

*workforce*CONNECTIONS  
BOARD OF DIRECTORS MEETING  
AGENDA  
Tuesday, January 25, 2011  
10AM

The Culinary Training Academy  
Parlors C & D  
710 W. Lake Mead Blvd  
N Las Vegas, NV 89030

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

Esmeralda County Courthouse, 233 Crook Street, Goldfield, NV  
City of North Las Vegas, 2200 Civic Center Dr., N. Las Vegas, 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., Suite 200, Las Vegas, NV  
Nevada JobConnect, 3405 S. Maryland Pkwy., Las Vegas, NV  
Nye County School District, 484 S. West St., Pahrump, NV, NV  
Pahrump Chamber of Commerce, 1301 S. Highway 160, Second Floor, Pahrump, 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 Pkwy., Las Vegas, NV  
Lincoln County, 181 Main St. /Courthouse, Pioche NV

**This Agenda is also available on the *workforce*CONNECTIONS Board internet website at [www.nvworkforceconnections.org](http://www.nvworkforceconnections.org).**

### COMMENTARY BY THE GENERAL PUBLIC

According to Nevada's Open Meeting Law, it is the Board's discretion to take Public Comment any other time other than during a Public Hearing or during the Public Comment Session. In all other instances, a citizen may speak on any matter before the Board for consideration, after receiving recognition and consent of the Chairman of the Board. Public Comment will be limited to three minutes. If any member of the Board wishes to extend the length of a presentation, the Chairman, or the Board will do this by majority vote.

If you wish to speak on a matter not posted on the agenda, you may do this during the Public Comment Session. Please clearly state your name and address – please spell your name for the record and limit your comments to no more than three minutes. No vote may be taken on any matter not listed on the posted agenda.

### BOARD MEMBERS

**Hannah Brown, Chairman/ Valerie Murzl, Vice-Chairman/ Michelle Bize/ William Bruninga/ Commissioner Andrew "Butch" Borasky/ William Bruninga/ F. Travis Buchanan/ Councilman Travis Chandler/ Mark Edgel/ Sonja Holloway/ Mark Keays/ Dr. David Lee/ Kenneth LoBene/ Eloiza Martinez/ Pat Maxwell/ Commissioner Dominic Pappalardo/ Charles Perry/ Mujahid Ramadan/ Councilman William Robinson/ Dan Rose/ Councilman Steven D. Ross/ Commissioner Tommy Rowe/ Councilwoman Gerri Schroder/ Commissioner Lawrence Weekly/ Deana Zelenik**

Auxiliary aids and services are available upon request to individuals with disabilities by notifying Dianne Tracy, in writing at 7251 W. Lake Mead Blvd., Suite 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. Equal Opportunity Employer/Program.

*workforce***CONNECTIONS**  
**BOARD OF DIRECTORS MEETING**  
**AGENDA**

- I. Call to order, confirmation of posting, and roll call.
- II. **ACTION:** *Approve* the Agenda with the inclusion of any emergency items and deletion of any items.

III. **DISCUSSION/ACTION AGENDA**

A. **DISCUSSION and POSSIBLE ACTION:** Committee Progress Reports

- 1) Emerging Markets/Partnerships/Resource Development ~ Pat Maxwell, Chair.....6

a. **INFORMATION:**

- 1) Regional Initiatives Report
- 2) Healthcare Sector Initiative Update
- 3) Green Economy Sector Update

- 2) Adult & Dislocated Worker Committee ~ Valerie Murzl, Vice-Chair.....9

a. **INFORMATION:**

- 1) Update on the dispersion of strategic reserve funds approved by the ADW Committee and Board of Directors (July 2010)
- 2) PY10 Service Provider 1<sup>st</sup> & 2<sup>nd</sup> Quarter Enrollments Report
- 3) Re-entry Project Update

- 3) Budget & Finance Committee ~ Deana Zelenik, Vice-Chair.....14

a. **INFORMATION:**

- 1) DOL Response to Audit Corrective Action Plan
- 2) WIA Appropriations Report
- 3) Introduction of New Chief Financial Officer

- 4) Youth Council ~ Ken LoBene, Chair.....15

a. **ACTION:** *Approve* the Youth Council recommendation for a PY10 WIA funded contract with the Latin Chamber of Commerce for the Nia Project Teen Expo in an amount not to exceed \$100,000 to provide work readiness, work experience, and educational support opportunities for WIA eligible youth

b. **INFORMATION:** Committee Update

- 1) National Job Shadow Day ~ February 2, 2011

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- 2) Youth One Stop Center
  - 3) Teen Parent Project
  - 4) RFPs
  - 5) TCC ~ Tri-County Coalition Rural Initiative
  - 6) Service Provider Performance Update
- 5) *workforce*CONNECTIONS Update ~ John Ball, Executive Director.....19
- a. **INFORMATION:**
- 1) WIA Reauthorization
  - 2) Governor Sandoval's Workforce and Education Agendas

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**IV. CONSENT AGENDA**

The Consent Agenda is enacted in one motion without discussion. However, any item may be pulled from the Consent Agenda for discussion by any Board member. Policies have been reviewed and revised to comply with the current Federal and State law. The following items are on the Consent Agenda:

- A. Approve the minutes from the *workforce***CONNECTIONS** Board of Directors meeting on December 7, 2010.....**21**
- B. Approve *workforce***CONNECTIONS** Policy #2.15: Matching Cost Requirements.....**25**

