

**REVISED**

**WORKFORCE CONNECTIONS**

**BOARD  
AGENDA**

**Tuesday, October 27, 2015  
10:00 a.m.**

**Rosalie Boulware Conference Room  
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](http://www.nvworkforceconnections.org)

**COMMENTARY BY THE GENERAL PUBLIC**

The Board complies with Nevada's Open Meeting Law, by taking Public Comment at the beginning of the meeting prior to the Board approving 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](mailto: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](http://www.nvworkforceconnections.org).

Auxiliary aids and services are available upon request to individuals with disabilities by notifying Dianne Tracy in writing at 6330 W. Charleston Blvd., Ste. 150, Las Vegas, NV 89146; or by calling (702) 638-8750; or by fax 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.

Board Members: Bart Patterson, Brad Deeds, Charles C. Perry, Dasya Duckworth, John “Jack” Martin (Vice Chair), Janice John, Jerrie E. Merritt, Kenneth C. Evans, Leo Bletnitsky, Liberty Leavitt, Lou DeSalvio, Louis Loupias, Maggie Arias-Petrel, Mark Keller, Marvin L. Gebers, Michael A. Vannozzi, Paul Brandt, Rebecca Henry, Renee L. Olson, Rob Mallery, Tobias Hoppe, Tommy Rowe, Valerie Murzl (Chair).

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

**AGENDA**

- 1. Call to order, confirmation of posting, roll call, and Pledge of Allegiance ~ *Valerie Murzl, Chair*
- 2. **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
- 3. **DISCUSSION AND POSSIBLE ACTION:** Approve the agenda with inclusions of any emergency items and deletion of any items..... 5
- 4. **DISCUSSION AND POSSIBLE ACTION:** Approve the Board minutes of September 22, 2015 ..... 6
- 5. **INFORMATION:** National Association of Workforce Boards (NAWB) – The Forum 2016 ..... 16
- 6. **INFORMATION:** Executed copy of Workforce Connections’ Board By-laws ..... 19
- 7. **DISCUSSION AND POSSIBLE ACTION:** Review, accept and approve Workforce Connections’ Strategic Work Plan - Goals Matrix ~ *Brett Miller, Manager, Strategic Planning & Analysis* ..... 38

*OPERATIONS UPDATE ~ Jim KostECKi, Manager, Financial Services*

- 8. **INFORMATION:** Finance and Budget Committee minutes of October 14, 2015 (draft)..... 47
- 9. **DISCUSSION AND POSSIBLE ACTION:** Review, accept and approve reports: ..... 53
  - a. PY2015 Budget WIOA Formula Budget July 1, 2015 through June 30, 2016 ..... 54
  - b. Budget vs. Actual Finance Report (Workforce Connections’ Operations) for the period July 1, 2015 through June 30, 2016 ..... 67
  - c. Awards & Expenditures Report – Monthly Update (Status of Service Providers) ..... 69
  - d. WIOA Expenditure Tracking – Adult, Dislocated Worker and Youth ..... 75
  - 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..... 77

*BUSINESS ENGAGEMENT UPDATE ~ Kenadie Cobbin Richardson, Director, Business Engagement & Communications*

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- 10. INFORMATION:** Business Engagement Report & Workforce Connections Compact Employers ..... 84
  - a. Compact Employers
  - b. Hire Report
  - c. Pre-Screening and Referral Statistics
  - d. Business Engagement Panel Update
  - e. Communications/Outreach Update

*STRATEGIC INITIATIVES UPDATE ~ Brett Miller, Manager, Strategic Planning & Analysis*

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- 11. INFORMATION:** Strategic Initiatives Update ..... 92
  - a. Status Update on WIOA Compliance Assurance Initiatives
  - b. Status Update on Workforce Development System Continual Improvement Initiatives

*EXECUTIVE DIRECTOR UPDATE ~ Ardell Galbreth, Executive Director*

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- 12. DISCUSSION AND POSSIBLE ACTION:** Accept and approve Executive Director’s Report ..... 94
  - a. Rural Counties Employment and Training Services Update
  - b. Highlighted Workforce Development Initiatives
  - c. Staff Development and Service Providers/Workforce Development Partners Training
  - d. Initial designation of Workforce Connections and local workforce development area
  - e. Workforce Connections honored Business Excellence Award by Las Vegas Metro Chamber

**13. 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 ..... 101

**14. INFORMATION:** Board Member Comments ..... 102

**15. Adjournment**

**Agenda item 2.**

**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 3.      DISCUSSION AND POSSIBLE ACTION:**

Approve the agenda with inclusions of any emergency items and deletion of any items

**Agenda item 4.      DISCUSSION AND POSSIBLE ACTION:**

Approve the Board minutes of September 22, 2015

**WORKFORCE CONNECTIONS****BOARD MEETING  
MINUTES**

**September 22, 2015  
10:00 a.m.**

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

**Members Present**

Bart Patterson	Charles Perry	Dasya Duckworth
Jack Martin	Ken Evans	Leo Bletnitsky
Lou DeSalvio	Louis Loupias	Mark Keller
Marvin Gebers	Michael Vannozzi	Paul Brandt
Rebecca Henry	Renee Olson	Rob Mallery
Tommy Rowe	Valerie Murzl	

**Members Absent**

Brad Deeds	Janice John	Jerrie Merritt
Liberty Leavitt	Maggie Arias-Petrel	Tobias Hoppe

**Staff Present**

Ardell Galbreth	Suzanne Potter	Jim Kostecki
Jaime Cruz	Ricardo Villalobos	Kenadie Cobbin Richardson
Brett Miller	Emilio Pias	Chris Shaw

**Others Present**

Yvonne Nevarez-Goodson, Ethics Commission	Sonja Holloway, Southern Nevada Job Corps
Sylvia Davis, NDOC	Jill Hersha, Las Vegas Clark County Library District
Lynn Hoffman, ResCare Workforce Services	Dr. Tiffany Tyler, Nevada Partners, Inc.
Tracey Torrence, SNRHA	Chris Boyd, City of Henderson
Ron Hilke, DETR	Venise Jones, ResCare Workforce Services
Denise Gee, HELP of Southern Nevada	Neosha Smith, Youth Advocate Program
Sherman Rutledge Jr., St. Jude's Ranch	Linda Montgomery, The Learning Center
Nield Montgomery, The Learning Center	Amber White-Davidson, Parker Nelson Associates
Cecilia Maldonado, UNLV	Mike Hopper, Sin City Madmen
Vinz Koller, Social Policy Research	

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

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

The meeting was called to order by Chair Valerie Murzl at 10:02 a.m. Staff confirmed the meeting had been properly noticed and posted in accordance with the Nevada Open Meeting Law; roll call was taken and a quorum was present.

**2. FIRST PUBLIC COMMENT SESSION:**

Lynn Hoffman, project director, ResCare Workforce Services and One-Stop Operator provided a One-Stop Career Center update:

- 2,600 unique individuals served at the One-Stop since July 1, 2015; 146 enrolled to receive some type of services (ITAs and OJTs); 50 individuals employed

- Providing staff training including manager, facilitator, and talent development specialist role specific training
- Improving on and rolling out standard processes and participated in various trainings with Workforce Connections (WC)
- Added two new job seeker workshops this month, including computer basics course and workforce place preparation aligned to employers needs to increase job readiness for job seekers
- Participation in several community events, including Town Hall meeting focused on fire fighters training and Saturday the Mobile One-Stop will be at two community events to share information and provide services
- Worked with DETR's Rapid Response Unit to help dislocated workers affected by layoffs in the Las Vegas area
- Working closely with local employers, including Solar City to provide OJTs for Installers and fire fighters to provide EMS training

Chair Murzl inquired about the individuals not enrolled out of the 2,600 served at the One-Stop Career Center (OSCC). Ms. Hoffman explained the enrollment approval process and noted that individuals may visit the OSCC for other services that do not require enrollment, such as job search assistance, workshops and utilizing the resource room. She further noted that the 2,600 served is based on the Q-Less System. Discussion ensued.

Ken Evans inquired about the number of job openings through the OSCC. Ms. Hoffman replied that jobs are available through the OSOS Job Bank and are innumerable.

Renee Olson requested further clarification of approvals. Ms. Hoffman clarified that approval means that the enrollment has been submitted through the process and funding approval is received for training.

Leo Bletnitsky inquired about the process for employers seeking job candidates. Kenadie Cobbin-Richardson, WC staff replied that employers who have job listings simply call or e-mail WC and an employer profile is created and WC begins recruiting immediately.

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

*A motion was made by Charles Perry and seconded by Tommy Rowe to approve the agenda as presented. Motion carried.*

**4. DISCUSSION AND POSSIBLE ACTION: Approve the Board minutes of August 25, 2015**

Chair Murzl presented the minutes on page 8-16 of the agenda packet.

*A motion was made by Michael Vannozzi and seconded by Charles Perry to approve the Board minutes of August 25, 2015 as presented. Motion carried.*



5. **INFORMATION: Ethics Presentation ~ Yvonne Nevarez-Goodson, Executive Director, Nevada Commission on Ethics**

Ms. Nevarez-Goodson introduced herself and disclosed that board member Renee Olson is her sister and attested that Renee had no influence on her ability to present and provide this training today. Ms. Nevarez-Goodson thanked the Board for its service to the State and provided an overview of the PowerPoint presentation provided in the agenda on page 18-36.

During the presentation, discussion ensued regarding disclosure and abstention, whereby Chair Murzl clarified that Board members who recuse themselves must refrain from any and all discussion regarding the matter at hand. In response to Charles Perry's question as to why a judge is not classified as a public official, Ms. Nevarez-Goodson replied that judges have their own oversight commission in state government.

Marvin Gebers stated that some of his pre-apprenticeship program students are guided toward one of the funded partners and asked if this could be a conflict of interest when voting on grant awards. Ms. Nevarez-Goodson stated that yes this would be a disclosable conflict and one that he would want to consider abstaining on.

Ken Evans stated that he represents a member driven organization made up of a large amount of nonprofits, some of which may be potential grant applicants now or in the future and he requested guidance on disclosure and abstention. Ms. Nevarez-Goodson stated that the Commission says that any person who serves on the board of directors or in any other fiduciary capacity to a nonprofit organization has what is known as a commitment in a private capacity to the interest of that organization and the interest of that organization then becomes statutorily attributed to the board member. So, if the nonprofit organization were to come before this board for a grant application, any board member who serves on the board of directors or in any other fiduciary capacity for that organization has an obligation to disclose and abstain. Mr. Evans clarified that he is one step removed because he operates a chamber of commerce which has nonprofit members in the chamber of commerce. Ms. Nevarez-Goodson suggested that he disclose the full relationship and that he would not have any influence on how the nonprofit operates in that capacity, in which case he would not be required to abstain from voting.

Ardell Galbreth, Executive Director requested individuals who wish to receive CEUs for this training to contact him after the meeting.

Ms. Nevarez-Goodson's PowerPoint presentation is available on the Workforce Connections website at <http://nvworkforceconnections.org/wp-content/uploads/2015/10/9.22.15-Ethics-Presentation-Yvonne-Nevarez-Goodson.pdf>.

6. **INFORMATION: Programs Committee minutes of August 18, 2015 and September 9, 2015 (draft)**

Jack Martin, Vice-Chair, Programs Committee presented the August 18<sup>th</sup> and September 9<sup>th</sup> minutes provided on page 38 and 47 respectively.

7. **DISCUSSION AND POSSIBLE ACTION: Approve Programs Committee's recommendation to award and execute a contract with Nevada Partners, Inc. for the Adult Building Trades Pre-Apprenticeship Workforce Development Program in an amount not to exceed \$500,000 for a contract term October 1, 2015 through September 30, 2016 with an option to renew annually for an additional three years based on performance and available funding.**

Mr. Martin provided background. Social Policy Research (SPR) scored the proposals and Nevada Partners, Inc. (NPI) received a high score of 83.56% exceeding the minimum threshold of 75%. Backup for this item in the agenda packet, includes NPI's program scope (p. 53), SPR's Summary of Methodology and Proposal Scoring Process (p. 55-58), proposal scores (p. 59), and score sheets (p. 60-62).

Ricardo Villalobos, Director, Workforce Development Programs provided background on the scoring discrepancies. At the Programs Committee, the score sheets presented had formula errors with some of the scores in the subcategories whereby the point value exceeded the maximum points for that subcategory. The score sheet formulas have been updated and verified and reflect actual scores. None of the changes affected the rankings, qualification (of 75% minimum threshold), and/or outcome of the award recommendation. This scenario applies also for agenda item 8. Discussion ensued.

*A motion was made by Charles Perry and seconded by Bart Patterson to approve Programs Committee's recommendation to award and execute a contract with Nevada Partners, Inc. for the Adult Building Trades Pre-Apprenticeship Workforce Development Program in an amount not to exceed \$500,000 for a contract term October 1, 2015 through September 30, 2016 with an option to renew annually for an additional three years based on performance and available funding. Motion carried.*

8. **DISCUSSION AND POSSIBLE ACTION: Approve Programs Committee's recommendation to award and execute a contract with Nevada Partners, Inc. for the Youth Pre-Entry Workforce Development Program in an amount not to exceed \$650,000 for a contract term October 1, 2015 through September 30, 2016 with an option to renew annually for an additional three years based on performance and available funding.**

Mr. Martin provided background. SPR scored the proposals and NPI received a high score of 78% and was the only proposal that met the minimum threshold of 75% to qualify. Backup for this item in the agenda packet, includes NPI's program scope (p. 64), SPR's Summary of Methodology and Proposal Scoring Process (p. 65-68), proposal scores (p. 69), and score sheets (p. 70-73).

Mr. Villalobos confirmed that the formula errors were corrected and none of the changes affected the rankings, qualification, and/or outcome of the award recommendation.

Chair Murzl stated that this is a significant mistake and the scoring rubric should be triple checked for accuracy in the future. Mr. Galbreth stated that even though contracted experts created the scoring rubric and evaluated the proposals, staff takes full responsibility and will ensure that all work is carefully reviewed.

Mr. Vannozzi inquired about programs in place to educate and inform the public about upcoming grants and the RFP process. Mr. Villalobos briefly explained the RFP announcement process, RFP 101 Training (next one in January/February 2016) and the Mandatory Bidder's Conference.

Amber White-Davidson, Legal Counsel reminded all parties who speak during the meeting to clearly state their name for the record.

Rebecca Henry inquired about NPI's capacity to take on both contract awards. Mr. Villalobos stated that each of the RFPs has a separate competitive procurement process and in this case NPI won both of the contracts. He further stated that NPI has demonstrated ability and staff has no concerns.

Ms. Olson observed that when an entity becomes more and more financially dependent on a grant awarded to them what financial impact is there when the grant is not renewed and what impact does it have on the board's decision making when it comes time to renew the grant. She noted however, the scoring rubric and strict processes that are in place takes care of this.

Charles Perry noted that Ms. Henry and Ms. Olson's questions were thoroughly discussed at the Programs Committee meeting and Dr. Tiffany Tyler clearly addressed these issues. Chair Murzl concurred and stated that NPI has many other grants and they have shown exemplary results year after year under Dr. Tyler's leadership.

*A motion was made by Michael Vannozzi and seconded by Ken Evans to approve Programs Committee's recommendation to award and execute a contract with Nevada Partners, Inc. for the Youth Pre-Entry Workforce Development Program in an amount not to exceed \$650,000 for a contract term October 1, 2015 through September 30, 2016 with an option to renew annually for an additional three years based on performance and available funding. Motion carried.*

**9. DISCUSSION AND POSSIBLE ACTION: Approve Programs Committee's recommendation to award additional funding to the sub-recipients listed below. The funds will be used to ensure continuity of education, employment and training services for 1,145 active and follow-up youth participants who transferred and/or carried over from PY2014 funded sub-recipients.**

- a. Nevada Partners, Inc. ....\$154,800 (673 clients transferred)
- b. HELP of Southern Nevada..... \$83,200 (414 clients transferred)
- c. Southern Nevada Regional Housing Authority ..\$27,000 (58 clients transferred)

Mr. Martin provided background. Mr. Villalobos stated that this additional funding will ensure that youth who are being transferred are not dropped from the system and continue to receive follow-up service, including bus passes, work clothing, etc. A summary breakdown of transfers/carry overs is provided on page 75 of the agenda packet.

Ms. Olson inquired about the decision process for awarding these funds. Mr. Villalobos replied that staff looks at the funded partners' caseloads, the populations they serve, and their capacity to serve additional clients as well as the funded partner must be a PY15 provider.

*A motion was made by Tommy Rowe and seconded by Paul Brandt to approve Programs Committee's recommendation to award additional funding to the sub-recipients listed below. The funds will be used to ensure continuity of education, employment and training services for 1,145 active and follow-up youth participants who transferred and/or carried over from PY2014 funded sub-recipients. Motion carried.*

- a. *Nevada Partners, Inc. ....\$154,800 (673 clients transferred)*
- b. *HELP of Southern Nevada..... \$83,200 (414 clients transferred)*
- c. *Southern Nevada Regional Housing Authority .. \$27,000 (58 clients transferred)*

**10. INFORMATION: List of PY2015 Adult, Dislocated Worker, and Youth Programs**

- a. **WIOA PY2015 Adult & Dislocated Worker Contracts ending June 30, 2016**
- b. **WIA PY2014 Youth Contracts ending September 30, 2015**
- c. **WIA PY2015 Youth Contracts ending June 30, 2016**

Mr. Martin presented the list provided on page 77 of the agenda packet and noted that this list was originally requested by Chair Murzl for new Board members' information.

**11. INFORMATION: Finance and Budget Committee minutes of August 12, 2015 (draft)**

Jim Kostecki, Manager, Financial Services presented the minutes on page 79-86 of the agenda packet.

**12. DISCUSSION AND POSSIBLE ACTION: Review, accept and approve 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.**

Mr. Kostecki presented the WC's Professional Services Contracts provided on page 88-93 of the agenda packet.

Mr. Patterson inquired about the tutoring services contracts not being renewed. Mr. Villalobos stated that these contracts were procured to help increase performance system wide. Based on an assessment, the tutoring services were not on a level where they needed to be and staff decided not to continue the contracts. Under the new legislation, programs that are WIOA funded are required to provide tutoring services, so it is built within the required elements of the program and the funded partners will be required to provide these services.

*A motion was made by Charles Perry and seconded by Renee Olson to accept and approve Workforce Connections' Professional Services Contracts as presented. Motion carried.*

**13. INFORMATION: Business Engagement Report ~ Kenadie Cobbin-Richardson, Director, Business Engagement and Communication**

Kenadie Cobbin-Richardson presented the Business Engagement Report provided on page 95-100 of the agenda packet.

**a. Hire Report**

During the month of August there were 23 hires for a total of 77. New employers include Batteries in a Flash, Momentum Motor Sports, and SDFI-TeleMedicine.

**b. Pre-Screening and Referral Statistics**

During the month of August, 128 individuals were pre-screened of which 54 were WIA participants. The list of funded partners who made the referrals is provided on page 96 of the agenda packet. JobConnect (DETR) and One-Stop Career Center (ResCare) made the highest number of referrals at 20 and 25 respectively.

**c. Business Engagement Panel Update**

New employers who have signed the WC Compact include: C3Connect, Momentum Advance, Sun City Replacement, Sunrise Children's Foundation, The Fishel Company, Remedy Intelligent Staffing, and Canyon Ranch Spa Club.

**d. Communication/Outreach Update**

- September 10<sup>th</sup> - Committed to Our Business Community 2015 at the Las Vegas Convention Center. Business-building opportunities and resources - meet with individuals who facilitate the purchase of goods and services in Southern Nevada.
- September 17<sup>th</sup> – Commissioner Weekly hosted a Town Hall Meeting for the Emergency Medical Technician, Fire Fighter and Paramedic training initiative at the Clark County Government Center for individuals to learn the necessary career pathways to these careers.
- CANCELED: October 28<sup>th</sup> - Nevada Day Super Hiring Event due to technology changes and restraints. This event will be rescheduled when the technology is updated. Ms. Cobbin-Richardson explained that job seekers and employers are facing challenges with the current process for submitting job applications through the Nevada JobBank. Discussion ensued. Mr. Galbreth commented that until SAWS (Statewide Automated Workforce System) is developed and implemented, WC will continue to face these challenges.

