

*workforce*CONNECTIONS

**BOARD
AGENDA**

March 26, 2013

10:00 a.m.

***Culinary Academy of Las Vegas
710 W. Lake Mead Blvd.
Parlors C & D
North Las Vegas, NV 89030***

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

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

City of North Las Vegas, 2200 Civic Center Dr., North Las Vegas, NV
Clark County, County Clerk's Office 500 S. Grand Central Parkway, Las Vegas, NV
Esmeralda County Courthouse, 233 Crook Street, Goldfield, NV
Henderson City Hall, 240 Water Street, Henderson, NV
City Hall, Boulder City, 401 California Ave., Boulder City, NV
Workforce Connections, 7251 W. Lake Mead Blvd., Ste. 200, Las Vegas, NV
Nevada JobConnect, 3405 S. Maryland Pkwy., Las Vegas, NV
Lincoln County 181 Main Street Courthouse, Pioche, NV
Nye County School District, 484 S. West St., Pahrump, NV
Pahrump Chamber of Commerce, 1302 S. Highway 160, Pahrump, NV

This Agenda is also available 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, Committee or Council) 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, Committee or Council) to give all citizens an opportunity to be heard.

Welcome to our meeting.

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

An Equal Opportunity Employer/Program.

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

Board Members: Hannah Brown, Chair; Valerie Murzl, Vice-Chair; Bill Regenhardt; Commissioner Adam Katschke; Commissioner Butch Borasky; Commissioner Lawrence Weekly; Commissioner Ralph Keyes; Councilman Bob Beers; Councilwoman Anita Wood; Councilwoman Peggy Leavitt; Councilwoman Gerri Schroder; Dan Gouker; Dan Rose; Dennis Perea; Maggie Arias-Petrel; Mark Edgel; Matt Cecil; Michelle Bize; Sonja Holloway; Vida Chan Lin; William Bruninga; Willie J. Fields; Mujahid Ramadan; Charles Perry

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

AGENDA

1. Call to order, confirmation of posting and roll call
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 the Board Meeting Minutes of February 26, 2013..... 5
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8. **DISCUSSION AND POSSIBLE ACTION**: Approve Adult & Dislocated Worker Committee’s recommendation to grant the request for supplementary funding to the following Funded Partners to provide additional participants with training and employment services: 39
 - GNJ Family Life Center \$224,602
 - Nevada Partners, Inc..... \$139,000

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11. **DISCUSSION AND POSSIBLE ACTION**: Approve Youth Council’s recommendation to amend Goodwill of Southern Nevada’s PY2012 contract to award an additional amount not to exceed \$250,000 to serve youth with disabilities 54

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 - a. PY2012 WIA Formula Budget July 1, 2012 through June 30, 2013 and Budget Narrative with One-Time Construction Summary (no change from last meeting)..... 58
 - b. *workforce*CONNECTIONS’ Standing Professional Services Contracts – Monthly Update 66

EXECUTIVE COMMITTEE UPDATE

- 13. **DISCUSSION AND POSSIBLE ACTION:** Executive Director Report ~ Ardell Galbreth 70
- 14. **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 73
- 15. **INFORMATION:** Board Member Comments 74
- 16. **ACTION:** Adjournment

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

4. DISCUSSION AND POSSIBLE ACTION: Approve the Board Meeting Minutes of February 26, 2013

*workforce*CONNECTIONS

**BOARD MEETING
MINUTES**

**February 26, 2013
10:00 a.m.**

**Culinary Academy of Las Vegas
710 W. Lake Mead Blvd.
Parlors C&D
North Las Vegas, NV 89030**

Members Present

Bill Regenhardt	Commissioner Adam Katschke	Commissioner Lawrence Weekly
Commissioner Ralph Keyes	Councilman Bob Coffin	Councilwoman Peggy Leavitt
Councilwoman Anita Wood	Councilwoman Gerri Schroder	Dan Gouker
Dan Rose	Hannah Brown, Chair	Maggie Arias-Petrel
Matt Cecil	Michelle Bize	Sonja Holloway
Vida Chan Lin	William Bruninga (phone)	Willie J. Fields

Members Absent

Commissioner Butch Borasky	Dennis Perea	Mark Edgel
Valerie Murzl		

Staff Present

Ardell Galbreth	Suzanne Potter	Jim Kostecki
Jaime Cruz	Heather DeSart	Rick Villalobos
Jeannie Kuennen	Clentine January	Carol Turner
Chris Shaw	Tom Dang	Jennifer Padilla
Janice R. Greer	Madelin Arazoza	Tawuana Hill

