

*workforce*CONNECTIONS

Local Elected Officials Consortium

AGENDA

January 10, 2012

1:00 pm

Conference Room
7251 W. Lake Mead Blvd.
Suite 200
Las Vegas, NV 89128

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

City of North Las Vegas, 2200 Civic Center Dr., North Las Vegas, NV
City of Las Vegas, City Clerk's Office, 400 Stewart Avenue, Las Vegas, NV
Clark County, County Clerk's Office 500 S. Grand Central Parkway, Las Vegas, NV
Esmeralda County Courthouse, 233 Crook Street, Goldfield, NV
Henderson City Hall, 240 Water Street, Henderson, NV
City Hall, Boulder City, 401 California Ave., Boulder City, NV
workforce CONNECTIONS, 7251 W. Lake Mead Blvd., Las Vegas, NV
Nevada JobConnect, 3405 S. Maryland Pkwy., Las Vegas, NV
Lincoln County 181 Main Street Courthouse, Pioche, NV
Nye County School District, 484 S. West St., Pahrump, NV
Pahrump Chamber of Commerce, 1302 S. Highway 160, Pahrump, NV

This Agenda is also available on the *workforce*CONNECTIONS website at
www.nvworkforceconnections.org.

COMMENTARY BY THE GENERAL PUBLIC

This Board complies with Nevada's Open Meeting Law, by taking Public Comment at the beginning of the meeting immediately after the Board approves the Agenda and before any other action is taken and again before the adjournment of the meeting." The Board also has discretion to take Public Comment after any item on the agenda, after the item has been discussed by the Board, but before the Board takes action on the item.

Each person participating in Public Comment will be limited to three minutes of comment. If any member of the Board wishes to extend the length of a comment, then the Board member may do so through a majority vote of the Board.

The Board chair has the right to end any Public Comment which: (1) is not related to any matter within the authority of the Board; or (2) is willfully disruptive of the meeting by being irrelevant, repetitious, slanderous, offensive, inflammatory, irrational, making personal attacks, or interfering with the rights of other speakers. ***Members of the public: please comply with the requests of the Board chair and do not be disruptive, otherwise you may be removed.***

Auxiliary aids and services are available upon request to individuals with disabilities by notifying Dianne Tracy, in writing at 7251 W. Lake Mead, #200, Las Vegas, NV 89128; or by calling (702) 638-8750; or by fax (702) 638-8774. The TTY/TDD access number is (800) 326-6868 / Nevada Relay 711. A sign language interpreter may also be made available with twenty-four (24) hour advance notice.
An Equal Opportunity Employer/Program.

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

Local Elected Officials Consortium members: Councilwoman Gerri Schroder, Chair; Commissioner Lawrence Weekly; Commissioner Dominic Pappalardo; Commissioner Andrew Borasky; Councilwoman Peggy Leavitt; Councilman Bob Coffin; Commissioner George T. Rowe; Councilwoman Anita Wood

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

AGENDA

1. Call to order, confirmation of posting and roll call
2. **ACTION:** Approve the agenda with inclusions of any emergency items and deletion of any items
3. **FIRST PUBLIC COMMENT SESSION:** Members of the public may now comment on any matter posted on this Agenda, which is before this Board for consideration and action today. Please clearly state and spell your name and state your address for the record. Each public comment will be limited to three (3) minutes.
4. **ACTION:** Approval of the Local Elected Consortium meeting minutes of November 8, 2011 4
5. **DISCUSSION and ACTION:** Nomination for Appointment to the Workforce Connections' Board of Directors 11
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Wells Fargo
Appointment (3-year term)
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12. **INFORMATION:** CFO and Financial Manager Recruitment Update 53
13. **INFORMATION:** Budget vs. Actual Finance Report (Workforce Connections Operations) 57
14. **ACTION:** Review and Approve Revised Budget (Workforce Connections Operations) 59

- 15. INFORMATION:** Oversight Protocol – Monitoring and Technical Assistance Summary Report(s) 68
- 16. INFORMATION:** Executive Director Transition 78
- 17. SECOND PUBLIC COMMENT SESSION:** Members of the public may now comment on any matter or topic, which is relevant to or within the authority or jurisdiction of the Board. You may comment now even if you commented earlier, however, please do not simply repeat the same comment you previously made. Please clearly state and spell your name and state address for the record. Each comment will be limited to three (3) minutes.
- 18. Adjournment**

4. **ACTION:** Approval of the Local Elected Consortium meeting minutes of November 8, 2011

Minutes

Local Elected Officials Consortium Tuesday, November 8, 2011 2PM

*workforce*CONNECTIONS
7251 W. Lake Mead Blvd., Ste. 200
Las Vegas, NV 89128

Members Present

Councilwoman Gerri Schroder, Chair
Commissioner Dominic Pappalardo
Councilwoman Peggy Leavitt
Councilwoman Anita Wood

Commissioner Lawrence Weekly
Commissioner Andrew Borasky (Phone)
Councilman Bob Coffin
Commissioner George "Tommy" Rowe

Members Absent

None

Staff Present

Ardell Galbreth
Suzanne Potter
Jeannie Kuennen

MaryAnn Avendano
Heather DeSart
Carol Turner

Others Present

Matt Cecil, Legal Counsel
Doug Lyon (Phone)
Earl McDowell, DETR
Charles Perry, SNMIC-NVHCA
Doug Geinzer, SNMIC
Ann Lynch, SNMIC

Michael Oh, City of Henderson
Laverne Kelley, DETR-WISS
Derrick Berry, DETR
Hannah Brown
Linda Robinson, SNMIC

CALL TO ORDER, confirmation of posting, roll call

The meeting was called to order by Chair Councilwoman Gerri Schroder at 2:03PM. 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.

ACTION: Approve the Agenda with inclusions of any emergency items and deletion of any items

A motion was made to approve the agenda with as presented by Commissioner Lawrence Weekly and seconded by Commissioner Tommy Rowe. Motion carried

FIRST PUBLIC COMMENT SESSION

Douglas Geinzer, CEO, Southern Nevada Medical Industry Coalition made remarks to the success of the Healthcare 20/20 program and expressed appreciation to Workforce Connections for funding the program. Following, Mr. Geinzer recalled the events that led to SNMIC's high risk status.

ACTION: Approval of the Local Elected Consortium meeting minutes of July 12, 2011

A motion was made to approve the Local Elected Consortium meeting minutes of July 12, 2011 by Commissioner Lawrence Weekly and seconded by Councilwoman Peggy Leavitt. Councilwoman Anita Woods abstained. Motion carried.

BREAK IN THE MEETING PURSUANT TO NRS § 241.015(b)(2)

NRS § 241.015(b)(2) provides states: A "Meeting ... Does not include a gathering or series of gatherings of members of a public body...at which a quorum is actually or collectively present: ...To receive information from the attorney employed or retained by the public body regarding potential or existing litigation involving a matter over which the public body has supervision, control, jurisdiction or advisory power and to deliberate toward a decision on the matter, or both."

Chair Councilwoman Gerri Schroder called a break in the meeting at 2:12PM and the public was excused.

RESUME MEETING AFTER THE BREAK

Chair Councilwoman Gerri Schroder called the meeting to order at 3:10PM and confirmed a quorum was present.

DISCUSSION AND ACTION: Nomination for Reappointment to the workforceCONNECTIONS Board of Directors

Hannah Brown, Urban Chamber of Commerce

Reappointment – (2 year term)

Category: Business

After it was established that Ms. Brown was appropriately categorized as a business representative and met criteria for Board membership

A motion was made to approve the nomination to reappoint Hannah Brown for a 2 year term to the workforceCONNECTIONS Board of Directors by Councilwoman Anita Wood and seconded by Councilman Bob Coffin. Motion carried.

DISCUSSION: LEO Consortium Chair and Vice Chair Elections and Terms

Councilwoman Gerri Schroder confirmed that elections for Chair and Vice-Chair will take place at the next regularly scheduled LEO meeting. Any of the LEOs from the eight jurisdictions may serve as Chair or Vice-Chair. The vote will be determined by the members of the Local Elected Official Consortium.

ACTION: Accept and approved Workforce Connections Bylaws

Mr. Galbreth asked the LEOs to review the Workforce Connections bylaws included in the agenda full packet and consider approving them. One approved, the revised bylaws which have been reviewed by each of the eight jurisdiction's CFOs will replace the current outdated bylaws and bring inline what the LEOs are essentially doing today.

Councilwoman Wood requested a copy of the current bylaws to review what changes have been made. Matt Cecil, Legal Counsel, stated that he would provide to the LEOs an information packet that will include the bylaws. Further, Ardell Galbreth will provide a WIA Orientation/presentation to all LEOs and Board Members.

Following a brief discussion Chair Councilwoman Schroder asked that this item be continued to the next meeting so the LEOs can review the bylaws.

A motion was made to continue item 10.a Workforce Connections Bylaws at the next scheduled Local Elected Officials Consortium meeting by Councilwoman Anita Wood and seconded by Commissioner Tommy Rowe. Motion carried.

ACTION: Accept and approve Workforce Connections' Interim Personnel Policy

Councilwoman Anita Wood requested a change to paragraph 1.3 to replace *executed* with *signed*; Matt Cecil concurred. Following a brief discussion,

A motion was made to accept and approve Workforce Connections' Interim Personnel Policy as revised in paragraph 1.3 by Councilwoman Peggy Leavitt and seconded by Commissioner Butch Borasky. Motion carried.

ACTION: Accept and approve Workforce Connections' Annual Budget for the period July 1, 2011 – June 30, 2012

Mary Ann Avendano provided a brief overview of the Annual Budget, which has been approved by the Budget and Finance Committee and the full Board. Following a brief discussion,

A motion was made to accept and approve Workforce Connections' Annual Budget for the period July 1, 2011 – June 30, 2012 by Commissioner Tommy Rowe and seconded by Commissioner Butch Borasky. Motion carried.

ACTION: Accept and approve settlement regarding Vauna Parr litigation

Per the request of Councilman Bob Coffin, Matt Cecil provided an overview of the settlement agreement. The amount of the settlement agreement is \$14,000 which will be paid toward Vauna Parr's legal fees. In exchange, Ms. Parr has agreed to dismiss all litigation claims against Southern Nevada Workforce Investment Board (Workforce Connections). Mr. Cecil stated that a severance will be paid to Ms. Parr; however, the severance is not associated with the settlement agreement presented at today's meeting.

A motion was made to accept and approve settlement regarding Vauna Parr litigation as presented by Councilwoman Anita Wood and seconded by Commissioner Tommy Rowe. Motion carried.

INFORMATION: Consolidated Direct Grants

Carol Turner provided information on the consolidated budget - direct grants as presented on page 44 of the full agenda packet. The 2011 budget is for the following direct grants: State Energy Sector Partnership (SESP) \$4,050,000; Health Resources and Services Administration (HRSA) \$140,509; Department of Justice – Get Out (DOJ) \$692,096; YouthBuild Las Vegas PY09 (YBLV-09) \$1,100,000, and YouthBuild Las Vegas PY2011 (YBLV-11) \$1,100,000.

INFORMATION: Program Year 2010 Awards and Expenditures – Monthly Update

MaryAnn Avendano provided an overview of the PY10 Awards and Expenditures report as of October 6, 2011 provided on page 46-49 of the full agenda packet. Ms. Avendano stated that all providers have been closed out except for two whom staff is working with to resolve minor issues. The expenditure rate is 87% for the WIA ADW program, 88% for the WIA Youth program, 94% for the ARRA Summer Youth program, and 92% for the Governor's Reserve Youth program, 100% for Re-Entry (Wagner-Peyser), 65% for United Way/Olive Crest, 76% for the YouthBuild sub-awards PY09; 3% for the YouthBuild sub-awards PY11 (new award), 18% for the SESP program (3 year award), 47% for the HRSA program, and 44% for the DOJ program.

INFORMATION: Program Year 2011 Awards and Expenditures – Monthly Update

MaryAnn Avendano provided an overview of the PY11 Awards and Expenditures monthly report as of October 6, 2011 as provided on page 50 of the full agenda packet.

INFORMATION: Chief Financial Officer Search Update

A complete list of applicants for the Chief Financial Officer position is provided on page 52-53 of the full agenda packet. Staff is meeting with the CFOs from the various jurisdictions to identify the most qualified candidates for the position. The first round of interviews is scheduled on Thursday, November 10th. Four candidates have been identified for interviews, which will be done over the phone. The interview panel consists of the CFOs from the different jurisdictions, including Tom Wilson, Clark County Controller; Phil Stoeckinger, CFO, City of Las Vegas; Debra Sizemore, CFO, City of Henderson.

DISCUSSION and POSSIBLE ACTION: Service Provider/Funded Partner Oversight Protocol

Mr. Galbreth provided a brief overview of the Workforce Connections Policy 5.2, Non-Compliance Sanctioning Process provided on page 55 of the agenda packet. The policy is to outline the Board's process for levying sanctions against service providers for non-compliance and/or failure to adhere to the Boards established guidance as outlined in federal, state, and local policies. Sanctions will be levied against non-compliant agencies within ten working days after notification of required corrective action (pink paper) notices. Red papers notify service providers of monetary sanctions when appropriate corrective action has not been completed with the required timeframe. The Board manager may levy sanctions in \$5,000 increments, not to exceed \$25,000 in a single program year per service provider.

A motion was made to direct staff to add the amendments and appeal process to the oversight protocol non-compliance sanction process by Commissioner Tommy Rowe and seconded by Councilwoman Peggy Leavitt. Motion carried.

INFORMATION: Financial Edge System Implementation Schedule – Monthly Update

Mary Ann Avendano provided a brief update: staff is working on the transition to the fund based accounting software according to the implementation schedule on page 59-60 of the full agenda packet. Ms. Avendano estimated that the new system will be fully operational by the end of November, early December 2011. Staff is very confident and pleased with the new system.

INFORMATION: Southern Nevada Medical Industry Coalition (SNMIC) Update

Carol Turner provided an SNMIC's review of high risk determination beginning with concerns relating to financial reporting, internal control, allowable cost, and case manager identified in the May 2, 2011 Fiscal Compliance Review on-site monitoring of SNMIC:

- Financial Reporting: SNMIC's quarterly reports were late or incomplete for out of four quarters or 100% of the time
- Internal Control: SNMIC's CEO is performing almost all fiscal duties under the contract including invoicing, signatory on paychecks, timesheets, travel and cost reimbursements, contracts, and all bank accounts; SNMIC was required to have their contracted CAP perform a segregation of duties analysis regarding SNMIC's fiscal functions and processes
- Regarding SNMIC's internal control policy requires two signatures on checks with amount exceeding \$500, three checks contained only one signature; employee time cards did not have the required two signatures, and bank reconciliation completed by the contracted CAP did not have signatures reflecting two reviews (CEO and Administrative Manager)
- Allowable Costs: Workforce Connections hired a DOL contractor to do an invoice desk review audit on SNMICs PY10 expenditures. A summary of questioned costs included

parking fees for CEO's oversized vehicle and various meals for a total of \$5,372.04 in disallowed costs.

- Cash Management: despite extensive cash management technical assistance training, SNMIC found it difficult to maintain an adequate cash balance due to their failure to request advances and invoice expenditures in a timely manner; SNMIC's invoices were late or incomplete 5 out of 9 reports or 56% of the times. The full list of advance requests and invoice inconsistencies are provided on page 64-65 of the agenda packet.

Heather DeSart commented that in October 2010 SNMIC was a brand new provider and Workforce Connections does not sanction and "pink paper" brand new providers; however wC did make recommendations that SNMIC hire at least on a part-time basis a dedicated fiscal staff member so that they could have someone dedicated to the fiscal management component of the program; SNMIC failed to hire a fiscal person after receiving the recommendation or any time thereafter. Ms. DeSart stated that the dedicated time of Workforce Connections staff was unprecedented with the fiscal side of the program. Workforce Connections staff were on site at SNMIC on multiple occasions for several hours at a time providing technical assistance to SNMIC staff. It is the intent of Workforce Connections to provide all new providers as much technical assistance as possible to assist them with getting their program up and running. It is not the intent of Workforce Connections to sanction or be punitive to brand new service providers.

