

WORKFORCE CONNECTIONS
LOCAL ELECTED OFFICIALS CONSORTIUM
AGENDA

Tuesday, February 10, 2015
1:00 p.m.

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

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

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

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

This Agenda is also available at www.nvworkforceconnections.org

COMMENTARY BY THE GENERAL PUBLIC

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

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

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

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

Welcome to our meeting.

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

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

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

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

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

AGENDA

1. Call to order, confirmation of posting, roll call, and Pledge of Allegiance
2. **DISCUSSION AND POSSIBLE ACTION:** Approve the agenda with inclusions of any emergency items and deletion of any items 2
3. **FIRST PUBLIC COMMENT SESSION:** Members of the public may now comment on any matter posted on this Agenda, which is before this Board for consideration and action today. Please clearly state and spell your name and state your address for the record. Each public comment will be limited to three (3) minutes 3
4. **DISCUSSION AND POSSIBLE ACTION:** Approve Local Elected Officials Consortium minutes of January 13, 2015..... 4
5. **DISCUSSION AND POSSIBLE ACTION:** Review, discuss, accept and approve PY2014 WIA Formula Budget July 1, 2014 through June 30, 2015..... 9
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7. **DISCUSSION AND POSSIBLE ACTION:** Review, discuss and approve Workforce Connections’ Board Membership Application..... 21
8. **DISCUSSION AND POSSIBLE ACTION:** Review, discuss and approve Southern Nevada Workforce Development Area Executive Director’s job description and qualifications in compliance with the Workforce Innovation and Opportunity Act (WIOA) 36
9. **DISCUSSION AND POSSIBLE ACTION:** Accept and approve Executive Director’s Report.. 43
10. **INFORMATION:** WIOA Presentation ~ John Chamberlin..... 45
11. **SECOND PUBLIC COMMENT SESSION:** Members of the public may now comment on any matter or topic, which is relevant to or within the authority or jurisdiction of the Board. You may comment now even if you commented earlier, however, please do not simply repeat the same comment you previously made. Please clearly state and spell your name and state your address for the record. Each comment will be limited to three (3) minutes 46
12. **INFORMATION:** LEO Consortium member comments and updates..... 47
13. Adjournment

Agenda Item 3.

FIRST PUBLIC COMMENT:

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

Agenda Item 4. DISCUSSION AND POSSIBLE ACTION:

Approve Local Elected Officials Consortium minutes of January 13,
2015

WORKFORCE CONNECTIONS
LOCAL ELECTED OFFICIALS CONSORTIUM
MINUTES

Tuesday, January 13, 2015
1:00 p.m.

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

Members Present

Commissioner Lawrence Weekly
Councilwoman Anita Wood
Councilwoman Gerri Schroder (phone)
Councilman Bob Beers (phone)
Commissioner Butch Borasky
Councilwoman Peggy Leavitt
Commissioner Ralph Keyes (phone)

Members Absent

Commissioner Adam Katschke

Staff Present

Ardell Galbreth	Heather DeSart	Suzanne Potter	Jaime Cruz
Ricardo Villalobos	Brett Miller	Jack McClelland	Kenadie Cobbin-Richardson

Others Present

Michael Oh, Legal Counsel, City of Henderson	Hannah Brown, Workforce Connections Board
Carol Turner, CST Project Consulting	Tom Wilson, Clark County
Sonya Cheltenham, Seedful, LLC	Jack Eslinger, City of Las Vegas
Bethany Sanchez, City of North Las Vegas	Linda Montgomery, The Learning Center

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

The meeting was called to order by Chair Commissioner Lawrence Weekly at 1:00 p.m. Staff confirmed the meeting had been properly posted in accordance with the Nevada Open Meeting Law. Roll call was taken and a quorum was present.

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

A motion was made to approve the agenda as presented by Councilwoman Peggy Leavitt and seconded by Commissioner Butch Borasky. Motion carried.

3. FIRST PUBLIC COMMENT SESSION:

None

4. **DISCUSSION AND POSSIBLE ACTION: Approve the Local Elected Officials Consortium minutes of October 14, 2014**

The minutes are provided on page 6-13 of the agenda packet.

A motion was made to approve the Local Elected Officials Consortium minutes of October 14, 2014 by Councilwoman Peggy Leavitt and seconded by Commissioner Butch Borasky. Councilwoman Anita Wood abstained. Motion carried.

5. **DISCUSSION AND POSSIBLE ACTION: Approve Executive Director's salary adjustment and authorize the Local Elected Official Consortium Chair to execute final contract**

Chair Weekly reported that this item was tabled at the last meeting pending further information. Councilman Bob Beers requested to hear legal counsel's report regarding PERS state law issue; Weekly read the agenda item 7 into the record and requested legal counsel to speak on the matter. Michael Oh reported that he spoke with the PERS office concerning the contribution issue brought up by Councilman Beers at the last meeting and it is his understanding that Workforce Connections is an employer-paid contribution program. The current PERS rate is 25.75% for employer-paid. Effective July 1, 2015, the rate will increase to 28%. The PERS office stated that it is entirely up to the employer to pay the increase, there is no mandate, but if the employer pays, it would be in lieu of an employee's salary increase. Under the employer-employee paid program, the current PERS rate is 13.25% and 14.5% effective July 1, 2015. The LEOs discussed salary amounts. Councilwoman Leavitt recommended a \$10,000 increase (\$142,804) plus the PERS contribution. Discussion ensued.

Mr. Oh clarified that the Executive Director is accumulating PTO at 12.62 hours per pay period consistent with WC's PTO policy. The maximum an employee can accumulate is 480 hours. Mr. Galbreth requested two weeks advanced PTO leave which has been standard in his contract.

A motion was made to approve the Executive Director's salary adjustment in the amount of \$10,000 plus the PERS contribution and authorize the LEO Consortium Chair to sign the Executive Director's amended contract by Councilwoman Peggy Leavitt and seconded by Councilwoman Anita Wood. Motion carried (5 yeas Leavitt, Wood, Schroder, Beers, Weekly and 2 nays Borasky, Keyes).