Mr. Vannozzi recognized the Business Development Team for working with Economic Development, specifically for the information and assistance provided to Southern Global.

**14. INFORMATION: Strategic Initiatives Update ~ Jaime Cruz, Chief Strategy Officer**

Jaime Cruz presented the Strategic Initiatives Update provided on page 102 of the agenda packet.

**a. WIOA Implementation**

Staff is participating in working group meetings with statewide stakeholders regarding the Unified State Plan and yesterday, Mr. Galbreth submitted the local input for the Unified State Plan, which will go before the Governor's Workforce Development Board for approval and final submission by March 3, 2016.

**b. Statewide Automated Workforce System (SAWS)**

Staff is working with DETR on the implementation of the new system, which will replace the existing system. An RFP will be released for vendor proposals.

**c. Eligible Training Provider List (ETPL) Performance Reporting**

Year-long implementation of new Eligible Training Provider List (ETPL) process is more than half-way done. Phase 3 was completed on August 31<sup>st</sup> and the entire project should be completed December 2015.

**d. Strategic Workforce Plan Goals Matrix**

Staff is updating the Goals Matrix quarterly and the next update will be brought to the Board in October 2015.

**e. Mobile One-Stop Bus Project**

The bus will be deployed by the One-Stop Operator (ResCare Workforce Services) in coordination with the One-Stop Affiliate Sites to two locations this Saturday.

**f. Interactive Career Exploration (ICE) Project**

The ICE Project is well underway. It will provide easy access to career exploration activities through any PC or mobile device. The Woofound Personality Assessment has been added as part of Phase 1.

**15. DISCUSSION AND POSSIBLE ACTION: Accept and approve Executive Director's Report ~ Ardell Galbreth, Executive Director**

Mr. Galbreth presented the Executive Director's Report provided on page 104 of the agenda packet and highlighted the following:

**a. Rural Counties Employment and Training Services Update**

The Nye Regional Medical Center in Tonopah closed on August 21<sup>st</sup> resulting in 53 people losing employment. Employment and training services outreach efforts are in progress by the Rapid Response team. An event is scheduled this Saturday at 3pm-6pm and another on October 9<sup>th</sup> with the support of DETR and Nye Communities Coalition.

**b. Highlighted Workforce Development Initiatives**

WC will receive the Pacesetters Award at the Las Vegas Metro Chamber of Commerce Business Excellence Awards this Friday from 11am – 1pm at the Aria Hotel. Board members who are interested in attending should RSVP to Kenadie today.

**c. Staff Development and Service Providers/Workforce Development Partners Training**

The month of November is designated WC's Professional Development and Training Month. Two mandatory trainings scheduled for all staff including RAYS Customer Service Training by ResCare and a professional development training on November 12<sup>th</sup>.

*A motion was made by Charles Perry and seconded by Tommy Rowe to accept and approve Executive Director's Report as presented. Motion carried.*

**16. SECOND PUBLIC COMMENT SESSION**

Dr. Tiffany Tyler, executive director, Nevada Partners, Inc. thanked the Board for the opportunity to help clients secure employment and transform their lives.

Chair Murzl noted that NPI received national recognition from the White House.

**17. INFORMATION: Board Member Comments**

Bart Patterson announced the grand opening of the new buildings at Nevada State College this Thursday, September 24, 2015 at 5:00 p.m. and invited all to come. RSVPs are optional.

**18. ADJOURNMENT**

The meeting adjourned at 12:08 p.m.

**Agenda item 5.    INFORMATION:**

National Association of Workforce Boards (NAWB) – The Forum  
2016



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## THE FORUM 2016

PRESENTED BY THE NATIONAL ASSOCIATION OF WORKFORCE BOARDS

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### The Forum 2016

***Technology. Community. Transformation.***

***Presented by the National Association of Workforce Boards***

*March 12 - 15, 2016*

*Washington, DC*

#### About The Forum

The Forum is the premier event where workforce development professionals and leaders in business, government, labor, and education gather to gain insights into the current state of our nation's workforce system and consider the goals and policy framework affecting the future of human capital development.

#### Who should attend?

Hosted by the National Association of Workforce Boards in our nation's capital, the Forum is a national conversation around our shared responsibility to address the needs of businesses, career seekers, and local economies and drive America's ability to compete in a global economy. The Forum is for:

- Workforce Development Professionals, Leaders, and Board Members
- Business Leaders
- Industry and Trade Association Representatives
- Labor Representatives
- Economic Developers
- Education System Leaders
- Local Government Officials
- National Organizational Partners
- Community Organizers and Partners

## What is the focus of Forum 2016?

The Forum 2016 engages and prepares workforce, education and economic development stakeholders to embrace **technology, community, and transformation** as they address the needs of businesses, career seekers, and local economies to build the competitive capacity of their regions.

**Technology:** As our world grows ever more interconnected, industry, education, workforce development, and economic development must understand how new technologies create efficiencies in learning, training, skills development, and human potential. The very nature of work is experiencing a revolution in automation, driving businesses to look far beyond immediate skills needs to understand the entire framework on which their future rests.

**Community:** Workforce development organizations have demonstrated admirable innovation in the face of shrinking budgets, a massive recession, industry downturns, a generation of returning veterans, and unprecedented challenges for youth and the long-term unemployed. We now have a shared responsibility with our partners in education, economic development and community-based agencies to create a concerted approach to the needs of our regions, our businesses, and our citizens that is beyond the programmatic solutions of the past.

**Transformation:** The passage of the Workforce Innovation and Opportunity Act is complete. Before us is an opportunity to create the workforce system that our nation requires within the framework of an Act that encourages partnership, involvement, and a collaborative, regional approach to workforce development, while **redefining the workforce system** as the cornerstone of economic prosperity and global competitiveness.

Welcome to Forum 2016 and the next era for our industry.

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[Forum Schedule](#)

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[Forum 2015 Post-Conference Materials](#)

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**Agenda item 6. INFORMATION:**

Executed copy of Workforce Connections' Board By-laws

## Workforce Connections Board By-Laws

### ARTICLE I AUTHORITY AND RESPONSIBILITY

- 1.1 The Southern Nevada Workforce Development Board, doing business as Workforce Connections (the “Board”) is organized as a local workforce development board under the requirements of the Workforce Innovation and Opportunity Act (WIOA).
- 1.2 It is the principal responsibility of the Board to perform the functions set forth in WIOA<sup>1</sup> and to provide policy guidance for strategic planning activities, as well as to monitor, review and direct activities toward achieving the Board’s goals and objectives. The Board will carry out its responsibilities in partnership with agencies and organizations of general local government in the workforce development area. In achieving this requirement, the Board shall develop strategic plans to align its workforce development resources to the regional economies to ensure coordinated and efficient services to both job seekers and employers.
- 1.3 The Board’s workforce development area is comprised of Southern Nevada, including Clark County, Esmeralda County, Lincoln County, and Nye County, and including but not limited to the cities of Las Vegas, Henderson, North Las Vegas, and Boulder City.
- 1.4 The Board shall operate in accordance with the applicable portions of the May 12 2015, Chief Elected Officials Consortium (and any amendment thereto or replacement agreement thereto) and with the May 12 2015, Agreement Between the Chief Local Elected Officials Consortium and Workforce Connections Board to the Southern Nevada Workforce Development Area (and any amendment thereto or replacement agreement thereto) (collectively referred to as the “Organizational Agreements”), which are incorporated herein by reference.
- 1.5 The Board shall operate on a fiscal year, and shall develop an annual budget to carry out the Board’s goals, objectives, and duties pursuant to WIOA. Pursuant to WIOA, the Local Elected Officials<sup>2</sup> (“LEOs”) have authority to

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<sup>1</sup> As of the approval of these By-Laws, WC’s functions, as a local workforce development board, are generally detailed in 29 U.S.C. § 3101.

<sup>2</sup> Pursuant to 29 U.S.C. § 3131 and the Organizational Agreements, the LEOs are the WIOA fund grant recipients and the LEOs municipalities are liable for the misuse of the WIOA funds expended by the Board. As of the date of these By-Laws, the following municipalities each have one local elected official who serves in the LEOs’ consortium: (1) Clark County; (2) City of Las Vegas; (3) City of Henderson; (4) City of North Las Vegas; (5) Boulder City; (6) Nye County; (7) Esmeralda County; and (8) Lincoln County.

approve or disapprove the Board's budget and therefore, the Board shall present the budget to the LEOs, in a LEOs consortium meeting, for consideration and approval within a reasonable time to allow for: (1) the LEOs to review the budget; (2) revise the Budget, if necessary; and (3) approve the budget before the Board's fiscal year begins. The Board shall work with the LEOs to revise the Board's budget as necessary in order to obtain the LEOs' approval.

- 1.6** Part of the Board's budget will be used to pay staff ("Staff"), including but not limited to an Executive Director ("ED") who will assist the Board in carrying out its various functions. The ED shall be selected, hired, and directed by the LEOs, and shall answer solely to the LEOs. The ED shall select, supervise, and direct the Staff.
- 1.7 ED's Responsibilities.** The ED's responsibilities include but are not limited to:
- (a) having authority to sign contracts on behalf of the Board;
  - (b) organizing, hiring, terminating, managing and supervising Staff;
  - (c) responding to and complying with Board audits;
  - (d) helping assist the function of the Board as outlined in 29 U.S.C. § 3122 (d); and
  - (e) generally overseeing the necessary functions and activities for the Board to carry out its goals and responsibilities.

## ARTICLE II MEMBERSHIP AND VOTING

- 2.1 Nominations and Appointments.** The LEOs shall have sole authority to appoint Board members during the LEOs consortium meetings, and shall make such appointments pursuant to 29 U.S.C. § 3122 (c)(1)(A) *et seq*, as well as, applicable federal and state law, and the Organizational Agreements.
- 2.2 Composition.** Composition By Membership Category shall be in accordance with 29 U.S.C. § 3122 *et seq* individuals may represent more than one category; provided they meet such criteria.<sup>3</sup>

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<sup>3</sup> As of the date of these By-Laws, WIOA requires the Board membership to comply with criteria set by Nevada's Governor, which must include at a minimum representatives from the following groups: (1) Local business owners, officers, and managers; (2) Local educational entities, school boards, etc.; (3) Local labor organizations; (4) community based organizations, including organizations representing people with disabilities and veterans; and (5) Economic development agencies. However, a majority of the Board members must be representatives from business owners, officers, and managers as described in 29 U.S.C. § 3122 (2)(A). In addition, not less than 20% of the members shall be representatives of labor organizations, community based organizations and organizations with expertise in addressing employment, training or education needs of youth as described in 29 U.S.C. § 3122 (2)(b)(i-iv). The Board membership will always be composed pursuant to the most current WIOA requirements.

**2.3 Terms of Appointment.**

- (a) Board members appointed from the “Business in the Local Area” category, pursuant to 29 U.S.C. § 3122 shall serve three year terms.
- (b) Board members other than those appointed to the “Business in the Local Area” category shall serve two year terms.
- (c) A Board member’s term shall begin the month of the member’s appointment and shall end on the last day of the same month of appointment during the final year of the member’s term.
- (d) There is no limit on the number of terms board members may serve.

**2.4 Removal of Board Members.**

- (a) Resignation: Board members may resign at any time. Board members shall be removed automatically and immediately cease to be Board members after:
  - (i) The Board member provides a written notice of resignation to:
    - a) The Board’s Chairperson;
    - b) The Board’s Vice-Chairperson;
    - c) The Executive Director; or
    - d) The LEOs’ Chairperson.
- (b) Removal: Board members shall be removed immediately and cease to be Board members after:
  - (i) The Board member fails to attend three consecutive regularly scheduled Board meetings, in person or by telephone, without providing a valid excuse, the validity of which shall be determined by the sole discretion of the Board’s Chairperson;
  - (ii) The LEOs determine by a simple majority vote that the Board member should be removed; or
  - (iii) The Board member ceases to qualify under the category in which the Board member was appointed. However, in the LEOs sole discretion, a Board member in these circumstances may be reappointed under a different qualifying category.

**2.5 Vacancies.** Vacancies caused by unexpired terms shall be filled by the LEOs appointing qualified individuals pursuant to § 2.3 of these By-Laws.

**2.6 Voting.** Only Board members may vote at Board meetings. Board members must be physically or electronically present (e.g. via video conference or via telephone conference call) at the Board meeting. Proxy-voting and/or absentee voting is prohibited.

**2.7 Conflicts of Interest.**

(a) Prior to taking office as a Board member, the potential Board member must declare in writing, on a form provided by Staff, all business interests or representational interests the member has with known past, current, or potential recipients of WIOA funds. The written declaration must be updated annually to reflect any changes. The written declaration must also include substantial business interests or representational interests of the Board member's immediate family members. A Board member may not vote on a matter under consideration by the Board:

- (i) regarding the provision of services by that Board member;
- (ii) regarding the provision of services by an entity that Board member represents;
- (iii) regarding any topic that would provide direct financial benefit to that Board member or his/her immediate family; or
- (iv) regarding any other topic where that Board member had, has, or would have a conflict of interest pursuant to 29 U.S.C. § 3101 *et seq*, NRS § 281A.420, or NRS § 281A.430.

(b) Definitions:

(i) An "immediate family member" includes the Board member's: father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, boyfriend, girlfriend, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, registered domestic partner, domestic partner, or any other relationship similar to those listed herein.

(ii) An "entity the board member represents" or a "representational interest" is defined as:

- a) When the Board member is employed, retained, hired, or contracted by the organization, business, governing body, or project (the "entity"); and/or

- b) When the Board member is named as one of the board of directors, managers, commissioners, councilperson, or other member of a direct governing body of the entity, business or project; and/or
  - c) When the Board member has been retained by the board of directors, commission, council, or other direct governing body of the entity, business or project in any capacity; and/or
  - d) When the Board member has an ownership or relationship interest or other economic interest in an entity.
- (c) Disclosure of Conflict of Interest: When a Board member has a conflict of interest, then the Board member shall:
- (i) prior to discussion, vote, or decision by the Board, publicly disclose the nature of the conflict of interest in the action item under consideration;
  - (ii) answer any questions regarding the conflict of interest, which may be asked if the Board/Committee Chairperson determines that questions regarding the Board member's disclosure are needed for the Board to properly consider the matter;
  - (iii) not speak to or initiate any discussion of the action item to which the conflict of interest pertains;
  - (iv) not request funds or proposals that compete with the action item to which the conflict of interest pertains; and abstain from voting on the matter to which the conflict of interest pertains; and
  - (v) Comply with NRS 281A entitled Ethics in Government.
- (d) A Board member who violates the conflict of interest requirements set forth herein may be removed from the Board by a simple majority vote of the LEOs.
- (e) All declarations of conflict of interest and abstentions from voting will be recorded in the minutes of the Board meeting.

**2.8 Board Chairperson.** Pursuant to 29 U.S.C. § 3122 (b)(3), the Board Chairperson is required to be an individual who meets the requirements of 29 U.S.C. § 3122 (b)(2)(A), in that the person must be: (i) a representative of a business in the local area who is an owner, chief executive or operating officer of business; (ii) who provides employment opportunities and; (iii) who is nominated by individuals within local business organizations and business trade associations pursuant.



**ARTICLE III  
BOARD COMMITTEES AND PANELS**

Each Board member is required to serve on at least one committee.

**3.1 Standing Committees.** The LEOs may appoint Board members to serve on Committees. Panel members shall be appointed by this Board Chair. The following Committees shall be established as Standing Committees:

- (a) The Executive Committee. (See 3.2.)
- (b) Programs Committee. The Programs Committee is composed of Board Members and non-Board Members with specific interest and expertise in youth, low skilled adults and people with disabilities.
  - (i) The Programs Committee reviews intelligence/recommendations submitted by staff from employment and training services specialty panels.
  - (ii) The Programs Committee reviews WIOA funding recommendations for contract awards submitted to the Board for approval and ratified by the LEOs.
  - (iii) Business Engagement Panel: The Business Engagement Panel will help assist the Programs Committee. The Business Engagement Panel will be composed of a group of business experts from various industries and employment sectors who serve as consultants on matters of policy and strategy that meet the skill needs of employers and provide linkages and coordination among employers and the workforce system.
    - 1) Members of the Business Engagement Panel will identify actionable items, demand-driven skills and trades, training services, processes and initiatives to be elevated to the Board Committees for consideration and recommendation to the Board;
    - 2) Brings intelligence and critical information gathered from industry sectors businesses and stakeholders with inputs to help shape and supply the area's workforce needs; and
    - 3) Provides staff with valuable information to be elevated to Committees for evaluation and possible action as outlined in the Board's strategic plan.
  - (iv) One-Stop Delivery System Panel: Composed of individuals with interest and expertise in the Southern Nevada Workforce Development Area One-Stop Delivery System.

- 1) Members are identified by their expertise in Southern Nevada Workforce Development Area One-Stop Delivery System and are appointed by the Board Chair;
  - 2) Panel members identify actionable items, services, processes and initiatives to be elevated to the Board Committees for consideration and recommendation to the Board;
  - 3) Brings intelligence and critical information gathered from diverse community stakeholders with inputs to help shape the area's employment and training service delivery; and
  - 4) Works with associated agencies/partner organizations to assess and evaluate the area's One-Stop Delivery System as outlined in the Board's strategic plan.
- (v) Special Population Panel: Composed of individuals with interest and expertise in services to people with disabilities, low or deficient skilled adults, veterans, prisoner re-entry, and other priorities outlined in the Board's strategic plan.
- 1) Members are identified by their expertise in special populations services and appointed by the Board chair;
  - 2) Panel members identify actionable items, services, processes and initiatives to be elevated to the Board Committees for consideration and recommendation to the Board; and
  - 3) Works with associated agencies/organizations to assess and evaluate special population employment and training needs as outlined in the Board's strategic plan.
- (vi) Youth Panel: Composed of individuals with interest and expertise in youth programs and services.
- 1) Members are identified by their expertise in youth services and appointed by the Board Chair;
  - 2) The Panel identifies actionable items, services, processes and initiatives to be elevated to the Board Committees for consideration and recommendation to the Board;
  - 3) Brings intelligence and critical information gathered from diverse community stakeholders with inputs to help shape youth employment and training service delivery; and

- 4) Works with associated youth agencies/organizations to include the Workforce Development Area's school districts to assess and evaluate youth education and training needs;
- (c) The Finance and Budget Committee: The Finance and Budget Committee shall provide guidance to the staff in developing and submitting a comprehensive annual budget to the Board. The Finance and Budget Committee shall review financial activities (including incurred debt), monitoring and audit reports (internal and external), as well as periodic budget analysis prepared by the Board staff regarding employment and training programmatic and fiscal processes. The Finance and Budget Committee shall review budget modifications and fiscal financial policy. Additionally, the Finance and Budget Committee shall have the responsibility to help Board members understand the full financial implications of Board actions and measure the effectiveness of projects and programs in terms of relative value.

### 3.2 The Executive Committee.

- (a) The Board shall maintain an Executive Committee.
- (b) The delegation of authority to the Executive Committee shall not operate or function to relieve the Board of its responsibility except as explained below in paragraph 3.2(d) "Executive Committee Authority."
- (c) Executive Committee Composition.
  - (i) The Executive Committee shall be comprised of the Board's Chairperson, the Vice-Chairperson, the LEOs' Chairperson, and the elected Chairpersons of The Programs Committee and The Finance and Budget Committee.
  - (ii) If the LEOs' Chairperson is unable to attend an Executive Committee meeting, then the LEOs' Vice-Chairperson shall be permitted to attend the Executive Committee meeting and participate and vote as a member of the Executive Committee during that meeting in the place of the LEOs' Chairperson.
  - (iii) If the Board's Chairperson or Vice-Chairperson also serves as a Chairperson of one of the Board's other current Committees, then the Vice-Chairperson of that other Committee shall be a member of the Executive Committee.<sup>4</sup>

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<sup>4</sup> For example, if the Board's Chairperson is also the Chairperson for the Budget Committee, then the Vice-Chairperson of the Budget Committee would serve on the Executive Committee.