Mary Ann Avendano provided the following timeline wherein technical assistance was provided to SNMIC:

1. On May 8, 2011, wC staff spent three hours providing training on invoices and general technical assistance training;
 2. On June 16, 2011 Ms. Avendano spent three hours at SNMIC providing technical assistance and discussion on monitoring issues, invoicing, procurement, cash management strategies, cost allocation issues, and managing cash flow;
 3. Numerous e-mails and telephone conversations were ongoing between Workforce Connections fiscal staff and SNMIC and,
 4. SNMIC received fiscal training with all other services providers at the start of their program, including six hour training in October 2010 addressing all of the issues with running a WIA program, wherein the providers received a comprehensive training manual and copies of pertinent policies and forms needed to effectively run their program.
- Procurement/Contracts Management: during a Fiscal Compliance Review it was determined that no contract files contained evidence in writing that the contracts had been reviewed and approved by Workforce Connections prior to execution as required for contracts of \$1,000 and over; SNMIC did not receive quotes or bids as required by Workforce Connections Procurement Policy #2.2
 - SNMIC's procurement records were out of compliance with wC's Procurement Policy #2.2 six out of six contracts or 100% of the time; one contract was not executed, one was not fully executed, and there was no contract for SNMIC's CPA services.
 - PY11 Budget Negotiations: four proposed budgets were submitted by SNMIC with a wide variety of salary totals and positions for the CEO position held by Doug Geinzer; wC recommended that a part-time dedicated fiscal staff member be budgeted, hired, and retained by SNMIC but the position was never reflected in any of the proposed budgets; budget negotiations were never completed because SNMIC notified wC in October that they did not intent to renew their contract for PY2011.

The full update is provided on page 62-69 of the agenda packet

Ms. DeSart stated that staff will submit a report to SNMIC that delineates allowed and disallowed costs by November 18, 2011. Once all issues are resolved and both parties are in agreement, Workforce Connections and SNMIC will sign a Letter of Intent to facilitate the SNMIC close out process.

As a separate process, a new contract will be executed with the Nevada Hospital Association, a solid organization with extensive experience managing federal funds. Nevada Hospital Association received and successfully managed a \$20 Million infrastructure federal award.

SECOND PUBLIC COMMENT SESSION

Linda Robinson, Board Member - Southern Nevada Medical Industry Coalition (SNMIC) introduced herself and commented on the success of the Healthcare 20/20 program in the State of Nevada. Ms. Robinson stated that it was unfortunate that the program was not a good fit and it was inevitable that ties would be severed with Workforce Connections due to the differences in the direction and focus of both organizations.

In response to why SNMIC did not hire dedicated fiscal staff as per Workforce Connections' recommendation, Doug Geinzer, CEO - SNMIC, replied that they had hired two outside CPAs that architected the chart of accounts in such a way that the data entry could be done in-house by administrative staff. Mr. Geinzer said that both he and the two CPAs closely watched the invoice submission process.

Ann Lynch, President – SNMIC, stated that their organization selected to sever their relationship with Workforce Connections and not apply for future funds because in spite of their efforts, SNMIC's Board was unsuccessful in correcting the situation with Workforce Connections staff. SNMIC was provided with a list of items which needed to be corrected by the end of October 2011. One of the items was that SNMIC's CEO be removed from the program among other things that Ms. Lynch stated were not previously discussed with her or CEO Geinzer. Ms. Lynch stated that the 11 day time frame in which SNMIC was given to correct the mistakes was not enough time and inevitably SNMIC would be put on high risk status. Ms. Lynch suggested that both the organization's Board of Directors and staff be involved and properly notified in situations such as this. Ms. Lynch hopes that Workforce Connections puts in place a protocol that properly informs agencies in default of all issues and provides them a reasonable amount of time to correct the issues as well as provide them the proper support and instruction needed to correct the issues.

Ms. Lynch stated that SNMIC's intent was to help the medical community and help the universities secure employment for their nurse graduates and it is heartbreaking that they were given no choice but to sever ties with Workforce Connections. Ms. Lynch wished the best of luck to the Nevada Hospital Association.

ADJOURNMENT

The meeting was adjourned at 4:59 p.m.

5. DISCUSSION and ACTION: Nomination for Appointment to the Workforce Connections' Board of Directors

Homero A. Garza
Wells Fargo
Appointment (3 year term)
Category: Business

PLEASE INCLUDE A CURRENT RESUME

Name (Last, First, Middle): GARZA, HOMER A.		Title: AVP	Agency/Organization Represented: Wells Fargo
Address (Street, City, State, Zip Code): 2342 BROCKTON WAY HENDERSON, NV 89074			
Phone Number: (702) 622-3001	Alternate Phone: ()	Email Address: hgarza71@gmail.com	
Manager/Supervisor: Juan Martinez	Phone Number: (702) 296-9999	Manager/Supervisor Email Address: juan@Martinezteam.com	
# of employees supervised: 1		# of employees in your organization: 1	

Please return forms to:

workforce CONNECTIONS
7251 W. Lake Mead, Ste. 250
Las Vegas, NV 89128

ATTN: SUZANNE POTTER

DATE OF APPOINTMENT/REAPPOINTMENT OF RECORD: _____

CATEGORY REPRESENTED (CHECK ALL THAT APPLY):

☒ BUSINESS

☐ EDUCATION

☐ LABOR ORGANIZATION

☐ COMMUNITY BASED ORGANIZATION

☐ ECONOMIC DEVELOPMENT AGENCY

☐ REQUIRED ONE-STOP PARTNER

Homero A. Garza

2342 Brockton Way | Henderson, NV 89074 | R: 702.270.0373 | M: 702.622.3001 | Email: hgarza71@yahoo.com

Qualifications:

Charismatic bilingual professional and renowned community leader with successful career expertise in Banking, Real Estate, Marketing, Public Relations and Education. Solid alliances at both the state and national levels in business and government. Innovative, results-driven, diversity-oriented seasoned businessman.

Positions Held:

Assistant Vice President | Wells Fargo Home Mortgage | Las Vegas, NV | 2009-Present

Regional Diverse Segments & Charitable Contributions Mgmt. | Oregon & Nevada | Banking

- Manage community relations and professional organizations for sale and promotions of WFHL loan products.
- Manage Housing Foundation budget for Non-Profits targeting new buyers and affordable housing development.
- Manage internal corporate relations.
- Provide leadership and support to Regional team consisting of 27 Managers and Branches.
- Execute and implement field mkt. initiatives for sale and promotion of mortgage products via the Affordable Home Tours, Center Stage, Homebuyer Workshops and Joint Sales Calls.
- Provide market-specific training to Home Mortgage Consultants (HMC's).
- Create and execute Pilot Programs designed to develop the HMC's business pipeline.
- Responsible for recruiting DS-focused and diverse Home Mortgage Consultants.
- Responsible for development and coordination of a Regional Marketing Strategy and Adv. Policy for consistent branding of WFHM with Wells Fargo Bank.
- Create advertising campaigns for Realtors, Alliance organizations and first-time homebuyers.

Vice Chairman | Las Vegas Latin Chamber of Commerce | Las Vegas, NV | 2009-Present

Business | Education | Non-Profit | Politics | Cultural | Community Affairs

- Develop, advance and promote Hispanics and small businesses, and to enhance the economic, political, social, educational and cultural interests of Hispanics in Nevada.
- To serve as the Advocate for Hispanics and Small Businesses.
- To operate as an information source on Hispanic businesses and the Hispanic market.
- To promote the economic growth and development of the Hispanic community.
- To help elect and provide support for individuals supporting issues that affect Hispanics and Small Businesses throughout the state.

NV Director of Strategic Markets | First American Title | Las Vegas, NV | 2007-2009

Sales | Marketing | Public Relations | Revenue Growth | Real Estate

- Developed and implemented Business Plan positioning firm as leading company serving minority markets in Nevada.
- Establishment of strategic alliances w/community development corporations, housing counselors, local government, housing finance agencies and key industry trade associations leading to new business opportunities and enhanced Outreach to minority communities.
- Increased revenue from \$400K/year to \$1.2M annually.
- Created and implemented new Revenue-generating opportunities by expanding to international markets.

President & CEO | NV Association of Hispanic Real Estate Professionals | Las Vegas, NV | Jan –Dec 2008
National Non-Profit | Elected Position | Real Estate

- Mission: to increase and sustain the Hispanic Homeownership rate in the state of Nevada by empowering the Real Estate professionals that serve the community.
- Assisted more Hispanic families achieve the American dream by delivering knowledgeable, culturally-sensitive bilingual services to the community.
- Analyzed and reviewed employees, Board of Director and Committee Chair performances.
- Formulated Budget Oversight Controls to ensure profitability and sustainability.
- Created Political Action Committee to lobby legislative concerns of members and consumers.
- Collaborated with Elected Officials and other non-profits to assist 2000+ families with Foreclosure Prevention Assistance.

Account Executive | First American Title | Las Vegas, NV | October 2006-2007
Sales | Marketing | Education | Public Speaking | Real Estate

- Responsible for setting Market Sales strategy .
- Collaborated with Management, Real Estate professionals and consumers to ensure high level of Customer Service and ensure seamless delivery of First American products and services.
- Developed and taught Continuing Education classes for Real Estate professionals. Trained 2000+ agents.
- Increased market share by 5 percent.
- Conducted presentations at state and national venues on how to effectively market to the Latino market.

Real Estate Broker | Advanced Real Estate Teams | Las Vegas, NV | 2003-2006
Sales | Marketing | Management | Real Estate

- Assisted Real Estate professionals establish a Sales Team to provide unique and positive transaction experiences.
- Managed operations related to Real Estate Brokerage Company with up to 45 agents.
- Developed and implemented training classes for Agents and employees.
- Identified new markets and opportunities and created marketing plans to generate revenue.

Real Estate Agent | C21 Advantage Gold | Las Vegas, NV | 1999-2003
Sales | Marketing | Top Producer | Real Estate

- Multiple winner of the Top Producer award.

Teacher | Clark County School District | Las Vegas, NV | 1993-2003
Education Management Industry |

- Instructed grades 6-8.
- Implemented Parent Leadership Training Program for Hispanic parents.

Education:

University of Nevada Las Vegas | Las Vegas, NV | College of Education | 1999
Bachelor of Science in Education | Dean's Honor Roll

Groups and Associations | Las Vegas, NV | Community Participation

- **President, National Association of Hispanic Real Estate Professionals | Nevada Chapter | Present**
- **Vice Chairman, Latin Chamber of Commerce | 2010-Present**
- **Assistant Secretary/Treasurer | Latin Chamber of Commerce | 2009**
- **Vice President | Hispanics In Politics | 2006-2009**
- **Board of Directors | Latin Chamber of Commerce | 2008**
- **Member | Greater Las Vegas Association of Realtors |**
- **Member | Nevada Association of Realtors**
- **Member | National Association of Realtors**
- **Member | Republican National Hispanic Association | Nevada Chapter**

Alex Garza is an esteemed and active member of the Las Vegas community who appreciates living the “American Dream”. Born and raised in Nevada, he saw his family build their business from the ground-up and worked filling-up gas tanks and collaborating after school in the family business. Hard-working and energetic, intelligent and friendly, he is a married family man and father of 3 children.

ATTENDANCE

AS A MEMBER OF *workforce*CONNECTIONS, MEMBERS SHALL BE REMOVED AFTER THREE CONSECUTIVE ABSENCES FROM REGULARLY SCHEDULED BOARD MEETINGS.

COMMITTEE ASSIGNMENT

ALL MEMBERS OF *workforce*CONNECTIONS ARE REQUIRED TO SERVE ON STANDING COMMITTEES. PLEASE INDICATE AT LEAST ONE COMMITTEE YOU ARE WILLING TO SERVE:

COMMITTEE ASSIGNMENT PREFERENCE

(Please check at least one)

- ☒ YOUTH COUNCIL
- ☐ BRAND & VALUE COMMITTEE
- ☐ ADULT & DISLOCATED WORKERS COMMITTEE
- ☐ BUDGET COMMITTEE
- ☒ EMERGING MARKETS/PARTNERSHIPS/RESOURCE DEVELOPMENT COMMITTEE

SIGNATURE: _____



Please return forms to:

*workforce*CONNECTIONS
7251 W. Lake Mead, Ste. 250
Las Vegas, NV 89128

ATTN: SUZANNE POTTER

*workforce*CONNECTIONS

Board Member Conflict of Interest Guidance and Acknowledgement Certification

- ☐ Your current relationship with *workforce*CONNECTIONS (Check all that apply)
- ☐ Have Relatives Working for *workforce*CONNECTIONS
- ☐ Any Partnership(s) with *workforce*CONNECTIONS Staff or Board Members (Current/active contracts or vendor business)
- ☐ Any Partnership(s) with *workforce*CONNECTIONS Local Elected Officials
- ☒ I currently have no partnership with any Board or Staff member of *workforce*CONNECTIONS
- ☐ Other (Please Explain: _____)

Conflict of Interest:

A member of a local board may not:

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

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

HOMER A. GARZA
Applicant (Print)

Signature of Applicant

12/08/11
Date

Elected Official (Print)

Signature of Elected Official

Date

6. DISCUSSION: LEO Consortium Chair and Vice Chair Elections and Terms

Amended and Restated Chief Local Elected Official Consortium Agreement
(June 20, 2007)

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

Election for Chair:

Nominee: _____ # of Yea votes _____
of Nay votes _____

Nominee: _____ # of Yea votes _____
of Nay votes _____

Election for Vice Chair:

Nominee: _____ # of Yea votes _____
of Nay votes _____

Nominee: _____ # of Yea votes _____
of Nay votes _____

7. ACTION: Review and Discuss Local Elected Officials Interlocal Agreement

AMENDED AND RESTATED CHIEF LOCAL ELECTED OFFICIAL CONSORTIUM
AGREEMENT

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

RECITALS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

5. *Membership of the SNWIB*

The LEOs shall appoint members to the Local Workforce Investment Board of the area, under section 117(c)(1)(A) of P.L. 105-220 and applicable rules thereunder, herein referred to as the Southern Nevada Workforce Investment Board (SNWIB). The SNWIB will additionally be governed by the "Agreement Between The Chief Local Elected Officials Consortium and the Southern Nevada Workforce Investment Board" or any amendment and/or restatement thereof, which will provide the operational framework for administration of and responsibility for the WIA funds.

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

A. Representatives of business in the local area who:

- i. are owners of businesses, chief executives or operating officers of businesses, and other business executives or employers with optimum policymaking or hiring authority;
 - ii. represent businesses with employment opportunities that reflect the employment opportunities of the local area; and
 - iii. are appointed from among individuals nominated by local business organizations and business trade associations;
- B. Representatives of local educational entities, including representatives of local educational agencies, local school boards, entities providing adult education and literacy activities, and Postsecondary educational institutions (including representatives of community colleges, where such entities exist), selected from among individuals nominated by regional or local educational agencies, institutions, or organizations representing such local educational entities;
- C. Representatives of labor organizations (for a local area in which employees are represented by labor organizations), nominated by local labor federations, or (for a local area in which no employees are represented by such organizations), other representatives of employees;
- D. Representatives of community-based organizations (including organizations representing individuals with disabilities and veterans, for a local area in which such organizations are present;
- E. Representatives of economic development agencies, including private sector economic development entities; and
- F. Representatives of each of the one-stop partners; and

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

6. Staff of the SNWIB

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

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

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

8. LEOs Fiscal Responsibilities

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

- A. Be financially liable for any misuse of grant funds and disallowed costs pursuant to WIA.
- B. The LEOs, by and through the Southern Nevada Workforce Investment Board shall have sole responsibility for
 - i. Receiving, disbursing and budgeting of all funds relating to WIA programs.
 - ii. Collecting program data necessary for management, evaluation and preparation of required and desired reports.
 - iii. Monitoring and evaluation of programs and program operators, subrecipients and service providers pursuant to the WIA.
 - iv. Procuring audits of funds as required under the WIA and resolving any questions arising from the audits. Staff shall report the results of the audits to the Southern Nevada Workforce Investment Board and the LEO.
- C. Develop and manage a system to hear and resolve grievances brought by participants, vendors and other interested parties as required by the WIA.