Others Present

Sharon Morales, LCCCF	Keith Hosannah, DETR/WISS
LaTanya Runnells, Nevada Partners, Inc.	Jake McClelland, FIT
Jennifer Casey, FIT	Vincent Miller, Goodwill of Southern Nevada
Helicia Thomas, GNJ Family Life Center	Suzanne Burke, SNCF
Elizabeth McDaniels, Goodwill of Southern Nevada	Stave Chartrand, Goodwill of Southern Nevada
Sherry Ramsey, Goodwill of Southern Nevada	Nield Montgomery, The Learning Center
Sharaf Rogers, Nevada Partners, Inc.	Doug Combs, Olive Crest
Michael Simmons, GNJ Family Life Center	Jeramey Pickett, Nevada Partners, Inc.
Daniel Topete, Nevada Partners, Inc.	Renee Cantu Jr., LCCCF
Dr. Tiffany Tyler, Nevada Partners, Inc.	Stacy Smith, NYECC
Janice M. Rael, Nevada Partners, Inc.	LaVerne Kelley, DETR
Linda Montgomery, The Learning Center	Ryan Whitman, PBTk
Earl McDowell, DETR	

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

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

The meeting was called to order by Chair Hannah Brown at 10:02 a.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 inclusion of any emergency items and deletion of any items**

Chair Brown noted that agenda item 11 (Review, Discuss, and accept: PBTk Audit Program Year 2011) will be taken as the sixth item on the agenda.

A motion was made to approve the agenda with the Chair's inclusion by Matt Cecil and seconded by Councilman Bob Coffin. Motion carried.

3. The Board observed a moment of silence to recognize the passing of longtime Board member Chuck Darling, Sr. Ardell Galbreth shared a few words about the positive impact Mr. Darling had on the local community.

4. **FIRST PUBLIC COMMENT SESSION**

None

5. **DISCUSSION AND POSSIBLE ACTION: Approve the Board Meeting Minutes of January 22, 2013**

A motion was made to approve the Board Meeting Minutes of January 22, 2013 as presented by Dan Gouker and seconded by Councilwoman Peggy Leavitt. Motion carried.

11. **REVIEW, DISCUSS AND ACCEPT: PBTk Audit – Program Year 2011 (Year Ended June 30, 2012).**

Jim Kostecki, Finance Manager, and Ryan Whitman with Piercy, Bowler, Taylor and Kern (PBTk) presented the audit report for fiscal year ending June 30, 2012. The report is provided on page 48 – 111 of the agenda packet.

Mr. Whitman reported that both a financial and compliance audit was completed in accordance with the OMB Circular A-133. With respect to the financial audit, there were no findings to report – that being material weaknesses or significant deficiencies. An unqualified opinion (desirable) was issued indicating that with reasonable assurance PBTk attests that the financial statements are free of material misstatement. With respect to compliance with the A-133, an unqualified opinion was issued. There were a few deficiencies identified, two significant and two other compliance deficiencies noted, which are included in the report.

Mr. Whitman noted that the agency's prior audits had significant deficiencies and material weaknesses. But management and staff have worked diligently and this audit report overall is a very positive improvement for the agency.

Councilman Bob Coffin congratulated staff on the vast improvement. Councilwoman Peggy Leavitt echoed Commissioner Coffin's remarks and congratulated Mr. Kostecki for the great improvement.

Chair Brown thanked Mr. Whitman and PBTk for their work and cooperation.

Mr. Galbreth stated that the Board and LEOs played a significant role in how well the staff has done with this audit and thanked them for allowing him to secure the talent needed to succeed including Mr. Kostecki, his staff and Deputy Director Heather DeSart and her staff.

Mr. Kostecki thanked his staff and Carol Turner for laying down the foundation to make it happen.

A motion was made to accept the PBTk audit report for Program Year 2011 (Year Ended June 30, 2012) by Dan Gouker and seconded by Matt Cecil. Motion carried.

ADULT & DISLOCATED WORKER UPDATE ~ Valerie Murzl, Chair

6. **INFORMATION: Demographics Report**

Heather DeSart, Deputy Director presented the demographics report grouped by ethnicity, age and gender reflecting all WIA participants for the period of July 1, 2012 through January 31, 2013. The report is provided on page 16 of the agenda packet.