(iv) The Board Chairperson shall serve as the Chairperson of the Executive Committee.

(d) Executive Committee Authority.

(i) The Executive Committee shall have and exercise the same authority WIOA grants to the Board, and shall be able to act on behalf of the Board, only when the following has been met:

- a) It can be demonstrated that it is impractical for a Board meeting to take place (meaning attempts have been made to obtain a quorum for a full Board meeting and have failed);
- b) The business and action items, as determined by Staff, which would have been presented to the Board during the meeting which cannot occur due to impracticality, or of such urgency that the failure of the Executive Committee to act on behalf of the Board will greatly impede the continued workings, operations of the Staff, and/or services provided by the Board, and/or its service providers, vendors, and contractors, or will greatly impede the continued services provided to the clients of the Board, and/or its service providers, vendors, and contractors;
- c) The LEOs' attorney has confirmed the urgency of the action items, as explained in 3.2(d)(i)(b); and
- d) Notice and a copy of the Executive Committee meeting agenda has been provided to the LEOs.

(ii) The Executive Committee shall not have the authority to act on behalf of the Board with respect to the following issues:

- a) Amending or repealing any Board resolution;
- b) Amending or repealing the Board's By-Laws;
- c) Adopting a plan of merger or consolidation;
- d) Selling, leasing, or otherwise disposing of all or any property and assets (excluding program monies) of the Board;
- e) Voluntarily dissolving the Board or revoking a voluntary dissolution;
- f) Modifying the Board's strategic plan; and/or

- g) Adopting or eliminating major programs.
- h) Executive Committee Quorum: A simple majority of the voting members of the Executive Committee shall constitute a quorum.

**3.3 Other Committees:** The Board Chairperson may establish and dissolve other Committees as necessary.

**3.4 Committee Size, Term, and Responsibilities:**

- (a) **Size.** Committees shall be established with at least three Board members. Additional Committee members are not required to be a member of the Board.
- (b) **Term.** With the exception of Standing Committees, Committees will be active as long as necessary to serve the purpose for which the Committee was created. With the exception of Standing Committees, Committees may be dissolved and later reformed at the Chairperson's discretion.
- (c) **Responsibilities.** Committees shall record and maintain meeting minutes, report their progress and provide information and recommended action to the Board.
- (d) All Committees shall be chaired by a member of the Board.
- (e) All Committee Chairpersons, with the exception of the Executive Committee Chairperson, shall be elected annually by a majority vote of the Committee's members. A Board member shall not chair more than one Committee.

**3.5 Removal of Committee Member.** Any Committee member shall be removed from said Committee after:

- (a) The Committee member fails to attend three consecutive regularly scheduled Committee meetings, in person or by telephone, without a valid excuse, the validity of which shall be determined in the sole discretion of the Committee's Chairperson;
- (b) The Committee member requests to be removed;
- (c) The LEOs determine that the Board member serving on the Committee should be removed from the Board; or
- (d) The LEOs determine a non-Board member be removed from the Committee.

**ARTICLE IV  
BOARD MEMBERS CONDUCT AND RESPONSIBILITIES**

**4.1 Board Member Responsibilities.**

Members of the Board shall:

- (a) Comply with Workforce Connections' By-Laws.
- (b) Make a positive contribution to the region's economy by helping shape a workforce development system that meets the demands of employers and job seekers.
- (c) Devote a portion of their time and talent to working with other Board members, staff, businesses, public officials, and public and private sector partners to improve the quality of the local workforce development area.
- (d) Regularly attend Board and Committee meetings.
- (e) Join and participate actively in at least one standing Board committee.
- (f) Be prepared for Board meetings by reviewing materials sent in advance of meetings.
- (g) Act and vote on strategic interest of Workforce Connections and the Southern Nevada community, rather than the interest of a single constituency.
- (h) Observe and understand the role of the Chief Local Elected Officials and Workforce Connections' staff.
- (i) Serve as an ambassador of Workforce Connections within the community and among businesses and industry leaders.
- (j) Not engage in or facilitate any discriminatory or harassing behavior directed toward other Board members, staff, appointed officers, meeting attendees, exhibitors, advertisers, sponsors, contractors, or others in the context of activities relating to Workforce Connections.

**4.2 Board Member Authority.** Board members shall respect the authority of the executive director and not independently direct or assign staff tasks.

**4.3 Contracts after Board Membership.** Board members shall not be employed or receive direct contracts from Workforce Connections for at least two years after resigning or terminating Board membership.

**ARTICLE V  
MEETINGS**

**5.1 Open Meeting.** All Board and Committee meetings shall be conducted in accordance with Nevada's Open Meeting Law, found in NRS Chapter 241.

**5.2 Meetings and Agendas.**

- (a) Regular meetings: The Board shall meet at least once every quarter throughout the year. If necessary, the Board may meet more frequently. Likewise, the Standing Committees as well as any other Board Committees (collectively "Committees"), shall meet at least once every quarter or more frequently as deemed necessary by the Committee's Chairperson or the Board Chairperson.
- (b) Special meetings: The Board may hold special meetings from time to time as deemed necessary or appropriate by the Board Chairperson, the LEOs' Chairperson, and/or the ED.
- (c) Agendas: Agendas for Board meetings, Committees, and LEOs' meetings shall be prepared by Staff. All requests to place matters on an agenda along with the needed back-up information to properly agendize an item must be presented to Staff within a reasonable time before the relevant meeting date to facilitate compliance with Nevada's Open Meeting Law. Otherwise, the requested agenda item may not be included on the agenda. The ED shall have the sole discretion to agendize any untimely, late or incomplete request to agendize a matter. Only matters which relate to or affect the business, jurisdiction, or authority of the Board may be placed on the Board's meeting agenda. Likewise, only matters which relate to or affect the business, jurisdiction, or authority of a Committee may be placed on that Committee's meeting agenda.
- (d) The following individuals may place a matter onto the Board's agenda:
  - (i) The LEOs' Chairperson;
  - (ii) The Board Chairperson;
  - (iii) Any Committee Chairperson, provided the matter the Committee Chairperson wishes to agendize is within the scope of responsibility for the Chairperson's Committee; and/or
  - (iv) The ED.
- (e) The following individuals may place a matter onto one of the Committees' agenda
  - (i) The LEOs' Chairperson;

- (ii) The Board Chairperson;
  - (iii) The Committee's Chairperson; and/or
  - (iv) The ED.
- (f) Any request to place a matter on a meeting's agenda, which is not received in time to place the matter on the upcoming meeting agenda, will result in the matter being placed on the subsequent meeting agenda.
- (g) Members shall receive meeting agendas in a reasonable timeframe to comply with the State of Nevada's Open Meeting Law.

**5.3 Presiding Officer.**

- (a) The Board: The Board Chairperson shall preside over all Board meetings. In the absence of the Board Chairperson, the Board Vice-Chairperson shall be the presiding officer. In the absence of both the Board Chairperson and Vice-Chairperson, the acting presiding officer shall be: (first) the most senior Board member, (second) the second most senior Board member and (third) the third most senior Board member. When deemed appropriate, even during the presence of the Board's Chairperson and Vice-Chairperson, the Board Chairperson may choose a Board member to serve as temporary Board Chairperson for that specific meeting.
- (b) Committees: Committee Chairpersons shall preside over their respective Committee meetings. In the absence of a Committee's Chairperson, then the presiding officer of that Committee meeting shall be the committee's Vice-Chairperson. In the absence of both the Committee's Chairperson and Vice-Chairperson, then a temporary Chairperson for that Committee meeting shall be chosen by a majority vote of the then present Committee members, which shall be conducted by the most senior Board member serving on the Committee. When deemed appropriate during a Committee meeting, even during the presence of the Committee's Chairperson and Vice-Chairperson, the Committee's Chairperson may choose a Committee member (who is also a Board member) to serve as temporary Chairperson for that Committee meeting.

**5.4 Parliamentary Authority.** Unless otherwise adopted by the Board (Revised) Robert's Rules of Order shall be used to govern all Board, council and Committee meetings.

**5.5 Quorum.** For a Board meeting, a quorum shall consist of a simple majority of the Board members. For a Committee meeting, a quorum shall consist of a simple majority of the Committee members.



**ARTICLE VI  
BOARD AND COMMITTEE OFFICERS**

- 6.1 Officers.** The Chairperson and the Vice-Chairperson shall be the only officers of the Board. Each Committee shall have a Chairperson and a Vice-Chairperson who shall be the only officers of each Committee.
- (a) Board Chairperson. The Board Chairperson shall only be elected from among the Board members who are part of the “Business in the Local Area” category set forth in 29 U.S.C. § 3101. In addition to presiding over Board meetings, the Chairperson shall establish Committees, certify meeting quorums and perform other duties as required by WIOA.
  - (b) Board Vice-Chairperson. The Board Vice-Chairperson shall be elected from among any of the appointed Board members. The Board Vice-Chairperson shall fulfill the duties of the Board Chairperson in the absence of the Board Chairperson.
  - (c) The Committee Chairperson and Vice-Chairperson shall be elected from the Board members and non Board members who are serving on the respective Committee.
- 6.2 Elections and Terms of Service.** The Board’s Chairperson and Vice-Chairperson shall be elected by a majority vote of the Board’s members present at the Board meeting when the election is held. Each officer shall serve a term of two-years, which shall begin on July 1st of the election year and end on June 30th two years later. Board elections shall take place during even years
- (a) Each Committee’s chairperson and vice chairperson shall be elected by a majority vote of the respective Committee’s members present at the Committee meeting when the election is held. Each Committee officer shall serve a term of two years, which shall begin on July 1st of the election year and end on June 30th two years later. Committee elections shall take place immediately after a Committee is formed, and during odd years thereafter.
  - (b) No officer may serve more than two consecutive terms in the same office. Elections of the Board and Committee’s officers shall be complete no later than June 30th of the final year of the officers’ term of office; alternatively, if a meeting to conduct the vote in the month of June is impractical, then the vote will be conducted at the next Board meeting before any other business is conducted.
- 6.3 Election Procedures for Board Officers.**
- (a) Staff will solicit nominations for potential future officers from the Board members no later than the month of May immediately before the officers’

terms expire. The Board will be presented with the name and resumes of any Board members who wish to serve in a particular office after that Board member has submitted the same to Staff. Staff will be responsible for providing information regarding those Board members running for office to each Board member

- (b) The Board will hold a meeting, before the officers' terms expire, where the officers will be elected. During this meeting, the Board Chairperson will ask the Board members to provide nominations for potential officers. Any qualifying Board member, who is nominated and seconded, will be an officer candidate, unless that Board member does not accept the nomination. Board members will then vote on those members who accept their nominations. The candidate for office who receives the most votes for that office prevails and will serve in that office. In the event qualifying nominated candidate(s) do not exist, then the LEOs Chairperson shall appoint a temporary Board Chairperson and Vice-Chairperson, as needed, who shall serve until a qualified nominated candidate(s) may be elected, which election shall be agendaized in each subsequent Board meeting until the officer(s) are elected.

#### **6.4 Election Procedures for Committee Officers.**

- (a) Staff will solicit nominations for potential future officers from among the Board members serving on the respective Committee no later than month of May immediately before the officers' terms expire. The Committee will be presented with the name and resumes of any Committee members who wish to serve as a particular Committee officer after that Committee member has submitted the same to Staff. Staff will be responsible for providing information regarding those Committee members running for office to each Committee member.
- (b) The respective Committee will hold a meeting, before the officers' terms expire, where the officers will be elected. During this meeting, the Committee chairperson will ask the Committee members to provide nominations for potential officers. Any qualifying Board member, who is nominated and seconded, will be an officer candidate, unless that Committee member does not accept the nomination. The respective Committee members will then vote on those members who accept their nominations. The candidate for office who receives the most votes for that office prevails and will serve in that office. In the event qualifying nominated candidate(s) do not exist, then the Board Chairperson shall appoint a temporary Committee officer, as needed, who shall serve until a qualified nominated candidate(s) may be elected, which election shall be agendaized in each subsequent Committee meeting until the officer(s) are elected.

(c) **Vacancies.** The Board shall elect successors to fill the unexpired term of any officer within two months after the office becomes vacant. The Board member who is elected to fill a vacant office shall only serve to the end of the original term for which the vacancy was filled.

**6.5 Removal.** Officers will be automatically removed from office under the following conditions: (1) by a majority vote of a quorum of LEOs; (2) if the Officer does not qualify under WIOA to serve as in the office; (3) if the LEOs remove the Officer from the Board, or (4) if the Officer ceases to be a Board member for any reason.

#### **ARTICLE VII**

#### **AUTHORIZATION TO INCUR DEBT (NOT TO EXCEED \$50,000)**

**7.1 Authority to Incur Debt.** When necessary to ensure the continued operations and functions of the Board, the ED, or a Staff management member to whom the ED has designated specific authority in writing, may incur debt in the name of the Board for allowable expenditures in accordance with federal, state and local laws, statutes, regulations, and policies, not to exceed \$50,000.00 annually. Whenever finances are expended pursuant to Article VII, Staff will provide the Board with a summary and justification of the purchase during the next Board meeting.

#### **ARTICLE VIII LITIGATION**

**8.1 Counsel Representation.** The Board will maintain its own legal counsel for all matters related to the Board. However, if there is litigation or claims against the Board, then the Board's counsel may, subject to the LEOs municipalities' approval, also represent the LEOs in a limited capacity with respect to the litigation or claims, because the LEOs' municipalities may ultimately be fiscally responsible to pay any award of damages or settlement resulting from the litigation.

**8.2 Authority to Settle.** The Board shall obtain the approval of the LEOs prior to setting any monetary claims.

#### **ARTICLE IX REVISIONS AND AMENDMENTS**


**9.1** The Board understands and agrees that although the Board has duties and responsibilities to comply with applicable federal and state laws, that pursuant to 29 U.S.C. § 3101 and the Organizational Agreements the LEOs respective municipalities are responsible to ensure that WIOA funds are properly awarded and spent. As such, the Board will be governed in accordance with these By-Laws, which must be approved by the LEOs. If it is ever determined that WIOA or another applicable law conflicts with these By-Laws, then the WIOA or applicable law shall be followed.

**These By-Laws supersedes the Board's dated July 31, 2012. These By-Laws may only be amended by a majority vote of the LEOs during a LEOs Consortium meeting.**

**LEOs RATIFICATION**

These By-Laws having been reviewed and considered by the LEO Consortium during the September 8, 2015, LEO Consortium meeting and the LEOs having voted to approve these By-Laws; now therefore, the LEOs present these By-Laws to the Board as having been approved by the LEOs and requests the Board review these By-Laws, and consider them for approval.

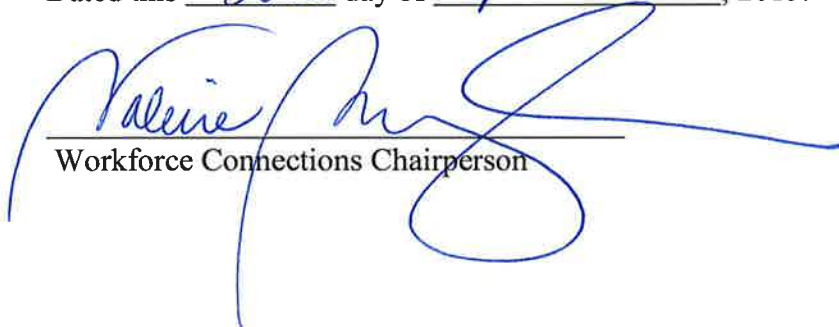
Dated this 25th day of September, 2015.

  
\_\_\_\_\_  
Commissioner Lawrence Weekly, LEO Consortium Chair

**BOARD RATIFICATION**

These By-Laws were considered and approved by the Board during the Board Meeting held on July 28 2015.

Dated this 22nd day of September, 2015.

  
\_\_\_\_\_  
Workforce Connections Chairperson

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

Review, accept and approve Workforce Connections' Strategic Work Plan - Goals Matrix ~ Brett Miller, Manager, Strategic Planning & Analysis

**Vision: "Full Employment for All Southern Nevadans"**

**Mission: "Connecting Employers to a Ready Workforce"**

## **Strategic Work Plan Goals Matrix**

### **Goal 1: Implement Effective Policies for Management and Oversight of the One-Stop Delivery System**

Strategy	Tactic	Timeline	Measurement	Status
1.1. Effectively transition system service delivery from WIA to WIOA.	1. Use Gantt Chart as central repository and tracking for all WIOA implementation activities.	Jun-16	<ul style="list-style-type: none"> <li>Completed items "checked off" on the Gantt chart.</li> </ul>	<ul style="list-style-type: none"> <li>25% complete</li> </ul>
	2. Revise, modify and/or develop Workforce Connections' policies and associated contracts to ensure WIOA compliance.	Ongoing	<ul style="list-style-type: none"> <li>Updates and recommendations to Board and Committees quarterly.</li> </ul>	<ul style="list-style-type: none"> <li>Policies 20% complete</li> <li>Contracts with One-Stop Operator and Affiliate Sites 100% complete</li> </ul>
	3. Communicate the implementation plan and all necessary changes to necessary stakeholders through training and technical assistance.	Ongoing	<ul style="list-style-type: none"> <li>Updates and recommendations to LEOs, Board and Ex-Com quarterly.</li> </ul>	<ul style="list-style-type: none"> <li>Gantt chart is updated monthly and presented to LEOs, Board and Ex-Com</li> </ul>
	4. Evaluate implementation and transition plan for effectiveness and modify as necessary.	Ongoing	<ul style="list-style-type: none"> <li>Updates and recommendations to Board and Committees quarterly.</li> </ul>	<ul style="list-style-type: none"> <li>No modifications this quarter</li> </ul>
1.2. Maximize return on investment and manage resources responsibly with the highest standards.	1. Hire, retain and develop well qualified staff talent and encourage ongoing management and oversight training.	Ongoing	<ul style="list-style-type: none"> <li>Strategic staff recruitment and training program.</li> </ul>	<ul style="list-style-type: none"> <li>Conducted: Ethics, Safety</li> <li>Scheduled: WIOA, True Colors, RAYS-Cust. Serv.</li> <li>Evaluating: Workforce 180</li> </ul>
	2. Lend strong technical assistance support to awarded programs along with comprehensive fiscal oversight and accountability for productive outcomes.	Ongoing	<ul style="list-style-type: none"> <li>Unqualified fiscal auditing financial statements and less than ten noted monitoring findings identified by the State of Nevada and/or U.S. Department of Labor.</li> </ul>	<ul style="list-style-type: none"> <li>Trainings conducted: OSOS, Fiscal, Programmatic</li> <li>Scheduled: Desk reviews</li> </ul>

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## **Strategic Work Plan Goals Matrix**

### **Goal 1: Implement Effective Policies for Management and Oversight of the One-Stop Delivery System**

Strategy	Tactic	Timeline	Measurement	Status
1.3. Correct any noted auditing and monitoring findings.	1. Develop and document sound corrective action measures with permanent fixes to prevent noncompliance recurrence.	Ongoing updates by WC management team	<ul style="list-style-type: none"> <li>• Corrective action validated along with findings closure notice from auditing/monitoring agency.</li> </ul>	<ul style="list-style-type: none"> <li>• Submitted response to DETR with corrective actions regarding US DOL monitoring report</li> </ul>
	2. Provide technical assistance to staff and/or funded partners/service providers and ongoing training initiatives associated with awarded programs and funding.	Within 3 months of program/funding award	<ul style="list-style-type: none"> <li>• Published training and technical assistance reports.</li> </ul>	<ul style="list-style-type: none"> <li>• Trainings conducted: OSOS, Fiscal, Programmatic</li> <li>• Technical assistance to follow</li> </ul>
	3. Modify/update policies as necessary to avoid repeat auditing and monitoring findings.	Ongoing throughout each program year	<ul style="list-style-type: none"> <li>• Quality assurance process.</li> </ul>	<ul style="list-style-type: none"> <li>• Fiscal SOP manual was updated to mitigate future repeat findings</li> </ul>