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

- i. Clark County – 42.71%**
- ii. City of Las Vegas- 30.78%**
- iii. City of Henderson- 13.11%**
- iv. City of North Las Vegas- 9.97 %**
- v. Boulder City- .86%**
- vi. Nye County- 2.37%**
- vii. Esmeralda County – .04%**
- viii. Lincoln County- .25%**

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

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

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

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

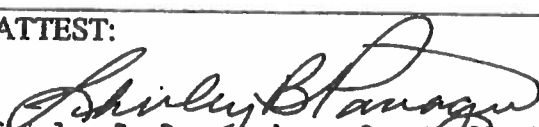


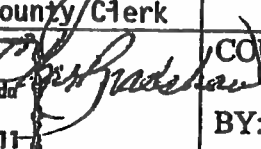
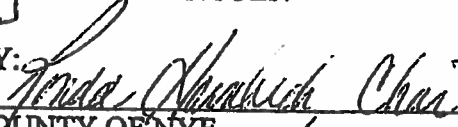

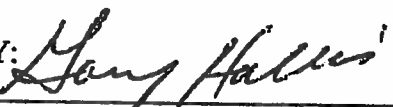
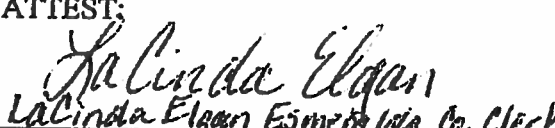
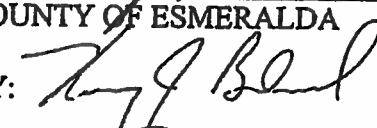
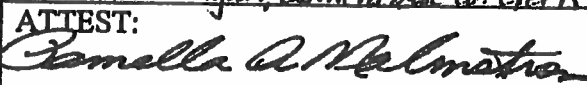
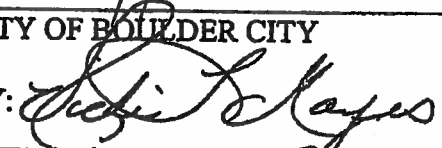
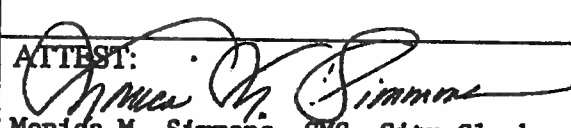
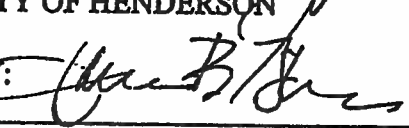
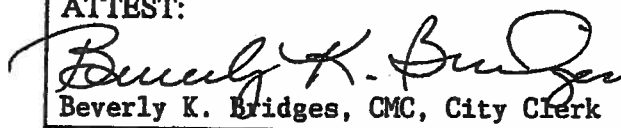

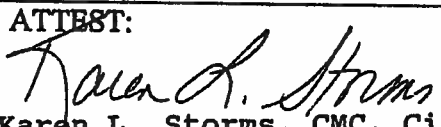
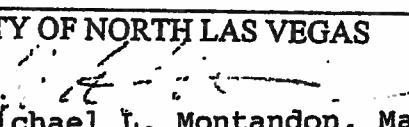
and Henderson and the County of Clark, herein referred to as the Joint Legal Counsel Advisory Committee. The Joint Legal Counsel Advisory Committee will be responsible for advising the LEOs, providing legal opinions and ensuring compliance with applicable laws. The Joint Legal Counsel Advisory Committee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


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

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

This section left intentionally blank

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

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

APPROVED AS TO FORM:

 Dave Olsen, City Attorney 7

Shirley B. Parraguirre 6/14/07

8. **ACTION:** Review and Discuss Local Elected Officials and Workforce Connections Board of Directors Agreement

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

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

WITNESSETH

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

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

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

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

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

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

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

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

- A. Ensure delivery of services pursuant to the Act and other workforce investment programs and related services in such a manner to provide the most beneficial mix of program options to residents of the Local Workforce Investment Area (LWIA).
 - B. Stimulate the active, effective participation of all sectors of the LWIA community in the provision of workforce development services.
 - C. The LEOs or the SNWIB, as applicable, shall establish all advisory boards, councils, or committees, or other advisory groups as mandated by federal laws and state regulations.
 - D. The LEOs and the SNWIB shall establish their respective bylaws for meetings and other matters of internal governance. These bylaws shall be consistent with any applicable federal and state laws, any regulations promulgated by the Governor and/or the State, and the provisions of this agreement. All meetings of the LEOs, the SNWIB, or its subcommittees shall be conducted in accordance with Nevada's Open Meeting Law NRS Chapter 241.
 - E. Establish the criteria for workforce service centers and the criteria, for the process for the selection or designation of one-stop operators and service providers.
 - F. Select youth service providers and programs after receiving recommendations of the Youth Council.
 - G. Review and approve all programs and budgets to be funded under the Act; except the LEOs may withhold approval of any training program if:
 - 1) There are insufficient funds available to support the program; or
 - 2) Funding of the program is not authorized by the Act.
 - H. Provide oversight with respect to activities authorized under the Act to include youth activities, local employment and training activities and the one-stop delivery system in the local area.
2. The SNWIB shall undertake the following and may do so jointly with the LEOs:
- A. Identify
 - 1) employer labor force needs
 - 2) programs to address those needs
 - 3) appropriate linkages with resources
 - 4) economic development opportunities of the area
 - 5) employment needs of the unemployed or underemployed

- B. Develop programs based on locally determined business community needs.
 - C. Provide policy recommendations to the LEOs on matters pertaining to the provision of services under the Act.
 - D. Select, monitor and independently assess the performance of and evaluate the benefit, productivity and impact of all programs funded and report their assessment and recommendations to the LEOs.
 - E. The SNWIB staff is responsible for preparing an annual budget which must be submitted for approval by the LEOs.
 - F. Maintain a consolidated office support and staff structure in order to minimize costs of administration, and maximize the funding available for programs and services under the Act. The SNWIB is authorized to employ support staff as recommended by the Executive Director. The staff shall be considered to be employees of the separate legal entity known as SNWIB. However, the staff shall provide support services to the LEOs and SNWIB jointly and perform functions for the SNWIB in performance of its responsibilities under the Act.
 - G. The SNWIB will be required to obtain legal counsel, separate and apart from the LEOs, on behalf of the SNWIB members and the organization. The legal counsel will be responsible for advising the SNWIB, providing legal opinions and ensuring compliance with applicable laws. The legal counsel will also be responsible for rendering direction and suggestions to the SNWIB in order to maintain due diligence.
3. Any member of the SNWIB may be removed for cause, by majority vote of the LEOs at a regularly scheduled meeting of the LEOs. "Cause" includes, but is not limited to:
- A. Failure to attend meetings as required by the SNWIB Bylaws.
 - B. Unprofessional conduct, including conduct detrimental to the effectiveness and/or objectives of the SNWIB.
 - C. Willful neglect or failure to observe and carry out programs or policies adopted by the SNWIB.

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

4. The LEOs shall:

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

- B. Have sole responsibility, by and through the SNWIB, for:
- 1) Receiving, disbursing and budgeting of all funds relating to WIA programs.
 - 2) Collecting program data necessary for management, evaluation and preparation of required and desired reports.
 - 3) Monitoring and evaluation of programs and program operators, subrecipients and service providers pursuant to the Act.
- C. Work with the Executive Director and SNWIB staff to resolve any questions arising from the audits.
- D. Develop and manage a system to hear and resolve grievances brought by participants, vendors and other interested parties as required by the Act and state compliance regulations.
- E. Hire, evaluate and remove the Executive Director. The Executive Director shall be directed by and answer solely to the LEOs and shall serve at the pleasure of LEOs. The Executive Director shall provide all information and documentation regarding all SNWIB administrative, operational, and fiscal matters relating to the Act to the LEOs and the SNWIB upon request. The nature, scope and frequency of the information relating to the Act that is to be provided pursuant to this paragraph by the Executive Director shall be specified by the LEOs. Whenever a vacancy occurs in the position of Executive Director of SNWIB, a new Executive Director shall be selected by the LEOs.
- F. In the case where liability is identified and validated concerning the misuse of grant funds or the disallowance of costs, liability and repayment of funds shall be in accordance with the following formula based on per capita:
- i. Clark County – 42.71%
 - ii. City of Las Vegas- 30.78%
 - iii. City of Henderson- 13.11%
 - iv. City of North Las Vegas- 9.97 %
 - v. Boulder City- .86%
 - vi. Nye County- 2.37%
 - vii. Esmeralda County – .04%

viii. Lincoln County- .25%

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

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

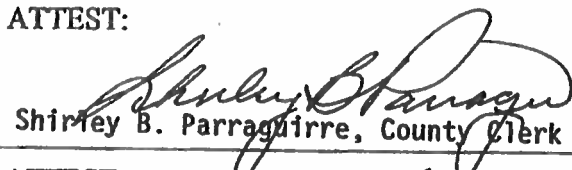
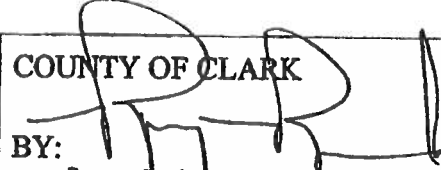
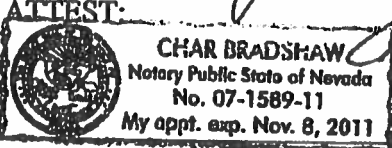
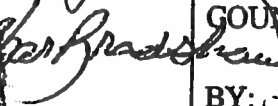
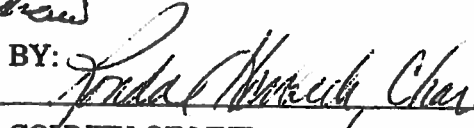

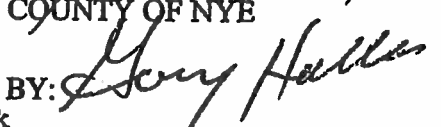
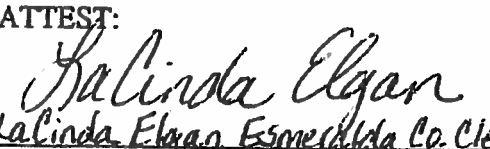
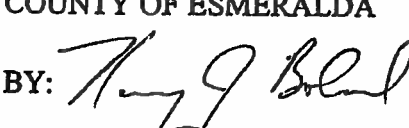

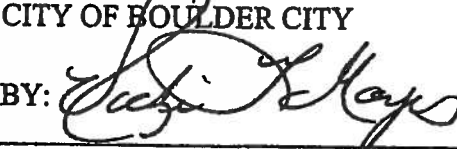
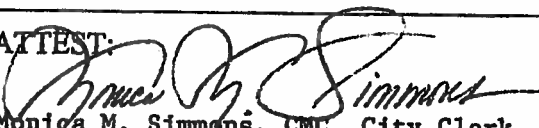
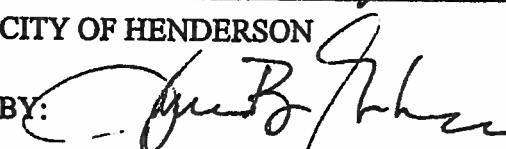
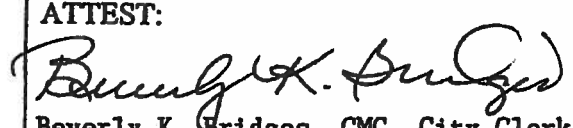



- A. Amendments to this Agreement become effective only upon concurrence of the respective county commissions and city councils of each county and city which is a signatory hereto.

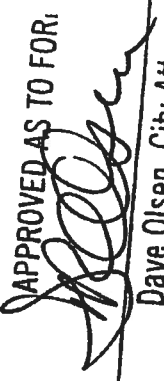
6. This Agreement shall automatically be renewed from year to year unless either party notifies the other in writing of its intention not to renew at least 180 days prior to the expiration of any one year period.

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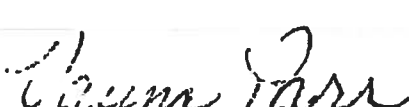
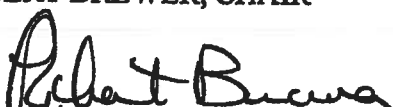
7. SNWIB and the LEOs agree that this document contains all of the agreements between the parties and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the matter hereof. All terms referred to in this Agreement are deemed to be part of this Agreement.


CHIEF LOCAL ELECTED OFFICIALS

ATTEST:  Shirley B. Parraguirre, County Clerk	COUNTY OF CLARK  BY: Rory Reid, Chairman
ATTEST:  CHAR BRADSHAW Notary Public State of Nevada No. 07-1589-11 My appt. exp. Nov. 8, 2011 	COUNTY OF LINCOLN  BY: Linda W. Winkler, Chair
ATTEST:  Sandra L. Merlino, Nye County Clk	COUNTY OF NYE  BY: Gary Hallen
ATTEST:  LaCinda Elyan, Esmeralda Co. Clerk	COUNTY OF ESMERALDA  BY: Tony G. Beland
ATTEST:  Camella A. Malmstrom	CITY OF BOULDER CITY  BY: Laci L. Hays
ATTEST:  Monica M. Simmons, CMC, City Clerk Council Action: 6/19/07	CITY OF HENDERSON  BY: Jim B. Fisher
ATTEST:  Beverly K. Bridges, CMC, City Clerk	CITY OF LAS VEGAS  BY: Oscar B. Goodman, Mayor
ATTEST:  Karen L. Storms, CMC, City Clerk	CITY OF NORTH LAS VEGAS  BY: Michael L. Montandon, Mayor

APPROVED AS TO FORM:

Dave Olsen, City Attorney

SOUTHERN NEVADA WORKFORCE INVESTMENT BOARD

ATTEST: 	ROBERT BREWER, CHAIR BY: 
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APPROVED AS TO FORM:

Thomas R. Green
Date: 6/19/07

9. **ACTION:** Review and Approve Workforce Connections' Bylaws

*workforce*CONNECTIONS BYLAWS

ARTICLE I AUTHORITY AND RESPONSIBILITY

1.1 The *workforce*CONNECTIONS Board is organized as a state workforce investment board under the requirements of the Workforce Investment Act of 1998 ("WIA").

1.2 It is the principal responsibility of the Board to establish policy and provide guidance for strategic planning activities, as well as to monitor *workforce*CONNECTIONS activities toward achieving goals and objectives. The Board will carry out its responsibility in partnership with agencies and organizations of general local government in the workforce area.

1.3 The Board's workforce area Executive Director is responsible for daily operations, policy implementation, techniques and methods in attaining the *workforce*CONNECTIONS goals and objectives. The Executive Director's responsibilities also include having signatory authority to sign contract agreements on behalf of the Board with the State of Nevada. In turn, the Executive Director shall hire, organize and supervise all other board staff members, consistent with the Board's policies and approved budgets. *workforce*CONNECTIONS Executive Director shall work with the Local Elected Officials Consortium ("LEOs") to develop a plan to carry out the Board's employment development goals.

1.4 The June 20, 2007, Amended and Restated Chief Local Elected Official Consortium Agreement and any subsequent Agreement is incorporated herein.

1.5 *workforce*CONNECTIONS shall develop budgets to carry out the Board's goals and objectives, and present the budget to the LEOs for consideration and approval. The Board shall work with the LEOs to revise the budgets as necessary in order to obtain the LEOs final approval of the budgets.

1.6 *workforce*CONNECTIONS through a budget approved by the LEOs, will employ 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 by the LEOs and shall be directed by the LEOs. Consequently, the ED shall answer solely to the LEOs.

1.7 The ED's responsibilities include but are not limited to having signatory authority to sign contract agreements on behalf of the Board with the State of Nevada. Additionally, the ED shall manage and supervise *workforce*CONNECTIONS Staff, who shall report directly to the ED. *Workforce*CONNECTIONS will adopt an employment handbook with personnel policies which the ED will execute while supervising and managing Staff. As such, the ED shall hire, organize and supervise all Staff, consistent with the Board's personnel policies and the LEOs approved budgets.

ARTICLE II MEMBERSHIP AND VOTING

2.1 Composition By Membership Category shall be in accordance with WIA § 117(b)(2) *et seq.* Individuals may represent more than one category; provided they meet such criteria.

(a) Business Community Category: At least 51% of the Board's membership shall be appropriate representatives of the business community pursuant to WIA § 117(b)(2)(A)(i).

(b) Labor Organizations Category: At least two of the Board's members shall be appropriate representatives of labor organizations pursuant to WIA § 117(b)(2)(A)(iii).

(c) Community-Based Category: At least two of the Board's members shall be appropriate representative's of community-based organizations pursuant to WIA § 117(b)(2)(A)(iv).

(d) Education Community Category: At least two of the Board's members shall be appropriate representatives the local educational entities pursuant to WIA § 117(b)(2)(A)(ii); at least one member shall be a representative of the secondary education community and at least one of the post secondary education community.

(e) Economic Development Category: At least two of the Board's members shall be appropriate representatives of economic development agencies pursuant to WIA § 117(b)(2)(A)(v).

(f) One-Stop Operating System Partners Category: An appropriate representative of each of the one-stop partners shall be appointed pursuant to WIA § 117(b)(2)(A)(vi).

(g) Local Elected Officials Category: The LEOs, comprising of appropriate elected officials who represent the counties of: Clark, Lincoln, Nye, and Esmeralda, and the cities of Boulder City, Henderson, Las Vegas and North Las Vegas shall be appointed as members of the Board

(h) Other: Other representatives may include representatives of entities as the LEOs may determine to be appropriate pursuant to WIA § 117(b)(2)(B).