7. **INFORMATION: ADW Industry Sector Training and Employment Reports**

Ms. DeSart presented the ADW Industry Sector Training and Employment report, which reflects total number of ADW participants trained across all sectors, total invested (\$3,371,043) by industry sector and average invested per participant, total participants employed (879) by industry sector and average hourly wage per participant. The

report is provided on page 18–19 of the agenda packet.

A brief discussion ensued regarding the sector councils. Ms. DeSart reported that a Workforce Connections' staff member will sit on each of the sector councils and provide regular updates to the Board.

YOUTH COUNCIL UPDATE ~ Sonja Holloway, Chair

8. INFORMATION: Youth Council Meeting Minutes of January 16, 2013

Youth Council Meeting Minutes were presented as information and provided on page 21-24 of the agenda packet.

9. DISCUSSION AND POSSIBLE ACTION: Approve Youth Council's Goals, Objectives and Strategies/Action Plan

- a. Approve Youth Council's recommendation to award Olive Crest a PY2012 Workforce Transition Services for Foster Care Youth and/or Youth with Disabilities contract in an amount not to exceed \$250,000
- b. Approve Youth Council's recommendation to award Goodwill of Southern Nevada a PY2012 Workforce Transition Services for Foster Care Youth and/or Youth with Disabilities contract in an amount not to exceed \$250,000

Ricardo Villalobos provided a brief overview of the packet materials provided on page 26-39, including the list of RFP respondents, evaluator scores, scoring rubric and evaluator bios.

Olive Crest and Goodwill of Southern Nevada have a greater capacity to serve foster youth and youth with disabilities. Olive Crest specializes in serving foster youth with over 25 years of experience and Goodwill specializes in serving youth with disabilities. Goodwill has served this population providing workforce development services to in-school and out-of-school youth for over 16 years. Since 2008, Goodwill has served over 2,800 youth with documented disabilities.

Maggie Arias-Petrel commented that she is happy that new organizations, such as Olive Crest, are joining Workforce Connections' group of funded partners.

Matt Cecil noted for the record that he will be abstaining from this vote as his firm represents both Olive Crest and Goodwill of Southern Nevada.

Chair Brown will also abstain as she sits on the Olive Crest's Board.

A motion was made to approve the Youth Council's recommendation to award Olive Crest and Goodwill of Southern Nevada a PY2012 Workforce Transitioning Services for Foster Care Youth and/or Youth with Disabilities contract in an amount not to exceed \$250,000 by Maggie Arias-Petrel and seconded by Councilwoman Anita Wood. Matt Cecil and Hannah Brown abstained. Motion carried.

Ms. DeSart noted that Rick Villalobos wrote an article about the Workforce Connections' youth program which was published in two publications by the Review Journal. The publication was made available to the Board and public.

OPERATIONS UPDATE

10. INFORMATION: Budget & Finance Meeting Minutes of February 6, 2013

Budget & Finance Committee Meeting Minutes were presented as information and provided on page 41-46 of the agenda packet.

11. *(Agenda item taken out of order)*

12. REVIEW, DISCUSS AND ACCEPT:

- a. PY2012 WIA Formula Budget July 1, 2012 through June 30, 2013 and Budget Narrative
The PY2012 WIA Formula Budget and Narrative is provided on page 113-118 of the agenda packet.

b. REVISED PY2012 WIA Formula Budget & Narrative with One-Time Construction Summary

The revised PY2012 WIA Formula Budget and Narrative with One-Time Construction Summary is provided on page 119-127 of the agenda packet.

Jim Kostecki presented the revised budget, which has been modified to incorporate the One-Stop center construction costs. The estimated costs are higher than originally anticipated primarily because the budget was built based on the initial bid that came from the landlord who at the time did not know whether or not prevailing wages would apply.

Dan Rose and Dan Gouker commented on the importance of prevailing wages in the Davis Bacon act. They echoed each other's comments that the David Bacon Act protects the safety of the public and ensures that the public gets the work they pay for.

Mr. Kostecki reported that the agency received an additional allocation (\$2,028,047) of dislocated worker funding from the State Rapid Response funds to be approved at the next Board of Examiners meeting. This allocation is in addition to the \$679,465 reported at the last Board meeting. The total allocation received in the last two months from the State Rapid Response funds is \$2,700,000 in dislocated worker funding. This funding will be allocated to funded partners and to the One Stop set-up and build out, including equipment purchases for the staff offices and One-Stop Center.

