.
- 7085B Program Support Contracts – IT NVTrac and Web: \$195,000 – An increase of \$60,000** – Allocated costs for temporary staffing to support program and data support activities. The increase due to the procurement of scanning services for capturing all client files electronically based on record retention requirements.
- 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: \$1,058,872 – A decrease of \$688,503 – These funds are available to be allocated for future workforce initiatives approved by the Board. The decrease is due to the decrease in funding for PY15 and the decrease in carry over funding.

**WORKFORCE CONNECTIONS
PY2015 WIA Formula Budget
One Stop Center - Charleston
(Tentative Budget - April 1, 2015)**

One-StopCenter	Authorized FTE	Actual FTE	Approved Budget PY2014	Proposed Budget PY2015	\$ Change	Admin	Program	Total
6500 Salaries	3.90	3.90	267,361	224,407	(42,954)	6,732	217,675	224,407
7000 Accounting and Auditing			5,000	5,000	-	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	6,000	3,180		6,000	6,000
7035 Printing and Reproduction			4,500	4,500	-		4,500	4,500
7040 Office Supplies			22,500	22,500	-		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	30,000	16,200		30,000	30,000
7065 Telephone			2,700	2,700	-		2,700	2,700
7070 Facility Rent/Lease			65,160	146,000	80,840		146,000	146,000
7075 Facilities Repairs and Maintenance			15,082	100,025	84,943		100,025	100,025
7080 Admin Support Contracts			6,600	6,000	(600)	6,000	-	6,000
7085A Program Support Contracts			30,000	20,000	(10,000)		20,000	20,000
7085B 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	71,411	(13,766)		71,411	71,411
7125 Employer Payroll Taxes			8,021	6,057	(1,964)		6,057	6,057
7130/7135 Payroll Services and Bank Fees			950	950	-	950	-	950
7200 Equipment - Operating Leases			23,500	45,500	22,000		45,500	45,500
7215/8500 Capital - Equipment and Furniture			7,750	7,750	-		7,750	7,750
GASB Depreciation			85,000	140,000	55,000		140,000	140,000
8900 Strategic Initiative - WIA				125,000	125,000		125,000	125,000
Subtotal One-Stop Center			692,121	1,010,000	317,879	18,682	991,318	1,010,000

**Workforce Connections
Program Year 2015
WIA One-Stop Center Budget Narrative-Adjustment Requests**

- 6500 - Salaries: \$224,407 – A decrease of \$42,954 –** Allocated costs for administrative and program staff salaries. The decrease is due to fully moving the One-Stop manager to the System budget.
- 7000 - Accounting and Auditing: \$5,000 –** Allocated costs for the A-133 audit as well as extended accounting, financial consulting, and technical support.
- 7025 Dues and Subscriptions: \$1,000 –** 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 – An increase of \$3,180 –** Allocated costs for postage and mail delivery including such activities as routine postage, courier delivery service, and Federal Express delivery. The increase is due to the procurement of the One-Stop operator and the necessity of capturing all direct costs at the One-Stop Center.
- 7035 Printing and Reproduction: \$4,500 –** 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: \$22,500 –** Allocated costs for program support training agreements and security guard costs.
- 7045 Systems Communications: \$25,500 –** Allocated costs for support systems such as data backup, T-1 computer lines, and web hosting for internal e-mail support.
- 7050 Training and Seminars (Staff): \$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.
- 7055 Travel and Mileage (Staff): \$2,000 –** 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 – An increase of \$16,200 –** Allocated costs for utilities for the new location. Utilities are included in our current lease agreement. The increase is due to the procurement of the One-Stop operator and the necessity of capturing all direct costs at the One-Stop Center.
- 7065 Telephone: \$2,700 –** Allocated costs for all activities related to telephone services including local and long distance phone charges and wireless communication.