Mr. Oh clarified that the contract will reflect approved salary adjustment \$10,000, amended salary \$142,804, annual leave accrual 12.62 hours per pay period (consistent with SNWIB Policy), 80 hours advanced leave, effective date of October 14, 2014 and PERS is fully funded by SNWIB, with the exception of the PERS increase to take place on July 1, 2015, any other increase will be in lieu of a salary increase. Mr. Oh will print the contract by the end of the meeting for Mr. Galbreth's signature and Chair Weekly's approval.

6. **DISCUSSION AND POSSIBLE ACTION: CST Project Consulting Contract**

Mr. Galbreth stated that at the last LEO meeting, DETR Deputy Director Dennis Perea addressed DETR's concerns regarding the CST Project Consulting contract. Since then, DETR has approved the contract extension, and no action is required at this time.

7. **INFORMATION: Report from Legal Counsel regarding PERS state law issue**

This item was addressed under agenda item 5.

8. INFORMATION: Strategic Initiatives Update

Jaime Cruz, Chief Strategy Officer presented the Strategic Initiatives update (p. 29), highlighting the implementation of the Workforce Innovation and Opportunity Act (WIOA), and gave a brief presentation of the new Workforce Connections website.

9. DISCUSSION AND POSSIBLE ACTION: Increase Workforce Connections' operating budget allocation to an overall 25%. The agency's statutory administrative allocation shall remain at 10% while the operating programmatic budget shall be increased from 10% to 15% in support of Workforce Connection One-Stop Career Centers as required by the Workforce Innovation and Opportunity Act (WIOA)

Mr. Galbreth provided background. Chair Weekly thanked Councilwoman Leavitt and Councilman Beers for their participation in a meeting with Mr. Galbreth, Ms. DeSart and staff to discuss WIOA goals and initiatives related to the One-Stop Career Center(s). Brief discussion ensued regarding the meeting objectives and upcoming meeting next Thursday in Carson City regarding the State Unified Plan.

A motion to increase Workforce Connections' operating budget allocation to an overall 25% - the agency's statutory administrative allocation shall remain at 10% while the operating programmatic budget shall be increased from 10% to 15% in support of Workforce Connection One-Stop Career Centers as required by the Workforce Innovation and Opportunity Act (WIOA) – was made by Commissioner Butch Borasky and seconded by Councilwoman Peggy Leavitt. Motion carried.

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

Mr. Galbreth thanked the LEOs for their support and confidence and presented the Executive Director's Report (p. 32), WC's revised Board Member Application and Requirements (p. 35-47) and board restructuring (p. 48-49) in compliance with WIOA.

Mr. Cruz highlighted key changes in the Board Application and stated that there have been changes made to this draft since the agenda was published.

Councilwoman Schroder clarified that it would be up to the LEOs to decide whether or not to serve on the Board. Ms. DeSart concurred and stated that the LEOs would continue to meet, approve the budget and have all of the same fiduciary involvement as they do now. Ms. DeSart stated that the LEOs can decide to appoint one LEO to sit on the Board or a number of other options. John Chamberlin will be discussing the WIOA implementation process in detail at the February LEO and Board meetings.

A motion was made to accept and approve Executive Director's Report by Councilwoman Gerri Schroder and seconded by Councilwoman Anita Wood. Motion carried.

11. SECOND PUBLIC COMMENT SESSION:

Hannah Brown, Vice-Chair, Workforce Connections Board commended the LEOs for approving the Executive Director's raise and stated that Mr. Galbreth has led the agency in the right direction.

12. INFORMATION: LEO Consortium Member Comments

Commissioner Keyes thanked Mr. Galbreth for his hard work and effort.

Councilwoman Leavitt thanked Mr. Galbreth for doing an outstanding job and reported that Boulder City has taken action with the job training initiative in Boulder City and Laughlin.

Councilwoman Wood thanked Mr. Galbreth for his efforts in leading the board in the right direction and North Las Vegas looks forward to working with WC on Veterans initiatives in 2015.

Commissioner Borasky commended Mr. Galbreth for the great job he's done with the agency and in Nye County and wished everyone a Happy New Year.

Councilwoman Schroder stated that Mr. Galbreth is great and he has worked very hard to get the agency where it is now – more jobs and lower unemployment. She thanked Mr. Galbreth and Ms. DeSart for their leadership and staff for their teamwork.

13. ACTION: Adjournment

The meeting adjourned at 2:20 p.m.

Agenda Item 5. DISCUSSION AND POSSIBLE ACTION:

Review, discuss and approve PY2014 WIA Formula Budget July 1, 2014 through June 30, 2015

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

Revenue by Funding Stream	Approved Budget PY2014	Proposed Budget PY2014	\$ Change	Available for LWIB Operations		Community Resource Allocations	TOTAL
				10% Admin	10% Program		
PY2013 Adult	3,530,000	4,135,939	605,939	770,057	397,718	2,968,164	4,135,939
PY2013 Dislocated Worker	1,770,000	1,772,125	2,125	309,490	32,464	1,430,171	1,772,125
PY2013 Youth	4,000,000	3,989,850	(10,150)	523,913	223,985	3,241,952	3,989,850
PY2014 Adult	7,763,005	7,763,005	-	776,301	776,301	6,210,403	7,763,005
PY2014 Dislocated Worker	5,706,078	5,706,078	-	570,608	570,608	4,564,862	5,706,078
PY2014 Youth	5,927,060	5,927,060	-	592,706	592,706	4,741,648	5,927,060
Other Revenues (Program Income and Interest)	60,025	60,025	-		25	60,000	60,025
Total Revenue by Funding Stream	\$ 28,756,168	\$ 29,354,082	\$ 597,914	\$ 3,543,075	\$ 2,593,807	\$ 23,217,200	\$ 29,354,082
			2.1%	Subtotal Board Operations	\$ 6,136,882		

Notes:

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

Community Resource Allocations	Approved Budget PY2014	Proposed Budget PY2014	\$ Change	One-Stop Centers	One-Stop System	Community Resource Allocations	TOTAL
Adult Services	8,830,403	9,178,567	348,164	484,485	1,161,327	7,532,755	9,178,567
Dislocated Worker Services	6,244,862	6,055,033	(189,829)	207,636	497,712	5,349,685	6,055,033
Youth Services	8,041,648	7,983,600	(58,048)		70,000	7,913,600	7,983,600
Subtotal Community Resource Allocations	\$ 23,116,913	\$ 23,217,200	\$ 100,287	\$ 692,121	\$ 1,729,039	\$ 20,796,040	\$ 23,217,200