2.2 Terms of Appointment

(a) Board members appointed to the "Business Community" category shall serve three-year terms.

(b) Board members other than those appointed to the "Business Community" category shall serve two-year terms.

(c) Board members' term cycle shall begin the month of their appointment and shall end the same month of appointment the final year of term.

(d) There is no limit on the number of terms board members may serve.

2.3 Nominations and Appointments Sec. 117 (a)(27)(A)(i)(II)(ii)(iii)

(a) The LEOs shall appoint all Board members pursuant to federal and state law, and the June 20, 2006 Amended and Restated Chief Local Elected Official Consortium Agreement and any amendment thereto

(b) Board members appointed to the "Business Community" category shall first be nominated by local business organizations and business trade associations.

(c) Board members appointed to the "Labor Organizations" category shall first be nominated from local labor organizations.

(d) Board members appointed to the "Education Community" category shall first be nominated from the education community.

(e) Board members appointed to the "Community-Based" and "Economic Development" categories shall be nominated from appropriately interested organizations.

(f) Board members appointed to the "Other" category shall be nominated from appropriately interested organizations.

2.4 Removal of Board Members

(a) Board members shall be removed after:

- (i) Three consecutive unexcused absences from regularly scheduled board meetings;
- (ii) The Board member requests to be removed; or
- (iii) The LEO's determine that the Board member should be removed.

(b) Any committee member shall be removed from said committee after:

- (i) Three consecutive unexcused absences from a regularly scheduled committee meeting;
- (ii) The committee member requests to be removed; or
- (iii) The LEO's determine that the Board member serving on the committee should be removed from the Board.

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

2.6 Voting. To vote on board, committee or council meeting issues, members must be present at such meetings or connected via video conference or via telephone conference call. Proxy-voting authority is not authorized. A member of a local board may not vote on a matter under consideration by the Board:

(a) regarding the provision of services by such member, by an entity that such member represents); or

(b) that would provide direct financial benefit to such member or the immediate family of such member.

ARTICLE III MEETINGS

3.1 Open Meeting. All board, committee and council meetings shall be openly conducted in accordance with Nevada's Open Meeting Law.

3.2 Meetings and Agendas.

(a) Regular meetings: The Board shall meet at least once every quarter throughout the year. If necessary, the Board shall meet more frequently, as is determined by the Board chair or the LEOs chair.

(b) Special meetings: The Board shall hold special meetings from time to time as deemed necessary or appropriate by the Board chair or the LEOs chair. Members shall receive meeting agendas in a prescribed timeframe to comply with the State of Nevada's Open Meeting Law.

(c) Agendas: Board meeting agendas shall be prepared by *workforce*CONNECTIONS Staff. All requests along with the necessary information to properly agendize an item must be presented to Staff at least five business days before the Board meeting date; the ED shall have the sole discretion to agendize any untimely, late or incomplete request to agendize a matter. The following individuals and groups may place a matter onto the Board's agenda:

- (i) The LEOs chair;
- (ii) The Board chair;
- (iii) Any committee chair; and
- (iv) The ED.

3.3 Presiding Officer

(a) *WorkforceCONNECTIONS* : The Board chair shall preside over all board meetings. In the absence of the chair, the presiding officer of board meetings shall be the vice chair. When deemed appropriate, even during the presence of the chair and vice chair, the chair may choose a board member to serve as temporary chair.

(b) *WorkforceCONNECTIONS*, Youth Council: The Youth Council chair shall preside over all Youth Council meetings. In the absence of the chair, the presiding officer of the Youth Council meetings shall be the vice chair. In the absence of both chair and vice chair of the Youth Council, the chair of the Youth Council shall choose a Council member who is present during the meeting to serve as temporary chair. When deemed appropriate, even during the presence of the chair and vice chair, the chair may choose a Youth Council member to serve as temporary chair.

(c) *WorkforceCONNECTIONS*, Standing Committees: Committee chairs shall preside over all meetings as appropriate to the respective committee. In the absence of the appropriate chair, the presiding officer of the committee meetings shall be the appropriate committee vice chair. In the absence of both chair and vice chair of appropriate committees, the chair of the appropriate committee shall choose a committee member who is present during the meeting to serve as temporary chair. When deemed appropriate, even during the presence of the committee chair and vice chair, the chair may choose a committee member to serve as temporary chair.

3.4 Parliamentary Authority.

Unless otherwise adopted by the Board, Nevada's Open Meeting Law and (Revised) Robert's Rules of Order shall be used to govern all board, council or committee meetings.

3.5 Quorum. A quorum shall consist of a simple majority of the appointed Board members.

3.6 Conflict of Interest.

(a) Prior to taking office as a member of the *workforceCONNECTIONS*, the potential member must declare in writing all substantial business interests or representational interests the member has to a known past, current, or potential recipient of WIA funds. The written declaration must be updated periodically to reflect any changes. The written declaration must include substantial business interests or representational interests of the Board member's immediate family members.

(b) Conflict of Interest: A Board member has a conflict of interest if the Board Member has a substantial business or representational interest in a matter if the matter would provide a financial benefit to the Board member, Board member's partner, Board member's immediate family's partner, or the Board member's immediate family, who includeds but is not limited to

- (i)** A "substantial business interest" is defined as:

 - a)** Any ownership of the business or project which will financially benefit from receiving the WIA funds the Board may award; or
 - b)** Receiving any gross income during the previous or current year from the business or project which will financially benefit from receiving the WIA funds the Board may award;
 - c)** Ownership in real property of the business or project valued at \$2,500 or more, which will financially benefit from receiving the WIA funds the Board may award.
- (ii)** An "immediate family member" includes but is not limited to 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, or any other relationship similar to those listed herein.
- (iii)** A "representational interest" is defined as:

 - a)** When the Board member is employed by the organization, business or project which will financially benefit from receiving the WIA funds the Board may award; and/or
 - b)** When the Board member is also a member of the board of directors, commission, council, or other direct governing body of the organization, business or project which will financially benefit from receiving the WIA funds the Board may award.
 - c)** Disclosure of Conflict of Interest: When a Board member has a substantial business or representational interest in a matter, then the Board member:
- (iv)** Shall, prior to discussion, vote, or decision by the Board, publicly disclose the nature of the interest in the matter under consideration;
- (v)** Answer any questions regarding the Board member's conflict of interest, which may be asked if the Board chair determines that questions regarding the Board member's disclosure are needed for the Board to properly consider the matter;
- (vi)** Shall not initiate the discussion of the matter to which the conflict of interest pertains;
- (vii)** Shall not request funds or proposals that compete with the matter to which the conflict of interest pertains;
- (viii)** Shall abstain from voting on the matter to which the conflict of interest pertains;

d) A Board member who violates the requirements of this section may be removed from the Board, upon two-thirds vote of the Board members then present or upon a majority vote of the LEOs.

e) All declarations of conflict of interest and abstentions from voting will be recorded in the minutes of board meetings.

ARTICLE IV OFFICERS

4.1 Elected Officers

(a) Elected officers of the *workforce***CONNECTIONS** shall be the chair and a vice-chair.

(b) The Board chair shall be elected from appointed members of the “Business Community” category. The vice-chair shall be elected from among any of the appointed Board members.

4.2 Elections and Terms of Service

(a) The Board chair and Board vice-chair shall be elected by a majority vote of board members. Each officer shall serve two-year terms.

(b) There is no limit to the number of terms the chair and vice-chair shall serve. Election of the chair and vice-chair shall be made no later than July 1 to start each officers’ term of office.

4.3 Election Procedures

(a) In May of the final term of office, the Board will solicit nominations for officers from among its members. Members desiring to serve as officers will submit their names, resumes, and the offices which they wish to hold, to all members.

(b) At the meeting designated for the election of officers, which will be held in the June immediately before the officers’ term expires, the Board members will vote on those names previously submitted and any nominations from the floor.

4.4 Chair. In addition to presiding over board meetings, the chair shall establish committees, certify meeting quorums and perform other duties as required by the WIA.

4.5 Vice-Chair. The vice-chair shall serve as board chair in the absence of the chair.

4.6 Vacancies. The Board shall elect successors to fill the unexpired term of any officer.

4.7 Removal. Officers shall be removed from office by a majority vote of board members.

**ARTICLE V
A BOARD MEMBER'S RESPONSIBILITY**

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

**ARTICLE VI
COMMITTEES**

6.1 Executive Committee

(a) The Board shall adopt an Executive Committee.

(b) The designation of an Executive Committee and the delegation of authority thereto, shall not operate or function to relieve the Board of its responsibility unless for emergency action.

(c) Executive Committee Composition

(i) The Executive Committee shall be comprised of the Board Chair, Board Vice Chair and elected chairs of the standing committees: Youth Council, Budget, Adult & Dislocated Workers, Brand & Value, Emerging Markets/Partnerships/Resource Development. Board chair shall serve as chairman of the Executive Committee.

(d) Executive Committee Authority

(i) The Executive Committee shall have and exercise all authority authorized by the Workforce Investment Act on behalf of the *workforce*CONNECTIONS, only when the following has been met:

a) When it can be demonstrated that it is impractical for a board meeting to take place; and impractical in this instance means, when attempts have been made to achieve the necessary quorum for a subsequent full board meeting have failed; and

b) Such business, as determined by staff, to come before the Executive Committee, shall only be, of such urgency, that failure by the Board to take timely action will greatly impede the continued workings, and/or operations of the Board and/or its service providers, vendors, customers, and contractors.

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

a) Filing any vacancies on the Board;

b) Amending or repealing any resolution of the Board;

c) Amending or repealing the Charter or the By-Laws;

- d) Adopting a plan of merger or consolidation;
- e) Selling, leasing, or otherwise disposing of all or any property and assets (excluding program monies) of the Board;
- f) Voluntarily dissolving the Board or revoking a voluntary dissolution;
- g) 5 year plan modification;
- h) Change a board-approved budget;
- i) Adopt or eliminate major programs; and
- j) Personnel issues.

(c) **Executive Committee Quorum:** A simple majority of the voting members of the Executive Committee shall constitute a quorum.

(f) **Executive Committee Procedure:** The Executive Committee shall establish its own procedure, provided they are consistent with the Board's By-Laws and the Workforce Investment Act.

(g) **Vacancies, Resignation and Removal:** Vacancies shall be filled by a resolution adopted by the Board. Any member of the Executive Committee shall resign by presenting a written notice to the chair of the Board. The acceptance of such resignation shall not be necessary to make it effective.

(h) (vi) **Executive Committee Term:** Executive Committee members shall serve one-year terms.

6.2 **Standing Committees.** The chair recommends members to serve on standing committees. By virtue of their elected status, local elected officials shall serve on any board committee without board approval. The following committees and council have been established as standing *workforce*CONNECTIONS committees:

(a) **Executive Committee:** Please refer to Article VI 6.2

(b) **Youth Council:** In accordance with WIA, the Youth Council is an established subgroup of the Workforce Investment Board. The Youth Council function is to work with the Board and LEOs to establish youth employment linkages and oversee service providers' delivery of youth employment and training services.

(c) **Southern Nevada JobConnect One-Stop Consortium:** In accordance with WIA, the *workforce*CONNECTIONS, by and through Nevada JobConnect One-Stop Consortium, is designated and certified by the Southern Nevada Local Elected Officials Consortium as the "One-Stop Consortium Operator" for the Southern Nevada JobConnect One-Stop Centers located throughout the Southern Nevada Workforce Investment Area.

(d) Nevada JobConnect One-Stop Consortium Membership: Nevada JobConnect One-Stop Consortium shall be comprised of at least the following agencies or entities, with the exception of the LEOs as in Article V (2) "Standing Committees":

(i) At least one member in any category to represent the *workforceCONNECTIONS* as appointed by the *workforceCONNECTIONS* chair.

(ii) At least one member from the business sector as appointed by the *workforceCONNECTIONS* chair.

(iii) At least one member from the State of Nevada Department of Employment, Training and Rehabilitation ("DETR") shall be appointed as a mandatory partner (appointment recommendation shall be made by the Director, Nevada Department of Employment, Training and Rehabilitation to the *workforceCONNECTIONS* chair).

(iv) At least one member from the *workforceCONNECTIONS* contracted Workforce Investment Act (WIA), Title I, service providers shall be appointed as a mandatory partner (appointment recommendation shall be from a majority vote among *workforceCONNECTIONS*, WIA Title I service providers to the *workforceCONNECTIONS* chair).

(e) Brand & Value Committee:

(f) Adult & Dislocated Workers Committee: The Adult & Dislocated Workers Committee was established to review the performance of service providers and recommend action on their program's performances.

(g) Local Elected Officials: The Local Elected Officials work with the Board to carry out their fiduciary responsibility under the Workforce Investment Act.

(h) Emerging Markets/Partnerships/Resource Development Committee.

(i) Budget Committee: The Budget Committee shall provide guidance to the staff in developing and submitting a comprehensive annual budget to the Southern Nevada Workforce Investment Board. The 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 committee shall review budget modifications and fiscal financial policy. Additionally, the 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.

6.3 Other Committees: Other committees shall be established as necessary and appointment of members shall be at the discretion of the chair.

6.4 Committee Size, Term, and Responsibilities

(a) Size: Committees shall be established with at least three members. Committee members are not required to be a member of the *workforce*CONNECTIONS .

(b) Term: Committees will be active as long as necessary to serve the purpose of the Board.

(c) Responsibilities: Committees shall record and maintain meeting minutes and report their progress and action recommendations to the Board.

(d) All committees shall be chaired by a member of the Board.

(e) All committee chairs shall be elected annually by said committee members by a majority vote with the exception of the Executive Committee. A board member shall not chair more than one committee.

ARTICLE VII AUTHORIZATION TO INCUR DEBT (NOT TO EXCEED \$25,000)

When necessary, as outlined in the Board's policy, debt may be incurred by the Executive Director in the name of *workforce*CONNECTIONS for allowable expenditures in accordance with federal, state and local laws, statutes, regulations, and policies to ensure continued operations and functions of the Board.

ARTICLE VIII REVISIONS AND AMENDMENTS

These By-Laws shall be revised or amended at a regular meeting by a two-thirds vote of the members present, provided previous notice has been sent to board members and the proposed amendment has been announced in the business agenda of the scheduled meeting. Notice of the proposed amendment must be provided to members at least thirty calendar days prior to the meeting date at which the amendment will come before the Board for vote.

ARTICLE IX RATIFICATION

These By-Laws shall be effective immediately upon approval by a majority vote of the *workforce*CONNECTIONS present voting thereon, after due notice to the membership.