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## **Strategic Work Plan Goals Matrix**

<b>Goal 2: Champion Youth Education, Training and Employment</b>				
Strategy	Tactic	Timeline	Measurement	Status
2.1. Address the educational and vocational needs of Out-of-school Youth.	1. Deliver holistic, wraparound youth services by partnering with educators, employers and community based organizations to identify and leverage resources.	Ongoing each program year	<ul style="list-style-type: none"> <li>Youth Panel Meetings.</li> <li>Receipt of formal presentations and inputs from funded partners including the number of youth successfully served.</li> </ul>	<ul style="list-style-type: none"> <li>First Youth Panel mtg. scheduled for Q2 PY15</li> <li>Formal presentation scheduled for Q3 PY15</li> </ul>
	2. Target hardest-to-serve youth identified by Programs Committee and Youth Panel.	Ongoing each program year	<ul style="list-style-type: none"> <li>Published Request for Proposals and award and execute contracts to qualified/certified partners and service providers to serve the identified populations.</li> </ul>	<ul style="list-style-type: none"> <li>100% complete</li> </ul>
2.2. Engage and connect youth with career path and employment training opportunities relevant to the identified industry sectors.	1. Fund workforce development programs that prepare youth for successful entry into employment and lifelong learning opportunities in the identified industry sectors.	Ongoing each program year	<ul style="list-style-type: none"> <li>Publish Request for Proposals and award and execute contracts to qualified/certified partners and service providers.</li> </ul>	<ul style="list-style-type: none"> <li>100% complete</li> </ul>
	2. Partner with local employers to promote youth career preparedness and exposure through work-based learning opportunities.	Ongoing each program year	<ul style="list-style-type: none"> <li>Number of youth participating in work-based learning opportunities.</li> </ul>	<ul style="list-style-type: none"> <li>In planning stage</li> </ul>
	3. Secure local public/private partners with focus on youth education and training opportunities leading to promising careers.	Ongoing each program year	<ul style="list-style-type: none"> <li>Executed MOUs/contracts.</li> </ul>	<ul style="list-style-type: none"> <li>Existing MOUs/contracts with: DJJS, CCSD, DRHS, AmeriCorps, Habitat for Humanity</li> </ul>
	4. Establish a Youth One-Stop Career Center.	Ongoing	<ul style="list-style-type: none"> <li>Executed contract with a One-Stop operator.</li> </ul>	<ul style="list-style-type: none"> <li>Pursuing free space at local libraries and/or community centers</li> </ul>

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## **Strategic Work Plan Goals Matrix**

### **Goal 2: Champion Youth Education, Training and Employment**

Strategy	Tactic	Timeline	Measurement	Status
2.3. Expose youth to STEM skill sets, occupations, training and career pathways.	1. Partner with educators, employers and community organizations to increase exposure for youth to the necessary skills of the future workforce.	Ongoing throughout each program year	<ul style="list-style-type: none"> <li>Increase system youth initiatives/activities, making sure they are both engaging and local industry-relevant.</li> </ul>	<ul style="list-style-type: none"> <li>Launched new Interactive Career Exploration tools: Woofound Assessment and Industry Sector Animated Characters</li> </ul>
	2. Increase the STEM exposure for youth served by funded partners.	Ongoing throughout each program year	<ul style="list-style-type: none"> <li>Include STEM requirements in service provider contracts with clear measurables.</li> </ul>	<ul style="list-style-type: none"> <li>100% complete</li> <li>Activity reports to follow throughout the year</li> </ul>

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## **Strategic Work Plan Goals Matrix**

### **Goal 3: Promote Quality Employment and Training Services for Adult and Dislocated Workers**

Strategy	Tactic	Timeline	Measurement	Status
3.1. Leverage resources to provide more comprehensive service delivery by soliciting partnership agreements from both required and non-required partners.	1. Establish and maintain resource-sharing agreements with required and non-required One-Stop System partners.	Ongoing and throughout program year.	• Executed MOUs.	• Draft completed • Final MOU to be completed Q2 PY15
	2. Facilitate system-wide dialogue for the purpose of collaborating with partners and addressing the needs of job-seekers including targeted populations.	Ongoing	• One-Stop System Panel meetings. • Special Populations Panel meetings.	• Panels currently being composed • First meeting scheduled for Q3 PY15
3.2 Build system capacity in order to increase quality of service.	1. Continually evaluate system requirements and implement training activities as needed for system partners.	Ongoing	• Give quarterly updates of system-wide training activities.	• Staff evaluating training options for further system-wide capacity building
	2. Through the Workforce Development Academy (WDA), continue to build capacity throughout the system.	Ongoing and throughout program year	• Give quarterly updates of WDA enrollments.	• Skipped Q1-Q2 PY15 due to WIOA implementation • Cohort to begin Q3 PY15
3.3. Transition and maintain a WIOA compliant One-Stop operator in alignment with the State Plan.	1. Initiate a competitive procurement process and execute a contract for a One-Stop operator.	Jun-15	• Executed contract.	• 100% complete
	2. Execute WIOA-compliant MOU's with mandated System partners and facilitate the implementation through the One-Stop operator.	Jun-15	• Executed MOUs.	• Draft completed • Final MOU to be completed Q2 PY15
	3. Develop and implement a OSCC transition plan detailing potential barriers to an effective and timely transition to WIOA compliant operator.	Jul-15	• Executed plan.	• 100% complete

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## **Strategic Work Plan Goals Matrix**

<b>Goal 4: Attract, Grow and Retain Businesses</b>				
Strategy	Tactic	Timeline	Measurement	Status
4.1. Create a workforce system that champions business, education, training and workforce development.	1. Grow a strong network of business partners/local employers that looks to Workforce Connections' One-Stop Delivery System and Career Center(s) as their first choice for employment and training services.	Annually	<ul style="list-style-type: none"> <li>• At least 25 new employer customers per year.</li> <li>• At least 6 employers returning for additional services.</li> <li>• Host at least 2 hiring events with a minimum of 50 positions available per event.</li> <li>• Host 2 training events with a minimum of 100 attendees per event.</li> </ul>	<ul style="list-style-type: none"> <li>• 19 new employer customers this quarter, total employer customers being served is currently 166</li> <li>• 12 return employer customers this quarter, total return employer customers is 64 (39% retention)</li> <li>• Annual Nevada Super Hiring Event was cancelled*</li> <li>• Holiday Hiring and Training Events scheduled for November 5th</li> </ul>
	2. Keep the Board informed of Business Engagement activities and initiatives.	Quarterly	<ul style="list-style-type: none"> <li>• Give quarterly updates of Business Engagement activities.</li> <li>• Give updates of Business Engagement Panel activities (# of members, # of meetings, actionable items, etc.).</li> </ul>	<ul style="list-style-type: none"> <li>• Monthly updates have been given to the Board</li> <li>• First Panel mtg. in August, second one in Oct.</li> <li>• Panel has at least 44 members so far</li> </ul>
4.2. Create a dynamic supply of trained, skilled workers to meet workforce demands of regional and industry sectors.	1. Partner with local businesses and training providers (colleges, universities, and apprenticeship trades) to gather business intelligence.	Ongoing as driven by business demands	<ul style="list-style-type: none"> <li>• Number of new Compact members.</li> <li>• Publishing and distributing Business Intelligence Reports to One-Stop operator and other system partners.</li> </ul>	<ul style="list-style-type: none"> <li>• 12 new compact members, total membership at 44</li> <li>• Currently developing business intelligence reports for One-Stop operator and other system partners</li> </ul>

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**Strategic Work Plan Goals Matrix**

Goal 4: Attract, Grow and Retain Businesses				
Strategy	Tactic	Timeline	Measurement	Status
	2. Develop and coordinate training activities based on business intelligence.	Ongoing as driven by business demands	<ul style="list-style-type: none"> <li>• Response by One-Stop operator and other funded partners, including a description of actions taken/not-taken in response to Business Intelligence Reports.</li> <li>• Number of new trainings added to the ETPL based on business intelligence.</li> <li>• Number of participants placed in employment based on new trainings (measurement dependent on completion of new ETPL process).</li> </ul>	<ul style="list-style-type: none"> <li>• Business intelligence reports currently being developed</li> <li>• EMS training was added to the ETPL</li> <li>• Will monitor participant EMS training for follow-up reports</li> </ul>
4.3. Align workforce development resources to be anchored by the following industry sectors: <ul style="list-style-type: none"> <li>• Agriculture</li> <li>• Aerospace &amp; Defense</li> <li>• Information Technology</li> <li>• Clean Energy</li> <li>• Health &amp; Medical Services</li> <li>• Logistics &amp; Operations</li> <li>• Manufacturing</li> <li>• Mining &amp; Materials</li> <li>• Tourism, Gaming &amp; Entertainment.</li> </ul>	1. Team up with the Economic Development agencies to support business retention and expansion in the local area.	Ongoing	<ul style="list-style-type: none"> <li>• Appropriate representation on board, committees and/or panels.</li> </ul>	<ul style="list-style-type: none"> <li>• One LVGEA Board member</li> <li>• Two LVGEA Panel members</li> <li>• One City of Las Vegas Panel member</li> <li>• Still actively recruiting</li> </ul>

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## **Strategic Work Plan Goals Matrix**

<b>Goal 4: Attract, Grow and Retain Businesses</b>				
Strategy	Tactic	Timeline	Measurement	Status
	2. Continue to support DETR's sector councils.	Ongoing	<ul style="list-style-type: none"> <li>• Consistent attendance and participation by WC staff and board members at DETR sector councils.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff assigned to each Industry Sector Council</li> </ul>
	3. Allocate resources yearly to support sector initiatives.	Ongoing	<ul style="list-style-type: none"> <li>• Funded partners contracts include resource requirement. support to industry sectors.</li> <li>• Fund system-building initiatives.</li> </ul>	<ul style="list-style-type: none"> <li>• Funded partner contracts 100% complete</li> <li>• Developing additional system-building initiatives</li> </ul>
	4. Develop career pathway initiatives focused on the highest growth/highest wage industry sectors in the local area.	Jun-16	<ul style="list-style-type: none"> <li>• Develop specialized pathways for IT, Healthcare and Manufacturing.</li> </ul>	<ul style="list-style-type: none"> <li>• Healthcare and Manufacturing pathways in place</li> <li>• IT pathway in planning</li> </ul>
	5. Streamline board membership application and approval process to identify and document strong credentials for membership.	May/June 2015	<ul style="list-style-type: none"> <li>• New Board members appointed to all required positions.</li> <li>• Board re-certification.</li> </ul>	<ul style="list-style-type: none"> <li>• Both 100% complete</li> </ul>
4.4. Maintain a compliant, engaged, effective and efficient board.	1. Implement a recruitment strategy that builds a pool for potential board, committee and panel members.	Oct-15	<ul style="list-style-type: none"> <li>• Recruitment strategy in place.</li> <li>• Pool of ready candidates.</li> </ul>	<ul style="list-style-type: none"> <li>• Both 100% complete</li> </ul>
	2. Implement a continual Board Member development program.	Dec-15	<ul style="list-style-type: none"> <li>• On-board orientation.</li> <li>• Board member training.</li> <li>• NAWB conference attendance.</li> </ul>	<ul style="list-style-type: none"> <li>• Conducted Orientation, Ethics and Open Meeting Law Trainings</li> <li>• NAWB conference attendance being scheduled</li> </ul>

\* Per direction from U.S. Department of Labor and DETR, our previous Management Information System (MIS), NV Trac was shut down to avoid sanctions. Current MIS, One-Stop Operating System (OSOS) does not produce quality data reporting and analysis.

**Agenda item 8.     INFORMATION:**

Finance and Budget Committee minutes of October 14, 2015 (draft)

**WORKFORCE CONNECTIONS  
BUDGET & FINANCE COMMITTEE  
MINUTES**

The Budget & Finance Committee held a public meeting on Wednesday, October 14, 2015 beginning at 2:06 p.m. at the following location:

At its principal office:  
6330 W. Charleston Blvd., Ste. 150  
Rosalie Boulware Conference Room (Bronze)  
Las Vegas, Nevada

The site has speakerphone and voice-stream link capability.

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

Jerrie Merritt, Chair called the meeting of the Budget & Finance Committee to order. Members present: Paul Brandt (via telephone), Brad Deeds (via telephone), Lou DeSalvio (via telephone), Dasya Duckworth (via telephone), Rebecca Henry, Tobias Hoppe (via telephone), Rob Mallery, Jerrie Merritt, Chair, and Michael Vannozzi, Vice-Chair.

Members Absent: Marvin Gebers, Valerie Murzl, and Renee Olson.

No Ex-Officio Members present.

Staff confirmed the agenda posted three working days prior to the meeting in accordance with the Nevada Open Meeting Law by posting at four Official Bulletin Boards (locations listed on agenda). Workforce Connections staff members and members of the public were asked to sign in. (Sign in sheets are attached to the original minutes).

For the record, Ardell Galbreth, Executive Director requested that the Pledge of Allegiance be included in the Budget & Finance Committee meetings.

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

*Hearing no comments, Jerrie Merritt closed the Public First Comment Session.*

- 3. Discussion and Possible Action:** Approval of the Agenda with inclusions of any emergency items or deletion of any items.

*Michael Vannozzi made a motion to accept the agenda as presented and Rebecca Henry seconded the motion. Motion carried.*

- 4. Discussion and Possible Action:** Approve the Budget & Finance Committee meeting minutes of August 12, 2015.

*Michael Vannozzi made a motion to approve the Budget & Finance Committee meeting minutes of August 12, 2015 as presented and Rebecca Henry seconded the motion. Motion carried.*



5. **Discussion and Possible Action:** Review, Discuss, Accept, and Approve Reports

Jim Kostecki, Manager-Financial Services queried if there would be action taken on a per report basis (agenda item 5.A., 5.B., etc.), or action taken after the reporting of all the agenda items 5.A-D. The Committee concurred with action taken at the conclusion of all the reports.

A. PY2015 WIA Formula Budget July 1, 2015 through June 30, 2016.

Mr. Kostecki reviewed and reported on PY2015 WIOA Formula Budget July 1, 2015 through June 30, 2016 for Workforce Connections operation on pages 13-19 of the agenda packet.

Michael Vannozzi queried line item 8900 - Strategic Initiatives funds set aside and designed for sequestration mitigation. Mr. Kostecki stated Strategic Initiatives are broken down into two line items. One (\$179,503) for current support of line items within the operations budget, and the second (\$900,000) to support sequestration when implemented.

Ardell Galbreth noted line item 7095 – Board Meetings and Travel (\$25,000). He introduced the National Association of Workforce Boards (NAWB) Forum that occurs each year in Washington, DC, whereby Board members and staff attend to attain intelligence and best practices for potential implementation at Workforce Connections. He further stated the NAWB Forum would be an agenda item at the October Board meeting, and Dianne Tracy would be the point of contact. Traditionally, Board members and staff coordinate with the Local Elected Officials and the Washington, DC office to visit the congressional representatives on “The Hill”. Michael Vannozzi volunteered his services and expertise in this area.

Rebecca Henry queried the increase for printing generated during the first quarter, and was it anticipated to allocate additional funds to this line item for extra printing in the future? Mr. Kostecki stated that based on the first quarter, an extrapolation of funds through the end of the year with reallocations and adjustments were made to accommodate the line item. Mr. Galbreth stated an annual report would be published incurring additional printing costs and potential adjustments to the line item. Jaime Cruz expounded on the annual report, a compliance document Workforce Connections is obligated to submit to the State every year. Mr. Cruz stated staff was tasked to share information at a higher level with the members of the Board, the Local Elected Officials, and other appropriate officials in the community. WC hopes it serves its purpose to educate those that read it, what WC does, what WC’s role is, and what value WC brings to the community as an organization.

Mr. Vannozzi stated that LVGEA does an in-kind fundraiser for printing costs, and queried if that has been a consideration in the past. He stated there are community partners that would potentially assist in the area of printing. He further queried line item 7045 – Systems Communications increase. Was the Woofound on-line visual personality assessment tool approved by the Programs Committee, and the reason for adjustment. Mr. Kostecki responded it is an initiative implemented by Workforce Connections through the strategic initiative, to roll out software to all partners for use.

Mr. Cruz clarified the initiative began as a physical kiosk located in the WC lobby, and has been expanded to be available from any PC or mobile device. The Woofound assessment tool and the interactive characters are still in process, budgeted through the Strategic Initiatives to deploy systems such as the device located in the lobby. Mr. Cruz stated it is not a Programs Committee approval function.

Rob Mallery queried the technology in place for general records:

- What would be the kiosk's usefulness?
- Where does the data come from?
- Where does it live?
- In terms of driving any kind of usable personality assessments as a whole could be dubious in general, and if this does not tie into any system as it currently stands, it is a stand-alone experiment.

Mr. Cruz stated participants come to the Center or locations, and if the participant is not eligible for services, they leave the Center or location with having no value from the visit. WC found this tool (Woofound software) at last year's NAWB meeting, featured as a best practice. WC decided to develop the kiosk, using the software, as a system tool. How is the kiosk used? The assessment test becomes one more tool the participant can use to build their individualized plan to receive training and seek employment. The personality assessment serves as a tool that can immediately deliver career-mapping recommendations and will tie into Indeed.com, ONET, and other platforms to local jobs in the market. It is currently accessible from any tablet or mobile device, and has been running for one week with 300 participants accessing the system. Mr. Mallery questioned where the data would be stored. Would the data be accessible through the Woofound system as opposed to other unusable system(s)? Mr. Cruz further explained, the Woofound software program lives separate from other systems, and backed up by Woofound customized to Workforce Connections using the latest technologies.

Ms. Henry questioned the statement that the tool is used to assist participants deemed ineligible for services. Mr. Galbreth stated the system is not for ineligible participants. It is an outreach effort or preliminary assessment for anyone who is 18 years of age and older, eligible for some services within the workforce development system.

Ms. Henry queried if there are measures for success to assist in evaluating the annual renewal. Mr. Cruz stated there is an annual cost of \$15,000, based on population and the geographic area (local workforce development area-Clark County, Nye County, Esmeralda County, and Lincoln County). After one year, WC will evaluate:

- Number of participants that used the assessment
- What value did it bring to their individualized plan
- Did it allow them to identify a course of training that was in demand
- Were they placed into employment

All of the data will go through a management system so that WC can document its effectiveness. Discussion ensued regarding the problems associated with reporting out of a system not fully integrated with the system of record.

Mr. Kostecki continued with the review and reporting of the PY2015 WIOA Formula Budget for the One-Stop Center and One-Stop System reports. Discussion ensued regarding:

- Retrofit of the second One-Stop Mobile Unit (RTC bus(s) donated to Workforce Connections)
- Insurance and maintenance of One-Stop Mobile Units
- Staffing of the One-Stop Mobile Units (ResCare)
- Additional access point for the One-Stop System (One-Stop Affiliate Sites)

- Partner companies and the use of the One-Stop Mobile Unit

B. Budget vs. Actual Finance Report (Workforce Connections' Operations) for the period July 1, 2015 through June 30, 2016 (Formula WIOA).

Mr. Kostecki reviewed and reported on the Budget vs. Actual Finance Report (Workforce Connections' Operations) for the period of July 1, 2015 through June 30, 2016 (Formula WIOA) on page 20 of the agenda packet. Mr. Kostecki noted the Equipment and Furniture line item inadvertently highlighted as it is below threshold. Mr. Kostecki stated that the percentage of expenditures for the current period completed is at 16.7%.

C. Awards & Expenditures – Monthly Update (status of service providers).

Mr. Kostecki reviewed and reported on the Awards & Expenditures – Monthly Update (status of service providers) on pages 26 – 30 of the agenda packet that reflects invoicing through August 2015.