**V. Public Comment:** The Chair of the Board may limit public comment to three (3) minutes per person.

**VI. Adjournment**



**Vision**

All Southern Nevadans have the tools to succeed  
in the workplace

**Mission**

Workforce Connections develops a world class  
workforce through innovative market driven  
strategies that are relevant to Southern Nevada's  
employers and job seekers

**NOTE: Matters in this Agenda may be taken out of order.**

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

*workforce*CONNECTIONS  
BOARD OF DIRECTORS MEETING  
AGENDA

**AGENDA ITEM I:** Call to order, confirmation of posting, and roll call.

**AGENDA ITEM II:**

**ACTION:** Approve the agenda with the inclusion of any emergency items and deletion of any items.

*workforce*CONNECTIONS  
BOARD OF DIRECTORS MEETING  
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**AGENDA ITEM III: DISCUSSION/ACTION AGENDA**

**A. DISCUSSION and POSSIBLE ACTION: Committee Progress Reports**

A. Emerging Markets/Partnerships/Resource Development ~ Pat Maxwell, Chair

1) **INFORMATION:**

- a. Regional Initiatives Report
- b. Healthcare Sector Initiative Update
- c. Green Economy Sector Update



# workforce CONNECTIONS

PEOPLE. PARTNERSHIPS. POSSIBILITIES.

## Health Care Sector Initiative Update

### State of Nevada Health Care Sector Council:

First meeting, November 16, 2010.

### Agenda Items:

Review of Senate Bill 239

Explanation of what a Sector Council is the purpose, expectations/deliverables.

Discussion regarding the State Partnership Planning Grant:

Workforce connections and Governor's Workforce Investment Board (GWIB) would like to thank you for agreeing to work in concert with us, to develop and implement the Nevada State Health Care Sector Council.

Recently, *workforce CONNECTIONS* and GWIB partnered and submitted a proposal to the U.S. Department of Health and Human Services; Health Resources and Services Administration for a planning grant. We are pleased to announce that the state of Nevada was awarded one of the thirty grants allocated.

Nevada received the *State Partnerships Planning Grant* to carry out the following:

- (a) Analyze the state's labor market information and use it in creating effective health care pathways for students and adults, including dislocated workers;
- (b) Identify current and projected health care demand throughout the state or regional health care sectors for the purpose of planning career pathways;
- (c) Identify existing Federal, State, and private resources to recruit, educate or train, and retain a skilled health care workforce and strengthen partnerships;
- (d) Describe the academic and health care industry skill standards for high school graduation, for entry into post secondary education, and for various credentials and licensure;

- (e) Describe State secondary and Postsecondary education and training policies, models, or practices for the health care sector, including career information and guidance counseling;
- (f) Identify Federal or State policies or rules to develop coherent and comprehensive health care workforce development strategies and barriers, and develop a plan to resolve these barriers;
- (g) Participate in the Administrations' evaluation and reporting activities.

Please find an attached copy of the planning grant proposal for your review, and please come prepared to discuss and develop an effective plan that addresses Nevada's health care concerns.

We look forward to an exciting year for Health Care workforce development.

Next State of Nevada Health Care Sector Council meeting, January 25, 2011.

**Plus One Program:**

The Southern Nevada Regional Housing Authority completes site visits to the Nevada Cancer Institute at least once a month to meet with student nurses who are currently training to specialize in oncology. SNRHA has paid for the ONS curriculum used throughout their training as well as their OCN certification. SNRHA has paid for uniforms (2), shoes (2), and stethoscope for each student nurse as well as a uniform and shoes for radiology student nurse. As stated on the report several student nurses have received assistance with gas cards in order to attend training. As an added benefit assistance has been given to a student nurse who needed to fine health coverage for her children. SNRHA's Supportive Services Coordinator has provided referrals to several agencies that can provide assistance (e.g., Nevada Check-up, Partnership for Prescription Assistance Program, Nevada Health Centers).

**SNMIC 20/20 Program:**

First cohort nursing OJT registered – Sunrise Hospital # 28 participants.

**HRSA State Health Care Workforce Planning Grant:**

Submitted first report to HRSA – Planning grant performance benchmarks.

Participated with HRSA on conference call to provide feedback regarding the usage of the Planning Grant Progress Report with six other grantees.



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**AGENDA ITEM III: DISCUSSION/ACTION AGENDA**

**A. DISCUSSION and POSSIBLE ACTION: Committee Progress Reports**

2) Adult & Dislocated Worker Committee ~ Valerie Murzl, Vice-Chair

a. **INFORMATION:**

- 1) Update on the dispersion of strategic reserve funds approved by the ADW Committee and Board of Directors (July 2010)
- 2) PY10 Service Provider 1<sup>st</sup> & 2<sup>nd</sup> Quarter Enrollments Report
- 3) Re-entry Project Update

## What's New for Program Year 2010.....



# workforce CONNECTIONS

PEOPLE. PARTNERSHIPS. POSSIBILITIES.