Mr. Kostecki provided an overview of the Operations and One-Stop Side-by-Side budget for Workforce Connections' Operations, One-Stop Center and System and One-Time Construction Summary.

c. Budget vs. Actual Finance Report (Workforce Connections' Operations) for the period July 1, 2012 through June 30, 2013 (Formula WIA)

The Budget vs. Actual report is provided on page 128 of the agenda packet. Mr. Kostecki noted that all line items are green which indicates expenditures are on track.

d. PY2011/PY2012 Awards & Expenditures Report – Monthly Update

The PY2011/12 Awards & Expenditures report is provided on page 129-131 of the agenda packet. Mr. Kostecki provided a brief overview. All ADW contracts end on June 30, 2013 and currently are at approximately 50% expended. Staff is working with funded partners with expenditures below 50%. Unspent funds will be recaptured and reallocated for next program year. There is one new direct grant for \$200,000 for SESP additional funding for Health Care Information Technology to train new and incumbent workers through the Housing Authority.

Youth contracts will be extended to September 30, 2013 and will then be closed out. Approximately \$1,000,000 was recaptured on September 30, 2012, which was allocated to the Foster Youth and/or Youth with Disabilities RFP. The Youth expenditures for contracts commenced on July 1, 2012 are underspent because of the overlap. Unspent funds will be recaptured and reallocated for next program year. There is one new direct grant for \$200,000 for SESP additional funding for Health Care Information Technology to train new and incumbent workers through the Housing Authority.

e. Adult & Dislocated Worker and Youth Funding Plans

The ADW/Youth Funding plans are provided on page 132-133 of the agenda packet. Carol Turner provided an overview of the funding plans. PY2011 ADW and Youth funds are spent and we are now using PY2012 funds. On June 30th, remaining contract dollars will be recaptured and new PY2013 contracts will be awarded. Additional ADW funds are available that will be awarded in March for additional funded partner contracts, training dollars and other re-entry training opportunities. Additional Youth funds (\$1 Million) are set aside for the Foster Care and/or Youth with Disabilities contracts. The money approved for the One-Stop center will largely be spent over the next three months.

f. Audit Findings Report for Program Year 2010 (Year Ended June 30, 2011)

The Audit Findings report is provided on page 134-137 of the agenda packet. Mr. Kostecki provided an audit findings update. As noted on the report, many of the findings were corrected and only a few will continue. Finding 11-4/Grant funds expended for the purposes other than the purpose specified in the drawdown is a recurring finding. This finding will continue to recur although measures have been taken to improve the timeliness of drawdowns. Mr. Galbreth added that he accepts this finding and unless the agency gets an automated system with the state to expedite the drawdown process this finding will recur. There is a new finding regarding the equipment inventory; however, the equipment in question was located at another location. Also, staff is diligently reviewing the inventory list making sure that all equipment is identified and at its proper location and items that are fully depreciated will be removed from the asset list upon approval from the state. Items that are removed are transferred to the providers who need them.

g. YouthBuild Las Vegas Audit Findings Report

The YouthBuild Audit Findings report is provided on page 138-140 of the agenda packet. Mr. Kostecki provided a brief overview of the findings. Staff responded to the findings and provided clarification on a two items and received notice that the response to the findings has been accepted. All the findings on the report have been corrected.

h. Workforce Connections' Standing Professional Services Contracts – Monthly Update

This report is provided on page 141-144 of the agenda packet.

A motion was made to accept operations report as presented by Dan Gouker and seconded by Councilwoman Peggy Leavitt. Motion carried.

EXECUTIVE DIRECTOR'S UPDATE ~ Ardell Galbreth

13. INFORMATION: Executive Committee Report

Ardell Galbreth presented the Executive Committee Report as provided on page 146-147 of the agenda packet.

Mr. Galbreth also reported on the following:

- RFPs will be released around April-May 2013 and will be focused on specific special populations including the rural areas, where there are a lot of great opportunities for Workforce Connections to do some work. On Friday, March 1st an open house will be held in Lincoln County. Also, there is a hiring event in Pahrump and an anticipated 60-70 people will be hired during this event.
- Clients are not being served and/or receiving access to WIA services. The Board needs to get out more in the community and more services need to go out to special populations, especially ex-offenders. There will be more entrepreneurial opportunities for ex-offenders.
- Some Board member terms have expired and the LEOs have put the appointments on hold until next month. These Board members in the meantime do not have authority to vote on matters on the Board agenda.

A discussion followed the report.

Reference was made to the Nevada Workforce Informer website to access workforce and economic information at <http://www.nevadaworkforce.com>.

Mr. Galbreth thanked the Board for the opportunity to serve as the executive director and to serve the community of Southern Nevada.