- Page 26 – Program Year 2014/2015 Adult/Dislocated Worker Program
- Page 27 – Program Year 2015 Adult/Dislocated Worker WC paid Trainings Obligated through October 2, 2015
- Page 28 – Program 2014/2015 Youth Programs
- Page 29 – Program Year 2015 Youth WC Paid Trainings Obligated through October 2, 2015
- Page 30 – Direct Programs

Mr. Vannozzi noted JanTec is close to the end of their contract and have no funds to provide training. Mr. Kostecki responded JanTec is the temporary agency for payroll services with \$100,000 set aside to support two temporary staff members working in the One-Stop Career Center to assist in the transition from the One-Stop Career Center Consortium to the One-Stop Operator, ResCare.

Ms. Henry queried the Academy of Human Development with the low spend rate, and at what point would this service provider be flagged in red or is it why the contract has not been renewed. Mr. Kostecki stated WC received approval for a sole-source contract with the Academy of Human Development for the adult and dislocated worker contract, which rolled forward, and the youth contract did not roll forward. Mr. Kostecki clarified the procedure as follows: If a service provider is awarded funds of \$600,000, a check is not handed over to the service provider in that amount. Service providers are on a reimbursement basis only. WC recaptures or de-obligates the contract balance if the funds are not spent.

Mr. Vannozzi suggested, on the strategic side, that some of the recaptured funds could be spent to develop and cultivate high quality service providers. Mr. Galbreth responded that an RFP 101 training session is scheduled for January 2016. Current service providers and new service providers or agencies are encouraged to attend the training to learn the components required to submit a proposal for a contract award with Workforce Connections. There is a mandatory Bidders Conference and a Statement of Qualification (SOQ) to determine if the service provider is positioned financially, staffed appropriately, and has programmatic expertise in the field prior to submitting a proposal.

D. WIOA Expenditure Tracking - Adults, Dislocated Workers, and Youth.

Brett Miller reviewed and reported on the WIOA Expenditure Tracking report on page 31 of the agenda packet designed to address previous reports within the packet in a tracking methodology of spending vs. actual. Discussion ensued.

Mr. Vannozi requested participant enrollments be added in association with the dollar figures within the reporting cycle with Mr. Mallery concurring. Mr. Miller responded that he anticipates that element of reporting in January.

Mr. Kostecki stated his appreciation to the Committee members for their many suggestions. He further stated WC is mandated to leverage funds, and the one component WC has been missing is unrestricted funding (non-federal money).

***Rebecca Henry made a motion to accept and approve agenda items 5.A PY2015 WIA Formula Budget July 1, 2015 through June 30, 2016. Agenda item 5.B Budget vs. Actual Finance Report (Workforce Connections' Operations) for the period July 1, 2015 through June 30, 2016 (Formula WIOA). Agenda item 5.C Awards & Expenditures – Monthly Update (status of service providers). Agenda item 5.D WIOA Expenditure Tracking, and Michael Vannozi seconded the motion. Motion carried.***

- 6. 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 Committee. You may comment now even if you commented earlier; however, please do not simply repeat the same comment you previously made. Please clearly state and spell your name and address for the record. Each comment will be limited to three (3) minutes.

***Hearing no comments, Jerrie Merritt, Chair closed the Second Public Comment Session.***

- 7. Committee Members Comments:**

Michael Vannozi expressed his appreciation to staff for the many questions and answers acknowledged by the new Committee members, and that some are loquacious, but assured staff they could call on any new Committee member to discuss items prior to the Board meetings.

Jerrie Merritt reiterated Mr. Vannozi's comments, and for staff to feel free to reach out to any of the Committee members for assistance. She further expressed her thanks to the new Committee members for their comments and suggestions.

Ardell Galbreth expressed his thanks to the Committee members and encouraged them to carry information, whether to the Board or to the community, to provide a better understanding of what WC does.

Jaime Cruz requested the Committee members to consider their participation at the National Association of Workforce Board Forum coming up next year to provide the Committee members a means of networking with their peers and bring back what was learned to Workforce Connections.

- 8. Adjournment**

***The meeting adjourned at 3:30 p.m.***

Respectfully submitted,  
Dianne Tracy

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

Review, accept and approve reports:

- a. PY2015 Budget WIOA Formula Budget July 1, 2015 through June 30, 2016
- b. Budget vs. Actual Finance Report (Workforce Connections' Operations) for the period July 1, 2015 through June 30, 2016
- c. Awards & Expenditures Report – Monthly Update (Status of Funded Partners)
- d. WIOA Expenditure Tracking – Adult, Dislocated Worker and Youth
- 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 Budget WIOA Formula Budget July 1, 2015 through June 30, 2016

**WORKFORCE CONNECTIONS  
PY2015 WIOA Formula Budget  
July 1, 2015 - June 30, 2016  
(Revised Budget - October 1, 2015)**

Revenue by Funding Stream	Approved Budget PY2015	Proposed Budget PY2015	\$ Change	Available for LWIB Operations		Community Resource Allocations	TOTAL
				10% Admin	15% Program		
PY2014 Adult	4,300,000	4,300,000	-	430,000	645,000	3,225,000	4,300,000
PY2014 Dislocated Worker	1,000,000	1,000,000	-	100,000	150,000	750,000	1,000,000
PY2014 Youth	3,000,000	3,000,000	-	300,000	450,000	2,250,000	3,000,000
PY2015 Adult	7,375,010	7,375,010	-	737,501	1,106,252	5,531,257	7,375,010
PY2015 Dislocated Worker	4,448,425	4,448,425	-	444,843	667,264	3,336,318	4,448,425
PY2015 Youth	5,973,728	5,973,728	-	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
<b>Total Revenue by Funding Stream</b>	<b>\$ 26,157,188</b>	<b>\$ 26,157,188</b>	<b>\$ -</b>	<b>\$ 2,609,717</b>	<b>\$ 3,914,600</b>	<b>\$ 19,632,871</b>	<b>\$ 26,157,188</b>
			0.0%	Subtotal Board Operations	\$ 6,524,317		

Notes:

1. PY2015 Revenues include WIOA funding in the total amount of \$17,797,163.
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. WIOA funds have a two year life at the local board level and an additional year at the state level.

Community Resource Allocations	Approved Budget PY2015	Proposed Budget PY2015	\$ Change	One-Stop Centers	One-Stop System	Community Resource Allocations	TOTAL
Adult Services	8,786,257	8,786,257	-	547,058	1,151,268	7,087,931	8,786,257
Dislocated Worker Services	4,116,318	4,116,318	-	234,454	493,401	3,388,463	4,116,318
Youth Services	6,730,296	6,730,296	-		250,000	6,480,296	6,730,296
<b>Subtotal Community Resource Allocations</b>	<b>\$ 19,632,871</b>	<b>\$ 19,632,871</b>	<b>\$ -</b>	<b>\$ 781,512</b>	<b>\$ 1,894,669</b>	<b>\$ 16,956,690</b>	<b>\$ 19,632,871</b>

Board Operations	Approved Budget PY2015	Proposed Budget PY2015	\$ Change	Admin	Program	Total
Subtotal Operating Expenditures	6,524,317	6,524,317	-	1,745,704	4,778,613	6,524,317
<b>Total Expenditures</b>	<b>\$ 26,157,188</b>	<b>\$ 26,157,188</b>		<b>\$ 1,745,704</b>	<b>\$ 4,778,613</b>	
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ 864,013</b>	<b>\$ (864,013)</b>	<b>\$ -</b>

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 WIOA Formula Budget  
July 1, 2015 - June 30, 2016  
(Revised Budget - October 1, 2015)**

<b>Board Operations</b>	<b>Authorized FTE</b>	<b>Actual FTE</b>	<b>Approved Budget PY2015</b>	<b>Proposed Budget PY2015</b>	<b>\$ Change</b>	<b>Admin</b>	<b>Program</b>	<b>Total</b>
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	107,000	20,000	26,750	80,250	107,000
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			135,500	135,500	-	33,875	101,625	135,500
7080 Admin Support Contracts			118,000	118,000	-	118,000	-	118,000
7085A Program Support Contracts			190,000	190,000	-	-	190,000	190,000
7085B Program Support Contracts - IT/Web			195,000	195,000	-	-	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	40,000	7,500	10,000	30,000	40,000
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			179,503	152,003	(27,500)	38,001	114,002	152,003
8900 Strategic Initiative - 1st Qtr 2016			900,000	900,000	-	225,000	675,000	900,000
<b>Subtotal Board Operations</b>			<b>6,524,317</b>	<b>6,524,317</b>	<b>-</b>	<b>1,745,704</b>	<b>4,778,613</b>	<b>6,524,317</b>



**Workforce Connections  
Program Year 2015  
WIOA Formula Budget Narrative**

Workforce Connections is responsible for providing management and oversight of the Workforce Development Area's employment and training programs and services. The Board's staff provides direct support to the Workforce Development 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 Development Board.

**Revenues:**

Workforce Innovation and Opportunity Act (WIOA) Program Year PY2015 allotted funds are in the amount of \$17,797,163. Funding is allocated among the three funding streams: Adult - \$7,375,010, Dislocated Worker - \$4,448,425, Youth - \$5,973,728.

Funding for PY2015 decreased by \$1,598,980 (8.24%), 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 \$26,157,188.

**Expenditures – Community Resource Allocation:**

In August 2015, the Board approved additional Adult & Dislocated Worker funds for Academy of Human Development in the amount of \$35,000, for HELP of Southern Nevada in the amount of \$40,000, for Nevada Partners in the amount of \$75,000, and for ResCare Workforce Services in the amount of \$100,000 for services related to transferred clients from service providers not receiving funding going forward. They also approved additional Adult & Dislocated Worker funds for ResCare Workforce Services in the amount of \$250,000 for staffing adjustments and training and supportive services funds. Finally, no cost extensions were approved for the Nevada Department of Corrections and the UNLV Continuing Education nursing GAP training contracts.

In September 2015, the Board approved an Adult & Dislocated Worker funded contract for Nevada Partners in an amount not to exceed \$500,000 for a Building Trades Pre-Apprenticeship program design and a Youth contract in an amount not to exceed \$650,000 for a Pre-Entry program. They also approved additional Youth funds for Nevada Partners in the amount of \$154,800, for HELP of Southern Nevada in the amount of \$83,200, and for Southern Nevada Regional Housing Authority in the amount of \$27,000 for services related to transferred clients from service providers not receiving funding going forward.

**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: \$107,000 – An increase of \$20,000 –** Allocated costs for support systems such as data backup, T-1 computer lines, and web hosting for internal e-mail support. The increase is for the purchase of Woofound Online visual personality assessment tool for use of all partners serving clients.
- 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: \$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 –** Allocated costs for equipment or facility repairs and maintenance and security guard services.
- 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 –** Allocated costs for program support training agreements.
- 7085B Program Support Contracts – IT and Web: \$195,000 –** Allocated costs for temporary staffing to support program and data support activities.
- 7090 Non-Board Meetings and Outreach: \$43,000 –** Allocated costs for business and employer outreach initiatives to attract businesses and establish partnerships for workforce development and employer services.
- 7095 Board Meetings and Travel: \$25,000 –** Allocated costs for facility and event related charges tied to board and committee meetings and Board travel to grant activities
- 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: \$40,000 – An increase of \$7,500** – Allocated costs for existing leases on copiers and postage meter equipment as well as any rental equipment needed in daily operations. The increase is due to the extra printing incurred during the first quarter generated by the implementation of the Workforce Innovation and Opportunity Act (WIOA).

**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: \$1,052,003 – A decrease of \$27,500** – These funds are available to be allocated for future workforce initiatives approved by the Board.

**WORKFORCE CONNECTIONS  
PY2015 WIOA Formula Budget  
One Stop Center - Charleston  
(Revised Budget - October 1, 2015)**

<b>One-StopCenter</b>	<b>Authorized FTE</b>	<b>Actual FTE</b>	<b>Approved Budget PY2015</b>	<b>Proposed Budget PY2015</b>	<b>\$ Change</b>	<b>Admin</b>	<b>Program</b>	<b>Total</b>
6500 Salaries	0.90	0.90	53,179	53,179	-	1,595	51,584	53,179
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			6,000	6,000	-		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			30,000	30,000	-		30,000	30,000
7065 Telephone			2,700	2,700	-		2,700	2,700
7070 Facility Rent/Lease			146,000	146,000	-		146,000	146,000
7075 Facilities Repairs and Maintenance			100,025	100,025	-		100,025	100,025
7080 Admin Support Contracts			6,000	6,000	-	6,000	-	6,000
7085A Program Support Contracts			20,000	20,000	-		20,000	20,000
7085B Program Support Contracts - IT/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			18,613	18,613	-		18,613	18,613
7125 Employer Payroll Taxes			1,595	1,595	-		1,595	1,595
7130/7135 Payroll Services and Bank Fees			950	950	-	950	-	950
7200 Equipment - Operating Leases			45,500	45,500	-		45,500	45,500
7215/8500 Capital - Equipment and Furniture			7,750	7,750	-		7,750	7,750
GASB Depreciation			140,000	140,000	-		140,000	140,000
8900 Strategic Initiative - WIA			125,000	125,000	-		125,000	125,000
<b>Subtotal One-Stop Center</b>			<b>781,512</b>	<b>781,512</b>	<b>-</b>	<b>13,545</b>	<b>767,967</b>	<b>781,512</b>

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

- 6500 - Salaries: \$53,179** – Allocated costs for administrative and program staff salaries.
- 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** – Allocated costs for postage and mail delivery including such activities as routine postage, courier delivery service, and Federal Express delivery.
- 7035 Printing and Reproduction: \$4,500** – 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: \$30,000** – Allocated costs for utilities for the new location. Utilities are included in our current lease agreement.
- 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** – Allocated costs for Workforce Connections’ office space for staff in support of the Board’s administrative and programmatic functions.
- 7075 Facilities Maintenance: \$100,025** – Allocated costs for equipment, security and facility repairs and maintenance.

- 7080 Admin Support Contracts: \$6,000** – 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** – Allocated costs for program support training agreements.
- 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: \$18,613** – 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: \$1,595** – Allocated costs for employer payroll taxes which are calculated at 3% of total salaries.
- 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** – 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: \$7,750** – Allocated costs for equipment and furniture including computers, servers, and furniture for administrative and programmatic support staff.

**WORKFORCE CONNECTIONS  
PY2015 WIOA Formula Budget  
One Stop System  
(Revised Budget - October 1, 2015)**

<b>One-Stop System</b>	<b>Authorized FTE</b>	<b>Actual FTE</b>	<b>Approved Budget PY2015</b>	<b>Proposed Budget PY2015</b>	<b>\$ Change</b>	<b>Admin</b>	<b>Program</b>	<b>Total</b>
6500 Salaries	9.38	7.38	683,158	683,158	-	20,495	662,663	683,158
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			14,500	14,500	-		14,500	14,500
7025 Dues and Subscriptions			3,500	3,500	-		3,500	3,500
7030 Postage and Delivery			-	-	-		-	-
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	16,310	5,000		16,310	16,310
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			-	-	-		-	-
7065 Telephone			5,720	5,720	-		5,720	5,720
7070 Facility Rent/Lease			-	-	-		-	-
7075 Facilities Repairs and Maintenance			-	-	-		-	-
7080 Admin Support Contracts			17,000	17,000	-	17,000	-	17,000
7085A Program Support Contracts			59,500	59,500	-		59,500	59,500
7085B Program Contracts - IT/Web			15,000	15,000	-		15,000	15,000
7085C Program Contracts - Workforce Dev. Academy			100,000	100,000	-		100,000	100,000
7090 Non-Board Meetings and Outreach			58,500	58,500	-		58,500	58,500
7095 Board Meetings and Travel			-	-	-		-	-
7100 Insurance			19,000	19,000	-		19,000	19,000
7100-7120 Employee Fringe Benefits			216,087	216,087	-		216,087	216,087
7125 Employer Payroll Taxes			21,108	21,108	-		21,108	21,108
7130-7135 Payroll Services and Bank Fees			1,500	1,500	-	1,500	-	1,500
7200 Equipment - Operating Leases			-	-	-		-	-
7500 Participant Training			200,000	200,000	-		200,000	200,000
7215/8500 Capital - Equipment and Furniture			37,000	57,000	20,000		57,000	57,000
8510 Capital - Tenant Improvements			15,050	15,050	-		15,050	15,050
8900 Strategic Initiative - WIA			-	-	-		-	-
8900 Strategic Initiative - 1st Qtr 2016			325,000	300,000	(25,000)		300,000	300,000
<b>Subtotal One-Stop System</b>			<b>1,894,669</b>	<b>1,894,669</b>	<b>-</b>	<b>86,995</b>	<b>1,807,674</b>	<b>1,894,669</b>



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

- 6500 - Salaries: \$683,158** – Allocated costs for administrative and program staff salaries
- 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: \$14,500** – 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.
- 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: \$16,310 – An increase of \$5,000** – Allocated costs for support systems such as data backup, T-1 computer lines, and web hosting for internal e-mail support. The increase is due to the increased cost of the annual renewal of the HRM applicant tracking software used by the Business Engagement Team.
- 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.
- 7065 Telephone: \$5,720** – Allocated costs for all activities related to telephone services including local and long distance phone charges and wireless communication.

- 7080 Admin Support Contracts: \$17,000** – 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** – Allocated costs for program support training agreements.
- 7085B Program Support Contracts – IT 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** – Allocated costs for temporary staffing to support program and data support activities.
- 7090 Non-Board Meetings and Outreach: \$58,500** – Allocated costs for business and employer outreach initiatives to attract businesses and establish partnerships for workforce development and employer services.
- 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: \$216,087** – 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: \$21,108** – Allocated costs for employer payroll taxes which are calculated at 3% of total salaries.
- 7130-7135 Bank/Payroll Services: \$1,500** – Allocated costs for various banking services which include wire transfers, ACH payments, and payroll services.
- 7500 Participant Training: \$200,000** – Contracts for training initiatives related to tutoring.
- 8500 Capital – Equipment and Furniture, Tenant Improvements: \$72,050 – An increase of \$20,000** – Allocated costs for equipment and furniture including computers, servers, and furniture for administrative and programmatic support staff. The increase is due to the request of funds needed to renovate the second RTC bus into a mobile One-Stop.

b. Budget vs. Actual Finance Report (Workforce Connections' Operations) for the period July 1, 2015 through June 30, 2016

# WORKFORCE CONNECTIONS

For the Period : July 1, 2015 through June 30, 2016

PY2015 WIOA Formula Expenses  
Administrative and Program Operating Budget

AUGUST 2015 YTD

				% OF PROGRAM YEAR COMPLETED									16.7%
Budget			ACTUAL EXPENSES			0			% Expended from Budget				
Operating Expenses	Admin	Program	Total	Admin	Program	Total	Admin	Program	Total	Admin	Program	Total	
Salaries	538,507	2,154,026	2,692,533	78,817	200,788	279,605	459,690	1,953,238	2,412,928	14.64%	9.32%	10.38%	
Accounting and Auditing	270,000	0	270,000	18,491	0	18,491	251,509	0	251,509	6.85%	0.00%	6.85%	
Legal Fees	70,000	0	70,000	3,430	0	3,430	66,570	0	66,570	4.90%	0.00%	4.90%	
Legal Publication Advertising	4,500	13,500	18,000	16	558	574	4,484	12,942	17,426	0.36%	4.13%	3.19%	
Licenses and Permits	750	2,250	3,000	81	214	296	669	2,036	2,704	10.86%	9.53%	9.86%	
Dues and Subscriptions	3,750	11,250	15,000	754	1,984	2,739	2,996	9,266	12,261	20.11%	17.64%	18.26%	
Postage & Delivery	1,500	4,500	6,000	223	628	852	1,277	3,872	5,148	14.89%	13.96%	14.20%	
Printing and Reproduction	2,750	8,250	11,000	28	72	100	2,722	8,178	10,900	1.00%	0.88%	0.91%	
Office Supplies	7,875	23,625	31,500	1,184	3,140	4,324	6,691	20,485	27,176	15.03%	13.29%	13.73%	
System Communications	21,750	65,250	87,000	7,993	21,027	29,021	13,757	44,223	57,979	36.75%	32.23%	33.36%	
Training and Seminars	17,500	52,500	70,000	139	366	505	17,361	52,134	69,495	0.79%	0.70%	0.72%	
Travel and Mileage (Staff)	18,000	54,000	72,000	1,106	3,162	4,268	16,894	50,838	67,732	6.14%	5.86%	5.93%	
Utilities	7,500	22,500	30,000	1,550	4,077	5,627	5,950	18,423	24,373	20.66%	18.12%	18.76%	
Telephone	7,500	22,500	30,000	650	2,563	3,213	6,850	19,937	26,787	8.67%	11.39%	10.71%	
Rent	47,354	142,060	189,414	8,468	22,276	30,744	38,886	119,784	158,670	17.88%	15.68%	16.23%	
Facilities Maintenance	33,875	101,625	135,500	1,777	4,676	6,453	32,098	96,949	129,047	5.25%	4.60%	4.76%	
Support Contracts	118,000	385,000	503,000	26,397	62,818	89,216	91,603	322,182	413,784	22.37%	16.32%	17.74%	
Non-Board Meetings & Outreach	10,750	32,250	43,000	54	277	331	10,696	31,973	42,669	0.51%	0.86%	0.77%	
Board Meetings and Travel	0	25,000	25,000	0	2,572	2,572	0	22,428	22,428	0.00%	10.29%	10.29%	
Insurance	12,500	37,500	50,000	5,197	13,672	18,869	7,303	23,828	31,131	41.58%	36.46%	37.74%	
Employee Fringe Benefits	211,535	634,605	846,140	30,644	80,614	111,258	180,891	553,991	734,882	14.49%	12.70%	13.15%	
Employer Payroll Taxes	20,194	60,583	80,777	1,141	3,345	4,486	19,053	57,238	76,291	5.65%	5.52%	5.55%	
Payroll Services and Bank Fees	11,000	0	11,000	373	10	383	10,627	-10	10,617	3.39%	0.00%	3.48%	
Equipment - Operating Leases	8,125	24,375	32,500	1,865	4,907	6,773	6,260	19,468	25,727	22.96%	20.13%	20.84%	
Equipment and Furniture	30,613	91,837	122,450	4,589	12,073	16,662	26,024	79,764	105,788	14.99%	13.15%	13.61%	
Strategic Initiative (Operations)	269,876	809,627	1,079,503	0	0	0	269,876	809,627	1,079,503	0.00%	0.00%	0.00%	
<b>Total</b>	<b>1,745,704</b>	<b>4,778,613</b>	<b>6,524,317</b>	<b>194,970</b>	<b>445,821</b>	<b>640,790</b>	<b>1,550,734</b>	<b>4,332,792</b>	<b>5,883,527</b>	<b>11.17%</b>	<b>9.33%</b>	<b>9.82%</b>	

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c. Awards & Expenditures Report – Monthly Update (Status of Funded Partners)

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

Amounts for Providers reflect invoiced allowable expenditures through August 2015. Starred lines only reflect expenditures through July 2015.