### A. Additional Funding Awards:

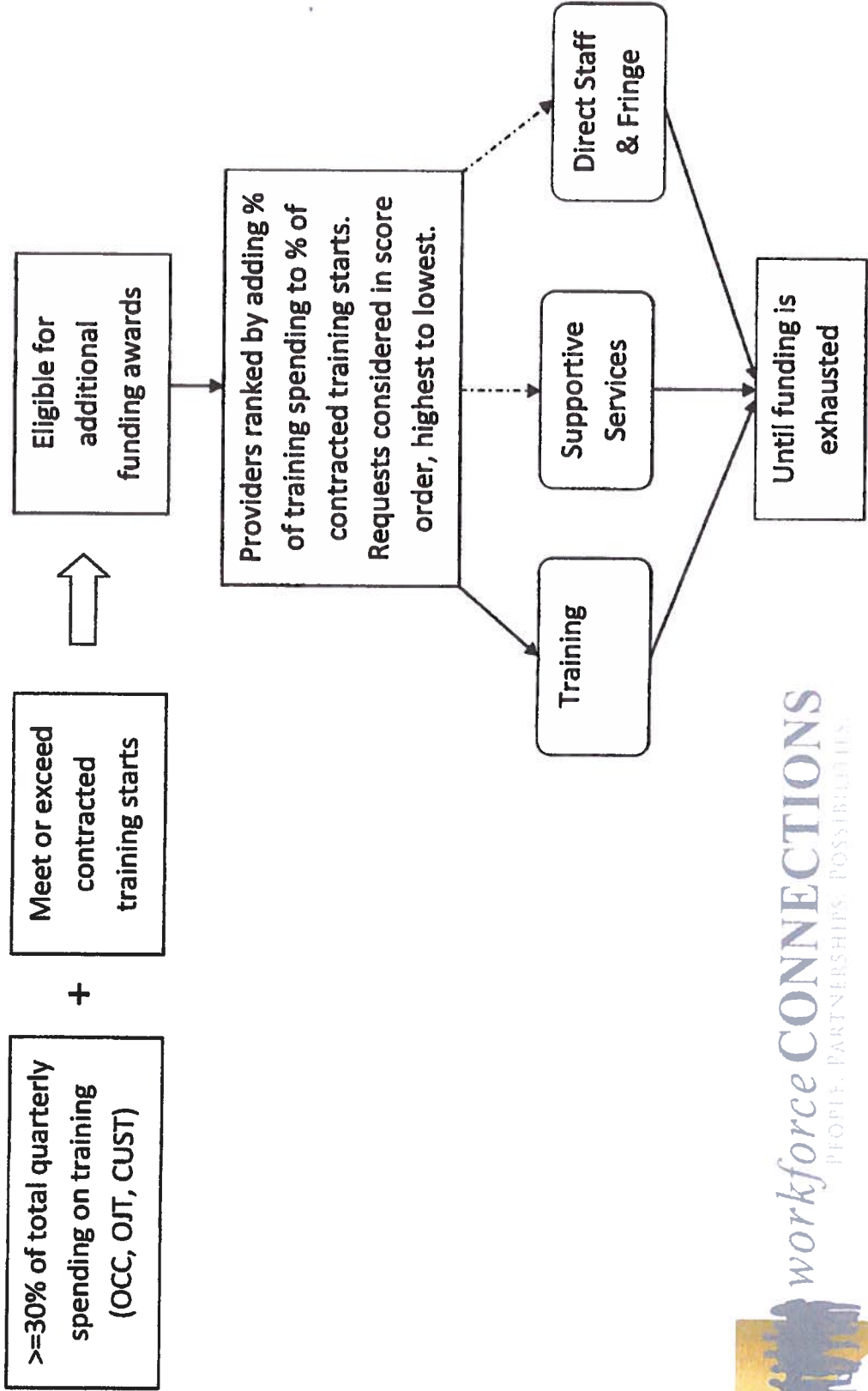
- Additional funding awards will be available, as funding permits, to supplement Section F. (Participant Training). Sections E. (Supportive Services), A. (Personnel) and B. (Fringe Benefits) may also be supplemented upon approval by workforceCONNECTIONS staff. No other sections may be supplemented by additional funding awards.
- Additional funding will be awarded quarterly, as funding permits, and will only be considered if the provider:
  - Exceeds the contracted number of Training Starts (participants starting an OCC training program on the ETPL and/or participants starting OJT contracts), AND
  - Spending on Direct Participant Services under Sections F. (Participant Training) and E. (Supportive Services) is at least 30% of the total contract spending for the quarter.
- Providers who meet the above criteria will be asked to submit additional funding requests for Sections F. (Participant Training), E. (Supportive Services), A. (Personnel) and B. (Fringe Benefits) for review and negotiation.
- Qualified providers will be scored and ranked based on adding the percentage of contracted Training Starts to the percentage of contract spending on Direct Participant Services for the prior quarter. Qualifying providers will receive consideration of their additional funding requests by score order, from highest to lowest.

### B. Budget Modifications:

- This program year budget modifications will only be accepted quarterly. WC staff will inform providers at the end of each quarter when budget modifications will be due.
- *Direct Participant Services:* Sections F. (Participant Training) and E. (Supportive Services) may be increased throughout the year via approved budget modifications and award increases, but may not be decreased.
- *Overhead Sections:* Line items within sections C. (Travel), D. (Equipment), H. (Other Direct), I. (Allocated Indirect Personnel), and J. (Other Allocated Indirect Costs) may only be increased by decreasing another line item in one of the other Overhead sections. Line Item budget modifications affecting the aforementioned sections must net to zero or show a net decrease. Additional funding awards may not be used to increase any overhead sections.
- *Direct Staff:* Sections A. (Personnel) and B. (Fringe Benefits) may only be increased through approved funding increases or by pulling funding from an Overhead line item.