_____, 2009

10. INFORMATION: Auditing Findings Status Report

workforce CONNECTIONS

Audit Findings for PY2009
(Year Ended June 30, 2010)

Monthly Status Report
December 2011

Finding	Type	Description	Target Date	Audit					
				PY2009 ended 6/30/2010 (4/29/2011)	PY2008 ended 6/30/2009 (06/08/2010)	PY2007 ended 6/30/2008 (09/22/2009)	PY2006 ended 6/30/2007 (07/22/2008)		
10-1	Financial Reporting	Lack of Policy and Procedures and GAAP adherence - improved from last year but still lacks effective policy and procedures	December 2011 / January 2012	X	X	X	X		
		Status: A schedule of monthly financial reviews was developed and implemented; responsibilities were assigned to staff members; and the Financial Manager has final review and approval. A new financial system will be implemented beginning September 2011. The system will improve the entry and reporting of financial data as well as assist in the implementation of more control and accountability.							
		Action: Sept 2011 - Completed configuration of the new financial system, began staff training, and determine original staff assignments.							
		Action: Nov 2011 - Completed coding of July through October transactions.							
		Action: Dec 2011/Jan 2012 - Begin dual entry of PY 11 data for July through November into the new financial system, review staff assignments and make changes as needed, complete final reconciliation to Quickbooks system and end dual entry.							
		Action: Feb 2012 - Revise and finalize policies and procedures that will address the timely handling of transactions, will determine correct backup documentation, and will establish proper controls and reviews. The new CFO will provide the expertise necessary to ensure the final policies meet GAAP.							
10-2	Financial Reporting	Lack of insufficient skills and knowledge to perform governmental accounting utilizing GAAP - improved from last year but still needs improvement	December 2011	X	X	X	X		
		Status: The new CFO will provide the expertise necessary to provide the skills and knowledge that have been needed. In addition, we are in the process of configuring the new financial system.							
		Action: Aug 2011 - Finalized the job description, including CFO Committee suggestions.							
		Update: Sept 2011 - The job announcement was issued 9/2/2011 for the CFO vacancy. The deadline for applications is 9/30/2011.							
		Action: Oct 2011 - Reviewed applications and scheduled telephone interviews with candidates and CFOs for November 10, 2011.							
		Action: Nov 2011 - Held telephone interview with four CFO candidates.							
		Action: Dec 2011 - Schedule final interviews, begin negotiations with the final candidate, and complete the hiring process for the new CFO.							
		Action: Jan 2012 - Postpone CFO Search until Spring, begin search for new Finance Manager.							

workforce CONNECTIONS

Audit Findings for PY2009
(Year Ended June 30, 2010)

Monthly Status Report
December 2011

December 2011

Finding	Type	Description	Target Date	Audit				
				PY2009 ended 6/30/2010 (4/29/2011)	PY2008 ended 6/30/2009 (06/08/2010)	PY2007 ended 6/30/2008 (09/22/2009)	PY2006 ended 6/30/2007 (07/22/2008)	
10-3	Federal Grants	SEFA schedules did not agree with supporting records or documentation	October 2011	X	X	X	X	
		Status: With the assistance of the auditors, the SEFA was updated in April 2011. The SEFA will be finalized for year end when the final invoices are due on August 31. The report is now 100% complete.						
		Action: Sept 2011 - Complete the preliminary PY10 SEFA for the year ending 06/30/2011.						
		Action: Nov 2011 - Finalize PY10 SEFA for the final audit - file to auditors on Dec 2.						
		Action: Dec 2011 - Reconcile PY11 SEFA to Quickbooks and update FE coding.						
		Action: Ongoing - Update and reconcile the PY11 SEFA each month through year end.						
10-4	Federal Grants	Grant funds expended for purposes other than the purpose specified in drawdown.	May 2011	X	X			
		Status: The SEFA has been kept up-to-date since April 2011. This results in improved drawdown calculations and reduces discrepancies.						
		Action: Sept 2011 - An ending fund balance worksheet was developed to ensure that balances reflected on the drawdown documents are accurate.						
		Action: Dec 2011 - Continue to update the PY11 SEFA worksheet ensuring that discrepancies between the drawdown requests and the actual expenditures are identified in a timely manner.						
		Action: Ongoing - the SEFA must be kept up-to-date monthly to ensure accuracy.						
10-5	Federal Grants	Funding federal grants in advance - excessive time elapsed between receipt of funds and disbursement of funds	December 2011/ January 2012	X				
		Status: It currently takes DETR one to three weeks to process a drawdown request. Because Workforce Connections does not have cash available to pay expenditures and then request reimbursements, cash management can be very difficult.						
		Action: Aug 2011 - The Deputy Director discussed with DETR the delays in the drawdown review and payment process. WC is now seeing a reduction in the wait time - now one to two weeks on average instead of three.						
		Action: Dec 2011 - Review the split between programs for the operations drawdowns.						
		Action: Jan 2012 - Research alternatives that will improve the timeliness of the drawdown process with DETR.						
		Action: Ongoing - The Finance Manager, CFO, and Deputy Director will continue to work with DETR to review the drawdown payment process.						

workforce CONNECTIONS

Audit Findings for PY2009
(Year Ended June 30, 2010)

Monthly Status Report
December 2011

December 2011

Finding	Type	Description	Target Date	Audit				
				PY2009 ended 6/30/2010 (4/29/2011)	PY2008 ended 6/30/2009 (06/08/2010)	PY2007 ended 6/30/2008 (09/22/2009)	PY2006 ended 6/30/2007 (07/22/2008)	
		Funding federal grants in advance - excessive time elapsed between receipt of funds and disbursement of funds (continued) Status: The updated monthly SEFA process has corrected the delayed payment processing for subrecipients. After a preliminary review, the drawdowns are requested from DETR. While waiting for payment, the documents are reviewed by program staff for allowable costs and then by finance staff for accuracy of the calculations and account coding. Action: Dec 2011 - Continue to update the PY11 SEFA worksheet as drawdowns occur. Action: Ongoing - continue to review the process to ensure that documents are processed and paid in a timely manner.	August 2011					
10-6	Federal Grants	Request of funds should be complete and accurate - Improved from last year but still needs improvement Status: New forms were developed that ensures two fiscal staff reviews of the drawdown calculations and a new spreadsheet was developed to increase the accuracy of the ending balance calculations. Action: Dec 2011 - Sample provider requests to determine the impact of the new form on accuracy and whether program and financial reviews and approvals are taking place. Action: Ongoing - continue to evaluate the drawdown process and make improvements as necessary.	August 2011	X	X	X	X	
10-7	Federal Grants	ARRA - timely reporting of quarterly reports Status: All of the ARRA funds have been expended and there are no more reports due. The June 30, 2011 report was submitted within the 10 day deadline. Action: Aug 2011 - Two ARRA reports were due for June 30, 2011. Both were submitted on time. Action: Oct 2011 - One final ARRA report was submitted on time for the Youthbuild program. Action: Jan 2012 - Compare final ARRA audit reconciliation with quarterly reports and adjust as necessary. Action: Ongoing - ARRA accounts need to be reconciled and the bank account closed.	July 2011	X				
10-8	Federal Grants	Verification of CCR Registration, including DUNS number for sub-recipients - not obtained on sub-awards. Status: A monitoring report was developed that tracks the CCR registration number, expiration date, and the DUNS numbers. This worksheet is updated monthly. This information will be attached to every new contract effective July 2011. Action: Dec 2011 - CCR registrations updated through 12/31/2011. Action: Ongoing - monthly follow-up is needed to ensure all registrations are current.	July 2011	X	X			

workforce CONNECTIONS

Audit Findings for PY2009
(Year Ended June 30, 2010)

Monthly Status Report
December 2011

December 2011

Finding	Type	Description	Target Date	Audit				
				PY2009 ended 6/30/2010 (4/29/2011)	PY2008 ended 6/30/2009 (06/08/2010)	PY2007 ended 6/30/2008 (09/22/2009)	PY2006 ended 6/30/2007 (07/22/2008)	
10-9	Federal Grants	Sub-recipients awards did not contain the required information Status: A contract template was developed for July 2011 contracts that ensures all data elements will be collected from each service provider. Regarding the failure to identify ARRA funding, there will be no more ARRA contracts issued since all funds have been expended. Action: Sept 2011 - A contract checklist was developed for PY11 contracts to ensure all data elements are collected. The contracts will be processed this month. Action: Jan 2012 - Review recently executed contracts to ensure new check lists are complete and all data elements are collected. Action: Ongoing - Ensure all future contracts contain data.	July 2011	X	X		X	
10-10	Federal Grants	Monitoring of sub-recipients were not performed Status: The Department of Labor requires annual financial reviews of subrecipients. Our policy will be updated to require an annual review of all recipients. A monitoring spreadsheet has been developed to track all findings from PY10. The outstanding findings are followed up on and payments will be held for those subrecipients with outstanding findings. Action: Aug 2011 - the Board approved the policy change from semi-annual reviews to annual reviews on 8/23/2011. Action: Sept 2011 - Following six technical assistance visits in August, four providers continue to have outstanding findings. The providers have been notified in writing that reimbursement payments will be held until they complete their findings. Action: Oct 2011 - Three providers have outstanding monitoring findings. Two providers are scheduled to complete their projects by 10/31/2011 and have been notified that the questionable costs will be unallowable if they are not successful. A third provider has been placed into high risk status and a plan of action has been developed. Action: Nov 2011 - One provider has outstanding monitoring findings and has been notified that the questionable costs are determined to be unallowable and that sanctions are pending. A second provider placed into high risk status in September has decided not to contract with WC for PY2011. Their letter of intent was extended through December 2011 to allow transition of clients to the new service provider. Action: Dec 2011 - One provider has been removed from Pink Paper status by submitting late invoices, a quarterly report, and updating their cost allocation model. Three providers received Pink Papers regarding their late October 31 prior year close out documents and one for late invoices. Action: Ongoing - Schedule monitoring visits for PY11 and late invoices.	August 2011	X	X			

workforce CONNECTIONS

Audit Findings for PY2009
(Year Ended June 30, 2010)

Monthly Status Report
December 2011

December 2011

Finding	Type	Description	Target Date	Audit				
				PY2009 ended 6/30/2010 (4/29/2011)	PY2008 ended 6/30/2009 (06/08/2010)	PY2007 ended 6/30/2008 (09/22/2009)	PY2006 ended 6/30/2007 (07/22/2008)	
10-11	Federal Grants	Financial reporting of Form ETA 9130 – timely submissions Status: A spreadsheet was developed for monitoring all report due dates and two fiscal staff are required to monitor the spreadsheet to ensure every report is submitted in advance of its deadline. Action: Aug 2011 - One quarterly report was late for the June 30, 2011 reporting period due to a miscommunication regarding the report timeline. In the future, all notice of awards (NOA) will be reviewed for their reporting deadlines by the Financial Manager. The deadlines will be entered on the calendar with reminders to the assigned staff member and the Financial Manager. The Financial Manager will physically review the submitted reports prior to the deadline and update the status on the report tracking worksheet. Action: Nov 2011 - Quarterly direct grant reports are submitted in a timely manner. Action: Ongoing - weekly monitoring must continue to take place to ensure reports meet all deadlines.	July 2011	X				
	Other	Audit not completed by due date (within 9 months). Status: In August, Percy Bowler was selected for the PY10 audit for the year ending 06/30/2011. The final audit must be complete by March 31, 2012. Action: Nov 2011 - Preliminary field work was rescheduled to begin November 15, 2011. Action: Nov 2011 - A list of schedules and required documentation to be collected prior to the audit was provided by PBTK. Action: Nov 2011 - Discuss with PBTK outstanding requests to ensure the timely completion of the audit. Action: Jan 2012 - Audit scheduled to be completed by January 31, 2102. Action: All months - The Finance Manager will track all auditor's requests for data or documentation. Requests will be responded to within two days or email will be sent with projected completion date (Ardell/CFO will be copied on all emails and responses).	March 2012	X	X	X	X	

11. INFORMATION: Current PY10 Auditing Update

12. INFORMATION: CFO and Financial Manager Recruitment Update

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FINANCE MANAGER

Salary Range: \$60,000 - \$105,000

Date Approved:

FLSA Status: Exempt

REPORTS TO: Deputy Director - Operations

POSITION STATEMENT: Manages and supervises Workforce Connections' financial activities including federal, state and other allocated grant funding and resources. Oversees subrecipients' financial activities and records funded by Workforce Connections. Supervises the preparation of financial reports and budget plans. Interprets federal, state and local financial directives and ensure regulatory compliance with applicable U.S. Office of Management and Budget (OMB) Circulars, including A-133, A-122, A-110 and A-87, as well as state and local policies.

SUPERVISION EXERCISED: Provides direct supervision over subordinate financial staff, including financial analysts and accounting staff members.

SUPERVISION RECEIVED: Receives general direction from the Deputy Director - Operations and appropriate executive level management staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Supervises the maintenance of financial records and preparation of financial and budget reports; supervises or performs bookkeeping and related transactions; oversees service providers/subrecipients' financial activities and records funded by Workforce Connections.
2. Interprets federal, state and local financial directives and ensures regulatory compliance with applicable U.S. Office of Management and Budget (OMB) Circulars including A-133, A-122, A-110 and A-87, as well as state and local policies.
3. Ensures service providers/subrecipients or funding partners establish and maintain financial control systems that meet or exceed the requirements of applicable federal, state and local laws, statutes, regulations, directives and policies and the requirements of executed contracts between the parties, and generally accepted accounting and financial principles and standards.
4. Conducts technical, operational and analytical studies and reviews related to Workforce Connections' financial activities.
5. Conducts formal and informal training programs for staff and service providers/subrecipients related to accrual accounting procedures, expenditure and revenue projection, cost controls,

budget planning and administration, cost benefit analysis, contract administration and compliance with Workforce Investment Act guidelines.

6. Oversees and participates in the review of invoices from service providers/subrecipients, analyzes and interprets data and information, and reconciles contract expenditures; approves service providers/subrecipient' invoices for payment after verification of allowability.
7. Oversees and participates in desk and on-site monitoring reviews of service providers/subrecipients' financial activities, reported findings and documented corrective actions.
8. Uses current computer applications and financial software to maintain and prepare budgets and report financial activities.
9. Prepares and maintains financial policies and procedures, and communicates them to staff and service providers/subrecipients.
10. Participates in selecting staff and ensures effective morale, productivity and discipline are maintained
11. Plans, organizes, administers, reviews and evaluates the activities and performance of staff.
12. Works with staff to establish work priorities and schedules, and encourages and provides for staff training and professional development.
13. Interprets policies and procedures for staff, and prepares and conducts formal performance evaluations; monitors accomplishments, establishes performance requirements and personal development targets, as well as provides coaching for staff performance improvement and development.

Marginal Functions:

1. Performs other duties as assigned.

QUALIFICATIONS:

- Comprehensive knowledge of principles and practices of budget development and administration.
- Knowledge of federal financial accounting standards, and record keeping and bookkeeping practices and techniques.
- Advanced knowledge of principles and practices of contract oversight and administration.
- Knowledge of financial planning.
- Ability to interpret, explain, apply and enforce principles of public agency budgeting, cost and revenue projection, revenue control and contract administration.
- Knowledge of policies and regulations pertaining to workforce investment boards and the Workforce Investment Act.
- Ability to analyze problems and create opportunities, identify and evaluate alternative solutions, and develop sound, effective approaches.

- Ability to establish sound leadership standards, and maintain effective working relationships with a diverse group of citizens, local business leaders, and representatives of public agencies.
- Knowledge of principles and techniques of supervision, training and performance evaluation.
- Ability to conduct training in both formal and informal settings.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to establish and maintain effective cooperative working relationships with those contacted in the course of work.
- Ability to maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
 - Walking, standing, or sitting for extended periods of time; and
 - Operating assigned equipment.
- Ability to maintain effective audio-visual discrimination and perception needed for:
 - Making observations;
 - Communicating with others;
 - Reading and writing; and
 - Operating assigned equipment
- Ability to maintain mental capacity which allows the capability of:
 - Making sound decisions;
 - Effective interaction and communication with others; and
 - Demonstrating intellectual capabilities.

EDUCATION AND EXPERIENCE:

Bachelor's degree in accounting, finance, or a closely related field and at least six years experience in financial management, preferably with four years experience in a public agency administering Workforce Investment Act or other government grants. A Master's degree in finance or accounting or a CPA is preferred.

A valid Nevada driver's license and the ability to maintain insurability.

WORKING CONDITIONS

Environmental Conditions:

Work in an office environment; travel from site to site; exposure to computer screens.