Providers highlighted in red are on high risk status.

Providers highlighted in pink have an active pink paper.

**WIA/WIOA PY15 One-Stop Career Center**

Provider	Contract Dates	Contract Award	Adult Expenditures	DW Expenditures	Total Invoiced	% Spent	Remaining Balance
ResCare Operator Costs	7/1/15-6/30/16	\$ 338,777	\$ 25,020	\$ 12,549	\$ 37,570	11.09%	\$ 301,207
ResCare Economic Development	7/1/15-6/30/16	\$ 137,515	\$ 8,683	\$ -	\$ 8,683	6.31%	\$ 128,832
ResCare General Career and Training	7/1/15-6/30/16	\$ 1,257,028	\$ 102,527	\$ 54,243	\$ 156,770	12.47%	\$ 1,100,258
JanTec - Follow-up Files	7/1/15-12/31/15	\$ 100,000	\$ 2,806	\$ 2,802	\$ 5,608	5.61%	\$ 94,392
<b>Total</b>		<b>\$ 1,833,320</b>	<b>\$ 139,036</b>	<b>\$ 69,594</b>	<b>\$ 208,630</b>	<b>11.38%</b>	<b>\$ 1,624,690</b>

**WIA/WIOA PY15 One-Stop Affiliate Sites**

Provider	Contract Dates	Contract Award	Adult Expenditures	DW Expenditures	Total Invoiced	% Spent	Remaining Balance
Academy of Human Development - East	7/1/15-6/30/16	\$ 360,000	\$ 16,746	\$ 14,468	\$ 31,214	8.67%	\$ 328,786
HELP of Southern Nevada - South	7/1/15-6/30/16	\$ 628,000	\$ 33,733	\$ 14,957	\$ 48,690	7.75%	\$ 579,310
Nevada Partners, Inc - North	7/1/15-6/30/16	\$ 675,000	\$ 28,749	\$ 21,862	\$ 50,612	7.50%	\$ 624,389
<b>Total</b>		<b>\$ 1,663,000</b>	<b>\$ 79,228</b>	<b>\$ 51,287</b>	<b>\$ 130,516</b>	<b>7.85%</b>	<b>\$ 1,532,484</b>

**WIA/WIOA PY14/15 Special Populations**

Provider	Contract Dates	Contract Award	Adult Expenditures	DW Expenditures	Total Invoiced	% Spent	Remaining Balance
Easter Seals Nevada - Disabilities	7/1/15-6/30/16	\$ 264,000	\$ 24,929	\$ 15,875	\$ 40,804	15.46%	\$ 223,196
Foundation for an Independent Tomorrow - Re-Entry	7/1/15-6/30/16	\$ 390,000	\$ 59,588		\$ 59,588	15.28%	\$ 330,412
Las Vegas Clark County Urban League - Veterans	7/1/15-6/30/16	\$ 360,000	\$ 41,035	\$ 7,240	\$ 48,275	13.41%	\$ 311,725
Goodwill of Southern Nevada - Disabilities	7/1/15-6/30/16	\$ 339,200	\$ 26,684	\$ 3,982	\$ 30,666	9.04%	\$ 308,534
Nevada Department of Corrections - Re-Entry	11/12/14-6/30/16	\$ 800,000	\$ 125,240		\$ 125,240	15.66%	\$ 674,760
UNLV Nursing GAP Training	11/1/14-6/30/16	\$ 200,000	\$ 42,420		\$ 42,420	21.21%	\$ 157,580
<b>Total</b>		<b>\$ 2,353,200</b>	<b>\$ 319,896</b>	<b>\$ 27,097</b>	<b>\$ 346,994</b>	<b>14.75%</b>	<b>\$ 2,006,206</b>

**WIA/WIOA PY15 Rural**

Provider	Contract Dates	Contract Award	Adult Expenditures	DW Expenditures	Total Invoiced	% Spent	Remaining Balance
Lincoln County - Rural*	7/1/15-6/30/16	\$ 59,500	\$ 2,477	\$ 403	\$ 2,881	4.84%	\$ 56,619
Nye Communities Coalition - Rural	7/1/15-6/30/16	\$ 345,000	\$ 38,292	\$ 13,859	\$ 52,150	15.12%	\$ 292,850
<b>Total</b>		<b>\$ 404,500</b>	<b>\$ 40,769</b>	<b>\$ 14,262</b>	<b>\$ 55,031</b>	<b>13.60%</b>	<b>\$ 349,469</b>

<b>Total PY14-PY15 Adult/DW</b>		<b>\$ 6,254,020</b>	<b>\$ 578,930</b>	<b>\$ 162,241</b>	<b>\$ 741,170</b>	<b>11.85%</b>	<b>\$ 5,512,850</b>
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78%

22%

**Workforce Connections  
Awards and Expenditures  
Program Year 2015 Adult/Dislocated Worker WC paid Trainings  
Obligations through October 2, 2015**

Providers highlighted in red are on high risk status.

Providers highlighted in pink have an active pink paper.

<b>WIA/WIOA PY15 One-Stop Career Center</b>							
Provider	Contract Dates	Training Budget	Adult Obligations	DW Obligations	Total Obligations	% of Budget	Remaining Balance
ResCare Operator Costs	7/1/15-6/30/16	N/A			\$ -		
ResCare Economic Development	7/1/15-6/30/16	\$ 365,000	\$ 32,827	\$ -	\$ 32,827	8.99%	\$ 332,173
ResCare General Career and Training	7/1/15-6/30/16	\$ 351,680	\$ 224,187	\$ 92,888	\$ 317,076	90.16%	\$ 34,604
JanTec - Follow-up Files	7/1/15-12/31/15	N/A			\$ -		
<b>Total</b>		<b>\$ 716,680</b>	<b>\$ 257,014</b>	<b>\$ 92,888</b>	<b>\$ 349,902</b>	<b>48.82%</b>	<b>\$ 366,778</b>

<b>WIA/WIOA PY15 One-Stop Affiliate Sites</b>							
Provider	Contract Dates	Training Budget	Adult Obligations	DW Obligations	Total Obligations	% of Budget	Remaining Balance
Academy of Human Development - East	7/1/15-6/30/16	\$ 240,000	\$ 13,570	\$ -	\$ 13,570	5.65%	\$ 226,430
HELP of Southern Nevada - South	7/1/15-6/30/16	\$ 412,000	\$ 1,637	\$ 4,795	\$ 6,432	1.56%	\$ 405,568
Nevada Partners, Inc - North	7/1/15-6/30/16	\$ 400,000	\$ 73,195	\$ 21,511	\$ 94,707	23.68%	\$ 305,293
<b>Total</b>		<b>\$ 1,052,000</b>	<b>\$ 88,402</b>	<b>\$ 26,306</b>	<b>\$ 114,709</b>	<b>10.90%</b>	<b>\$ 937,291</b>

<b>WIA/WIOA PY14/15 Special Populations</b>							
Provider	Contract Dates	Training Budget	Adult Obligations	DW Obligations	Total Obligations	% of Budget	Remaining Balance
Easter Seals Nevada - Disabilities	7/1/15-6/30/16	\$ 236,000	\$ 41,385	\$ 26,690	\$ 68,075	28.85%	\$ 167,925
Foundation for an Independent Tomorrow - Re-Entry	7/1/15-6/30/16	\$ 210,000	\$ 26,827		\$ 26,827	12.77%	\$ 183,173
Goodwill of Southern Nevada - Disabilities	7/1/15-6/30/16	\$ 260,800	\$ 3,440	\$ -	\$ 3,440	1.32%	\$ 257,360
Las Vegas Clark County Urban League - Veterans	7/1/15-6/30/16	\$ 240,000	\$ 31,484	\$ 3,928	\$ 35,412	14.76%	\$ 204,588
Nevada Department of Corrections - Re-Entry	11/12/14-6/30/16	N/A			\$ -		
UNLV Nursing GAP Training	11/1/14-6/30/16	N/A			\$ -		
<b>Total</b>		<b>\$ 946,800</b>	<b>\$ 103,136</b>	<b>\$ 30,618</b>	<b>\$ 133,754</b>	<b>14.13%</b>	<b>\$ 813,046</b>

<b>WIA/WIOA PY15 Rural</b>							
Provider	Contract Dates	Training Budget	Adult Obligations	DW Obligations	Total Obligations	% of Budget	Remaining Balance
Lincoln County - Rural	7/1/15-6/30/16	\$ 40,500	\$ 8,185	\$ -	\$ 8,185	20.21%	\$ 32,315
Nye Communities Coalition - Rural	7/1/15-6/30/16	\$ 230,000	\$ 70,278	\$ 5,639	\$ 75,917	33.01%	\$ 154,083
<b>Total</b>		<b>\$ 270,500</b>	<b>\$ 78,463</b>	<b>\$ 5,639</b>	<b>\$ 84,102</b>	<b>31.09%</b>	<b>\$ 186,398</b>

<b>WIA PY15 NEG</b>							
Provider	Contract Dates	Training Budget	Adult Obligations	DW Obligations	Total Obligations	% of Budget	Remaining Balance
Academy of Human Development - East	9/1/15-6/30/16	\$ 50,000			\$ -	0.00%	\$ 50,000
Easter Seals Nevada - Disabilities	9/1/15-6/30/16	\$ 50,000			\$ -	0.00%	\$ 50,000
Goodwill of Southern Nevada - Disabilities	9/1/15-6/30/16	\$ 50,000			\$ -	0.00%	\$ 50,000
HELP of Southern Nevada - South	9/1/15-6/30/16	\$ 25,000			\$ -	0.00%	\$ 25,000
Las Vegas Clark County Urban League - Veterans	9/1/15-6/30/16	\$ 50,000			\$ -	0.00%	\$ 50,000
Nevada Partners, Inc - North	9/1/15-6/30/16	\$ 100,000			\$ -	0.00%	\$ 100,000
Nye Communities Coalition - Rural	9/1/15-6/30/16	\$ 35,000			\$ -	0.00%	\$ 35,000
<b>Total</b>		<b>\$ 360,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ 360,000</b>

<b>Total PY11-PY12 Adult/DW</b>		<b>\$ 3,345,980</b>	<b>\$ 527,016</b>	<b>\$ 155,452</b>	<b>\$ 682,467</b>	<b>20.40%</b>	<b>\$ 2,663,513</b>
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77%

23%

**Workforce Connections  
Awards and Expenditures  
Program Year 2014/2015 Youth Programs  
August 31, 2015**

Amounts for Providers reflect invoiced allowable expenditures through August 2015. Starred lines only reflect expenditures through July 2015.

Providers highlighted in red are on high risk status.

Providers highlighted in pink have an active pink paper.

**WIA PY14 Youth**

Provider	Contract Dates	Contract Award	Youth In-School Expenditures	Youth Out-Of-School Expenditures	Total Invoiced	% Spent	Remaining Balance
Academy of Human Development	11/1/14-9/30/15	\$ 300,000		\$ 122,010	\$ 122,010	40.67%	\$ 177,990
HELP of So. Nevada - Youth In School	10/1/14-9/30/15	\$ 870,000	\$ 686,563		\$ 686,563	78.92%	\$ 183,437
HELP of So. Nevada - Youth Out of School	10/1/14-9/30/15	\$ 660,000		\$ 401,245	\$ 401,245	60.79%	\$ 258,755
Nevada Partners, Inc - Youth In School	10/1/14-9/30/15	\$ 880,000	\$ 707,855		\$ 707,855	80.44%	\$ 172,145
So. NV Regional Housing Authority	10/1/14-9/30/15	\$ 400,000	\$ 138,531	\$ 124,249	\$ 262,779	65.69%	\$ 137,221
Youth Advocate Programs - Re-Entry	10/1/14-9/30/15	\$ 400,000	\$ 207,051	\$ 189,954	\$ 397,006	99.25%	\$ 2,994
<b>Total</b>		<b>\$ 3,510,000</b>	<b>\$ 1,740,000</b>	<b>\$ 837,458</b>	<b>\$ 2,577,458</b>	<b>73.43%</b>	<b>\$ 932,542</b>
			68%	32%			

**WIA PY14 Youth Rural**

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	\$ 33,156	\$ 40,008	\$ 73,164	52.26%	\$ 66,836
Nye Communities Coalition	10/1/14-9/30/15	\$ 330,000	\$ 93,773	\$ 161,881	\$ 255,653	77.47%	\$ 74,347
<b>Total</b>		<b>\$ 470,000</b>	<b>\$ 126,928</b>	<b>\$ 201,889</b>	<b>\$ 328,817</b>	<b>69.96%</b>	<b>\$ 141,183</b>
			39%	61%			

**WIA PY15 Youth One Stop Affiliate Sites**

Provider	Contract Dates	Contract Award	Youth In-School Expenditures	Youth Out-Of-School Expenditures	Total Invoiced	% Spent	Remaining Balance
Nevada Partners, Inc - North	7/1/15-6/30/16	\$ 758,800	\$ -	\$ 20,235	\$ 20,235	2.67%	\$ 738,565
So. NV Regional Housing Authority - East	7/1/15-6/30/16	\$ 681,430		\$ 24,327	\$ 24,327	3.57%	\$ 657,103
<b>Total</b>		<b>\$ 1,440,230</b>	<b>\$ -</b>	<b>\$ 44,562</b>	<b>\$ 44,562</b>	<b>3.09%</b>	<b>\$ 1,395,668</b>
			0%	100%			

**WIA PY15 Youth Rural**

Provider	Contract Dates	Contract Award	Youth In-School Expenditures	Youth Out-Of-School Expenditures	Total Invoiced	% Spent	Remaining Balance
Lincoln County*	7/1/15-6/30/16	\$ 127,320	\$ -	\$ 78	\$ 78	0.06%	\$ 127,242
Nye Communities Coalition	7/1/15-6/30/16	\$ 342,800	\$ 1,126	\$ 2,830	\$ 3,957	1.15%	\$ 338,843
St. Jude's Ranch for Children	7/1/15-6/30/16	\$ 210,000	\$ 11,352	\$ 8,864	\$ 20,216	9.63%	\$ 189,784
<b>Total</b>		<b>\$ 680,120</b>	<b>\$ 12,479</b>	<b>\$ 11,772</b>	<b>\$ 24,251</b>	<b>3.57%</b>	<b>\$ 655,869</b>
			51%	49%			

**WIA PY15 Special Populations**

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	7/1/15-6/30/16	\$ 342,400	\$ -	\$ 20,569	\$ 20,569	6.01%	\$ 321,831
HELP of So. Nevada - Dropout Recovery	7/1/15-6/30/16	\$ 337,429	\$ -	\$ 3,486	\$ 3,486	1.03%	\$ 333,943
Olive Crest - Foster Youth	7/1/15-6/30/16	\$ 470,300	\$ 45,388	\$ 24,666	\$ 70,054	14.90%	\$ 400,246
<b>Total</b>		<b>\$ 1,150,129</b>	<b>\$ 45,388</b>	<b>\$ 48,721</b>	<b>\$ 94,109</b>	<b>8.18%</b>	<b>\$ 1,056,020</b>
			48%	52%			

<b>Total PY14-PY15 Youth</b>		<b>\$ 7,250,479</b>	<b>\$ 1,924,795</b>	<b>\$ 1,144,402</b>	<b>\$ 3,069,197</b>	<b>42.33%</b>	<b>\$ 4,181,282</b>
			63%	37%			



**Workforce Connections  
Awards and Expenditures  
Program Year 2015 Youth WC Paid Trainings  
Obligations through October 2, 2015**

Providers highlighted in red are on high risk status.

Providers highlighted in pink have an active pink paper.

**WIA PY15 Youth One Stop Affiliate Sites**

Provider	Contract Dates	Training Budget	Youth In-School		Youth Out-Of-School		Total Obligated	% Spent	Remaining Balance
			Obligations	Obligations	Obligations	Obligations			
Nevada Partners, Inc - North	7/1/15-6/30/16	\$ 41,200	\$ -	\$ 340	\$ 340	\$ 340	0.82%	\$ 40,861	
So. NV Regional Housing Authority - East	7/1/15-6/30/16	\$ 118,570	\$ -	\$ -	\$ -	\$ -	0.00%	\$ 118,570	
<b>Total</b>		<b>\$ 159,770</b>	<b>\$ -</b>	<b>\$ 340</b>	<b>\$ 340</b>	<b>\$ 340</b>	<b>0.21%</b>	<b>\$ 159,431</b>	
			0%	100%					

**WIA PY15 Youth Rural**

Provider	Contract Dates	Training Budget	Youth In-School		Youth Out-Of-School		Total Obligated	% Spent	Remaining Balance
			Obligations	Obligations	Obligations	Obligations			
Lincoln County	7/1/15-6/30/16	\$ 22,680	\$ -	\$ -	\$ -	\$ -	0.00%	\$ 22,680	
Nye Communities Coalition	7/1/15-6/30/16	\$ 7,200	\$ -	\$ -	\$ -	\$ -	0.00%	\$ 7,200	
St. Jude's Ranch for Children	7/1/15-6/30/16	\$ 65,000	\$ -	\$ -	\$ -	\$ -	0.00%	\$ 65,000	
<b>Total</b>		<b>\$ 94,880</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ 94,880</b>	
			#DIV/0!	#DIV/0!					