# Program Year 2010 Additional Funding Flowchart

For each quarter:



## ADDITIONAL FUNDING RESULTS FOR QUARTER 1 OF PY10

Provider Rank	Provider Name	Combined Score	Score % of Total	Amount Available*	Total Funding Requested	Amount Awarded
1	FIT	343	20.5%	\$ 205,000.00	\$ 427,000.00	\$ 205,000.00
2	GNJ	322	19.2%	\$ 192,000.00	\$ 172,280.00	\$ 172,280.00
3	Goodwill	244	14.6%	\$ 146,000.00	\$ 295,873.50	\$ 146,000.00
4	Bridge	217	13.0%	\$ 130,000.00	\$ 112,000.00	\$ 112,000.00
5	SNRHA	198	11.8%	\$ 118,000.00	\$ 104,000.00	\$ 104,000.00
6	Easter Seals	188	11.2%	\$ 112,000.00	\$ 342,105.00	\$ 112,000.00
7	NPI	162	9.7%	\$ 97,000.00	\$ 779,439.45	\$ 97,000.00
<b>Totals:</b>		<b>1674</b>	<b>100.0%</b>	<b>\$ 1,000,000.00</b>	<b>\$ 2,232,697.95</b>	<b>\$ 948,280.00</b>

\*While \$1,500,000 is set aside in the Strategic Reserve for this additional funding program, board staff wanted to conserve part of the funding for future quarters and opted to award up to \$1,000,000 this quarter.

NOTE: In order to award funding on the most equitable basis, each provider's combined score was translated into a percentage of the total (see the Score % of Total column). That percentage was multiplied by \$1,000,000 in order to determine the amount of funding available to each provider. That amount was then compared to the amount of additional funding requested by each provider. The amount awarded is the lower of either the amount available or the amount requested.

**Adult and Dislocated Worker Program Activity Report**  
07/01/2010 - 12/31/2010 (End of 2nd Quarter)

	# of Adults Enrolled	# of DW Enrolled	Total Enrolled	Proposed Enrollments	% Enrolled	# of Adults in training	# of Adults in CST	# of DW in training	# of DW in CST	# of Adults placed into employment	Average Hourly Wage	# Trained in Healthcare/Medical	# Trained in Construction	# Trained in Central Office	# Trained in Transportation	# Trained in Manufacturing	# Trained in IT/Computers	# Trained in Hospitality	# Trained in Green Energy	# Trained in Misc.
Bridge Counseling	44	38	82	108	76%	44	0	38	0	21	\$18.64	7	0	0	61	0	0	0	14	0
Catholic Charities	52	26	78	87	90%	3	30	0	12	31	\$12.36	2	0	17	0	2	1	10	12	1
CHR	38	39	77	147	52%	10	25	9	19	60	\$17.75	9	1	20	4	4	5	0	12	8
CSN - Lincoln County	0	1	1	100	1%	0	0	0	0	0		0	0	0	0	0	0	0	0	0
Easter Seals	19	55	74	118	63%	0	12	0	26	15	\$14.84	0	0	0	0	1	0	0	28	0
FIT	60	67	127	255	50%	48	1	64	0	33	\$14.04	20	0	10	17	0	29	14	22	1
GNJ	62	51	113	141	80%	41	35	7	17	46	\$14.10	10	3	4	4	6	0	0	11	28
Goodwill	129	73	202	193	105%	1	52	0	34	198	\$10.96	1	0	43	6	5	2	18	4	9
Housing Authority	16	6	22	44	50%	4	12	3	3	8	\$12.16	10	0	0	0	0	1	1	1	0
Latin Chamber	25	11	36	150	24%	16	3	7	1	9	\$15.25	0	0	0	0	0	0	0	23	0
NACS	34	29	63	79	80%	20	2	21	1	16	\$11.73	37	0	3	0	0	0	0	0	1
NPI	149	131	280	485	58%	43	62	62	38	222	\$13.39	10	8	64	7	3	20	72	11	10
Nye CC	91	47	138	100	138%	6	47	2	29	85	\$15.00	3	0	0	18	0	0	3	0	60
SNMIC	0	29	29	120	24%	0	0	0	16	0	\$26.96	29	0	0	0	0	0	0	0	0
WC - Casa Grande	31	0	31	100	31%	0	0	0	0	0		0	0	0	0	0	0	0	0	0
<b>TOTALS</b>	<b>628</b>	<b>527</b>	<b>1155</b>	<b>2227</b>	<b>52%</b>	<b>230</b>	<b>234</b>	<b>211</b>	<b>151</b>	<b>659</b>	<b>\$14.11</b>	<b>106</b>	<b>12</b>	<b>161</b>	<b>99</b>	<b>21</b>	<b>58</b>	<b>115</b>	<b>138</b>	<b>58</b>

SNMIC (Healthcare), Latin Chamber (Green Economy Worker) and WC - Casa Grande (Prisoner Re-Entry) have a contract start date of 10/01/2010

CSN - Lincoln County implemented their ADW program in October 2010

\* These numbers were self-reported by each individual Service Provider.