Board Operations	Approved Budget PY2014	Proposed Budget PY2014	\$ Change	Admin	Program	Total
Subtotal Operating Expenditures	5,639,255	6,136,882	497,627	1,665,845	4,471,037	6,136,882
Total Expenditures	\$ 28,756,168	\$ 29,354,082		\$ 1,665,845	\$ 4,471,037	
Fund Balance	\$ -	\$ -		\$ 1,877,230	\$ (1,877,230)	\$ -

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

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

Board Operations	Authorized FTE	Actual FTE	Approved Budget PY2014	Proposed Budget PY2014	\$ Change	Admin	Program	Total
6500 Salaries	33.18	29.20	2,692,533	2,692,533	-	538,507	2,154,026	2,692,533
7000 Accounting and Auditing			273,000	273,000	-	273,000	-	273,000
7005 Legal Fees			70,000	70,000	-	70,000	-	70,000
7010 Legal Publication Advertising			18,000	18,000	-	4,500	13,500	18,000
7020 Licenses and Permits			3,000	3,000	-	750	2,250	3,000
7025 Dues and Subscriptions			15,000	15,000	-	3,750	11,250	15,000
7030 Postage and Delivery			6,000	6,000	-	1,500	4,500	6,000
7035 Printing and Reproduction			11,000	11,000	-	2,750	8,250	11,000
7040 Office Supplies			24,000	31,500	7,500	7,875	23,625	31,500
7045 Systems Communications			80,000	80,000	-	20,000	60,000	80,000
7050 Training, and Seminars - Staff			40,000	70,000	30,000	17,500	52,500	70,000
7055 Travel and Mileage - Staff			42,000	72,000	30,000	18,000	54,000	72,000
7060 Utilities			30,000	30,000	-	7,500	22,500	30,000
7065 Telephone			30,000	30,000	-	7,500	22,500	30,000
7070 Facilities Rent/Lease			189,414	189,414	-	47,354	142,060	189,414
7075 Facilities Repairs and Maintenance			40,000	50,000	10,000	12,500	37,500	50,000
7080 Admin Support Contracts			112,000	112,000	-	112,000	-	112,000
7085 Program Support Contracts			210,000	180,000	(30,000)	-	180,000	180,000
7085 Program Support Contracts - IT NVTrac/Web			105,000	135,000	30,000	-	135,000	135,000
7090 Non-Board Meetings and Outreach			43,000	43,000	-	10,750	32,250	43,000
7095 Board Meetings and Travel			18,000	18,000	-	-	18,000	18,000
7100 Insurance			50,000	50,000	-	12,500	37,500	50,000
7100-7120 Employee Fringe Benefits			846,140	846,140	-	211,535	634,605	846,140
7125 Employer Payroll Taxes			80,777	80,777	-	20,194	60,583	80,777
7130/7135 Payroll Services and Bank Fees			11,000	11,000	-	11,000	-	11,000
7200 Equipment - Operating Leases			25,000	32,500	7,500	8,125	24,375	32,500
8500 Capital - Equipment and Furniture			72,500	102,500	30,000	25,625	76,875	102,500
8500 Capital - Tenant Improvements			19,950	19,950	-	4,988	14,962	19,950
8900 Strategic Initiative - WIA			81,941	164,568	82,627	41,142	123,426	164,568
8900 Strategic Initiative - 1st Qtr 2015			400,000	700,000	300,000	175,000	525,000	700,000
Subtotal Board Operations			5,639,255	6,136,882	497,627	1,665,845	4,471,037	6,136,882

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

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

Revenues:

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

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

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

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

Expenditures – Community Resource Allocation:

In October 2014, the Board approved an additional \$20,000 in WIA Youth funding for Nye Community Coalition to purchase equipment to start a STEM program. The Board also approved an additional \$100,000 in WIA Youth funding for Youth Advocate Program to provide additional training opportunities for re-entry youth.

Administrative and Program Operating Expenditures – Board Staff:

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

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

- 6500 - Salaries: \$2,692,533** –Allocated costs for administrative and program staff salaries.
- 7000 - Accounting and Auditing: \$273,000** – Allocated costs for the A-133 audit as well as extended accounting, financial consulting, and technical support.
- | | |
|---------------------|-----------|
| A-133 Audit | \$ 80,000 |
| Auditing Services | \$ 28,000 |
| Accounting Services | \$165,000 |
- 7005 Legal Fees: \$70,000** – Allocated costs for legal services in areas such as board and official open meetings preparation including review of agendas, contract agreements, RFPs, and policies.
- 7010 Legal Publication Advertising: \$18,000** – Allocated costs for legal publications including job postings, Request for Proposals notices, and controlled advertisements.
- 7020 Licenses and Permits: \$3,000** – Allocated costs for software licenses and permits associated with new computers or purchased upgrades for current software.
- 7025 Dues and Subscriptions: \$15,000** – Allocated costs for memberships in trade and technical associations that benefit Workforce Connections’ outreach and oversight initiatives. They offer valuable key contacts for workforce/economic development and technical information support.
- 7030 Postage and Delivery: \$6,000** –Allocated costs for postage and mail delivery including such activities as routine postage, courier delivery service, and Federal Express delivery.
- 7035 Printing and Reproduction: \$11,000** – Allocated costs for monthly copier per copy charges and other ancillary copying and printing costs associated with Board administration and daily operations.
- 7040 Office Supplies: \$31,500 – An increase of \$7,500** – Allocated costs for various office supplies needed for daily operations. The increase is due to the standardization of the business card logo for the organization.
- 7045 Systems Communications: \$80,000** – Allocated costs for support systems such as data backup, T-1 computer lines, and web hosting for internal e-mail support.
- 7050 Training and Seminars (Staff): \$70,000 – An increase of \$30,000** – Allocated costs for local and out-of-town staff training and seminars for both local and out-of-town locations for fiscal, program, and systems management. The increase is due to the anticipated attendance of numerous WIOA trainings due for implementation on July 1, 2015.
- 7055 Travel and Mileage (Staff): \$72,000 – An increase of \$30,000** – Allocated costs for local mileage and out-of-town staff travel for grant related matters, State and USDOL sponsored training and conferences. Mileage includes an array of programmatic and fiscal activities,

local and rural areas site reviews and monitoring visits to ensure compliance with WIA initiatives and work plans. The increase is due to the anticipated attendance of numerous WIOA trainings due for implementation on July 1, 2015 and visits to various One-Stops around the country to gather information on how they run operations using a One-Stop operator.