**WIA PY15 Special Populations**

Provider	Contract Dates	Training Budget	Youth In-School		Youth Out-Of-School		Total Obligated	% Spent	Remaining Balance
			Obligations	Obligations	Obligations	Obligations			
Goodwill of So. Nevada - Youth with Disabilities	7/1/15-6/30/16	\$ 157,600	\$ -	\$ 3,454	\$ 3,454	\$ 3,454	2.19%	\$ 154,146	
HELP of So. Nevada - Dropout Recovery	7/1/15-6/30/16	\$ 162,571	\$ -	\$ -	\$ -	\$ -	0.00%	\$ 162,571	
Olive Crest - Foster Youth	7/1/15-6/30/16	\$ 29,700	\$ -	\$ -	\$ -	\$ -	0.00%	\$ 29,700	
<b>Total</b>		<b>\$ 349,871</b>	<b>\$ -</b>	<b>\$ 3,454</b>	<b>\$ 3,454</b>	<b>\$ 3,454</b>	<b>0.99%</b>	<b>\$ 346,417</b>	
			0%	100%					

<b>Total Youth</b>		<b>\$ 604,521</b>	<b>\$ -</b>	<b>\$ 3,794</b>	<b>\$ 3,794</b>	<b>\$ 3,794</b>	<b>0.63%</b>	<b>\$ 600,728</b>
			0%	100%				

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

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

Amounts for Providers reflect invoiced allowable expenditures through August 2015. Starred lines only reflect expenditures through July 2015.

**Direct Grants**

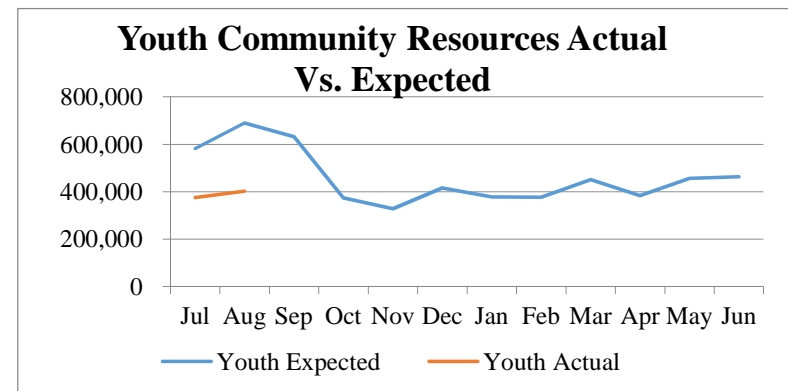
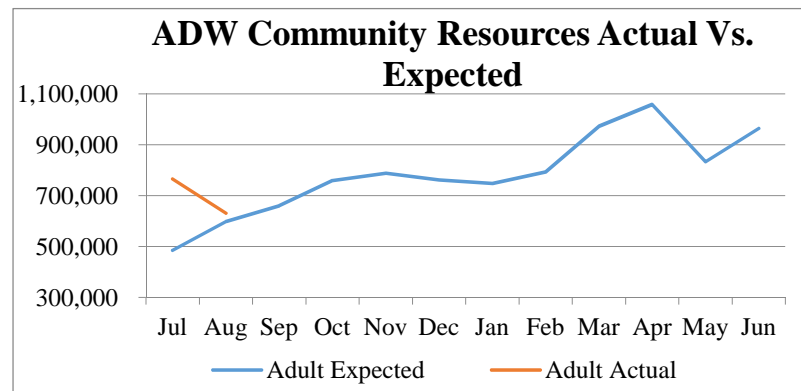
<b>Program</b>	<b>WC FTE</b>	<b>Contract Dates</b>	<b>Contract Award</b>	<b>Total Expended</b>	<b>% Spent</b>	<b>Remaining Balance</b>
Youth Build PY13 - WC	3.28	7/15/13-11/14/16	940,406	\$ 786,965	83.68%	153,441
Youth Build PY13 - CCSD DRHS	0.00	10/1/13-9/30/15	158,584	\$ 126,536	79.79%	32,048
AmeriCorps PY14 - WC	0.92	8/1/14-7/31/15	25,000	\$ 25,000	100.00%	-
AARP	0.00	7/1/14-6/30/16	100,000	\$ 55,996	56.00%	44,004
NSHE - DETR	0.40	11/1/14 - 10/31/15	68,000	\$ 20,689	30.43%	47,311
NSHE - Robert Wood	0.00	11/1/14 - 10/31/15	67,000	\$ 64,073	95.63%	2,927
<b>Total</b>	<b>4.60</b>		<b>1,358,990</b>	<b>1,079,259</b>	<b>79.42%</b>	<b>279,731</b>

d. WIOA Expenditure Tracking – Adult, Dislocated Worker and Youth

**workforce CONNECTIONS**  
**WIOA Expenditure Tracking**  
**YTD PY15 - July 1, 2015 through August 31, 2015**

<b>Spending Plan (July 1, 2015 through June 30, 2016)</b>						
<b>Approved Awards</b>	<b>PY15 Budget / Plan</b>			<b>PY15 Funding to be Used 1Q PY16</b>		
	<b>ADW</b>	<b>Youth</b>	<b>Total</b>	<b>ADW</b>	<b>Youth</b>	<b>Total</b>
WC Operations	4,280,885	2,243,432	6,524,317	900,000	308,432	1,208,432
One-Stop Center and System	2,426,181	250,000	2,676,181	450,000	10,000	460,000
Community Resources	10,075,000	6,346,755	16,421,755	(44,632)	947,175	902,543
Additional for Sequester	1,100,000	0	1,100,000	1,100,000	0	1,100,000
Pending Approval	0	0	0	0	0	0
Planning Stage	50,000	535,000	585,000	0	0	0
Strategic De-Obligation	(400,000)	(500,000)	(900,000)	0	0	0
<b>Total Obligated / Budget</b>	<b>17,532,066</b>	<b>8,875,187</b>	<b>26,407,253</b>	<b>2,405,368</b>	<b>1,265,607</b>	<b>3,670,975</b>
<b>Total Available</b>	<b>17,183,460</b>	<b>8,973,728</b>	<b>26,157,188</b>	<b>2,405,368</b>	<b>1,265,607</b>	<b>3,670,975</b>

<b>YTD Actuals Vs. Expected</b>						
<b>Approved Awards</b>	<b>ADW</b>			<b>Youth</b>		
	<b>YTD Actual</b>	<b>YTD Expected</b>	<b>Inc / (Dec)</b>	<b>YTD Actual</b>	<b>YTD Expected</b>	<b>Inc / (Dec)</b>
WC Operations	443,792	563,481	(119,689)	196,999	322,500	(125,501)
One-Stop Center and System	215,351	329,364	(114,013)	0	40,000	(40,000)
Community Resources	1,396,707	1,082,391	314,316	778,762	1,271,527	(492,765)
<b>Total Budget</b>	<b>2,055,850</b>	<b>1,975,235</b>	<b>80,615</b>	<b>975,761</b>	<b>1,634,027</b>	<b>(658,266)</b>



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.

**WORKFORCE CONNECTIONS & ONE-STOP CAREER CENTER  
PROFESSIONAL SERVICES CONTRACTS  
As of 10/21/15**

<b>Contractor/Consultant Scope of Work Summary</b>	<b>Amount of Contract</b>	<b>Procurement Method &amp; WISS/State Approval**</b>	<b>Renewal Status</b>	<b>Term of Contract</b>
<p align="center"><b>ALLIED BARTON SECURITY SERVICES</b> <b>One-Stop Center &amp; WC Administrative Offices Security Services</b></p> <p align="center"><b>Amendment #1 &amp; #2 Contract Renewal</b></p> <p align="center"><b>Amendment #3 Contract Renewal</b></p>	<p align="center">\$80,000.00</p> <p align="center">\$105,000.00</p> <p align="center">\$150,000.00</p>	<p><b>Competitive [State Procurement Process]</b></p>	<p><b>Active</b></p>	<p align="center"><b>7/1/2013 to 6/30/2014</b></p> <p align="center"><b>7/1/2014 to 6/30/2015</b></p> <p align="center"><b>7/1/2015 to 6/30/2016</b></p>
<p align="center"><b>JOHN CHAMBERLIN</b> <b>WIOA Training, Technical Assistance &amp; Board Strategic Planning</b></p> <p align="center"><b>Amendment #1 Contract Renewal</b></p>	<p align="center">\$24,500.00</p> <p align="center">\$24,500.00</p>	<p><b>Competitive</b></p>	<p><b>Active</b></p>	<p align="center"><b>9/1/2014 to 8/31/2015</b></p> <p align="center"><b>9/1/2015 to 6/30/2016</b></p>

Contractor/Consultant Scope of Work Summary	Amount of Contract	Procurement Method & WISS/State Approval**	Renewal Status	Term of Contract
<p><b>COVERALL HEALTH BASED CLEANING SYSTEM SERVICES &amp; SUPPLIES</b> <b>Cleaning &amp; Maintenance of Administrative Offices &amp; One-Stop</b></p> <p><b>Amendment #1</b> <b>Contract Renewal</b></p> <p><b>Amendment #2</b> <b>Contract Renewal</b></p>	<p><b>\$38,412.00</b></p> <p><b>\$40,000.00</b></p> <p><b>\$45,000.00</b></p>	<p><b>Competitive</b></p>	<p><b>Board approved, Pending Contract</b></p>	<p><b>12/3/2013 to 12/3/2014</b></p> <p><b>12/4/2014 to 11/30/2015</b></p> <p><b>12/1/2015 to 11/30/2016</b></p>
<p><b>CST PROJECT CONSULTING</b> <b>Fiscal Technical Assistance</b></p> <p><b>Amendment #1</b> <b>Contract Renewal</b></p>	<p><b>\$163,440.00</b></p> <p><b>\$81,720.00</b></p>	<p><b>Competitive</b></p>	<p><b>Board approved, Pending Contract</b></p>	<p><b>2/1/2015 to 1/31/2016</b></p> <p><b>2/1/2016 to 1/31/2017</b></p>
<p><b>GREG NEWTON ASSOCIATES</b> <b>Amendment #1</b> <b>One-Stop System Planning Training</b></p> <p><b>Amendment #2 and #3</b> <b>One-Stop Training for New Partners</b></p> <p><b>Amendment #4, #5 and #6</b> <b>Contract Renewal</b></p>	<p><b>\$33,600.00</b></p> <p><b>\$25,000.00</b></p> <p><b>No Cost Amendment</b></p>	<p><b>Competitive</b></p>	<p><b>Active</b></p>	<p><b>8/1/2012 to 6/30/2013</b></p> <p><b>7/1/2013 to 6/30/2014</b></p> <p><b>7/1/2014 to 6/30/2016</b></p>

<b>Contractor/Consultant Scope of Work Summary</b>	<b>Amount of Contract</b>	<b>Procurement Method &amp; WISS/State Approval**</b>	<b>Renewal Status</b>	<b>Term of Contract</b>
<b>INTEGRITY IMAGING SOLUTIONS Service Provider Client Files Scanning Project</b>	<b>\$60,000.00</b>	<b>Competitive</b>	<b>Active</b>	<b>5/26/2015 to 6/30/2016</b>
<b>JANTEC Temporary Employment Services for Workforce Connections  Amendment #1 Contract Renewal</b>	<b>26.79% Overhead Cost for Referrals</b>	<b>Competitive</b>	<b>Board approved, Pending Contract</b>	<b>2/14/2015 to 2/13/2016  2/14/2016 to 2/13/2017</b>
<b>JOY HUNTSMAN Back to Work 50+  Amendment #1 Additional Training Funds  Amendment #2 Contract Renewal</b>	<b>\$25,000.00  \$2,045.00  \$25,000.00</b>	<b>Sole Source Partner Under AARP Grant</b>	<b>Active</b>	<b>9/1/2014 to 6/30/2015   7/1/2015 to 6/30/2016</b>
<b>TAKA KAJIYAMA Software Development  Amendment #1 and #2 Contract Renewal  Amendment #3 Contract Renewal  Amendment #4 Kiosk Formatting and Automation, ETPL Development</b>	<b>\$62,400.00  \$75,000.00  \$25,000.00  \$25,000.00</b>	<b>Competitive</b>	<b>Board approved, Pending Contract</b>	<b>8/7/2013 to 6/30/2014  7/1/2014 to 6/30/2015  7/1/2015 to 6/30/2016</b>



<b>Contractor/Consultant Scope of Work Summary</b>	<b>Amount of Contract</b>	<b>Procurement Method &amp; WISS/State Approval**</b>	<b>Renewal Status</b>	<b>Term of Contract</b>
<b>PARKER, NELSON &amp; ASSOCIATES Board Legal Council</b>	<b>\$100,000.00</b>	<b>Competitive</b>	<b>Active</b>	<b>5/27/2015 to 6/30/2016</b>
<b>PIERCY BOWLER TAYLOR &amp; KERN A-133 AUDITING SERVICES for Program Year 2014</b>	<b>\$80,000.00</b>	<b>Competitive</b>	<b>Active</b>	<b>6/1/2015 to 6/30/2016</b>
<b>MACEY PRINCE CONSULTING Fiscal &amp; Procurement Technical Assistance</b>	<b>\$35,000.00</b>	<b>Competitive</b>	<b>Active</b>	<b>9/1/2015 to 6/30/2016</b>
<b>PRISM GLOBAL MANAGEMENT GROUP HR Services</b>	<b>\$72,000.00</b>	<b>Competitive</b>	<b>Active</b>	<b>10/1/2015 to 9/30/2016</b>
<b>RED 7 COMMUNICATIONS One-Stop and WC Outreach Services  Amendment #1 Contract Renewal</b>	<b>\$24,000.00</b>  <b>\$30,000.00</b>	<b>Competitive</b>	<b>Active</b>	<b>7/1/2014 to 6/30/2015</b>  <b>7/1/2015 to 6/30/2016</b>

Contractor/Consultant Scope of Work Summary	Amount of Contract	Procurement Method & WISS/State Approval**	Renewal Status	Term of Contract
<p><b>SIN CITY MAD MEN</b> <b>Amendment #1</b> <b>Web Development Services</b></p> <p><b>Amendment #2-4</b> <b>Maintenance of WC Web Site</b></p> <p><b>Amendment #5-6</b> <b>Contract Renewal</b></p> <p><b>Amendment #7</b> <b>Contract Renewal</b></p>	<p><b>\$26,120.00</b></p> <p><b>\$74,144.00</b></p> <p><b>\$75,000.00</b></p> <p><b>\$85,000.00</b></p>	<p><b>Competitive</b></p>	<p><b>Active</b></p>	<p><b>11/5/2012</b> <b>to</b> <b>6/30/2013</b></p> <p><b>7/1/2013</b> <b>to</b> <b>6/30/2014</b></p> <p><b>7/1/2014</b> <b>to</b> <b>6/30/2015</b></p> <p><b>7/1/2015</b> <b>to</b> <b>6/30/2016</b></p>
<p><b>GRANT WRITER POOL</b> <b>Research and Assistance in Grant Writing</b></p> <p><b>STRATEGIC PROGRESS</b></p> <p><b>GRANTS WEST</b></p> <p><b>SELIGER &amp; ASSOCIATES</b></p> <p><b>AARON ROME CONSULTING</b></p>	<p><b>\$50,000.00</b> <b>Total</b></p> <p><b>\$20,000.00</b></p> <p><b>\$10,000.00</b></p> <p><b>\$10,000.00</b></p> <p><b>\$10,000.00</b></p>	<p><b>Competitive</b></p>	<p><b>Active</b></p> <p><b>Pending Contract</b></p> <p><b>Pending Contract</b></p> <p><b>Pending Contract</b></p>	<p><b>4/1/2015</b> <b>to</b> <b>3/31/2016</b></p>
<p><b>SOCIAL POLICY RESEARCH ASSOCIATES</b> <b>RFP Evaluation Services</b></p> <p><b>Amendment #1</b> <b>Evaluate Additional RFP's</b></p>	<p><b>\$20,000.00</b></p> <p><b>\$20,000.00</b></p>	<p><b>Competitive</b></p>	<p><b>Active</b></p>	<p><b>4/13/2015</b> <b>to</b> <b>4/12/2016</b></p>

<b>Contractor/Consultant Scope of Work Summary</b>	<b>Amount of Contract</b>	<b>Procurement Method &amp; WISS/State Approval**</b>	<b>Renewal Status</b>	<b>Term of Contract</b>
<b>TRUE COLORS INTERNATIONAL Staff Development</b>	<b>\$7,228.00</b>	<b>Competitive</b>	<b>Active</b>	<b>11/1/2015 to 11/30/2015</b>
<b>WORKPLACE ESL SOLUTIONS Amendment #1 Staff Development Training</b>	<b>\$7,000.00</b>	<b>Competitive</b>	<b>Pending Board Approval</b>	<b>4/17/2013 to 6/30/2013</b>
<b>Amendment #2-3 Staff Development Training</b>	<b>\$15,000.00</b>			<b>7/1/2013 to 6/30/2014</b>
<b>Amendment #4-6 Workforce Development Academy Curriculum Review</b>	<b>\$22,500.00</b>			<b>7/1/2014 to 6/30/2015</b>
<b>Amendment #7 Workforce Development Academy</b>	<b>\$12,000.00</b>			<b>7/1/2015 to 6/30/2016</b>

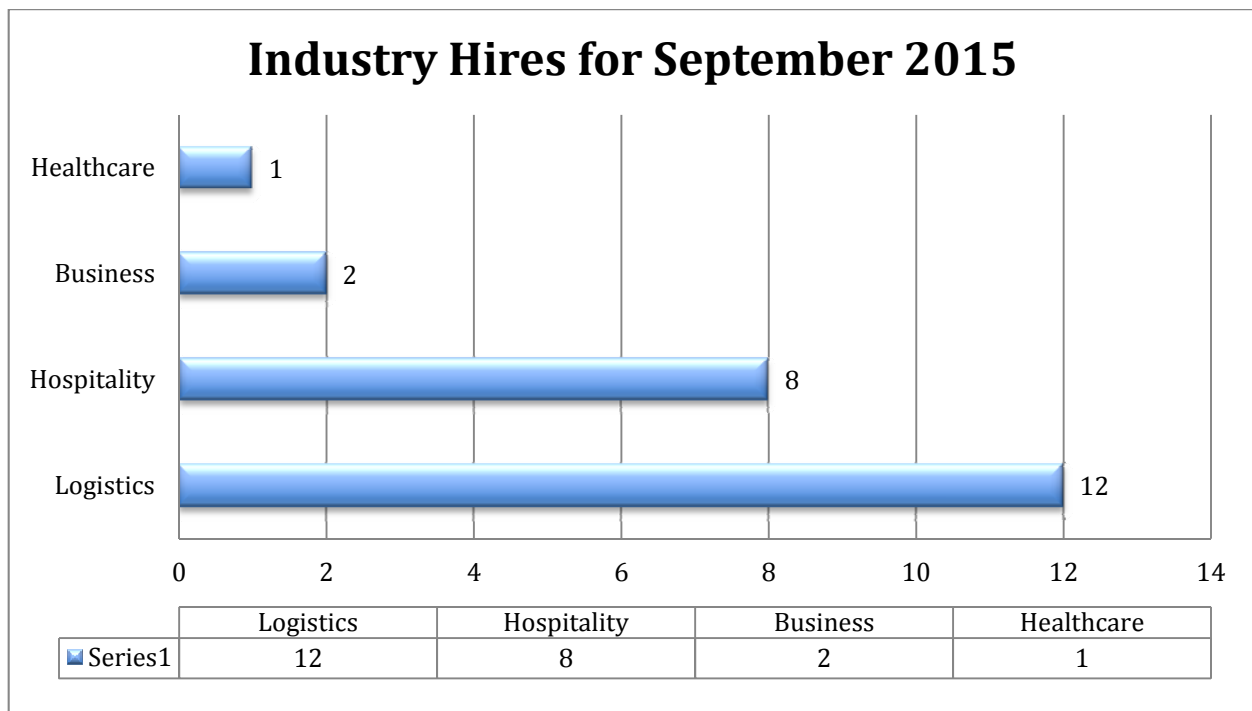
**\*\*All noted Professional Services contracts & the procurement process has been previously reviewed & approved by DETR and are in compliance with DETR's Policy 3.1 which states: Professional services with state prior authorization for the costs of outside professional services rendered by individuals 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 10. INFORMATION:**