*workforce***CONNECTIONS**  
**BOARD OF DIRECTORS MEETING**  
**AGENDA**

**AGENDA ITEM III: DISCUSSION/ACTION AGENDA**

**A. DISCUSSION and POSSIBLE ACTION: Committee Progress Reports**

3) Budget & Finance Committee ~ Deana Zelenik, Vice-Chair

a. **INFORMATION:**

- 1) DOL Response to Audit Corrective Action Plan
- 2) WIA Appropriations Report
- 3) Introduction of New Chief Financial Officer

*workforce*CONNECTIONS  
BOARD OF DIRECTORS MEETING  
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**AGENDA ITEM III: DISCUSSION/ACTION AGENDA**

**A. DISCUSSION and POSSIBLE ACTION: Committee Progress Reports**

4) Youth Council ~ Ken LoBene, Chair

- a. **ACTION:** Approve the Youth Council recommendation for a PY10 WIA funded contract with the Latin Chamber of Commerce for the Nia Project Teen Expo in an amount not to exceed \$100,000 to provide work readiness, work experience, and educational support opportunities for WIA eligible youth
- b. **INFORMATION:** Committee Update
  - 1) National Job Shadow Day ~ February 2, 2011
  - 2) Youth One Stop Center
  - 3) Teen Parent Project
  - 4) RFPs
  - 5) TCC ~ Tri-County Coalition Rural Initiative
  - 6) Service Provider Performance Update

## NIA PROJECT TEEN EXPO

### **Background**

The NIA Project Teen Expo combines opportunities to enhance educational attainment, develop life skills, and engage in career exploration. It is a valued community project in that the program adheres to the efforts of the workforce CONNECTIONS Youth Council Action Plan, the State's Strategic Plan, and the Nevada Shared Vision Youth Plan, all of which support the ultimate goal of increasing Nevada's graduation rate. Additionally, the Teen Expo supports achievement of interim goals of keeping youth in school, preparing them for postsecondary activities, re-engaging disconnected and out of school youth, and connecting youth to employment activities. Also, youth participating in the Teen Expo will gain skills in research techniques, public speaking, presentation and leadership skills; which in turn lead to increased academic achievement.

Furthermore, in an effort to target and meet WIA common measures, the Expo specifically targets Latino and WIA youth 14 -15 years of age. This is especially important as Latino youth are nearly 42% of the student population in the Clark County School District. The Teen Expo is effective in providing services to these two important targeted and underserved populations.

### **Program Design**

Teen Expo youth participants are divided into group work teams. Each team selects a pressing issue impacting youth in the community. Teen Expo youth are responsible for thoroughly researching an issue including its cause, possible solutions and prevention strategies. In addition to gaining a better understanding of their community issues, each team of youth will contact businesses and organizations to provide resources and solutions to address each of the respective issues. As a finale event, Teen Expo youth participants will present multiple interactive community exhibits resulting in two Teen Expo Experiences to "Kick-Off" the Summer of 2011.

### **Program Administration**

The Latin Chamber of Commerce (LCC) will serve as the fiscal agent for the PY 2011 Project NIA Teen Expo. Experienced as a Workforce Investment Act and workforce Connections service provider, the Latin Chamber has the fiscal knowledge, administrative skills, and expertise to serve as the Teen Expo's fiscal agent.

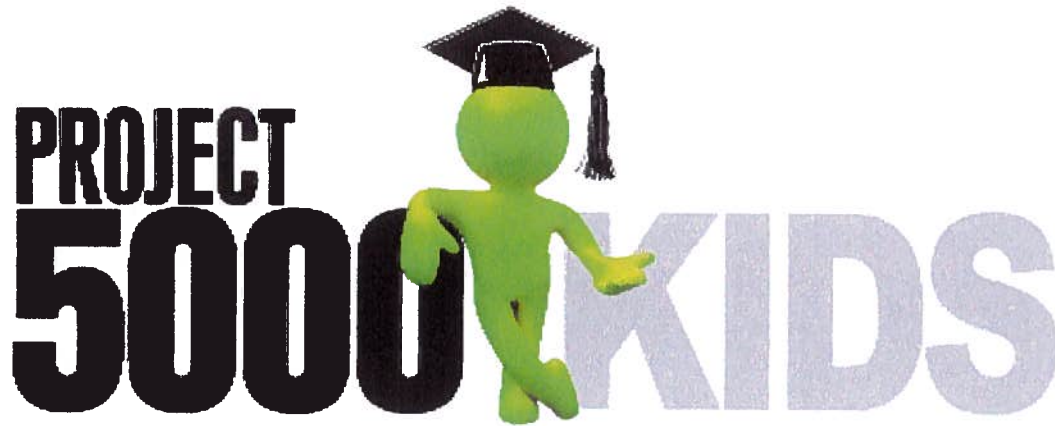
Pursuant to further agreement, workforce CONNECTIONS will be the sole funder and owner of the NIA Project Teen Expo.



Budget Summary

	WIA Request	Percent	Match
A. Personnel	\$ -	0%	\$ -
B. Fringe Benefits	\$ -	0%	\$ -
C. Travel	\$ 750.00	1%	
D. Equipment	\$ -	0%	\$ -
E. Supportive Services	\$ 6,163.60	6%	\$ 33,000.00
F. Participant/Training	\$ 41,450.00	42%	\$ -
G. Consultants/Contracts	\$ 43,306.03	43%	\$ -
H. Other Direct	\$ 4,300.00	4%	\$ 26,880.00
<b>Total Direct Costs</b>	<b>\$ 95,969.63</b>	<b>96%</b>	<b>\$ 59,880.00</b>
I. Allocated Indirect Costs	\$ 3,879.09	4%	\$ -
<b>Total WIA Request</b>	<b>\$ 99,848.72</b>	<b>100%</b>	
<b>Total Cash/In-Kind Contribution (Match)</b>			<b>\$ 59,880.00</b>
<b>Percent</b>	<b>63%</b>		<b>37%</b>
<b>TOTAL PROJECT COSTS</b>	<b>\$159,728.72</b>		

*1/20/2011  
OK  
SD*



### February 2, 2011 | National Job Shadow Day

National Job Shadow Day is an academically motivating activity designed to give our youth the unique opportunity for an up-close look at the world of work and provide the answer to the commonly asked question, "Why do I have to learn this?" On February 2, 2011, students across Nevada will "shadow" workplace mentors as they go through a normal day on the job. The program invites students to see firsthand how the skills learned in school relate to the workplace.