- 7060 Utilities: A new line item \$30,000** – Allocated costs for utilities for the new location. Utilities are included in our current lease agreement.
- 7065 Telephone: \$30,000** – Allocated costs for all activities related to telephone services including local and long distance phone charges and wireless communication.
- 7070 Rent (Offices): \$189,414** – Allocated costs for Workforce Connections’ office space for staff in support of the Board’s administrative and programmatic functions.
- 7075 Facilities Maintenance: \$50,000 – An increase of \$10,000** – Allocated costs for equipment or facility repairs and maintenance. The increase is requested based on expenditure rates through December 2014.
- 7080 Admin Support Contracts: \$112,000** – Allocated costs for administrative support agreements and temporary staffing with focus on administrative, fiscal, and personnel management.
- 7085 Program Support Contracts: \$180,000 – A decrease of \$30,000** – Allocated costs for program support training agreements and security guard costs. The decrease is a result of a transfer of budget authority to Program Support contracts for IT and Web support.
- 7085 Program Support Contracts – IT NVTrac and Web: \$135,000 – An increase of \$30,000** – Allocated costs for temporary staffing to support program and data support activities. The increase is a result of the need to amend existing IT consulting contracts for additional support related to the data tracking system and web site support.
- 7090 Non-Board Meetings and Outreach: \$43,000** – Allocated costs for business and employer outreach initiatives to attract businesses and establish partnerships for workforce development and employer services.
- 7095 Board Meetings and Travel: \$18,000** – Allocated costs for facility and event related charges tied to board and committee meetings and Board travel to grant activities.
- 7100 Insurance: \$50,000** – Allocated costs for Board anticipated liability insurance costs for workers’ compensation, general business liability, auto, and Board of Directors’ and officers’ omission and errors liability.
- 7100-7120 Employee Fringe Benefits: \$846,140** – Allocated costs for employee benefits including medical, dental, life insurance, and Public Employees Retirement System (PERS) contributions. A rate of 35% of the total salaries is used to calculate the fringe benefits.
- 7125 - Employer Payroll Taxes: \$80,777** – Allocated costs for employer payroll taxes which are calculated at 3% of total salaries.

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

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

7200 Equipment – Operating Leases: \$32,500 – An increase of \$7,500 – Allocated costs for existing leases on copiers and postage meter equipment as well as any rental equipment needed in daily operations. The increase is a result of returning two Xerox copiers under lease and entering into a lease for two more Canon printers with additional capabilities resulting in increased costs. Lease rate includes a base number of copies. Excess copies will be charged additional fees.

8500 Capital – Equipment and Furniture: \$122,450 – An increase of \$30,000 – Allocated costs for equipment and furniture including computers, servers, and furniture for administrative and programmatic support staff. The increase is due to the need for replacement of two virtual servers that have crashed. Additionally, funds are needed for routine computer replacement based on aging staff computers.

8900 Strategic Initiatives: \$864,568 – An increase of \$382,627 – These funds are available to be allocated for future workforce initiatives approved by the Board. The increase is due to the true up of the estimated carryforward funding to actual based on the audited numbers.

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

One-StopCenter	Authorized FTE	Actual FTE	Approved Budget PY2014	Proposed Budget PY2014	\$ Change	Admin	Program	Total
6500 Salaries	3.95	3.95	267,361	267,361	-	8,021	259,340	267,361
7000 Accounting and Auditing			12,000	12,000	-	12,000	-	12,000
7005 Legal Fees					-			-
7010 Legal Publication Advertising					-			-
7020 Licenses and Permits					-			-
7025 Dues and Subscriptions			1,000	1,000	-		1,000	1,000
7030 Postage and Delivery			2,820	2,820	-		2,820	2,820
7035 Printing and Reproduction			6,000	6,000	-		6,000	6,000
7040 Office Supplies			20,000	20,000	-		20,000	20,000
7045 Systems Communications			25,500	25,500	-		25,500	25,500
7050 Training, and Seminars - Staff					-			-
7055 Travel and Mileage - Staff			2,000	2,000	-		2,000	2,000
7060 Utilities			13,800	13,800	-		13,800	13,800
7065 Telephone			2,700	2,700	-		2,700	2,700
7070 Facility Rent/Lease			65,160	65,160	-		65,160	65,160
7075 Facilities Repairs and Maintenance			16,082	16,082	-		16,082	16,082
7080 Admin Support Contracts			6,600	6,600	-	6,600	-	6,600
7085 Program Support Contracts			14,000	14,000	-		14,000	14,000
7085 Program Support Contracts - IT NVTrac/Web					-			-
7090 Non-Board Meetings and Outreach			1,800	1,800	-		1,800	1,800
7095 Board Meetings and Travel					-			-
7100 Insurance			12,900	12,900	-		12,900	12,900
7100-7120 Employee Fringe Benefits			85,177	85,177	-		85,177	85,177
7125 Employer Payroll Taxes			8,021	8,021	-		8,021	8,021
7130/7135 Payroll Services and Bank Fees			450	450	-	450	-	450
7200 Equipment - Operating Leases			18,000	18,000	-		18,000	18,000
7200 Non-capitalized Equipment and Furniture			5,750	5,750	-		5,750	5,750
GASB Depreciation			85,000	85,000	-		85,000	85,000
8900 Strategic Initiative - WIA			20,000	20,000	-		20,000	20,000
Subtotal One-Stop Center			692,121	692,121	-	27,071	665,050	692,121