- 7070 Rent (Offices): \$146,000 – An increase of \$80,840** – Allocated costs for Workforce Connections’ office space for staff in support of the Board’s administrative and programmatic functions. The increase is due to the procurement of the One-Stop operator and the necessity of capturing all direct costs at the One-Stop Center.
- 7075 Facilities Maintenance: \$100,025 – An increase of \$84,943** – Allocated costs for equipment or facility repairs and maintenance. The increase is due to transferring the budget for the security guard contract from Program Support Contracts 7085A.
- 7080 Admin Support Contracts: \$6,000 – A decrease of \$600** – Allocated costs for administrative support agreements, HR consultant and temporary staffing with focus on administrative, fiscal, and personnel management.
- 7085A Program Support Contracts: \$20,000 – A decrease of \$10,000** – Allocated costs for program support training agreements and security guard costs. The decrease is mainly a result of moving the budget for the security guard contract to facilities maintenance 7075.
- 7090 Non-Board Meetings and Outreach: \$1,800** – Allocated costs for business and employer outreach initiatives to attract businesses and establish partnerships for workforce development and employer services.
- 7100 Insurance: \$12,900** – 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: \$71,411 – A decrease of \$13,766** – 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. The decrease is due to fully moving the One-Stop manager to the System budget.
- 7125 - Employer Payroll Taxes: \$6,057 – A decrease of \$1,964** – Allocated costs for employer payroll taxes which are calculated at 3% of total salaries. The decrease is due to fully moving the One-Stop manager to the System budget.
- 7130-7135 Bank/Payroll Services: \$950** – Allocated costs for various banking services which include wire transfers, ACH payments, and payroll services.
- 7200 Equipment – Operating Leases: \$45,500 – An increase of \$22,000** – 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 the procurement of the One-Stop operator and the necessity of capturing all direct costs at the One-Stop Center.
- 8500 Capital – Equipment and Furniture: \$7,750** – Allocated costs for equipment and furniture including computers, servers, and furniture for administrative and programmatic support staff.

WORKFORCE CONNECTIONS
PY2015 WIA Formula Budget
One Stop System
(Tentative Budget - April 1, 2015)

One-Stop System	Authorized FTE	Actual FTE	Approved Budget PY2014	Proposed Budget PY2015	\$ Change	Admin	Program	Total
6500 Salaries	10.13	8.38	655,204	698,158	42,954	20,945	677,213	698,158
7000 Accounting and Auditing			18,000	18,000	-	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)		-	-
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)		-	-
7065 Telephone			5,720	5,720	-		5,720	5,720
7070 Facility Rent/Lease			74,964	-	(74,964)		-	-
7075 Facilities Repairs and Maintenance			19,898	-	(19,898)		-	-
7080 Admin Support Contracts			16,400	17,000	600	17,000	-	17,000
7085A Program Support Contracts			124,000	59,500	(64,500)		59,500	59,500
7085B Program Contracts - IT NVTrac/Web			15,000	15,000	-		15,000	15,000
7085C Program Contracts - Workforce Dev. Academy			175,000	100,000	(75,000)		100,000	100,000
7090 Non-Board Meetings and Outreach			33,500	58,500	25,000		58,500	58,500
7095 Board Meetings and Travel			-	-	-		-	-
7100 Insurance			19,000	19,000	-		19,000	19,000
7100-7120 Employee Fringe Benefits			208,321	222,087	13,766		222,087	222,087
7125 Employer Payroll Taxes			19,656	21,620	1,964		21,620	21,620
7130-7135 Payroll Services and Bank Fees			1,500	1,500	-	1,500	-	1,500
7200 Equipment - Operating Leases			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 2016			172,400	325,000	152,600		325,000	325,000
Subtotal One-Stop System			2,343,039	2,316,181	(26,858)	87,445	2,228,736	2,316,181