Nevada is currently last in the nation in high school graduation rates. It is our goal to be #1 in something positive for education by having more students in job shadows on February 2nd than any other city in the nation.

*workforce*CONNECTIONS  
BOARD OF DIRECTORS MEETING  
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**AGENDA ITEM III: DISCUSSION/ACTION AGENDA**

**A. DISCUSSION and POSSIBLE ACTION: Committee Progress Reports**

5) *workforce*CONNECTIONS Update ~ John Ball, Executive Director

a. **INFORMATION:**

- 1) WIA Reauthorization
- 2) Governor Sandoval's Workforce and Education Agendas

*workforce*CONNECTIONS  
BOARD OF DIRECTORS MEETING  
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AGENDA ITEM IV: **CONSENT AGENDA**

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- A. Approve the minutes from the *workforce*CONNECTIONS Board of Directors meeting on December 7, 2010.
- B. Approve *workforce*CONNECTIONS Policy #2.15: Matching Cost Requirements

**Minutes**  
*workforce***CONNECTIONS**  
**Board of Directors Meeting**  
**The Culinary Training Academy**  
**December 7, 2010**

**Members Present**

Michelle Bize	Hannah Brown	William Bruninga
Councilman Travis Chandler	Mark Edgel	Dr. David Lee
Ken LoBene	Eloiza Martinez	Pat Maxwell
Valerie Murzl	Charles Perry	Councilman William Robinson
Dan Rose	Commissioner Tommy Rowe	Councilwomen Gerri Schroder

**Members Absent**

Maggie Arias-Petrel	Commissioner "Butch" Borasky	F. Travis Buchanan
Commissioner RJ Gillum	Sonja Holloway	Mark Keays
Dennis Perea	Mujahid Ramadan	Councilman Steven D. Ross
Commissioner Lawrence Weekly	Deana Zelenik	

**Staff Present**

John Ball	David Jefferson	Suzanne Potter	Tameca Ulmer
Heather DeSart	Jaime Cruz	Sylvia Spencer	Nancy White
Debra Collins	Kelly Ford	Cornelius Eason	Corey Hewett
Lori Thomas	Debra Campbell	Rosie Boulware	Lori Thomas
Gina Campbell	Tom Dang	Chris Shaw	Byron Goynes

**Others Present**

LeVerne Kelley, DETR	Chanda Cook, NPEF & RFL
Earl McDowell, DETR	Victoria Simon, CHR, Inc.
Denise Gee, HELP of Southern NV	Fran Phillips, CHR, Inc.
Pamela Poston, HELP of Southern NV	John Mierzwa, CALA Academy
Brittany Freight, HELP of Southern NV	Doug Geinzer, SNMIC
Rachael Richardson, Victory Outreach Las Vegas	Helicia Thomas, GNJ Family Life Center

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

**Agenda Item I – Call to order, confirmation of posting, and roll call**

The meeting was called to order by the Vice-Chair, Valerie Murzl at 10:07 a.m. Staff confirmed the meeting had been properly noted and posted in accordance with the Nevada Open Meeting Law. Roll call was taken and a quorum was present.

**Agenda Item II – Approve the Agenda with the inclusion of any emergency items and deletion of any items**

*A motion was made to approve the Agenda as presented by Eloiza Martinez and seconded by Valerie Murzl. Motion carried.*

**Agenda Item III – DISCUSSION/ACTION AGENDA 1) Budget & Finance Committee ~ Deana Zelenik, Vice-Chair - ACTION: Approval of the revised PY10 Budget**

David Jefferson provided an overview of the revised PY10 WIA Budget for \$25,047,480. Mr. Jefferson provided the following narrative from page six of the Agenda Packet:

- ♦ Acct #6260 – Salaries - \$300,000 is being added to provide additional flexibility in staffing, including PTO buy-backs.
- ♦ Acct #6265 – Fringe Benefits - \$105,000 is being added based on the additional funds for salaries; fringe benefit rate is 35%.
- ♦ Acct #6550 – Employer Payroll Taxes - \$6,650 is being added based on the additional funds for salaries; employer payroll tax average rate is .03%.

- ♦ Acct #6120 – Bank/Payroll Services - \$3,347 is being added to provide additional dollars for various banking services, including wire transfers and contractor/provider payments via ACH debit.
- ♦ Acct #6130 – Equipment/Furniture - \$175,000 is being added to provide additional for but not limited to ITrac infrastructure, Accounting software, and support for staff, including computers, servers, furniture, etc.
- ♦ Acct #6210 – Legal Fees - \$25,000 is being added for legal services, including: review of committee/Board meeting Agendas; preparation and attendance at Board Meetings; review of LEO/*workforce*CONNECTIONS agreements; drafting, review and analyzing of e-mails/letters related to complaints, and review/revision of *workforce*CONNECTIONS bylaws, employment handbook, and policies.
- ♦ Acct #6280 – Printing/Reproduction - \$10,000 is being added to provide additional funds for various provider training manuals, forms, and committee/Board packets.
- ♦ Acct #6290 – Facility Rent/Lease - \$20,000 is being added to provide additional space for our operations as we continue to build capacity.
- ♦ Acct #6305 – Contract Services - \$31,216 is being added to provide additional capacity for consulting services, fiscal services, web design, and program services.
- ♦ Acct #6440 – System Communication Support - \$40,000 is being added to provide additional capacity for system communication support, including support in the areas of computers, data management, mobile communication and teleconferencing.
- ♦ Acct #6550 – Marketing/Outreach - \$40,000 is being added to provide additional funds for branding and outreach.