Physical Conditions:

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

EEO/AA Employer

Signature

Date

13. INFORMATION: Budget vs. Actual Finance Report (Workforce Connections Operations)

NOVEMBER YTD 2011

workforce CONNECTIONS

PY11 WIA Formula Expenses
CONSOLIDATED BUDGET

For the Period : July 1 '2011 through June 30' 2012(Formula)

Line Item Number	BUDGET			ACTUAL EXPENSES			% OF Program Year concluded			% Expended from Budget		
	Operating Expenses	Admin	Program	Total	Admin	Program	Total	Admin	Program	Total	Admin	Program
6260	Salaries - Operations	1,048,218	1,784,803	2,833,021	398,763	864,548	1,263,311	649,455	920,255	1,569,710	38.04%	48.44%
6265	Employee Fringe Benefits - Ops	366,876	624,681	991,557	99,940	216,443	316,383	266,936	408,238	675,174	27.24%	34.65%
6550	Employer Payroll Taxes - Ops	31,447	53,544	84,991	2,192	8,455	10,647	29,255	45,089	74,344	6.97%	15.79%
6100	Audit/Accounting Services	140,000	0	140,000	105,247	0	105,247	34,753	0	34,753	75.18%	0.00%
6120&6129	Bank/Payroll Services	12,000	0	12,000	1,691	0	1,691	10,309	0	10,309	14.09%	0.00%
6130-6139	Equipment/Capitalized Prof Fees	24,000	51,000	75,000	49,622	108,150	157,773	-25,622	-57,150	-82,773	206.76%	212.06%
6130-011	NV Trac Data Tracking Systems	0	250,000	250,000	12,898	30,330	43,228	-12,898	219,670	206,772	0.00%	12.13%
6140	Equipment Repairs	1,600	3,400	5,000	0	0	0	1,600	3,400	5,000	0.00%	0.00%
6150	Legal Publication/Advertising	14,000	21,000	35,000	4,258	9,721	13,980	9,742	11,279	21,020	30.42%	46.29%
6160	Dues & Subscriptions	4,800	10,200	15,000	1,459	3,183	4,642	3,341	7,017	10,358	30.40%	31.21%
6170	Equipment Rental	6,400	13,600	20,000	2,605	5,436	8,041	3,795	8,164	11,959	40.71%	39.97%
6190	Insurance	14,400	30,600	45,000	1,502	3,319	4,821	12,898	27,281	40,179	10.43%	10.85%
6200	Janitorial & Maintenance	4,800	10,200	15,000	636	1,441	2,077	4,164	8,759	12,923	13.25%	14.13%
6210	Legal Fees	19,200	40,800	60,000	11,852	0	11,852	7,348	40,800	48,148	61.73%	0.00%
6230	License & Permits	1,600	3,400	5,000	40	107	147	1,560	3,293	4,853	2.50%	3.14%
6250	Office Supplies	8,000	17,000	25,000	2,469	5,654	8,123	5,531	11,346	16,877	30.87%	33.26%
6270	Postage & Delivery	1,600	3,400	5,000	504	1,160	1,664	1,096	2,240	3,336	31.50%	34.12%
6280	Printing & Reproduction	4,800	10,200	15,000	1,877	4,056	5,933	2,923	6,144	9,067	39.11%	39.77%
6285	Board Support & Travel	0	25,000	25,000	0	2,392	2,392	0	22,608	22,608	0.00%	9.57%
6290	Rent	106,856	227,068	333,924	35,810	77,066	112,876	71,046	150,002	221,048	33.51%	33.94%
6300	Telephone	16,000	34,000	50,000	5,051	10,773	15,824	10,949	23,227	34,176	31.57%	31.69%
6305	Program Support Contracts	0	50,000	50,000	0	33,415	33,415	0	16,585	16,585	0.00%	66.83%
6306	Admin Support Contracts	55,000	0	55,000	11,513	0	11,513	43,488	0	43,488	20.93%	0.00%
6310	Staff Travel	24,500	45,500	70,000	4,113	8,835	12,948	20,387	36,665	57,052	16.79%	19.42%
6320	Training & Seminars - Staff	16,650	28,350	45,000	5,153	12,174	17,327	11,497	16,176	27,673	30.95%	42.94%
6440	System Communication Support	24,000	51,000	75,000	9,619	20,867	30,486	14,381	30,133	44,514	40.08%	40.92%
6500	Workforce Development Outreach	8,000	17,000	25,000	7,663	15,897	23,559	337	1,103	1,441	95.78%	93.51%
6700	Youth Program Activities	0	15,000	15,000	0	9,322	9,322	0	5,678	5,678	0.00%	62.14%
6720	Adult/DW Program Activities	0	15,000	15,000	0	666	666	0	14,334	14,334	0.00%	4.44%
	Total	1,954,747	3,435,746	5,390,493	776,476	1,453,409	2,229,885	1,178,271	1,982,337	3,160,608	39.72%	42.30%
											41.37%	



14. **ACTION:** Review and Approve Revised Budget (Workforce Connections Operations)

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PY2011 WIA Formula Budget
July 1, 2011 - June 30, 2012
(Revised January 3, 2012)

Revenue by Funding Stream	Approved	Revised	\$ Change	Available for LWIB Operations		Service Providers	TOTAL
	Budget PY2011	Budget PY2011		10% Admin	16% Program		
Adult	5,182,567	5,660,975	478,408	566,098	905,756	4,189,121	5,660,975
Dislocated Worker	5,943,200	6,637,823	694,623	663,782	1,062,052	4,911,989	6,637,823
Youth	5,760,743	5,760,743	-	576,074	921,719	4,262,950	5,760,743
PY2010 Adult Budget Carry Forward	1,000,000	2,433,862	1,433,862	243,386	389,418	1,801,058	2,433,862
PY2010 Dislocated Worker Budget Carry Forward		443,620	443,620	44,362	70,979	328,279	443,620
PY2010 Youth Budget Carry Forward		2,905,927	2,905,927	290,593	464,948	2,150,386	2,905,927
Other Revenues (Interest)		1,250	1,250		1,250	-	1,250
Governor's Reserve - Strategic Initiative	-	75,000	75,000		75,000	-	75,000
Total Revenue by Funding Stream	\$ 17,886,510	\$ 23,919,200	\$ 6,032,690	\$ 2,384,295	\$ 3,891,122	\$ 17,643,783	\$ 23,919,200
					\$ 6,275,417		

Notes:

1. PY2011 Revenues include additional DETR funding Adult \$478,408 and Dislocated Worker \$694,623.
2. Carry forward funds have been estimated for PY2010 in the amount of \$5,783,409. These fund estimates will be revised later this year when the A-133 audit is complete.
3. The Department of Labor allows local boards to expend up to 10% of their total allocation for administrative costs. WC also allocates 16% of the total allocation for program management and oversight.
4. WIA funds have a two year life at the local level and an additional year at the state level.

Service Providers/Contractors	Approved	Revised	\$ Change	Service Providers	TOTAL
	Budget PY2011	Budget PY2011			
Adult Services	3,835,100	5,990,179	2,155,079	5,136,759	5,136,759
Dislocated Worker Services	4,397,968	5,240,268	842,300	4,493,688	4,493,688
Youth Services	4,262,949	6,413,336	2,150,387	5,413,336	5,413,336
Strategic Initiative - Adult/Dislocated Worker				1,600,000	1,600,000
Strategic Initiative - Youth				1,000,000	1,000,000
Subtotal Service Provider/Contractors	\$ 12,496,017	\$ 17,643,783	\$ 5,147,766	\$ 17,643,783	\$ 17,643,783

Administrative and Program Operating Expenditures - Board Staff

Expense Category	Approved	Revised	\$ Change	Admin	Program	Total
	Budget PY2011	Budget PY2011				
6260 Salaries	2,833,021	2,833,021	-	1,048,218	1,784,803	2,833,021
6265 Employee Fringe Benefits	991,557	991,557	-	366,876	624,681	991,557
6550 Employer Payroll Taxes	84,991	84,991	-	31,447	53,544	84,991
6100 Audit/Accounting Services	140,000	190,000	50,000	190,000	-	190,000
6120 Bank/Payroll Services	12,000	13,250	1,250	13,250	-	13,250
6130 Equipment/Furniture	75,000	200,000	125,000	64,000	136,000	200,000
6140 Equipment Repairs	5,000	5,000	-	1,600	3,400	5,000
6150 Legal Publication/Advertising	35,000	50,000	15,000	20,000	30,000	50,000
6160 Dues & Subscriptions	15,000	15,000	-	4,800	10,200	15,000
6170 Equipment Rental	20,000	20,000	-	6,400	13,600	20,000
6190 Insurance	45,000	45,000	-	14,400	30,600	45,000
6200 Janitorial & Maintenance	15,000	15,000	-	4,800	10,200	15,000
6210 Legal Fees	60,000	60,000	-	60,000	-	60,000
6230 License & Permits	5,000	5,000	-	1,600	3,400	5,000
6250 Office Supplies	25,000	25,000	-	8,000	17,000	25,000
6270 Postage & Delivery	5,000	5,000	-	1,600	3,400	5,000
6280 Printing & Reproduction	15,000	15,000	-	4,800	10,200	15,000
6285 Board Support & Travel	25,000	25,000	-	-	25,000	25,000
6290 Facility Rent/Lease	333,924	333,924	-	106,856	227,068	333,924
6300 Telephone	50,000	50,000	-	16,000	34,000	50,000
6305 Program Support Contracts	50,000	80,000	30,000	-	80,000	80,000
6306 Admin Support Contracts	55,000	55,000	-	55,000	-	55,000
6310 Travel - Staff	70,000	70,000	-	24,500	45,500	70,000
6320 Training & Seminars - Staff	45,000	65,000	20,000	24,050	40,950	65,000
6390 Utilities (included in Rent)	-	-	-	-	-	-
6440 Systems Communications Support	75,000	75,000	-	24,000	51,000	75,000
6500 Workforce Development Outreach	25,000	80,000	55,000	25,600	54,400	80,000
6700 Youth Program Activities	15,000	15,000	-	-	15,000	15,000
6720 Adult/DW Program Activities	15,000	15,000	-	-	15,000	15,000
6130-11 NVTrac - Data Tracking System	250,000	250,000	-	-	250,000	250,000
6850 Strategic Initiative	-	588,674	588,674	-	588,674	588,674
Subtotal Operating Expenditures	5,390,493	6,275,417	884,924	2,117,796	4,157,621	6,275,417
Total Expenditures	17,886,510	23,919,200		2,117,796	4,157,621	17,643,783
Fund Balance	\$ -	\$ -		\$ 266,499	\$ (266,499)	\$ -

**Workforce Connections
Program Year 2011
WIA Formula Budget Narrative**

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

Revenues:

Workforce Investment Act (WIA) Program Year PY 2011 revised allotted funds were awarded in the amount of \$18,059,541. Allocated (revised) among the three funding streams: Adult - \$5,660,975; Dislocated Worker-\$6,637,823; and Youth - \$5,760,743.

Due to Congressional change in states WIA formula allocations, an additional 10% of adult and dislocated worker funds were reallocated for distribution to Local Workforce Investment Areas. As such, Workforce Connections received an additional \$478,408 in the adult category and \$694,623 in the dislocated worker category.

Because of Workforce Connections' exceptional program services delivery, all established performance measures were met or exceeded during PY2010. As such, an incentive award of \$75,000 was allocated to Workforce Connections in recognition of outstanding workforce development services oversight and delivery.

The overall funding for the PY 2011 was increased by \$1,385,123 (0.92%), compared to the Program Year 2010 WIA allocation which was \$16,749,418.

Other anticipated funding includes operating carry forward funds from Program Year 2010 WIA allocation of approximate \$5,783,409.

Total budgeted revenues for PY 2011 are \$23,919,200.

Upon closing out service providers' contracts, unexpended funds will be recaptured and carried forward to be included in a revised budget that will be presented for approval later this year.

Expenditures – Service Providers/Contractors/Vendors:

On June 28th, 2011, the board of directors approved the Adult and Dislocated Worker PY2011 contracts. The approved board funding awards were: \$2,475,000 for Green Economy Sector contracts; \$2,475,000 for Healthcare Sector contracts; and \$2,450,000 for incumbent service providers' contracts. The Board of Directors also approved the Youth PY2011 contracts in the amount of \$2,000,000 for Year-Round services and \$250,000 for Youth Tri-County Coalition contracts.

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, over the last four years, the board of directors have allocated 16% of the total budget allocation. Such operational and management oversight include but 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

Note: A number of these expense categories were initially decreased in comparison to the PY2010 budget allocation. Although such budget line decreases were appropriate at the time of recommendation, the economic and job training markets have driven staff to make some adjustments in a few (seven) budget line items. This overall budget line item reductions in the initial approved budget were due to the exhaustion of the American Reinvestment and Recovery Act (ARRA) funding that was received in PY 2009 with a carry forward allocation to the PY 2010.

6260 - Salaries: \$2,833,021. Even though capacity has been added in the area Workforce Connections' staffing over the last couple of program years, management anticipates adding a few more positions during this program year in various areas to include but not limited to fiscal, adult and dislocated program staff, and contract administration. The decrease in this budget line item is due to funds remaining from last year's budget caused by a number of unfilled positions throughout the entire program year. Because of the exponential growth within the agency, management elected to progressively fill positions as programs and services capacity increased—thus, recruitment and hiring lagged as expected, resulting in an overall cost reduction in salary savings.

6265 - Employee Fringe Benefits: \$991,557. Employee benefits include medical, dental and life insurance, as well as other benefits like employer paid Public Employees Retirement System (PERS) contributions. A rate of 35% of the total salaries has typically been used to calculate the fringe benefits. This decrease is a

result of planned, anticipated lag in staff hiring to coincide with programmatic development plans and services delivery.

- 6550 - Employer Payroll Taxes: \$84,991.** The employer payroll tax average rate is .03% of the total salaries. As indicated in budget line items 6260 and 6265, this decrease due to a reduction in staff salaries and associated benefits.
- 6100 - Audit/Accounting Services: \$190,000 – an increase of \$50,000.** This line item includes the cost of the A-133 audit as well as extended accounting and financial consulting and technical support which were not budgeted in the prior program year. Because of the agency's significant fiscal challenges, this additional increase is due to the anticipation of accounting consultants to assist staff throughout the program year.
- 6120 Bank/Payroll Services: \$13,250 – an increase of \$1,250.** This was a prior year (PY2010) decrease of \$4,000; however with a noted U.S. Department of Labor (DOL) finding, an interest bearing account must be established which will be an additional cost of banking operations. This line item is for various banking services which include wire transfers and ACH payments and payroll services provided. We believe actual expenditures for PY2011 will result in more additional costs than those reflected in the previous program year.
- 6130 Equipment/Furniture: \$200,000 – an increase of \$125,000.** With a classification change in this line item during the previous program year, this line item held steady with no increase in the initial budget allocation. Due to the increased operations requirement, this line item includes the costs for additional equipment/furniture, e.g., computers, servers, furniture, etc., for administrative and programmatic support staff.
- 6140 Equipment Repairs: \$5,000.** This line item is for normal wear and tear or unanticipated equipment repair or breakdowns. There is a decrease on this line due to the actual expenditures for PY2010 being lower than the budgeted amount. We do not anticipate expenditures increasing this program year and have reduced the budget line to reflect a more accurate expectation of expenses based on prior years' history.
- 6150 Legal Publication/Advertising: \$50,000 – an increase of \$15,000.** This line represented a decrease of \$15,000 in the initial budget allocation; however, with the continued requirement for legal publication, i.e., job postings, Request for Proposals and controlled advertisements, the relented \$15,000 is needed back to sure-up such support activities.
- 6160 Dues and Subscriptions: \$15,000.** This line item serves to establish memberships in trade and technical associations that benefit Workforce

Connections' outreach and oversight initiatives, and offers valued key contacts for workforce/economic development and technical information support. The decrease is due to the actual expenditures for PY2010 being lower than the budgeted amount. We do not anticipate expenditures increasing this program year, and have reduced this budget line to reflect a more accurate expectation of expenses.

- 6170 Equipment Rental: \$20,000.** This line item is allocated for continuing existing leases on copiers and postage meter equipment, and any rental equipment needed in daily operations. The reduction is due to the actual expenditures during PY 2010 being lower than the budgeted amount. We do not anticipate expenditures increasing this program.
- 6190 Insurance: \$45,000.** Allocated costs for Board liability insurance such as workers' compensation, general business liability and Board directors and officers' omission and errors liability. This line also provides insurance for our green training vehicle. This budget line has been reduced to reflect a more accurate expectation of expenses.
- 6200 Janitorial and Maintenance: \$15,000.** This line item is allocated for any janitorial services or repairs needed to Workforce Connections' administration offices. This budget line element also provides funds for repairs to our green training vehicle. We do anticipate an increase in expenditures compared to PY2010.
- 6210 Legal Counsel Fees: \$60,000.** This budget allocation is for legal services in areas such as board and official open meetings preparation, i.e., review of agendas and contract agreements, and review of RFPs and policies. The need for legal services was greatly reduced in PY 2010 compared to PY 2009 due to reduced official meeting notices.
- 6230 License and Permits: \$5,000.** This line item is allocated for software licenses and permits associated with new computers or purchased upgrades for current software.
- 6250 Office Supplies: \$25,000.** This line item is allocated for various office supplies needed for every day operations.
- 6270 Postage and Delivery: \$5,000.** Postage and mail delivery costs include such activities as routine postage, courier delivery service, and Federal Express delivery. Staff's progressive use of electronic mail has led to a reduction in postage and delivery expenditures.

- 6280 Printing and Reproduction: \$15,000.** This item includes local office copier costs on leased copy equipment and other ancillary copying and printing costs associated with Board administration and daily operations. This reduction is a result of reduced RFPs and associated correspondence related to ARRA funding and resources.
- 6285 Board Support and Travel: \$25,000.** This budget allocation is primarily used for Board members' travel to grant, and support business activities tied to WIA requirements. This allocation also includes costs associated with facility costs tied to board and committee meetings. Board member travel was greatly reduced in PY2010 compared to PY2009 and this budget line has been reduced to reflect a more accurate expectation of expenses.
- 6290 Facility Rent/Lease: \$333,924.** The allocation has increased due to Workforce Connections' anticipation of acquiring additional office space for operational staff in support of the Board's capacity building in critical administrative and programmatic functions.
- 6300 Telephone: \$50,000.** This budget item is designated for all activities related to telephone services, i.e., local and long distance phone charges and wireless communication. Due to the increase in staff from the prior years, funds have been added to this budget line in the area of communication support to include wireless connectivity.
- 6305 Program Support Contracts: \$80,000 – an increase of \$30,000.** This line item was decreased by \$145,000 in the initial budget; however, the cut proved a bit too close and could impede the agency's programmatic progress in supporting awarded contracts and workforce development initiatives in the form of professional agreements and temporary staffing with focus on WIA grant performance and system data support activities.
- 6306 Admin Support Contracts: \$55,000.** This item is for administrative support contracts, including professional agreements and temporary staffing with focus on WIA grant fiscal management and personnel management.
- 6310 Travel (Staff): \$70,000.** Local and out-of-town staff travel for grant related matters such as WIA State and USDOL sponsored training and conferences. This line item also covers travel for staff training on an array of programmatic and fiscal activities, as well as local and rural areas site reviews and monitoring visits to ensure compliance with WIA initiatives and work plans. There is a slight decrease to this line due to a projected reduction in the number of active service providers' contracts.