**Workforce Connections
Program Year 2015
WIA One-Stop System Budget Narrative-Adjustment Requests**

- 6500 - Salaries: \$698,158 – An increase of \$42,954** – Allocated costs for administrative and program staff salaries. The increase is due to fully moving the One-Stop manager to the System budget.
- 7000 - Accounting and Auditing: \$18,000** – Allocated costs for the A-133 audit as well as extended accounting, financial consulting, and technical support.
- 7005 Legal Fees: \$30,000** – 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: \$1,000** – Allocated costs for legal publications including job postings, Request for Proposals notices, and controlled advertisements.
- 7020 Licenses and Permits: \$500** – Allocated costs for software licenses and permits associated with new computers or purchased upgrades for current software.
- 7025 Dues and Subscriptions: \$3,500** – 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: \$0 – A decrease of \$3,180** – Allocated costs for postage and mail delivery including such activities as routine postage, courier delivery service, and Federal Express delivery. The decrease is due to the procurement of the One-Stop operator and the necessity of capturing all direct costs at the One-Stop Center.
- 7035 Printing and Reproduction: \$4,500** – 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: \$10,000** – Allocated costs for program support training agreements and security guard costs.
- 7045 Systems Communications: \$11,310** – Allocated costs for support systems such as data backup, T-1 computer lines, and web hosting for internal e-mail support.
- 7050 Training and Seminars (Staff): \$9,756** – 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): \$18,480** – 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 \$0 – A decrease of \$16,200 –** Allocated costs for utilities for the new location. Utilities are included in our current lease agreement. The decrease is due to the procurement of the One-Stop operator and the necessity of capturing all direct costs at the One-Stop Center.
- 7065 Telephone: \$5,720 –** Allocated costs for all activities related to telephone services including local and long distance phone charges and wireless communication.
- 7070 Rent (Offices): \$0 – A decrease of \$74,964 –** Allocated costs for Workforce Connections' office space for staff in support of the Board's administrative and programmatic functions. The decrease is due to the procurement of the One-Stop operator and the necessity of capturing all direct costs at the One-Stop Center.
- 7075 Facilities Maintenance: \$0 – A decrease of \$19,898 –** Allocated costs for equipment or facility repairs and maintenance. The decrease is due to transferring the budget for the security guard contract from Program Support Contracts 7085A.
- 7080 Admin Support Contracts: \$17,000 – An increase of \$600 –** Allocated costs for administrative support agreements, HR consultant and temporary staffing with focus on administrative, fiscal, and personnel management.
- 7085A Program Support Contracts: \$59,500 – A decrease of \$64,500 –** Allocated costs for program support training agreements and security guard costs. The decrease is mainly a result of moving the budget for the security guard contract to facilities maintenance 7075 and the cancelling of the temporary navigator positions at the One-Stop Center location.
- 7085B Program Support Contracts – IT NVTrac and Web: \$15,000 –** Allocated costs for temporary staffing to support program and data support activities.
- 7085C Program Support Contracts – Workforce Dev. Academy: \$100,000 – A decrease of \$75,000 –** Allocated costs for temporary staffing to support program and data support activities. The decrease is based on actual expenditures for the WDA in the prior year.
- 7090 Non-Board Meetings and Outreach: \$58,500 – An increase of \$25,000 –** Allocated costs for business and employer outreach initiatives to attract businesses and establish partnerships for workforce development and employer services. The increase is due to the anticipated additional events and use of the mobile One-Stop at events in the upcoming year.
- 7100 Insurance: \$19,000 –** 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: \$222,087 – An increase of \$13,766 –** 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. The increase is due to fully moving the One-Stop manager to the System budget.

7125 - Employer Payroll Taxes: \$21,620 – An increase of \$1,964 – Allocated costs for employer payroll taxes which are calculated at 3% of total salaries. The increase is due to fully moving the One-Stop manager to the System budget.

7130-7135 Bank/Payroll Services: \$1,500 – Allocated costs for various banking services which include wire transfers, ACH payments, and payroll services.

7200 Equipment – Operating Leases: \$0 – A decrease of \$10,000 – Allocated costs for existing leases on copiers and postage meter equipment as well as any rental equipment needed in daily operations. The decrease is due to the procurement of the One-Stop operator and the necessity of capturing all direct costs at the One-Stop Center.

7500 Participant Training: \$614,000 – Contracts for training initiatives related to apprenticeship preparation, Workkeys, tutoring and Health GAP training.

8500 Capital – Equipment and Furniture, Tenant Improvements: \$52,050 – Allocated costs for equipment and furniture including computers, servers, and furniture for administrative and programmatic support staff.

b. Budget vs. Actual Finance Report for the period July 1, 2014 through June 30, 2015 (Formula WIA)