Per Partner Seat Cost 36 \$ 19,225.58

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

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

One-Stop System	Authorized FTE	Actual FTE	Approved Budget PY2014	Proposed Budget PY2014	\$ Change	Admin	Program	Total
6500 Salaries	10.08	9.08	655,204	655,204	-	19,656	635,548	655,204
7000 Accounting and Auditing			15,000	15,000	-	15,000	-	15,000
7005 Legal Fees			30,000	30,000	-	30,000	-	30,000
7010 Legal Publication Advertising			1,000	1,000	-		1,000	1,000
7020 Licenses and Permits			500	500	-		500	500
7025 Dues and Subscriptions			1,000	3,500	2,500		3,500	3,500
7030 Postage and Delivery			3,180	3,180	-		3,180	3,180
7035 Printing and Reproduction			4,500	4,500	-		4,500	4,500
7040 Office Supplies			7,500	10,000	2,500		10,000	10,000
7045 Systems Communications			11,310	11,310	-		11,310	11,310
7050 Training, and Seminars - Staff			6,256	9,756	3,500		9,756	9,756
7055 Travel and Mileage - Staff			13,480	18,480	5,000		18,480	18,480
7060 Utilities			16,200	16,200	-		16,200	16,200
7065 Telephone			3,720	3,720	-		3,720	3,720
7070 Facility Rent/Lease			74,964	74,964	-		74,964	74,964
7075 Facilities Repairs and Maintenance			19,898	19,898	-		19,898	19,898
7080 Admin Support Contracts			16,400	16,400	-	16,400	-	16,400
7085 Program Support Contracts			88,400	88,400	-		88,400	88,400
7085 Program Contracts - Workforce Dev. Academy			200,000	200,000	-		200,000	200,000
7085 Program Contracts - IT NVTrac/Web			15,000	15,000	-		15,000	15,000
7090 Non-Board Meetings and Outreach			25,000	33,500	8,500		33,500	33,500
7095 Board Meetings and Travel			-	-	-		-	-
7100 Insurance			19,000	19,000	-		19,000	19,000
7100-7120 Employee Fringe Benefits			208,321	208,321	-		208,321	208,321
7125 Employer Payroll Taxes			19,656	19,656	-		19,656	19,656
7130-7135 Payroll Services and Bank Fees			500	1,500	1,000	1,500	-	1,500
7200 Equipment - Operating Leases			8,000	8,000	-		8,000	8,000
8500 Capital - Equipment and Furniture			10,000	37,000	27,000		37,000	37,000
8510 Capital - Tenant Improvements			15,050	15,050	-		15,050	15,050
8900 Strategic Initiative - WIA			-	-	-		-	-
8900 Strategic Initiative - 1st Qtr 2015			240,000	190,000	(50,000)		190,000	190,000
Subtotal One-Stop System			1,729,039	1,729,039	-	82,556	1,646,483	1,729,039

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

- 7025 Dues and Subscriptions: \$3,500 – An increase of \$2,500 –** Allocated costs for memberships in trade and technical associations that benefit Workforce Connections' outreach and oversight initiatives. They offer valuable key contacts for workforce/economic development and technical information support. The increase is due to an analysis of expenditures through November and anticipating needs through year end.
- 7040 Office Supplies: \$10,000 – An increase of \$2,500 –** Allocated costs for various office supplies needed for daily operations. The increase is due to the standardization of the business card logo for the organization.
- 7050 Training and Seminars (Staff): \$9,756 – An increase of \$3,500 –** Allocated costs for local and out-of-town staff training and seminars for both local and out-of-town locations for fiscal, program, and systems management. The increase is due to the anticipated attendance of numerous WIOA trainings due for implementation on July 1, 2015.
- 7055 Travel and Mileage (Staff): \$18,480 – An increase of \$5,000 –** Allocated costs for local mileage and out-of-town staff travel for grant related matters, State and USDOL sponsored training and conferences. Mileage includes an array of programmatic and fiscal activities, local and rural areas site reviews and monitoring visits to ensure compliance with WIA initiatives and work plans. The increase is due to the anticipated attendance of numerous WIOA trainings due for implementation on July 1, 2015 and visits to various One-Stops around the country to gather information on how they run operations using a One-Stop operator.
- 7090 Non-Board Meetings and Outreach: \$33,500 – An increase of \$8,500 –** Allocated costs for business and employer outreach initiatives to attract businesses and establish partnerships for workforce development and employer services. The increase is due to the expectation of additional industry specific hiring events prior to year end.
- 7130-7135 Bank/Payroll Services: \$1,500 – An increase of \$1,000 –** Allocated costs for various banking services which include wire transfers, ACH payments, and payroll services. The increase is due to an analysis of expenditures through November and anticipating needs through year end.
- 8500 Capital – Equipment and Furniture: \$37,000 – An increase of \$27,000 –** Allocated costs for equipment and furniture including computers, servers, and furniture for administrative and programmatic support staff. The increase is due to funding needed to modify one of the donated RTC bus' into a mobile One-Stop. Additionally, there is a severe shortage of storage at the One-Stop. Funding is requested to build cabinetry in the training rooms.
- 8900 Strategic Initiatives: \$190,000 – A decrease of \$50,000 –** These funds are available to be allocated for future workforce initiatives approved by the Board. The decrease is due to the request for funding above.

Agenda Item 6. INFORMATION:

Strategic Initiatives Update ~ Jaime Cruz, Chief Strategy Officer

Strategic Initiatives Update 2-10-2015

- Implementation of the Workforce Innovation and Opportunity Act (WIOA)
 - Staff attended meeting with US DOL Region 6 and statewide stakeholders regarding the new required State Unified Plan: Health and Human Services (TANF), Department of Education (Adult Education & Literacy), DETR (Wagner Peyser and Vocational Rehabilitation) and LWIB's (Youth, Adult and Dislocated Worker)
 - Staff continue to attend WIOA-implementation webinars provided by US DOL
 - July 1, 2015 – New WIOA provisions take effect
 - March 3, 2016 – Deadline for submission of new State Unified Plan
- First phase of implementation of more efficient Eligible Training Provider List (ETPL) process will be completed on schedule on February 28
- Annual solicitation of training providers for the ETPL
- Staff continues to work with DETR on the implementation of a new Statewide Automated Workforce System (SAWS)
- Staff developing plan to expand Science Technology Engineering & Math (STEM) career exploration workshops beyond the One-Stop Career Center (OSCC) into more affiliate sites of the One-Stop Delivery System (OSDS). These hands-on workshops expose participants to skill sets and competencies required in Nevada's targeted industry sectors

Agenda Item 7. DISCUSSION AND POSSIBLE ACTION:

Review, discuss and approve Workforce Connections' Board
Membership Application

Board Member Application and Requirements
Consistent with WIOA Public Law 113-128 Section 107

Workforce Connections' Vision: "Connecting Employers to a Ready Workforce"

Workforce Connections' Mission: "To establish dynamic partnerships with employers and the community to connect employment opportunities, education and job training."