- 6320 Training and Seminars (Staff): \$65,000 – an increase of \$20,000.** This item is designated for staff training/seminars for both local and out-of-town locations. For example, financial management, program and systems management and oversight training and seminars/conferences which focus on grant support activities. This increase is primarily due to the implementation of newly installed financial software, newly assigned staff and much needed technical support in the way of training and staff development.
- 6390 Utilities: \$0.** This budget line has been reduced to zero because the cost of utilities is included in the monthly lease agreement.
- 6440 Systems Communications Support: \$75,000.** This allocation is to support systems such as data backup, T-1 lines and web hosting for internal e-mail support. This budget line has been reduced due to wireless communication being moved to the telephone budget line, as well as a reduction in overall revenues.
- 6500 Workforce Development Outreach Initiatives: \$80,000 -- an increase of \$55,000.** The initial budget allocation reduced this line item by \$75,000 which proved to be much too lean for continued job development through business/employer outreach initiative to attract businesses and establish partnerships for workforce development and employer services initiatives.
- 6700 Youth Program Activities: \$15,000 –** This budget line is for youth program activities outside of daily operations such as service provider trainings and various youth conferences and summits.
- 6720 Adult/DW Program Activities: \$15,000 -** This budget line is for adult and dislocated worker program activities outside of daily operations such as service provider trainings and various employability conferences.
- 6130-11 NVTrac - : \$250,000 –** This budget line is for contractual expenditures related to the completion of the NVTrac data tracking system. This system will replace NJCOS which is the current system used to track participant data and serve as a reporting tool.
- 6850 Strategic Initiatives: \$588,674 – New line item –** This item was created to utilize and track strategic projects in support of workforce initiatives with detailed tactics and strategies in response to unanticipated high demand workforce needs.

PY11 WIA Formula Expenses
CONSOLIDATED BUDGET

For the Period : July 1 ' 2011 through June 30 ' 2012 (Formula)

Line Item Number	BUDGET			ACTUAL EXPENSES			BUDGET AUTHORITY REMAINING			% Of Program Year concluded		
	Operating Expenses	Admin	Program	Total	Admin	Program	Total	Admin	Program	Total	Admin	Program
6260	Salaries - Operations	1,048,218	1,784,803	2,833,021	398,763	864,548	1,263,311	649,455	920,255	1,569,710	38.04%	48.44%
6265	Employee Fringe Benefits - Ops	366,876	624,981	991,557	99,940	216,443	316,383	266,936	408,238	675,174	27.24%	34.65%
6550	Employer Payroll Taxes - Ops	31,447	53,544	84,991	2,192	8,455	10,647	29,255	45,089	74,344	6.97%	15.79%
6100	Audit/Accounting Services	190,000	0	190,000	105,247	0	105,247	84,753	0	84,753	55.39%	0.00%
6120&6125	Bank/Payroll Services	13,250	0	13,250	1,691	0	1,691	11,559	0	11,559	12.76%	0.00%
6130-6139	Equipment/Capitalized Prof Fees	64,000	196,000	260,000	49,622	108,150	157,773	14,378	27,850	42,227	77.53%	79.52%
6130-011	NV Trac Data Tracking Systems	0	250,000	250,000	12,898	30,330	43,228	-12,898	219,670	206,772	0.00%	12.13%
6140	Equipment Repairs	1,600	3,400	5,000	0	0	0	1,600	3,400	5,000	0.00%	0.00%
6150	Legal Publication/Advertising	20,000	30,000	50,000	4,258	9,721	13,980	15,742	20,279	36,020	21.29%	32.40%
6160	Dues & Subscriptions	4,800	10,200	15,000	1,459	3,183	4,642	3,341	7,017	10,358	30.40%	31.21%
6170	Equipment Rental	6,400	13,600	20,000	2,605	5,436	8,041	3,785	8,164	11,959	40.71%	39.97%
6180	Insurance	14,400	30,600	45,000	1,502	3,319	4,821	12,898	27,281	40,179	10.43%	10.85%
6200	Janitorial & Maintenance	4,800	10,200	15,000	636	1,441	2,077	4,164	8,759	12,923	13.25%	14.13%
6210	Legal Fees	60,000	0	60,000	11,852	0	11,852	48,148	0	48,148	19.75%	0.00%
6230	License & Permits	1,600	3,400	5,000	40	107	147	1,560	3,293	4,853	2.50%	3.14%
6250	Office Supplies	8,000	17,000	25,000	2,469	5,654	8,123	5,531	11,346	16,877	30.87%	33.26%
6270	Postage & Delivery	1,600	3,400	5,000	504	1,160	1,664	1,096	2,240	3,336	31.50%	34.12%
6280	Printing & Reproduction	4,800	10,200	15,000	1,877	4,056	5,933	2,923	6,144	9,067	39.11%	39.77%
6285	Board Support & Travel	0	25,000	25,000	0	2,392	2,392	0	22,608	22,608	0.00%	9.57%
6290	Rent	108,856	227,068	335,924	35,810	77,066	112,876	71,046	150,002	221,048	33.51%	33.94%
6300	Telephone	16,000	34,000	50,000	5,051	10,773	15,824	10,949	23,227	34,176	31.57%	31.69%
6305	Program Support Contracts	0	80,000	80,000	0	33,415	33,415	0	46,585	46,585	0.00%	41.77%
6306	Admin Support Contracts	55,000	0	55,000	11,513	0	11,513	43,486	0	43,486	20.93%	0.00%
6310	Staff Travel	24,500	45,500	70,000	4,113	8,835	12,948	20,387	36,865	57,052	16.79%	19.42%
6320	Training & Seminars - Staff	24,050	40,950	65,000	5,153	12,174	17,327	18,897	28,776	47,673	21.43%	29.73%
6440	System Communication Support	24,000	51,000	75,000	9,619	20,867	30,486	14,361	30,133	44,514	40.08%	40.92%
6500	Workforce Development Outreach	25,600	54,400	80,000	7,663	15,897	23,559	17,937	38,503	56,441	29.93%	29.22%
6700	Youth Program Activities	0	15,000	15,000	0	9,322	9,322	0	5,678	5,678	0.00%	62.14%
6720	Adult/DW Program Activities	0	15,000	15,000	0	666	666	0	14,334	14,334	0.00%	4.44%
6850	Strategic Initiative	0	588,674	588,674	0	0	0	0	588,674	588,674	0.00%	0.00%
	Total	2,117,797	4,157,620	6,275,417	776,476	1,453,409	2,229,885	1,341,321	2,704,211	4,045,532	36.66%	34.96%
												35.55%



15. INFORMATION: Oversight Protocol – Monitoring and Technical Assistance Summary Report(s)

**Workforce Connections
General Policy & Procedure
NON-COMPLIANCE SANCTIONING PROCESS**

EFFECTIVE DATE: July 11, 2003

NUMBER: 5.2

AUTHORIZATION: SNWIB Manager

BACKGROUND:

This policy shall be used in conjunction with all federal, state and local laws, statutes, regulations and policies. The purpose of this policy is to outline Workforce Connections' process for levying sanctions against service providers/funded partners and subrecipients for non-compliance and/or failure to adhere to Workforce Connections' established guidance as outlined in federal, state and local policies.

I. GENERAL PROVISIONS FOR SANCTIONING

- A.** Any time Workforce Connections' service providers/founded partners or subrecipients fail to comply with established federal, state or local laws, statutes, regulations and/or policies, sanctions shall be levied against such agencies *if required corrective action has not been completed after ten working days of the deadline/corrective action due notification. Sanctions notification will be communicated to service providers/funded partners and subrecipients using Workforce Connections' PINK PAPERS/RED PAPERS method highlighting specific correction action instructions and any necessary sanctions that apply. All PINK/RED PAPER notices highlighting deficiencies or non-compliance efforts as to the 10th day of each month shall be distributed/transmitted to appropriate service providers/funded partners.*
- B.** *PINK PAPERS/RED PAPER notices shall be in written form and approved by Workforce Connections' deputy director(s). Prior to levying sanctions against service providers/funded partners or subrecipients, Workforce Connections' staff shall provide technical assistance and corrective action guidance to help service providers/funded partners and subrecipients' overcome noted shortfalls and/or deficiencies. All technical assistance provided by Workforce Connections' staff must be thoroughly documented, indicating specific instructions and directives provided to alleviate the noted finding(s).*

II. TYPES OF SANCTIONS

- A.** Sanctions shall be in the form of withholding service providers/*funded partners or* subrecipients' reimbursement payments, denial of advanced reimbursement requests, frequent on-site *monitoring* reviews by Workforce Connections' staff; required approval by Workforce Connections' *executive management staff* prior to any expenditures; reduction in awarded funds; *placement on high risk status*; and/or cancellation of awarded contract. Although not all inclusive, the following are general reasons for levying sanctions:

1. Failure to achieve performance measurements
 2. Non-compliance with established regulations, laws, statutes, and policies
 3. Failure to comply with contractual obligations and identified as a “high risk” service provider/*funded partner* subrecipient
 4. Failure to respond to *Workforce Connections* after written notification
- B. Service providers’ will be notified of *funding reduction* sanctions via RED—PAPERS when appropriate corrective action has not been completed within the required time period. When funding reduction is instituted as a result of sanctioning, *Workforce Connections*’ staff shall process a contract amendment for execution with the amount of funds reduced for appropriate service provider/*funded partner and/or subrecipient*.

III. SANCTIONING FUNDING INCREMENTS

When sanctions are instituted, the deputy *director(s)* shall *sign/approve* levy sanctions *notices* in \$5,000 increments, not to exceed \$25,000 in a single program year per service provider/subrecipient. Monetary sanctions above \$25,000 shall be presented *to the appropriate Workforce Connections’ Committee/Council for recommendation to the full Workforce Connections Board of Directors*.

IV. APPELLATE PROCESS

- A. *Prior to any sanctions being levied at any level, service providers/funded partners or subrecipients may appellate their compliance/non-compliance case to Workforce Connections’ executive director for consideration.*
1. *Service providers/funded partners or subrecipients’ appeal of sanctions must be submitted in writing to Workforce Connections’ executive director at anytime prior to or during sanctions. Appeal notices should include detailed corrective action(s) efforts taken by funded partners/service providers or subrecipients.*
 2. *Service providers/funded partners or subrecipients may also include any technical assistance needed or received as well as any training initiatives shortfalls and/or noted deficiencies hindering corrective action efforts.*
- B. *Workforce Connections’ executive director shall review service providers/funded partners’ or subrecipients’ appeal notice along with corrective action efforts, and uphold or not uphold sanctions based on compliance initiatives and the degree of effort on the part of funded partners/service providers or subrecipients.*

**U.S. Department of Labor
High Risk Definition**

The Workforce Investment Act (WIA) emphasizes increased accountability from state and local entities managing the workforce investment system. Federal regulations directives include the requirements to establish policies that regarding the state and local Workforce Investment Board's monitoring system requirements for WIA oversight at the state and local levels. (*workforceCONNECTIONS*, in this instance is recognized as the State's southern local board, entity and service delivery area (SDA).)

The requirements outlined below are the basis for local monitoring efforts.

The oversight roles for state sub-recipients (*workforceCONNECTIONS*, in this matter) and pass-through entities of WIA and other federal funds are described in the following documents:

- ▶ Workforce Investment Act of 1998 (Public Law 105-220 (Sections 184 and 185)
- ▶ 20 CFR 652, et al WIA Final Rule (Section 667.400 – 667.860)
- ▶ Office of Management and Budget (OMB) Circular A-122
- ▶ Office of Financial Management, State, Administrative and Accounting Manual

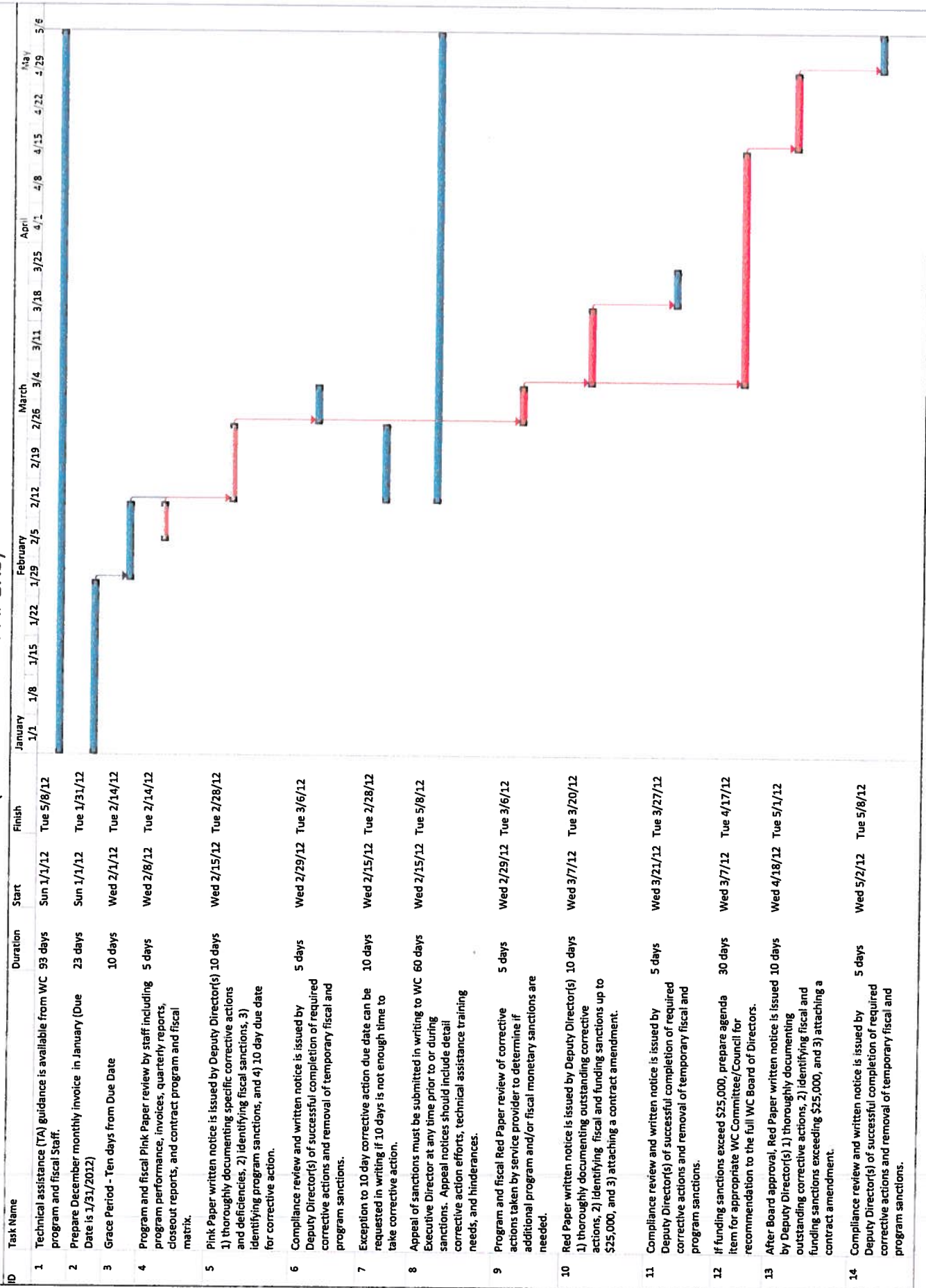
Local entities must continuously monitor all grant-supported activities in accordance with the uniform administrative requirements at 29 CFR, Parts 95 and 97.