For the Period : July 1, 2014 through June 30, 2015

Administrative and Program Operating Budget

											% OF PROGRAM YEAR COMPLETED		
											75%		
Line Item Number	Budget				ACTUAL EXPENSES			0			% Expended from Budget		
	Operating Expenses	Admin	Program	Total	Admin	Program	Total	Admin	Program	Total	Admin	Program	Total
6500	Salaries	538,507	2,154,026	2,692,533	365,126	1,246,723	1,611,849	173,381	907,303	1,080,684	67.80%	57.88%	59.86%
7000	Accounting and Auditing	273,000	0	273,000	170,976	0	170,976	102,024	0	102,024	62.63%	0.00%	62.63%
7005	Legal Fees	70,000	0	70,000	7,095	0	7,095	62,905	0	62,905	10.14%	0.00%	10.14%
7010	Legal Publication Advertising	4,500	13,500	18,000	159	610	770	4,341	12,890	17,230	3.54%	4.52%	4.28%
7020	Licenses and Permits	750	2,250	3,000	0	0	0	750	2,250	3,000	0.00%	0.00%	0.00%
7025	Dues and Subscriptions	3,750	11,250	15,000	370	2,406	2,776	3,380	8,844	12,224	9.87%	21.39%	18.51%
7030	Postage & Delivery	1,500	4,500	6,000	328	1,252	1,579	1,172	3,248	4,421	21.85%	27.81%	26.32%
7035	Printing and Reproduction	2,750	8,250	11,000	579	2,257	2,835	2,171	5,993	8,165	21.04%	27.35%	25.78%
7040	Office Supplies	7,875	23,625	31,500	3,011	12,313	15,324	4,864	11,312	16,176	38.23%	52.12%	48.65%
7045	System Communications	20,000	60,000	80,000	11,713	44,931	56,643	8,287	15,069	23,357	58.56%	74.88%	70.80%
7050	Training and Seminars	17,500	52,500	70,000	4,634	24,055	28,689	12,866	28,445	41,311	26.48%	45.82%	40.98%
7055	Travel and Mileage (Staff)	18,000	54,000	72,000	4,540	26,312	30,852	13,460	27,688	41,148	25.22%	48.73%	42.85%
7060	Utilities	7,500	22,500	30,000	4,055	15,604	19,659	3,445	6,896	10,341	54.06%	69.35%	65.53%
7065	Telephone	7,500	22,500	30,000	1,384	9,103	10,487	6,116	13,397	19,513	18.46%	40.46%	34.96%
7070	Rent	47,354	142,060	189,414	27,817	106,482	134,299	19,537	35,578	55,115	58.74%	74.96%	70.90%
7075	Facilities Maintenance	12,500	37,500	50,000	5,755	22,280	28,035	6,745	15,220	21,965	46.04%	59.41%	56.07%
7080/7085	Support Contracts	112,000	315,000	427,000	87,074	191,797	278,870	24,926	123,203	148,130	77.74%	60.89%	65.31%
7090	Non-Board Meetings & Outreach	10,750	32,250	43,000	3,925	16,111	20,036	6,825	16,139	22,964	36.51%	49.96%	46.60%
7095	Board Meetings and Travel	0	18,000	18,000	0	11,847	11,847	0	6,153	6,153	0.00%	65.82%	65.82%
7100	Insurance	12,500	37,500	50,000	4,793	18,379	23,172	7,707	19,121	26,828	38.34%	49.01%	46.34%
7120	Employee Fringe Benefits	211,535	634,605	846,140	105,328	403,591	508,919	106,207	231,014	337,221	49.79%	63.60%	60.15%
7125	Employer Payroll Taxes	20,194	60,583	80,777	8,905	34,252	43,157	11,289	26,331	37,620	44.10%	56.54%	53.43%
7130/7135	Payroll Services and Bank Fees	11,000	0	11,000	4,187	39	4,226	6,813	-39	6,774	38.06%	0.00%	38.42%
7200	Equipment - Operating Leases	8,125	24,375	32,500	4,692	18,002	22,694	3,433	6,373	9,806	57.75%	73.85%	69.83%
8500	Equipment and Furniture	30,613	91,837	122,450	14,216	55,813	70,029	16,397	36,024	52,421	46.44%	60.77%	57.19%
8900	Strategic Initiative (Operations)	216,142	648,426	864,568	0	0	0	216,142	648,426	864,568	0.00%	0.00%	0.00%
	Total	1,665,845	4,471,037	6,136,882	840,664	2,264,157	3,104,821	825,181	2,206,880	3,032,061	50.46%	50.64%	50.59%

Legend

Correct Now	
Watch	
OK	

c. Awards & Expenditures Report - Monthly Update

**Workforce Connections
Awards and Expenditures
Program Year 2012/2013/2014 Adult/Dislocated Worker Programs
March 31, 2015**

Amounts for Providers reflect invoiced allowable expenditures through Mar 2015. Starred lines only reflect expenditures through Feb 2015.

Providers highlighted in red are on high risk status.

Providers highlighted in pink have an active pink paper.

WIA PY14 One-Stop Adult

Provider	Contract Dates	Contract Award	Adult Expenditures	DW Expenditures	Total Invoiced	% Spent	Remaining Balance
Academy of Human Development	11/1/14-6/30/15	\$ 100,000	\$ 55,578		\$ 55,578	55.58%	\$ 44,422
Foundation for an Independent Tomorrow	7/1/14-6/30/15	\$ 480,000	\$ 226,350		\$ 226,350	47.16%	\$ 253,650
GNJ Family Life Center	7/1/14-6/30/15	\$ 200,000	\$ 78,284		\$ 78,284	39.14%	\$ 121,716
Goodwill of Southern Nevada	7/1/14-6/30/15	\$ 480,000	\$ 288,549		\$ 288,549	60.11%	\$ 191,451
Nevada Partners, Inc	7/1/14-6/30/15	\$ 480,000	\$ 387,572		\$ 387,572	80.74%	\$ 92,428
So. NV Regional Housing Authority	7/1/14-6/30/15	\$ 480,000	\$ 225,150		\$ 225,150	46.91%	\$ 254,850
Total		\$ 2,220,000	\$ 1,261,483	\$ -	\$ 1,261,483	56.82%	\$ 958,517