Business Engagement Report & Workforce Connections Compact Employers

- a. Compact Employers
- b. Hire Report
- c. Pre-Screening and Referral Statistics
- d. Business Engagement Panel Update
- e. Communications/Outreach Update

## Business Engagement In-Demand Jobs Report



Time Period: September 1, 2015– September 30, 2015  
 Number of Jobs (Sep): 28  
 Number of Jobs (YTD): 106  
 Median Wage: \$13.13  
 Wage Range: \$9.40 - \$32.00  
 OJTs: 12

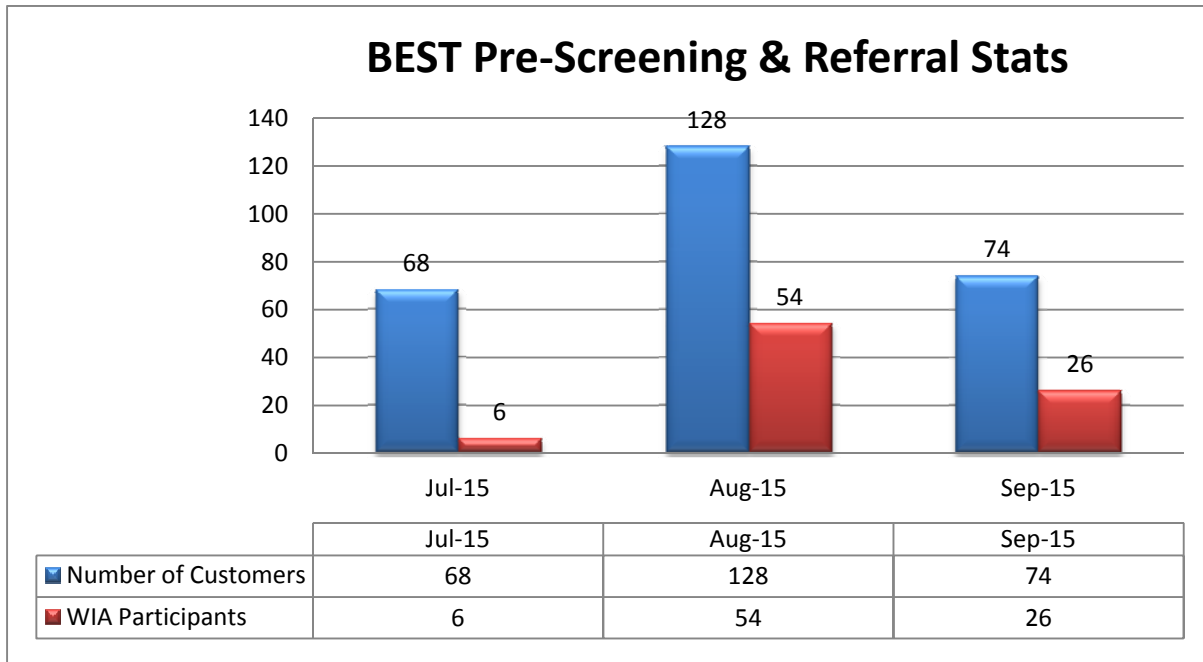
### EMPLOYERS

<b>BBA Aviation</b>	Homewatch Care Givers
<b>C3 Connect</b>	Keolis
Expert Global Solutions	Solar City
G4S Security	Station Casinos

**\*\*Highlighted names indicate new employers\*\***

Kenadie Cobbin Richardson  
 Director, Business Engagement & Communications

## Report for September 2015



Partner Participation	July-15	August -15	Sept-15		
Academy of Human Development	0	0	0		
Easter Seals of Nevada	1	0	2		
Foundation for an Independent Tomorrow	1	2	1		
Goodwill of Southern Nevada	2	1	0		
HELP of Southern Nevada	0	2	0		
JobConnect (DETR)	0	20	19		
Nevada Partners Inc.	0	0	0		
One-Stop Career Center (ResCare)	0	25	2		
Urban League	2	2	0		
SNRHA			1		
Voc-Rehab (DETR)	0	2	0		
DWSS			1		
<b>Total</b>	<b>6</b>	<b>54</b>	<b>26</b>		

Kenadie Cobbin Richardson  
Director, Business Engagement & Communications



**workforce CONNECTIONS**  
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

*CONNECTING EMPLOYERS TO A READY WORKFORCE*

## **Business Engagement Panel Meeting** **Wednesday, October 21, 2015** **8:00-10:00am**

### **Agenda**

**Special Guest: Assemblyman Tyrone Thompson**

8:00 am

**Networking/Breakfast**

*Breakfast sponsored by JT3*

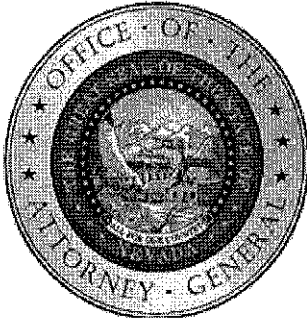
- **Review and discuss workforce issues presented at last meeting**
  - Ex-Offenders
  - Veterans
  - Adults with Disabilities
  - Youth
  - Eligible Training Provider List (ETPL)
  - Jobseeker Services
  - Business Engagement
  
- **Panel discussion**

### **Upcoming Meeting Schedule:**

Date: Wednesday, February 17, 2016      Time: 8 am - 10 am

Date: Wednesday, April 20, 2016      Time: 8 am - 10 am

Date: Wednesday, June 15, 2016      Time: 8 am - 10 am



**Home Again**

OFFICE of the NEVADA ATTORNEY GENERAL

**Nevada Attorney General's Home Again: Nevada Homeowner Relief Program and Financial Guidance Center Host a North Las Vegas Housing Fair**

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*Home Again: Nevada Homeowner Relief Program, the Office of the Nevada Attorney General and Financial Guidance Center join forces to host a free housing fair to provide information, options and resources to residents of North Las Vegas as well as consumers across the valley.*

**WHO:** Office of the Nevada Attorney General, Home Again and the Financial Guidance Center.

**WHAT:** This free housing fair is designed for interested and current homeowners. There will be a number of nonprofit HUD-approved agencies and lenders available to discuss down payment assistance programs. These agencies can provide guidance regarding loan modification, foreclosure prevention options and the resources available to homeowners. Home Affordable Refinance Program (HARP) 2.0 approved lenders will also be available to speak with current homeowners eligible for the program. Even if a homeowner has applied in the past for the HARP program, this new version should be considered, as program requirements have changed. Nonprofit legal service providers will be in attendance to offer direction and resources.

Representatives will be available to answer any housing-related questions from the public. Drawings for door prizes will be held throughout the event. This event is free and open to the public.

**WHERE:** The housing fair will be held at the Silver Mesa Recreation Center at 4025 Allen Lane, North Las Vegas, NV 89032

**WHEN:** The event will take place on Saturday, September 26 from 9-12 p.m.

###



# Pirates Cove Community Event



Come out and join the



Las Vegas Metropolitan Police Department

**Saturday, September 26, 2015**

**3:30pm-6:00pm**

**Pirates Cove and Luna Way**

## Free Food

Carnival Games

Bouncy Houses

Community Resources

Councilwoman Lois Tarkanian

LVMPD NWAC COP



# Evento Comunitario en Pirates Cove



Come out and join the



Salgan con nosotros

La Policía Metropolitana de Las Vegas

**Sábado, Septiembre 26, 2015**

**3:30pm-6:00pm**

**En Las Calles Pirates Cove y Luna Way**

## Comida Gratis

Juegos de Carnaval

Brinca Brinca

Recursos comunitarios

La concejal de La ciudad de Las Vegas Lois Tarkanian

LVMPD NWAC COP



# Contact Us

## North Las Vegas Office

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Washington, DC 20515

430 Cannon House Office Building

Phone: (202) 225-9894

Fax: (202) 225-9783



Facebook.com/RepCrescentHardy



@RepHardy



@RepCrescentHardy

# CONGRESSMAN CRESENT HARDY

IS PLEASED TO PRESENT

## *The Hispanic Heritage Summit*

“COMMEMORATING HISPANIC HERITAGE  
BY RAISING AWARENESS OF EDUCATION RESOURCES  
AND OTHER OPPORTUNITIES FOR SUCCESS.”



SATURDAY, OCTOBER 10, 2015

9:00 A.M. — 12:00 P.M.

COLLEGE OF SOUTHERN NEVADA

3200 E. CHEYENNE AVENUE, NORTH LAS VEGAS, NEVADA 89030

**Program Starts: 9:00 A.M.**

Congressman Crescent Hardy is pleased to welcome:

**MASTER OF CEREMONIES**

FERNANDO ROMERO, *PRESIDENT OF HISPANICS IN POLITICS*

**OPENING REMARKS**

DR. MICHAEL RICHARDS, *PRESIDENT OF CSN*

**KEYNOTE SPEAKERS**

CONGRESSMAN CRESENT HARDY, *U.S. HOUSE OF REPRESENTATIVES*

JULIAN ADEM, *CONSUL OF MEXICO*

OTTO MERIDA, *PRESIDENT OF THE LATIN CHAMBER OF COMMERCE*

**-PERFORMANCE BY -**

MARIACHI JUVENIL ESTRELLA

LAS VEGAS INSTITUTE OF ADVANCED MARIACHI STUDIES

**Workshops: 10:00 A.M.—11:00 A.M.**

**10:00 A.M.—10:30 A.M.**

**IMMIGRATION 101 WORKSHOP**

JEANNE KENT, U.S. CITIZENSHIP AND IMMIGRATION SERVICES

**U.S. CENSUS DATA ON LATINOS IN NEVADA**

ERIC COYLE, *U.S. CENSUS BUREAU*

**10:30 A.M.—11:00 A.M.**

**COLLEGE READINESS AND APPLYING FOR FAFSA**

SARAH WAGGONER, *THE OFFICE OF CONGRESSMAN CRESENT HARDY*

**ESL AND GED WORKSHOP**

ARCADIO BOLAÑOS, *ACADEMY OF HUMAN DEVELOPMENT*

**Booth Exhibit 9:00 A.M.– 12:00 P.M.**

**Participants**

- |                                           |                                   |
|-------------------------------------------|-----------------------------------|
| Office of Congressman Crescent Hardy      | Latin Chamber of Commerce         |
| Academy of Human Development              | North Las Vegas Police Department |
| Big Brothers Big Sisters                  | Nevada State College              |
| College of Southern Nevada                | Peruvian Chamber of Commerce      |
| Colombian Chamber of Commerce             | Pima Medical Institute            |
| Consulate of Mexico                       | Office of Senator Dean Heller     |
| Culinary Academy of Las Vegas             | Office of Congressman Joe Heck    |
| Euphoria Beauty School                    | Office of Governor Brian Sandoval |
| ITT Technical Institute                   | University of Nevada Las Vegas    |
| Kaplan College                            | U.S. Census Bureau                |
| U.S. Citizenship and Immigration Services | One-Stop Career Center            |

**Agenda item 11. INFORMATION:**

Strategic Initiatives Update

- a. Status Update on WIOA Compliance Assurance Initiatives
- b. Status Update on Workforce Development System Continual Improvement Initiatives

## **Strategic Initiatives Report 10-27-2015**

- a) Status Update on WIOA Compliance Assurance Initiatives
- Strategic Work Plan - Goals Matrix was updated to reflect first quarter of Program Year 2015. Will continue to be reviewed/updated quarterly.
  - Annual Report Compliance Document was submitted to the State on September 2, 2015.
  - Workforce Connections' Local Implementation Plan for the Workforce Innovation and Opportunity Act (WIOA) is fully in-place and making steady progress.
  - Staff participating in working group meetings taking place with statewide stakeholders regarding the Unified State Plan: Health and Human Services (TANF), Department of Education (Adult Education & Literacy), DETR (Wagner Peyser and Vocational Rehabilitation) and LWDB's (Youth, Adult and Dislocated Worker).
  - Staff continues to attend WIOA-implementation webinars provided by US DOL.
  - July 1, 2015 – New WIOA provisions took effect.
  - March 3, 2016 – Deadline for submission of the Unified State Plan.
  - Local input for the Unified State Plan was submitted to the state on September 21, 2015.
- b) Status Update on Workforce Development System Continual Improvement Initiatives
- Retrofitted Mobile One-Stop Bus is being deployed by the One-Stop Operator in coordination with the One-Stop Affiliate Sites. First two deployments occurred on Saturday September 26.
  - Interactive Career Exploration (ICE) project is well underway. It will provide easy access to career exploration activities through any PC or mobile device. Phase 1 includes career exploration guided by animated characters and the Woofound Personality Assessment, a 2-3 minute fun visual assessment that is accurate, quick and delivers instant personalized career recommendations based on the unique traits of the client.
  - Staff working with DETR on the implementation of a new Statewide Automated Workforce System (SAWS). RFP was released on Friday October 16.
  - Year-long implementation of new Eligible Training Provider List (ETPL) process is more than half-way done. Phase 3 was completed on August 31.

**Agenda item 12. DISCUSSION AND POSSIBLE ACTION:**

Accept and approve Executive Director's Report

- a. Rural Counties Employment and Training Services Update
- b. Highlighted Workforce Development Initiatives
- c. Staff Development and Service Providers/Workforce Development Partners Training
- d. Initial designation of Workforce Connections and local workforce development area
- e. Workforce Connections honored Business Excellence Award by Las Vegas Metro Chamber

***Executive Director's Report  
October 27, 2015***

**a. Workforce Development Area General Update**

- Working well with State of Nevada on WIOA Implementation
- Fire Fighter Boot Camp Training started October 17, 2015
- Annual independent audit underway/in progress

**b. Rural Counties Update**

• **Nye and Esmeralda Counties**

• **Pahrump Area:**

- Casino layoff in Pahrump—26 individuals dislocated; also, five individuals laid off from a daycare facility—rapid response outreach efforts in work
- Nye Communities Coalition hosted a Job Fair at their campus on October 8th
- 87 job seekers attended and 3 employers participated

• **Tonopah Area:**

- Nye Communities Coalition organized a Job/Resource/Health Fair at the Tonopah Convention Center in conjunction with the Farmer's Market
- The Nye Regional Medical Center in Tonopah closed on August 21<sup>st</sup>, resulting in 53 people losing employment—employment and training services outreach efforts in progress

• **Lincoln County**

- Lincoln County Workforce has recently become involved with the Tripartite Board in Panaca
- The goal is to educate local businesses about on WIOA services
  - Developing a career exploration presentation, Teen Education and Careers in Healthcare (TEACH,) in partnership with Lincoln County Workforce and Vegas PBS
  - Presentations will be delivered throughout all seven schools in Lincoln County to educate youth on Healthcare careers

• **Mesquite**

- Workforce Connections' staff met with representatives from Mesquite Regional Business, Inc. to discuss employment and training needs in the Mesquite/Moapa Valley areas

**c. Highlighted Workforce Initiatives**

- Workforce Connections received the Las Vegas Metro Chamber of Commerce Business Excellence Award
- Workforce Connections outreach in support of local area firefighter recruitment and training underway
- Workforce Connections was awarded a second year of a \$100,000 AARP Back-to-Work 50-Plus Grant
- Received \$1.1 million YouthBuild Award—4th straight year after top quality service delivery and performance
- Workforce Connections' Comprehensive Annual Plan published and ready for distribution

**d. Staff Development and Service Provider Training**

- November designated Workforce Connections Professional Development and Training Month
  - Quality Customer Service Training Scheduled—all staff mandatory with certification
  - Professional Development Training Scheduled—all staff mandatory
- On-going professional development and WIOA staff training shall take place routinely

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FAX NO.: (702) 486-2505

## Office of the Governor

September 14, 2015

Lawrence Weekly  
Clark County Commissioner and Workforce Connections Local Elected Official Chair  
c/o Workforce Connections Council  
6330 W. Charleston Blvd. #150  
Las Vegas, NV 89146

Dear Commissioner Weekly,

A handwritten signature in blue ink that reads "Lawrence".

I want to take this opportunity to applaud the achievements of the Workforce Connections Council continuing to successfully administer the provisions of the Workforce Investment Act (1998) in southern Nevada.

Pursuant to the Workforce Innovation and Opportunity Act of 2014 (WIOA), Title I, Chapter 2, Sec. 106(b)(2), and upon recommendation made by the Governor's Workforce Development Board, I hereby approve the initial designation of the following counties as a local workforce development area within the State of Nevada: Clark, Esmeralda, Lincoln, Nye, Boulder City, Henderson, Las Vegas, and North Las Vegas. Furthermore, I hereby approve the initial designation of **Workforce Connections** to serve in its current capacity as the administrative entity for the local workforce development board.

I wish you and your Council continuing success in the development and facilitation of employment and training activities in the state of Nevada.

Sincere regards,

A handwritten signature in blue ink that reads "Sandoval".

BRIAN SANDOVAL  
Governor

cc: Ardell Galbreath, Executive Director, Workforce Connections  
Don Soderberg, Director, Department of Employment, Training and Rehabilitation (DETR)  
Dennis A. Perea, Deputy Director, DETR  
Kristine Nelson, Asst. to the Director, DETR  
Lynn Castro, Executive Assistant, DETR (file)  
Renee Olson, Administrator, Employment Security Division, DETR  
Lynda Parven, Deputy Administrator, Employment Security Division, DETR  
Grant Nielson, Chief, Workforce Investment Support Services, DETR





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# Workforce Connections is Las Vegas Metro Chamber of Commerce Business Excellence Award Honoree

September 29, 2015 By Mitch Truswell – Comments

4

6

1

Las Vegas -



Workforce Connections, Southern Nevada's Local Workforce Development Board (LWDB), has been selected as a 2015 Business Excellence Award honoree by the Las Vegas Metro Chamber of Commerce.



Workforce Connections will be honored at the Chamber's annual Business Excellence Awards Luncheon on Thursday, October 8, 2015 at Aria Resort & Casino.

"We are proud to receive this honor that recognizes the hard work of our staff, our board, and the many community partners whose mission it is to provide employers in Southern Nevada with a ready and qualified workforce," said Ardell Galbreth, Workforce Connections executive director. "We strive to maximize funding for essential job training and other programs, while ensuring transparency and accountability to our community."

As a Local Workforce Development Board, Workforce Connections directs local and federal funding to workforce development programs that directly address the needs in the community.

Workforce Connections also oversees the One-Stop Career Center, located at 6330 W. Charleston Blvd. (at Torrey Pines) which helps connect job seekers and employers no cost, and offers training opportunities and other resources. The center served 10,000 customers in its first year of operation.

#BizExcellence

About Workforce Connections: Workforce Connections' mission is to connect employers to a ready workforce. The passing of the Workforce Innovation and Opportunity Act (WIOA) provides opportunity for reforms to ensure the One-Stop Delivery System (also known as the American Job Center System) is job-driven, responding to the needs of employers and preparing workers for jobs that are available now and in the future. For more information, visit:

to be Honored with The Public

## NEVADA BUSINESS CALENDAR

### Downtown Las Vegas Master Plan public outreach meeting

October 1, 2015 2:00 pm

Location: 401 S 4th St, Las Vegas, NV 89101, USA

[More details...](#)

### Downtown Las Vegas Master Plan public outreach meeting

October 1, 2015 2:00 pm

Location: 401 So. Fourth Street, Las Vegas, NV 89101

[More details...](#)

### Urban Roots Annual Fundraiser

October 4, 2015 4:30 pm

Location: 3001 W 4th St, Reno, NV 89523, USA

[More details...](#)

## NEVADA BUSINESS DIRECTORY

### FEATURED BUSINESSES



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Filed Under: Press Release Wire

Tagged With: Ardell Galbreth, Aria Resort & Casino, Business Excellence Award, Las Vegas business, Las Vegas Metro Chamber of Commerce, LWDB, Nevada business, Southern Nevada's Local Workforce Development Board, Workforce Connections



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**Agenda item 13. 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 14. INFORMATION:**

Board Member Comments