At a minimum, the compliance review should target the following risk areas:

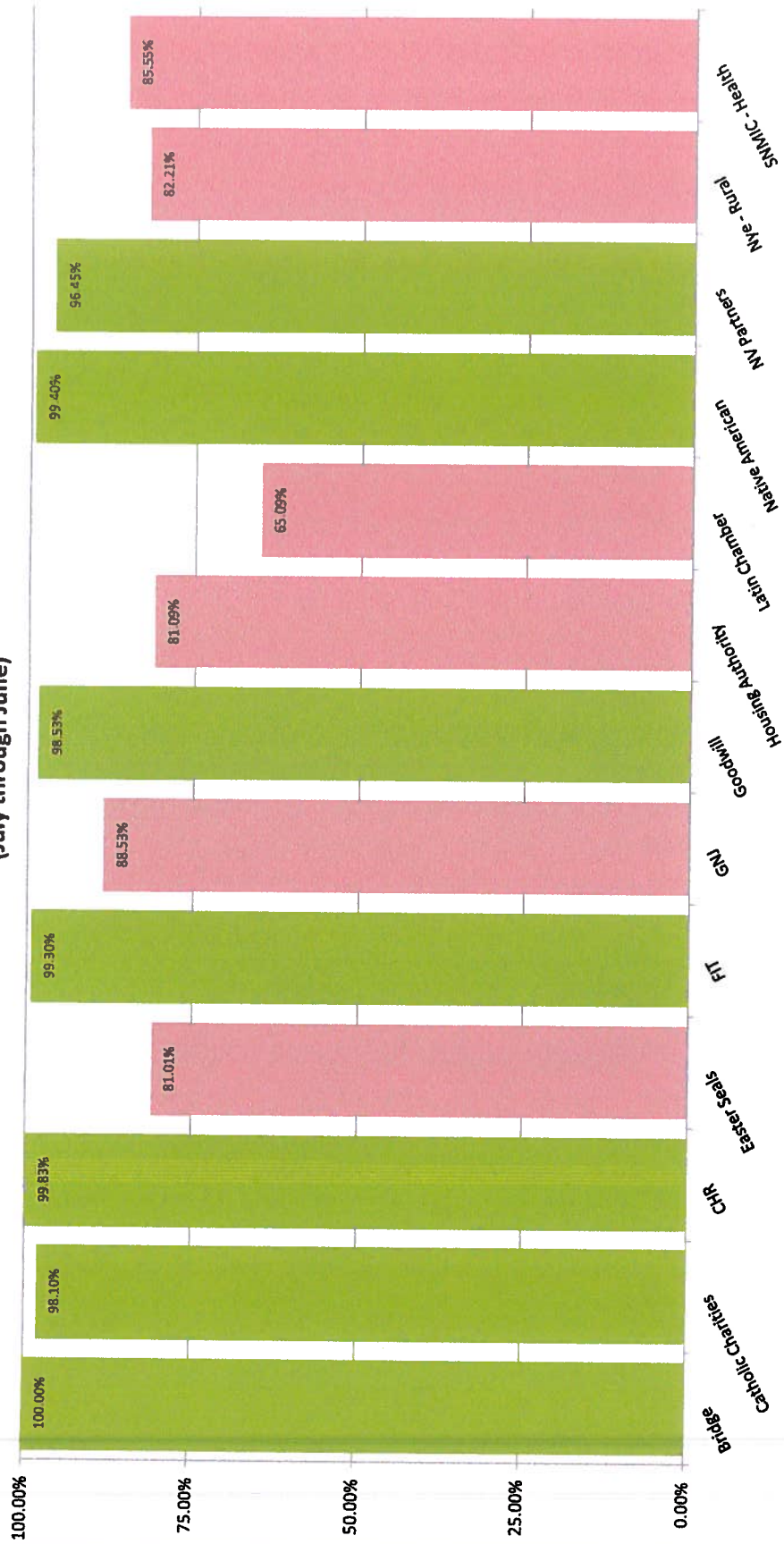
- Monitoring (review of monitoring of sub-recipients)
- Compliance with WIA federal regulations (including OMB circulars A-87 and A-122), state policies and procedures
- Expenditures
- Eligibility
- For compliance with WIA eligibility requirements of services and support payments being received, ensure verification of attendance and satisfactory progress
- Reviewing reports submitted by sub-recipients including MIS, financial and performance data
- Reviews with the sub-recipients of any exceptions, issues or lack of internal controls found
- Mutually agreed upon written plans for corrective action
- Formal written reports of results of the reviews

Summarily, federal and state regulations establish the requirement to establish local boards and agreements, including its roles and responsibilities (WIA, Section 117 (c)(1)(B)(i)) (WIA State Compliance Policies 1.1 – Establishing Local Workforce Investment Boards; 1.2 (VI (C)(1. General Planning (b) – Local Workforce Investment Board Plan). Additionally, the agreement contains requirements of specific responsibilities regarding oversight of workforce activities in the local area, in cooperation with the Local Workforce Investment Board, which are to be conducted no less than annually. Furthermore, the directives and justification to sanction boards can be found among the above citations, which may include decertification for “failure to carry out functions per Section 117 (c)(3)(A).

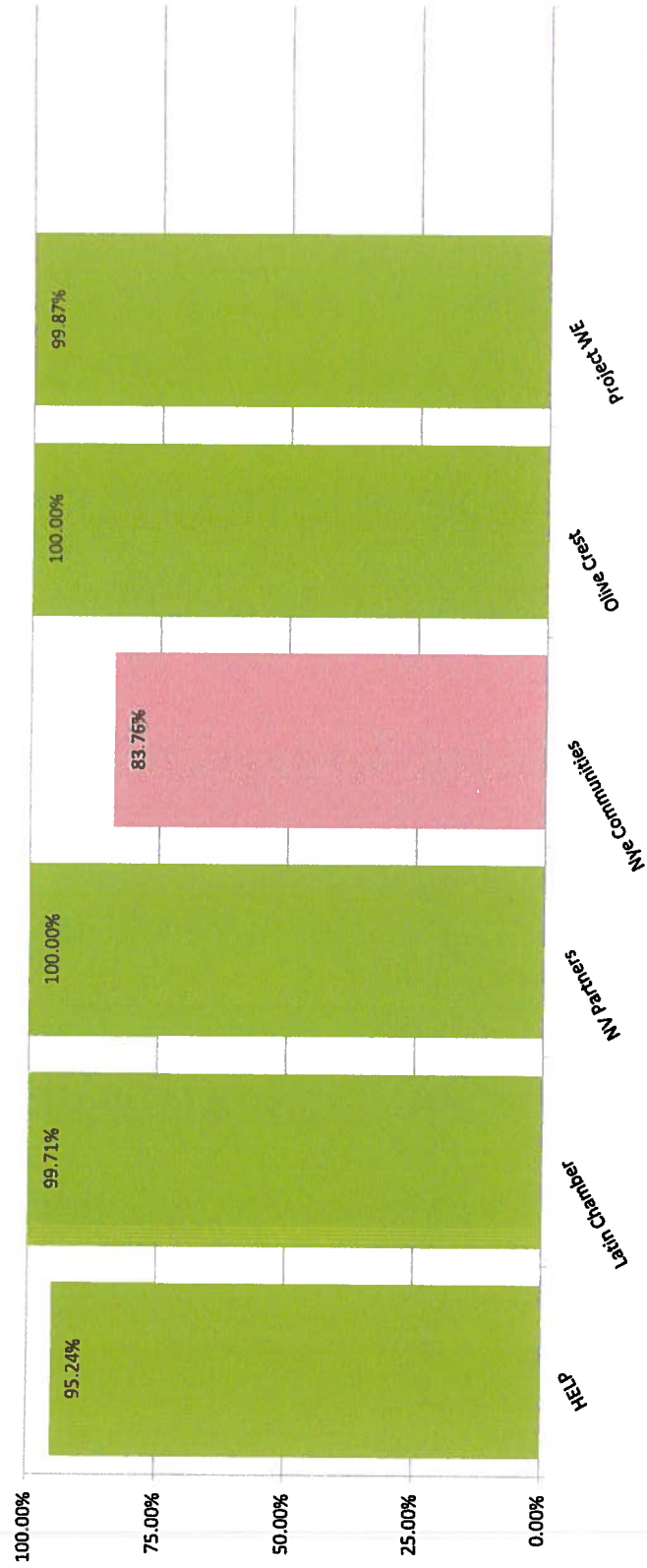
NON-COMPLIANCE SANCTIONING PROCESS (PINK and RED PAPERS)



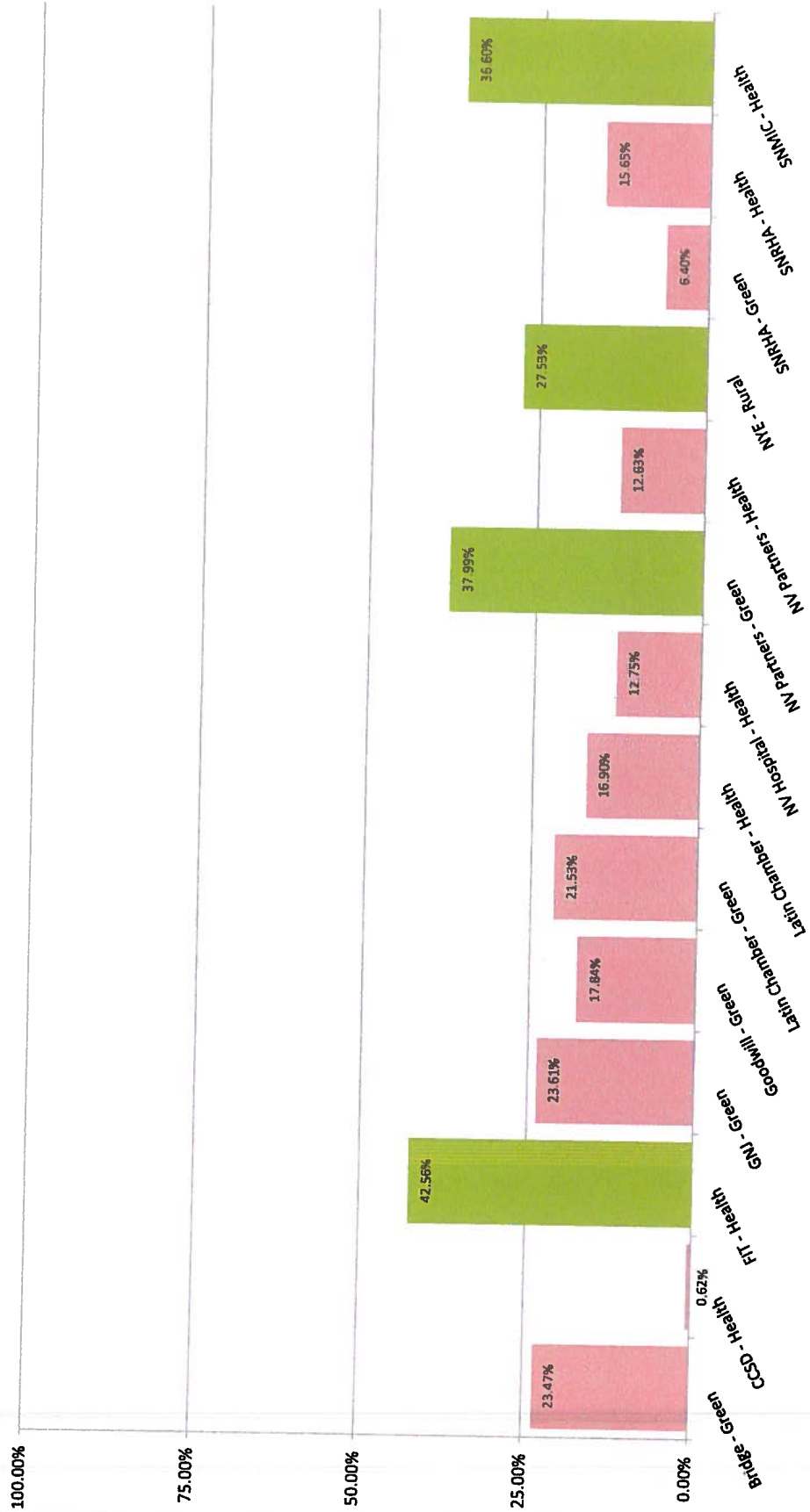
PY2010
Quarter #4 YTD Expenditure Report
Adult and Dislocated Worker
(July through June)



PY2010
Quarter #4 YTD Expenditure Report
Youth
(July through June)



PY2011
Quarter #1 YTD Expenditure Report
Adult and Dislocated Worker



PY2011
Quarter #1 YTD Expenditure Report
Youth
15 Month Contracts



**PY 2010 Contracts
Monitoring Summary**

Service Provider	FINDINGS				Questionable Costs	
	Fiscal	Program	Total	Closed	Yes/No	Closed
Adult/Dislocated Worker						
Bridge	3	1	4	Yes - All	Yes	Yes - Allowable
Catholic Charities	2	0	2	Yes - All	Yes	Yes - Disallowed
Caring, Helping, Restoring Lives	0	1	1	Yes - All	No	N/A
College of Southern NV - Lincoln County	1	1	2	Yes - All	No	N/A
Easter Seals	2	1	3	Yes - All	Yes	Yes - Disallowed
FIT for an Independent Tomorrow	1	3	4	Yes - All	Yes	Yes - Disallowed
GNJ Family Life Center	0	2	2	Yes - All	Yes	Yes - Disallowed
Goodwill of Southern Nevada	0	1	1	Yes - All	No	N/A
So. NV Regional Housing Authority	0	2	2	Yes - All	No	N/A
Latin Chamber Foundation	2	1	3	Yes - All	Yes	Yes - Allowable
Native American Community Services	0	0	0	N/A	No	N/A
Nevada Partners Inc.	2	0	2	Yes - All	Yes	Yes - Disallowed
Nye Communities Coalition	1	0	1	Yes - All	No	N/A
So. NV Medical Industry Coalition	4	4	8	Yes - All	Yes	Yes - Partially Disallowed
Youth						
HELP	0	0	0	N/A	No	N/A
Latin Chamber Foundation	1	0	1	Yes - All	Yes	Yes - Allowable
Nevada Partners Inc.	1	0	1	Yes - All	Yes	Yes - Disallowed
Nye Communities Coalition	0	1	1	Yes - All	No	N/A
Project WE	4	2	6	Yes - All	Yes	Yes - Partially Disallowed

**PY 2009 Contracts
Monitoring Summary**

Service Provider	FINDINGS			
	Fiscal	Program	Total	Closed
Adult/Dislocated Worker				
AHEC	2	8	10	Yes - All
Bridge	0	0	0	N/A
Catholic Charities	0	0	0	N/A
CHR	1	9	10	N/A
Easter Seals	0	3	3	Yes - All
Expertise	10	11	21	Yes - All
FIT for an Independent Tomorrow	2	0	2	Yes - All
GNJ Family Life Center	1	4	5	Yes - All
Goodwill of Southern Nevada	1	1	2	Yes - All
Great Basin	2	2	4	Yes - All
NACS	0	0	0	N/A
Nevada Partners Inc.	0	0	0	N/A
So. NV Housing Authority	0	0	0	N/A

16. INFORMATION: Executive Director Transition

1/3/12

TO: Councilwoman Gerri Schroder, LEO Consortium Chair, and Consortium

FROM: John Ball, Executive Director, Workforce Connections

RE: Executive Director Transition

Dear Councilwoman Schroder,

In March of 2007, I was hired by what was then the Southern Nevada Workforce Investment Board as Interim Executive Director. Later that year, I was appointed permanent Executive Director by the Local Elected Officials Consortium. At that time, in negotiations with the LEO leadership and their executive staff, it was agreed that my maximum time commitment to the project would not exceed five years. That five year period will end in March of 2012. With this memo, and in accordance with my contract of employment, I am providing timely notice that I will leave employment with Workforce Connections as early as March 2, 2012 and no later than March 30, 2012. I will work with the Consortium's representatives to establish a precise departure date and work toward a smooth executive transition.

Given the critical need for a field of Executive Director candidates who can "hit the ground running" in their knowledge and understanding of the constantly changing array of laws, policies, administrative rules and practices that define the Workforce Investment Act environment, the CEO's of the larger jurisdictions concur that it is critical to engage a highly qualified national recruitment firm to manage the search for a new Executive Director. As you may recall, the potential fiscal liability of the Consortium jurisdictions for disallowed costs and other claims was a serious issue during the last Executive Director recruitment. Since then, the agency budget has grown from \$7 million in 2007 to \$34 million in 2009 and 2010, and is projected at over \$24 million this year, accentuating the importance of the search process. Sufficient funds are available in the Workforce Connections budget to cover the projected costs of a search without turning to the jurisdictions for additional funds.

I will place this item on the agenda for the LEO Consortium's January 2012 meeting.