WIA PY14 One-Stop DW

Provider	Contract Dates	Contract Award	Adult Expenditures	DW Expenditures	Total Invoiced	% Spent	Remaining Balance
Academy of Human Development	11/1/14-6/30/15	\$ 150,000		\$ 57,311	\$ 57,311	38.21%	\$ 92,689
Foundation for an Independent Tomorrow	7/1/14-6/30/15	\$ 320,000		\$ 138,208	\$ 138,208	43.19%	\$ 181,792
GNJ Family Life Center	7/1/14-6/30/15	\$ 250,000		\$ 98,521	\$ 98,521	39.41%	\$ 151,479
Goodwill of Southern Nevada	7/1/14-6/30/15	\$ 320,000		\$ 126,394	\$ 126,394	39.50%	\$ 193,606
Nevada Partners, Inc	7/1/14-6/30/15	\$ 320,000		\$ 151,740	\$ 151,740	47.42%	\$ 168,260
So. NV Regional Housing Authority	7/1/14-6/30/15	\$ 320,000		\$ 112,118	\$ 112,118	35.04%	\$ 207,882
Total		\$ 1,680,000	\$ -	\$ 684,291	\$ 684,291	40.73%	\$ 995,709

WIA PY14 Home Office Adult

Provider	Contract Dates	Contract Award	Adult Expenditures	DW Expenditures	Total Invoiced	% Spent	Remaining Balance
Academy of Human Development	11/1/14-6/30/15	\$ 100,000	\$ 52,203		\$ 52,203	52.20%	\$ 47,797
Bridge Counseling Associates	7/1/14-6/30/15	\$ 200,000	\$ 155,503		\$ 155,503	77.75%	\$ 44,497
Foundation for an Independent Tomorrow	7/1/14-6/30/15	\$ 200,000	\$ 129,586		\$ 129,586	64.79%	\$ 70,414
GNJ Family Life Center	7/1/14-6/30/15	\$ 200,000	\$ 110,984		\$ 110,984	55.49%	\$ 89,016
Goodwill of Southern Nevada	7/1/14-6/30/15	\$ 275,000	\$ 182,957		\$ 182,957	66.53%	\$ 92,043
Nevada Hospital Association	7/1/14-6/30/15	\$ 200,000	\$ 122,533		\$ 122,533	61.27%	\$ 77,467
Nevada Partners, Inc	7/1/14-6/30/15	\$ 275,000	\$ 182,128		\$ 182,128	66.23%	\$ 92,872
Salvation Army	7/1/14-6/30/15	\$ 250,000	\$ 145,610		\$ 145,610	58.24%	\$ 104,390
So. NV Regional Housing Authority	7/1/14-6/30/15	\$ 275,000	\$ 176,357		\$ 176,357	64.13%	\$ 98,643
Total		\$ 1,975,000	\$ 1,257,862	\$ -	\$ 1,257,862	63.69%	\$ 717,138

**Workforce Connections
Awards and Expenditures
Program Year 2012/2013/2014 Adult/Dislocated Worker Programs
March 31, 2015**

Amounts for Providers reflect invoiced allowable expenditures through Mar 2015. Starred lines only reflect expenditures through Feb 2015.

Providers highlighted in red are on high risk status.

Providers highlighted in pink have an active pink paper.

WIA PY14 Home Office DW

Provider	Contract Dates	Contract Award	Adult Expenditures	DW Expenditures	Total Invoiced	% Spent	Remaining Balance
Academy of Human Development	11/1/14-6/30/15	\$ 100,000		\$ 33,944	\$ 33,944	33.94%	\$ 66,056
Bridge Counseling Associates	7/1/14-6/30/15	\$ 195,000		\$ 95,144	\$ 95,144	48.79%	\$ 99,856
Foundation for an Independent Tomorrow	7/1/14-6/30/15	\$ 195,000		\$ 122,301	\$ 122,301	62.72%	\$ 72,699
GNJ Family Life Center	7/1/14-6/30/15	\$ 195,000		\$ 108,620	\$ 108,620	55.70%	\$ 86,380
Goodwill of Southern Nevada	7/1/14-6/30/15	\$ 185,000		\$ 98,782	\$ 98,782	53.40%	\$ 86,218
Nevada Hospital Association	7/1/14-6/30/15	\$ 195,000		\$ 121,673	\$ 121,673	62.40%	\$ 73,327
Nevada Partners, Inc	7/1/14-6/30/15	\$ 185,000		\$ 133,027	\$ 133,027	71.91%	\$ 51,973
So. NV Regional Housing Authority	7/1/14-6/30/15	\$ 185,000		\$ 110,121	\$ 110,121	59.52%	\$ 74,879
Total		\$ 1,435,000	\$ -	\$ 823,611	\$ 823,611	57.39%	\$ 611,389

WIA PY11/12/13 Other (Disabilities, Re-Entry, Rural, Veterans)