***A motion was made to approve the revised PY10 Budget as presented by Eloiza Martinez and seconded by Dr. David Lee. Motion carried.***

**2) Executive Committee ~ Hannah Brown, Chair - INFORMATION: Status Report: Prisoner Re-Entry RFP**

The Executive Committee met on November 10, 2010 and approved ADW's recommendation to cancel the PY10 Prisoner Re-Entry RFP and the subsequent award to The Ridge House. *workforce*CONNECTIONS will provide interim service delivery to the re-entry population in Nevada until a new RFP process is facilitated.

**INFORMATION: Project WE Group**

The Executive Committee met on November 10, 2010 and approved a WIA funded contract in an amount not to exceed \$120,000 with the Project WE Foundation, Inc. to provide work readiness training opportunities for current and former foster care youth from September 1, 2010 through January 31, 2011. The contract award is under review due to the denial of the request for Governor's Reserve funding to continue this program from February 1, 2011 through June 30, 2011.

In previous discussions, Project WE was informed to think strategically in terms of securing additional funding and encouraged to reach out to its corporate sponsors as *workforce*CONNECTIONS could not continue providing this level of funding.

**4) Youth Council ~ Ken LoBene, Chair - INFORMATION: Committee Update**

Ken LoBene provided an update on Nevada Job Shadow Day on February 2, 2011 and encouraged Board Members to participate and sponsor youth to help P5K reach their goal to lead the nation with the most job shadows.

Sylvia Spencer provided an overview of the Annual Work Plan for *workforce*CONNECTIONS Youth Division. The intent of the work plan is to provide transparency and accountability in the workforce direction of the Youth Council and youth staff. The work plan highlights specific duties and timelines for achieving the overall goal to increase the graduation rate in Nevada.

Ms. Spencer provided information for the upcoming 2010 Economic Summit and Student Leadership Conference on December 11, 2010 at UNLV Student Union from 8:00 a.m. – 5:00 p.m. The event is sponsored by Nevada Public Education Foundation: Ready for Life, *workforce*CONNECTIONS, and USA Funds. The key note speaker for the event is Wes Moore, youth advocate and best-selling author of *The Other Wes Moore*. YouthBuild participants and 9 – 12 grade students and parents will participate in the day-long workshops and activities designed to prepare them for the road ahead – education, career, and finances.

Ms. Spencer provided an overview of youth served: 758 youth were served in the summer program. Year-Round providers are contracted to serve 436. An estimated 1,200 youth will receive services by end of PY09.

Ms. Spencer stated that for the first time Southern Nevada is exceeding their performance measures.

Nancy White stated that the community is beginning to see P5K as a vehicle to education. Ms. White commended her team who in two days identified 670 employer job shadow opportunities for National Job Shadow Day on February 2, 2011. The Clark County School District sent out a letter to the community announcing their partnership with P5K for this event. Wells Fargo donated \$7,500 and USAA donated \$2,500.

Ms. White thanked the Board and staff for supporting P5K and asked that everyone please continue to make business referrals for potential job shadow opportunities.

Chanda Cook, Nevada Public Education Foundation/Ready for Life (NPEF/RFL) provided a program update. Nevada Public Education Foundation is a statewide education foundation that receives pass-through grants as well as an intermediary organization. Ready for Life is a connection of programs and activities to build a connected infrastructure to better support youth. The goal of NPEF/RFL is to connect education, workforce, and all youth services.

#### 5) Emerging Markets/Partnerships/Resource Development ~ Pat Maxwell, Chair - INFORMATION: Committee Update

Debra Collins provided a health care update: there are two candidates being considered for the Hiring Program Director position; an update will be provided at the next Board Meeting.

The State Health Care Sector Council held their first meeting at DETR on November 16, 2010; all members were in attendance including Nevada Healthcare Association, Health District-Nursing, and the Nevada Department of Education. The meeting served as the Council's orientation and covered what duties, responsibilities, and expectations fall on each member. The next meeting will be in January 2011 at which time a Chair will be elected.

The Plus One, in partnership with Nevada Cancer Institute and College of Southern Nevada, will produce the first graduating class of nine Oncology Nurses in December. The second class begins in January 2011 and has 12 participants enrolled. CSN awarded three \$2,500 scholarships for Medical Technicians. Students will be trained and placed for employment at Nevada Cancer upon graduation.

Cornelius Eason provided a rural update: Lincoln County and Caliente are enrolling participants. Staff met with business leaders in Mesquite to schedule a focus group on January 13, 2011 in conjunction with CSN, Mesquite Chamber of Commerce and Economic Development and *workforce*CONNECTIONS.

Mr. Eason stated that the Southern Nevada Labor Initiative is moving forward and the Full-Initiative launch meeting will be held on December 17, 2010. The Initiative has full support from the State, AFL, and CIL.

The Employment EDGE Workshop on November 20, 2010 at the Pearson Community Center was very successful. The workshop was a collaboration with Commissioner Weekly, the Review Journal, DETR Job Connect, and *workforce*CONNECTIONS; approximately 100 people attended. The workshop focused on how job seekers can have an edge over competition in the workforce. Topics included proper attire, interviewing skills, resume writing, and more. Each attendee was provided a portfolio and thumb drive for their resume and other personal documents.