Workforce Connections is Southern Nevada's Local Workforce Investment Board, the region's expert and leader of an integrated and high quality workforce development system. By identifying local area workforce issues and concerns we bring together the necessary assets to facilitate solutions that foster prosperity for the region. Activities of the board include gathering and disseminating information about the area's labor market and businesses' employment needs; building a strong area-wide workforce development system; convening groups of businesses, training institutions, economic development and other community organizations to develop solutions to workforce development challenges. Workforce Connections is responsible for oversight of the local area's One-Stop Delivery System.

The law envisions a strong role for local business-led boards focusing on strategic planning, policy development and oversight of the local workforce investment system. To accomplish the vision and mission of the agency, and to remain in compliance with federal and state guidelines, the Chief Elected Official Consortium of Workforce Connections seeks the most qualified board members.

Qualifications:

- Desire to make a positive contribution to the region's economy by helping shape a workforce development system that meets the needs of employers and job seekers.
- Commitment to devote time and talent to working with other board members, staff, businesses, public officials, and public and private sector partner organizations to improve the quality of the local area workforce.
- Position as a senior-level decision-maker in your company/organization.
- Meet the board member requirements in the Workforce Innovation and Opportunity Act (WIOA).
- The Chief Local Elected Officials appoint applicants as board members.

Expectations

- Comply with Board By-Laws.
- Regularly attend board and committee meetings.
- Notify the board chair or the executive director when you are unable to attend meetings.
- Join and participate actively in at least one standing committee of the board.

- Be prepared for board meetings by staying informed about board matters, reviewing materials sent in advance of the meetings.
- Get to know other board members, building collegial relationships that contribute to effective decision making.
- Act and vote on behalf of the long term interests of the board and the community, rather than the interest of a single constituency.
- Avoid conflicts of interest. If a conflict on a particular issue is unavoidable, disclose the conflict and follow Board policies for removing oneself from discussion and/or vote on that issue.
- Understand and observe the respective roles of the Local Workforce Investment Board, board staff, the One-Stop Career Center Operator, service providers and the Chief Local Elected Officials.
- Take advantage of opportunities to become more educated about the Workforce Investment Board and the region's workforce development system.
- Act as an ambassador of the board with community groups and businesses.

Time Requirements

- The board meets regularly with meetings normally lasting approximately two hours.
- Most committees currently meet monthly, some committees less frequently.
- Average time commitment for members is approximately three-to-four hours per month.

Current Board Committees

- Executive Committee – comprised of the board chair and the chairs of all committees.
- Adult & Dislocated Worker Committee – responsible for oversight of the adult and dislocated worker services.
- Youth Council – responsible for oversight of the youth services.
- Budget & Finance Committee – responsible for oversight of fiscal matters.

Please return completed application to:

Suzanne Potter
Workforce Connections
6330 W. Charleston Blvd., Suite 150
Las Vegas, NV 89146

Email: spotter@snvwc.org
Fax: (702) 636-4375



General Section

Name _____

Address _____

City, State, ZIP _____

Phone Number _____ Alternate Phone Number _____

Email Address _____ Alternate Email Address _____

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

____ Adult and Dislocated Worker Committee

____ Youth Council

____ Budget and Finance Committee

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

____ Yes ____ No

If yes, please define.

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

____ Yes ____ No

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



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

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

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

Please proceed to complete the section that you checked.

Section A-1 (Business)

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

Yes No

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

Company/Business _____

Title _____

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

Yes No

If yes, how many are hired annually?

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

Yes No

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

Aerospace and Defense

Agriculture

Clean Energy

Health & Medical Services

Information Technology

Logistics and Operations

Manufacturing

Mining

Tourism, Gaming and Entertainment

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

Yes No

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



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

Yes No

If yes, please check the range.

\$0 – 99,999

\$100,000 – 999,999

\$1,000,000 and above

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

2-49

50-249

250 and above

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

Yes No

If yes, please describe your role.



Section A-2 (Business Organization or Trade Association)

Note: To complete this section you must be nominated by a local business organization or business trade association. Please attach nomination letter

1. How many local businesses does your organization currently represent?

- 2-49
- 50-249
- 250 and above

2. Are you currently in an executive level position in your organization with optimum policy-making authority?

- Yes
- No

If yes, please provide your organization and title.

Organization _____

Title _____

3. Which special interests does your organization currently represent?

4. Please list examples of advocacy or accomplishments over the last two years for your organization on behalf of the businesses you represent.

Section B (Labor Organization)

1. Does your organization currently represent local labor?

Yes No

If yes, please check which one.

Journeymen

Apprenticeship

2. How many members does your organization currently represent?

2-49

50-249

250 and above

3. Are you currently in an executive level position in your organization with optimum policy-making authority?

Yes No

If yes, please provide your organization and title.

Organization _____

Title _____

4. Which special interests does your organization represent?

5. Please list examples of advocacy or accomplishments over the last two years for your organization on behalf of the members you represent.

Section C (Educational Entity)

1. Are you currently in an executive level position with optimum policy-making authority for an institution administering adult education and literacy activities under Title II?

Yes ____ No ____

If yes, please provide your institution and title.

Institution _____

Title _____

2. Are you currently in an executive level position with optimum policy-making authority in an institution of Higher Education?

Yes ____ No ____

If yes, please provide your institution and title.

Institution _____

Title _____



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

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

Yes ___ No ___

If yes, please provide your agency and title.

Agency _____

Title _____

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

___ Yes ___ No

If yes, please provide your agency and title.

Agency _____

Title _____

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

___ Yes ___ No

If yes, please provide your agency and title.

Agency _____

Title _____

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

___ Yes ___ No

If yes, please provide your agency and title.

Agency _____

Title _____

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

___ Yes ___ No

If yes, please provide your organization and title.

Organization _____

Title _____



Section E (Community/Faith Based Organization)

- 1. Are you currently an executive level position representative with optimum policy-making authority from a local educational agency or Community/Faith Based Organization (C/FBO)?

Yes No

If yes, please provide your organization and title.

Organization _____

Title _____

- 2. Does your local educational agency or C/FBO have expertise in addressing the employment and training needs of individuals with barriers to employment including veterans and individuals with disabilities?

Yes No

If yes, please describe the services offered by your local educational agency or C/FBO.