Provider	Contract Dates	Contract Award	Adult Expenditures	DW Expenditures	Total Invoiced	% Spent	Remaining Balance
Foundation for an Independent Tomorrow - Re-Entry	7/1/14-6/30/15	\$ 700,000	\$ 450,321		\$ 450,321	64.33%	\$ 249,679
Easter Seals Nevada - Disabilities	4/1/13-6/30/15	\$ 922,456	\$ 674,871	\$ 124,140	\$ 799,011	86.62%	\$ 123,445
Las Vegas Clark County Urban League - Veterans	2/1/14-6/30/15	\$ 800,000	\$ 199,174	\$ 221,282	\$ 420,457	52.56%	\$ 379,543
Lincoln County - Rural	7/1/14-6/30/15	\$ 100,000	\$ 39,026	\$ 6,136	\$ 45,162	45.16%	\$ 54,838
Nevada Department of Corrections	11/12/14-9/30/15	\$ 800,000	\$ -		\$ -	0.00%	\$ 800,000
Nye Communities Coalition - Rural	7/1/14-6/30/15	\$ 700,000	\$ 317,733	\$ 106,165	\$ 423,898	60.56%	\$ 276,103
Total		\$ 4,022,456	\$ 1,681,125	\$ 457,723	\$ 2,138,848	53.17%	\$ 1,883,608

WIA PY14 NEG

Provider	Contract Dates	Contract Award	Adult Expenditures	DW Expenditures	Total Invoiced	% Spent	Remaining Balance
Academy of Human Development	11/1/14-6/30/15	\$ 100,000		\$ 6,710	\$ 6,710	6.71%	\$ 93,291
Bridge Counseling Associates	7/1/14-6/30/15	\$ 120,000			\$ -	0.00%	\$ 120,000
Easter Seals Nevada - Disabilities	1/1/15-6/30/15	\$ 60,000		\$ 6,428	\$ 6,428	10.71%	\$ 53,572
Foundation for an Independent Tomorrow	7/1/14-6/30/15	\$ 170,000		\$ 6,038	\$ 6,038	3.55%	\$ 163,962
GNJ Family Life Center	7/1/14-6/30/15	\$ 220,000		\$ 2,340	\$ 2,340	1.06%	\$ 217,660
Goodwill of Southern Nevada	7/1/14-6/30/15	\$ 125,000		\$ 4,154	\$ 4,154	3.32%	\$ 120,846
Nevada Hospital Association	7/1/14-6/30/15	\$ 120,000		\$ 9,099	\$ 9,099	7.58%	\$ 110,901
Nevada Partners, Inc	7/1/14-6/30/15	\$ 125,000		\$ 800	\$ 800	0.64%	\$ 124,200
So. NV Regional Housing Authority	7/1/14-6/30/15	\$ 125,000			\$ -	0.00%	\$ 125,000
Total		\$ 1,165,000	\$ -	\$ 35,567	\$ 35,567	3.05%	\$ 1,129,433

Total PY11-PY12 Adult/DW		\$ 12,497,456	\$ 4,200,470	\$ 2,001,193	\$ 6,201,663	49.62%	\$ 6,295,793
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68%

32%

**Workforce Connections
Awards and Expenditures
Program Year 2011/2012/2013 Youth Programs
March 31, 2015**

Amounts for Providers reflect invoiced allowable expenditures through Mar 2015. Starred lines only reflect expenditures through Feb 2015.

Providers highlighted in red are on high risk status.

Providers highlighted in pink have an active pink paper.

WIA PY14 Youth General

Provider	Contract Dates	Contract Award	Youth In-School Expenditures	Youth Out-Of-School Expenditures	Total Invoiced	% Spent	Remaining Balance
Goodwill of So. Nevada - Youth with Disabilities	7/1/14-6/30/15	\$ 500,000	\$ 36,748	\$ 201,607	\$ 238,355	47.67%	\$ 261,645
Nevada Partners, Inc - Summer Component	7/1/14-5/31/15	\$ 250,000	\$ 142,680		\$ 142,680	57.07%	\$ 107,320
Olive Crest - Foster Youth	7/1/14-6/30/15	\$ 500,000	\$ 197,718	\$ 151,509	\$ 349,227	69.85%	\$ 150,773
So. NV Regional Housing Authority PY12 Youth Housing	10/1/14-9/30/15	\$ 400,000	\$ 69,965	\$ 46,055	\$ 116,020	29.01%	\$ 283,980
Youth Advocate Programs	10/1/14-9/30/15	\$ 400,000	\$ 134,008	\$ 89,919	\$ 223,927	55.98%	\$ 176,073
Total		\$ 2,050,000	\$ 581,120	\$ 489,090	\$ 1,070,210	52.21%	\$ 979,790
			54%	46%			