#### 6) Executive Director's Update ~ John Ball, Executive Director – INFORMATION:

John Ball, Executive Director, provided an update: Stacey Rainwater and Adrianna Burnett have been conducting training with other staff and Board members on the SharePoint program. Staff has already incorporated the meeting and agenda posting and distribution process with SharePoint.

Ardell Galbreth stated that he will be travelling to Carson City, NV to meet with staff of Governor elect Sandoval to develop a relationship and to discuss how *workforce*CONNECTIONS fits into the workforce development

system as well as discuss the Nevada Job Connect One-Stop delivery system, specifically how it best fits to meet workforce demands.

Mr. Galbreth stated that both the Southern and Northern workforce boards are performing exceptionally in all service areas, Youth and Adult/Dislocated Worker. Mr. Galbreth stated that we need to improve in the earnings gain level; workers are making less money than when they were laid off.

Mr. Ball thanked the Board and the Local Elected Officials for their monumental increase of work, guidance, and commitment over the past year. Mr. Ball thanked *workforce*CONNECTIONS staff.

**Agenda Item IV – Consent Agenda**

- A. Approve the minutes from the *workforce*CONNECTIONS' Board of Directors Meeting on September 28, 2010
- B. Approve the minutes from the *workforce*CONNECTIONS' Board of Directors Meeting on October 26, 2010
- C. Approve the PY10 Youth Department Annual Plan

*A motion was made to approve and/or receive Consent Agenda item A, item B, and item C as presented by Councilwoman Gerri Schroder and seconded by Commissioner Tommy Rowe. Motion carried.*

**Agenda Item V – Public Comment**

None

**Agenda Item VI – Adjournment**

*The meeting was adjourned at 11:25 a.m.*



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**General Policies & Procedures  
Matching Cost Requirements**

**EFFECTIVE DATE: January 25, 2011**

**NUMBER: 2.15**

**SUPERSEDES: None**

**AUTHORIZATION: Workforce Connections Board on**

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**BACKGROUND:**

Workforce Connections may find it necessary to obtain, track and/or report matching funding as a requirement of a federal grant. Match or “In-Kind” is defined as a financial contribution required by a granting agency as a condition for receiving a contract, grant, or award. Allowable match typically includes any cash, goods or services donated to a grant program at no cost to the program.

**I. GENERAL PROVISIONS FOR DETERMINING MATCH**

- A. As a general rule, the value of the match may only be recognized to the degree to which the contribution benefits the grant. Federal funds typically cannot be used as match for federally funded grant programs. Match may, but not limited to include the following:**

**1. Cash**

Cash includes currency, checks or any legal tender provided to the grant program to fulfill the requirements specified in the grant’s scope of work. Cash may also include stocks, bonds or other donated securities that can be liquidated and used to fund grant activities.

**2. Staff Time (FTE)**

Staff time includes the hours spent on behalf of grant activities at no cost to the grant. The value of staff time consists of the cost of salaries plus fringe benefits multiplied by the number of hours dedicated to grant activities. Staff time donated as match is typically reported as a percentage of a Full Time Employee (FTE). Donated hours must be documented through the use of supplemental time sheets.

**3. Goods**

Goods include any physical item donated to benefit a grant program. The value is typically the fair market value of the item were it to be offered on the open market.

**4. Services**

Services mean any activity performed by a group or individual that benefits the grant program. The value of the service is based on the task at hand and should coincide with what one would expect to pay for the service should the organization hire someone to perform the task. An acceptable updated value for volunteer’s time is published annually at [www.independentsector.org](http://www.independentsector.org).

**II. GENERAL PROVISIONS FOR COLLECTING AND REPORTING MATCH**

- A. All matching funds must be documented using the attached “Matching Funds Capture Form” form. When any cash, good or service is donated to the grant program, the donor or an appropriate staff member should complete this form.

**ATTACHMENTS:**

“Matching Funds Capture Form” form

<b>Matching Funds Capture Form</b>			
<b>Contributor/Donor</b>			
Organization/Agency:			
Address:			
Representative Name:			Phone Number:
<b>Contribution/Donation</b>			
Describe Contribution/Goods/Service(s) Provided:			
Classroom Time, Space & Utilities:			
Value of Contribution:	Value Determination (Indicate how contribution value was determined):		
Date Contribution was Made:	Date Contribution Delivered:	Date Contribution Utilized:	
Authorizing Official/Authority Name:			Title:
Signature:			Date:
<input type="checkbox"/> Please send a letter acknowledging my/our donation for tax purposes.			
<b>Office Use Only</b>			
Match To Be Applied to:			
<input type="checkbox"/> WIA Youth	<input type="checkbox"/> WIA Adults & Dislocated	<input type="checkbox"/> Governor's Res	
<input type="checkbox"/> ARRA	<input type="checkbox"/> YouthBuild	<input type="checkbox"/> Other _____	
workforceCONNECTIONS Signature:			Date:
Tax deductible donation letter sent to donor? <input type="checkbox"/> Yes <input type="checkbox"/> No	By:		Date:

*workforce***CONNECTIONS**  
**BOARD OF DIRECTORS MEETING**  
**AGENDA**

**AGENDA ITEM V: Public Comment**

**AGENDA ITEM VI: Adjournment**

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

**Vision**

All Southern Nevadans have the tools to succeed  
in the workplace

**Mission**

Workforce Connections develops a world class  
workforce through innovative market driven  
strategies that are relevant to Southern Nevada's  
employers and job seekers