- 3. Does your local educational agency or C/FBO have with expertise in addressing the employment, training or education needs of youth eligible for Workforce Innovation and Opportunity Act (WIOA) services?

Yes No

If yes, please describe the services offered by your organization.



Conflict of Interest Guidance and Acknowledgement Certification

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

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

Conflict of Interest

A member of a local board may not:

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

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

Yes No

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



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.

Applicant's Name (Please print)

Signature of Applicant

Date

WIOA Board composition

“Shall” include:

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

Minimum Total 19

“May” also include:

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

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

Agenda Item 8.

DISCUSSION AND POSSIBLE ACTION:

Review, discuss and approve Southern Nevada Workforce Development Area Executive Director's job description and qualifications in compliance with the Workforce Innovation and Opportunity Act (WIOA)

SOUTHERN NEVADA WORKFORCE DEVELOPMENT AREA

EXECUTIVE DIRECTOR

Date Approved:

FLSA Status: Exempt

REPORTS TO: Southern Nevada Workforce Development Area Chief Local Elected Officials

POSITION STATEMENT: Serves as chief staff officer to the Southern Nevada Workforce Investment Board (Workforce Connections). Plans, directs, manages and oversees the activities and operations of Workforce Connection including financial operations, grant management, financial analysis and planning, and establishing collaborative relationships with current and potential service providers and partners.

SUPERVISION EXERCISED: Provides direct supervision over management, professional, technical and clerical staff.

SUPERVISION RECEIVED: Receives general administrative direction from the Southern Nevada Workforce Development Area Chief Local Elected Officials.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

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

Essential Job Functions

1. Develops and maintains collaborative relationships with service providers and partners.
2. Oversees the management all financial services and activities consisting of accounting operations, cash management, grant management and oversight, budget, financial analysis and planning, and purchasing and contracts.
3. Oversees the development and implementation of the agency's policies and procedures.
4. Plans, organizes and oversees all corrective active actions taken on outstanding internal control weaknesses identified through internal or external audits.
5. Plans, organizes, reviews and evaluates the activities of professional, technical and administrative staff; identifies staffing levels to coincide with agency's operating budget and ensures annual performance evaluations are conducted.
6. Plans, organizes and oversees the administration of all Workforce Connections' programmatic and operating activities and services.
7. Oversees and participates in the development and administration of the agency's budget, including short and long range fiscal plans; approves expenditures and implements budgetary adjustments as appropriate and necessary.
8. Ensures fiduciary responsibilities are met, as directed by the Local Elected Officials and in compliance with federal, state and local laws, statutes, regulations, directives and policies.

9. Manages the development and implementation of internal goals, objectives, strategies, policies and priorities.
10. Directs the preparation of financial reports, analyses and audits; ensures that complete and accurate records are maintained.
11. Attends and participates in meetings of the Workforce Development Area Chief Local Elected officials and Workforce Connections' committees and work groups.
12. Prepares and presents timely updates, reports and other necessary communications to the Southern Workforce Development Area Chief Local Elected Officials and Workforce Connections' board of directors.
13. Serves as principal representative of Workforce Connections to outside entities such as national workforce agencies, auditors, trade associations, legislative representatives, various contractors, and communities within the Workforce Development Area.
14. Selects, disciplines and/or dismisses staff as necessary while ensuring effective morale, productivity and discipline; plans, organizes, administers, reviews and evaluates the activities and performance of staff; works with staff to establish work plans, priorities and schedules; encourages and provides for staff training and professional development opportunities; interprets policies and procedures for staff; prepares and conducts formal performance evaluations; monitors accomplishments, establishes performance requirements and personal development targets and provides coaching for performance improvement and development.

Marginal Functions

1. Performs other duties as assigned.
2. Manages confidential information.

Qualifications

Experience and Education: Master's degree in business or public administration or a closely related field, and seven years increasingly responsible management experience, including three years at an executive level management and leadership position. A combination of formal education and directly related work experience may substitute for the degree.

Knowledge

Requires current knowledge of federal and state laws, statutes, policies and regulations pertaining to workforce investment boards and the Workforce Investment Act; current knowledge of national and local economic and employment trends and conditions; thorough knowledge of modern senior management techniques and practices.

Abilities

Requires the ability to gather and analyze facts, to devise solutions to problems, to prepare clear and concise reports, ability to follow instructions, attention to details and to perform with a high level of accuracy, completeness and legal compliance. Ability to interpret and implement rules, regulations, policies and procedures, to compose clear and concise written and verbal correspondence, to communicate effectively on a professionally level with business community, agency personnel, and the public both orally and in writing.

Requires the ability to perform multiple tasks and to meet simultaneous deadlines, to plan and organize work without close supervision, exercise sound judgment and discretion. Requires the ability to maintain mental capacity which allows the capability of making sound decision, effective interaction and communication with others and demonstrating intellectual capabilities.

Requires repetitive movement, sitting, writing letters and memos, face-to-face discussions with individuals or teams, use of electronic mail, telephone conversations, contact with others (face-to-face, by telephone, or otherwise); requires the ability to make decisions without supervision, freedom to determine tasks, priorities, and goals, repeating the same physical activities or mental activities over and over. Requires being exact or highly accurate, requires meeting strict deadlines. Requires work with external providers, customers or the public, work with others in a group or team, coordinating or leading others in accomplishing work activities. Requires travel to multiple sites and locations.

Skills

Basic Skills: Active learning, critical thinking, learning strategies, mathematics to include solving problems, ability to monitor self, other individuals, or organizations. Reading comprehension, professionally speaking, effectively communicates in writing.

Social Skills: Coordination, instructing, negotiating, persuasion, service orientation, social perceptiveness.

Problem Solving Skills: Complex problem solving.

System Skills: Judgment and decision making.

Resource Management Skills: Clear understanding of planning, directing and reviewing the work of others on a project or day-to-day basis.

Desktop Computer Skills: Spreadsheets, presentations, internet navigation, word processing, database application.

Work Environment

Requires working indoors in environmentally controlled conditions. Job tasks are performed in close physical proximity to other people. Travel to multiple sites

Other: Must possess a valid state driver's license and maintained throughout employment.