WIA PY14 Youth Rural and Tri-County

Provider	Contract Dates	Contract Award	Youth In-School Expenditures	Youth Out-Of-School Expenditures	Total Invoiced	% Spent	Remaining Balance
Lincoln County #2	10/1/14-9/30/15	\$ 140,000	\$ 15,361	\$ 14,412	\$ 29,773	21.27%	\$ 110,227
Nye Communities Coalition-PY11 Year Round	10/1/14-9/30/15	\$ 330,000	\$ 38,573	\$ 78,022	\$ 116,595	35.33%	\$ 213,405
St. Jude's Ranch for Children	7/1/14-6/30/15	\$ 400,000	\$ 49,993	\$ 45,106	\$ 95,099	23.77%	\$ 304,901
Total		\$ 870,000	\$ 103,927	\$ 137,540	\$ 241,467	27.75%	\$ 628,533
			43%	57%			

WIA PY14 Youth In School

Provider	Contract Dates	Contract Award	Youth In-School Expenditures	Youth Out-Of-School Expenditures	Total Invoiced	% Spent	Remaining Balance
HELP of So. Nevada-PY12 Youth In School	10/1/14-9/30/15	\$ 870,000	\$ 331,120		\$ 331,120	38.06%	\$ 538,880
Nevada Partners, Inc-PY12 Youth In School	10/1/14-9/30/15	\$ 880,000	\$ 361,365		\$ 361,365	41.06%	\$ 518,635
Total		\$ 1,750,000	\$ 692,485	\$ -	\$ 692,485	39.57%	\$ 1,057,515
			100%	0%			

WIA PY14 Youth Out-of-School

Provider	Contract Dates	Contract Award	Youth In-School Expenditures	Youth Out-Of-School Expenditures	Total Invoiced	% Spent	Remaining Balance
Academy of Human Development	11/1/14-6/30/15	\$ 300,000		\$ 53,258	\$ 53,258	17.75%	\$ 246,742
GNJ Family Life Center-PY13 Youth Out of School	10/1/14-9/30/15	\$ 720,000		\$ 213,017	\$ 213,017	29.59%	\$ 506,983
HELP of So. Nevada-PY13 Youth Out of School	10/1/14-9/30/15	\$ 660,000		\$ 225,550	\$ 225,550	34.17%	\$ 434,450
Total		\$ 1,680,000	\$ -	\$ 491,825	\$ 491,825	29.28%	\$ 1,188,175
			0%	100%			

Total Youth		\$ 6,350,000	\$ 1,377,532	\$ 1,118,455	\$ 2,495,987	39.31%	\$ 3,854,013
			55%	45%			

**Workforce Connections
Awards and Expenditures
Program Year 2013/2014 Direct Programs
March 31, 2015**

Amounts for Internal Programs reflect expenditures as of March 31, 2015.

Amounts for Providers reflect invoiced allowable expenditures through Mar 2015. Starred lines only reflect expenditures through Feb 2015.

Direct Grants

Program	WC FTE	Contract Dates	Contract Award	Total Expended	% Spent	Remaining Balance
Youth Build PY13 - WC	3.28	7/15/13-11/14/16	940,400	\$ 595,905	63.37%	344,495
Youth Build PY13 - CCSD DRHS	0.00	10/1/13-9/30/15	159,600	\$ 87,778	55.00%	71,822
AmeriCorps PY14 - WC	0.92	8/1/14-7/31/15	25,000	\$ 21,860	87.44%	3,140
AARP	0.00	7/1/14-6/30/15	50,000	\$ 41,761	83.52%	8,239
NSHE - DETR	0.40	11/1/14 - 10/31/15	68,000	\$ 14,099	20.73%	53,901
NSHE - Robert Wood	0.00	11/1/14 - 10/31/15	67,000	\$ 18,298	27.31%	48,702
Total	4.60		1,310,000	779,701	59.52%	530,299

d. Workforce Connections Professional Services Contracts

**WORKFORCE CONNECTIONS & ONE-STOP CAREER CENTER
PROFESSIONAL SERVICES CONTRACTS
As of 5/20/15**

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
INTEGRITY IMAGING SOLUTIONS Service Provider Client Files Scanning Project	\$60,000.00	Competitive	Pending Board Approval	6/1/2015 to 6/30/2016
JANTEC Temporary Employment Services for Workforce Connections Temporary Employees	26.79% Overhead Cost for Referrals	Competitive	Active	2/14/2015 to 2/13/2016