EEO/AA Program

ATTACHMENT A

Southern Nevada Workforce Investment Board

EXECUTIVE DIRECTOR

Date Approved:

FLSA Status: Exempt

REPORTS TO: Local Elected Officials of the Southern Nevada Workforce Investment Board

POSITION STATEMENT: Serves as chief staff officer to the Southern Nevada Workforce Investment Board. Plans, directs, manages and oversees the activities and operations of the Southern Nevada Workforce Investment Board including financial operations, grant management, financial analysis and planning, and establishing collaborative relationships with current and potential service providers and partners.

SUPERVISION EXERCISED: Provides direct supervision over management, professional, technical and clerical staff.

SUPERVISION RECEIVED: Receives general administrative direction from the Local Elected Officials of the Southern Nevada Workforce Investment Board.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

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

Essential Functions:

1. Develops and maintains collaborative relationships with service providers and partners.
2. Manages all financial services and activities consisting of accounting operations, cash management, grant management and oversight, budget, financial analysis and planning, and purchasing and contracts; recommend and administer policies and procedures.
3. Plans, organizes and oversees all corrective actions taken on outstanding internal control weaknesses identified through internal or external audit.
4. Plans, organizes, reviews and evaluates the activities of professional, technical and administration staff; recommends staffing levels for the budget and conducts annual performance evaluations.
5. Plans, organizes and oversees the administration of all Southern Nevada Workforce Investment Board activities and services.
6. Oversees and participates in the development and administration of the overall budget including short range and long range plans; approves expenditures and implements budgetary adjustments as appropriate and necessary.
7. Ensures fiduciary responsibilities are met, as directed by the Local Elected Officials and in compliance with federal, state and local laws, statutes, regulations, directives and policies.
8. Manages the development and implementation of internal goals, objectives, policies and priorities.

Executive Director (*continued*)

9. Directs the preparation of financial reports, analyses and audits; ensures that complete and accurate records are maintained.
10. Attends and participates in meetings of the Local Elected Officials and the Southern Nevada Workforce Investment Board and its committees; meets with board members, committees, councils and constituent groups.
11. Prepare and present timely updates, reports and other necessary communications to Local Elected Officials.
12. May serve as principal representative of the Southern Nevada Workforce Investment Board to outside entities such as national workforce agencies, auditors, trade associations, legislative representatives, various contractors, and communities within the Southern Nevada Workforce Investment service area.
13. Selects, disciplines and/or dismisses staff as necessary while ensuring effective morale, productivity and discipline; plans, organizes, administers, reviews and evaluates the activities and performance of staff; works with staff to establish work priorities and schedules; encourages and provides for staff training and professional development; interprets policies and procedures for staff; prepares and conducts formal performance evaluations; monitors accomplishments, establishes performance requirements and personal development targets and provides coaching for performance improvement and development.

Marginal Functions:

1. Performs other duties as assigned.

QUALIFICATIONS:

- Current knowledge of federal and state laws, statutes, policies and regulations pertaining to workforce investment boards and the Workforce Investment Act.
- Current knowledge of national and local economic and employment trends and conditions.
- Thorough knowledge of modern senior management techniques and practices.
- Ability to analyze problems and opportunities, identify and evaluate alternatives, and develop sound, effective approaches.
- Ability to plan, implement and evaluate the achievement of goals, objectives and work-plans.
- Ability to lead, motivate and supervise senior staff and other employees.
- 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:
 - *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;*

Executive Director *(continued)*

- *Effective interaction and communication with others; and*
- *Demonstrating intellectual capabilities.*

EDUCATION and EXPERIENCE:

A Bachelor's degree in business or public administration or a closely related field, and seven years increasingly responsible management experience, including three years at a senior management level. A combination of formal education and directly related work experience may substitute for the degree.

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.

SALARY:

Open and to be negotiated between LEO's and Executive Director candidate. In keeping with Public Law 109-234 (effective June 15, 2006) that implements the salary and bonus limitations for individuals being paid by Employment & Training Administration (ETA) funds, the compensation is not to exceed \$168,000 in a 12-month period (effective January 2007). Final salary will require approval of the Local Elected Official's (LEO's).

Revised 11/14/07

Agenda Item 9. DISCUSSION AND POSSIBLE ACTION:

Accept and approve Executive Director's Report ~ Ardell Galbreth

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

Rural Counties Update

- **Nye and Esmeralda Counties**
- The Mizpha Hotel in Tonopah needs new hires. Nye County Community Coalition is in the process of negotiating OJT contracts
- Job Readiness classes will be held in Tonopah during the month of February 2015 for WIA enrolled participants in Northern Nye County and Esmeralda County
- Nye County Community Coalition has a hiring event scheduled in Pahrump on February 13th
- In support of Esmeralda County, Nye County Community Coalition has an active job board with job openings posed in Esmeralda County Courthouse

- **Lincoln County**
- A strong partnership has emerged between Lincoln County and the Grover D. Dils Medical Center for new hires placements
- Free weekly advertisement space in the *Lincoln County Record* (Newspaper) is available for posting Workforce Connections' employment and training services

Highlighted Workforce Initiatives

- Workforce Connections was one of 20 sites across the country chosen to host Consumer Financial Protection services for veterans in partnership with the Armed Forces Services Corporation
 - There was much interest from lots of employment and training agencies, but Workforce Connections' was among only a few chosen
- Program Year 2015 RFPs scheduled to be published/released March/April 2015
 - RFP solicitation shall be to secure Workforce Innovation and Opportunity Act (WIOA) One-Stop Center services throughout Southern Nevada Workforce Investment Area, i.e., North Las Vegas, East Las Vegas, Henderson/Boulder City and West Las Vegas area

Staff Development and Service Providers Training

- Request for Proposals (RFPs) 101 Training open to all potential or "want-a-be" service providers are invited to attend—January 2015
- First Workforce Development Academy participants cohort graduated December 2014
- All Workforce Connections' staff completed Freedom of Information Act and release of official/confidential information training

Workforce Innovation and Opportunity Act Implementation

- Pressing forward with initial implementation of WIOA
 - New policies and compliance procedures are in work in preparation in meeting WIOA implementation deadlines
 - Revised board membership application (see attached) that coincides with the implementation of WIOA, effective July 1, 2015

Agenda Item 10. INFORMATION:

WIOA Presentation ~ John Chamberlin

Agenda Item 11. SECOND PUBLIC COMMENT:

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

Agenda Item 12. INFORMATION:

LEO Consortium member comments and updates