Contractor/Consultant Scope of Work Summary	Amount of Contract	Procurement Method & WISS/State Approval**	Renewal Status	Term of Contract
JOY HUNTSMAN Back to Work 50+	\$25,000.00	Sole Source Partner Under AARP Grant	Active	9/1/2014 to 6/30/2015
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
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
PARKER, NELSON & ASSOCIATES Board Legal Council	\$100,000.00	Competitive	Pending Board Approval	6/1/2015 to 5/31/2016

Contractor/Consultant Scope of Work Summary	Amount of Contract	Procurement Method & WISS/State Approval**	Renewal Status	Term of Contract
PIERCY BOWLER TAYLOR & KERN A-133 AUDITING SERVICES for Program Year 2014	\$80,000.00	Competitive	Pending Board Approval	4/1/2015 to 3/31/2016
PRISM GLOBAL MANAGEMENT GROUP HR Services	\$40,000.00	Competitive	Active	9/22/2011 to 9/30/2015
Amendment #1 HR Services	\$27,000.00			
Amendment #2 HR Services	\$8,000.00			
Amendment #3 HR Services	\$164,000.00 for 2 years			
Amendment #4 HR Services	\$72,000.00			

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	Active Pending Contract Pending Contract Pending Contract	4/1/2015 to 3/31/2016

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 16. INFORMATION:

Strategic Initiatives Report ~ Jaime Cruz, Chief Strategy Officer

Strategic Initiatives Update 6/9/15

- Implementation of the Workforce Innovation and Opportunity Act (WIOA).
 - Workforce Connections' Implementation Plan is fully in-place and making steady progress.
 - Working group meetings continue to take place with statewide stakeholders regarding the new Combined State Plan: Health and Human Services (TANF), Department of Education (Adult Education & Literacy), DETR (Wagner Peyser and Vocational Rehabilitation) and LWIB's (Youth, Adult and Dislocated Worker).
 - Staff continue to attend WIOA-implementation webinars provided by US DOL.
 - July 1, 2015 – New WIOA provisions take effect.
 - March 3, 2016 – Deadline for submission of new Combined State Plan.
- Staff continues to work with DETR on the implementation of a new Statewide Automated Workforce System (SAWS).
- Concept for potential Youth One-Stop Career Center with focus on Science Technology Engineering & Math (STEM) career exploration is under consideration. The Center would have strong focus on exposing Youth to skill sets and competencies required in Nevada's targeted industry sectors.
- Second phase of implementation of more efficient Eligible Training Provider List (ETPL) process is going well and on schedule to be completed on May 31.
- Retrofitted Mobile One-Stop Bus was unveiled after the last Board Meeting. Specific details of deployment like frequency, target areas, hosting partners are being worked on now and will be included in the new service provider contracts starting July 1, 2015.

Agenda item 17. DISCUSSION AND POSSIBLE ACTION:

Accept and approve Executive Director's Report ~ Ardell Galbreth

Executive Director's Report ***June 9, 2015***

Rural Counties Update

- **Nye and Esmeralda Counties**
- Holiday Inn Express construction coming along
 - Posted manager and head maintenance positions—starting to take applications for employment with start date August/September 2015
- Pahrump Chamber Biz Expo attracted approximately 60 business and thousands of community members seeking employment
- Two OJT's running in Tonopah
 - Line Cook at the Historic Mizpah Hotel
 - Pharmacy Tech at Scolaro's Grocery & Drug
- Nye County Community Coalition next career fair scheduled June 5th
- **Lincoln County**
- Continuing to recruit local businesses for summer work experience activities for youth participants.
- Developing a website and Facebook page to engage and recruit individuals and businesses.

Highlighted Workforce Initiatives

- LEOs appointed Workforce Innovation and Opportunity Act (WIOA) board members with effective appointment date July 1, 2015
- Staff continued strategic planning reparation of implementing WIOA
 - Proposals in response to Request for Proposals (RFPs) under the new WIOA were received and evaluated
 - Funding awards recommendations by the Adult and Dislocated Worker Committee and Youth Council were presented
 - One-Stop Career Center transition is underway, i.e., transitioning from a center consortium operation to a one-stop operator

Board, Staff Development and Service Providers Training

- Board members' orientation training—two sessions
- Board members' ethics training—July 28, 2015
- Board members' Open Meeting Law training, August 25, 2015
- Staff participated in and completed training in U.S. DOL sponsored fiscal as well as programmatic training, i.e., National Association of Workforce Development Professionals (NAWDP)
- One senior manager (Jaime Cruz) graduated from the Nevada's Certified Public Managers Course and another (Peter Bacigalupi) graduated from the Federal Bureau of Investigation (FBI) Academy for volunteers
- On-going professional development and WIOA staff training shall take place routinely

Agenda Item 18. 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 19. INFORMATION:

LEO Consortium member comments