14. SECOND PUBLIC COMMENT SESSION

Steve Chartrand, President and CEO - Goodwill of Southern Nevada: Mr. Chartrand thanked the Board for their continued partnership. Goodwill has 16 years of experience serving disabled youth and a

long standing relationship with DETR/Vocational Rehab and CCSD and is very pleased with the new funding to serve youth with disabilities.

Goodwill is having a Community Recognition Luncheon at the Stratosphere on March 15th at 12 p.m. to honor all of its community partners. Workforce Connections will be honored at the lunch. Mr. Chartrand extended an invitation to the Board with a caveat that they must RSVP to attend.

Doug Coombs, Executive Director - Olive Crest: Mr. Coombs thanked the Board for the contract to serve Foster Youth and invited anyone to contact him for information about Olive Crest's mission etc.

Dr. Tiffany Tyler, Nevada Partners, Inc. (NPI): Dr. Tyler stated that NPI is committed to working closely with Board staff to support the Board's vision. This fall NPI launched a Asset Development Center with an emphasis on entrepreneurship.

Jennifer Casey, Foundation for an Independent Tomorrow (FIT): Ms. Casey distributed and provided an overview of FIT's February 2013 program report and reported that FIT has had 199 new enrollments for this program year and is on schedule to meet the 150 enrollments requirement. A total of 83 participants have been placed in OJT and currently 56 have been placed into employment. Ms. Casey shared a success story, which is also included in the program report and reported that nine cohorts have completed FIT's job readiness workshop.

15. **Board Member Comments**

Maggie Arias-Petrel announced that the Latin Chamber of Commerce Community Foundation is having an employment event/community job fair at the Raphael Riviera Community Center on Saturday, March 2, 2013 from 11:00 a.m. – 3:00 p.m.

Mujahid Ramadan that Workforce Connections hosted an event for ex-felons/re-entry and had a big turnout from funded partners and other collaborative partners. Mr. Ramadan thanked Mr. Galbreth for taking the lead on this event and the funded partners for stepping up and doing their part to help this population.

Dan Gouker commented that the RFP process needs to be refined because it's problematic when the first and fourth ranked proposals are awarded contracts. Also, the criteria for which the contracts are awarded should be part of the RFP because the ranking does not equate to how the funds were awarded. Mr. Gouker suggested that if there are specific requirements that the Board wants to see it needs to be part of the scoring so that the ranking ends up being the top ranked proposals to which contracts are awarded. Mr. Gouker stated that his comments have no reflection on the two providers that were awarded contracts.

Mr. Galbreth replied that based on consultation from a DOL contractor, it is appropriate to award not just the top ranked contracts. The objective is to recommend and select the best programs that can deliver the goods and services that we are seeking, which are not always written out in the RFP because the goal is not to award the grant writer rather the best program. The agency will go with the guidance received from the DOL contractor unless there is a specific reason not to.

Councilwoman Schroder announced that she will be in Washington DC for the National League of Cities Conference during the NAWB conference. For those attending NAWB who are interested in talking with the congressional delegation, Councilwoman Schroder offered to go with them. Mr. Galbreth confirmed that the following Board members and staff are attending: Hannah Brown, Commissioner Weekly, Maggie Arias-Petrel, Sonja Holloway, Janice Greer and Peter Bacigalupi.

16. **Adjournment**

The meeting adjourned at 11:57 a.m.

5. INFORMATION: Welcome new LEO and Board Member Las Vegas Councilman Bob Beers



March 13, 2013

LAS VEGAS
CITY COUNCIL

CAROLYN G. GOODMAN
MAYOR

STAVROS S. ANTHONY
MAYOR PRO TEM

LOIS TARKANIAN
STEVEN D. ROSS
RICKI Y. BARLOW
BOB COFFIN
BOB BEERS

ELIZABETH N. FRETWELL
CITY MANAGER

Ardell Galbreth, Executive Director
Workforce Connections
7251 West Lake Mead Boulevard, Suite 200
Las Vegas, Nevada 89128

RE: APPOINTMENT
CHIEF LOCAL ELECTED OFFICIALS CONSORTIUM

Dear Mr. Galbreth:

The Las Vegas City Council, at their regular meeting held March 6, 2013, appointed Councilman Bob Beers to replace Councilman Coffin on the Chief Local Elected Officials Consortium.

Councilman Beers' term is effective immediately, and he will serve until replaced. If you have any questions, please contact me.

Sincerely yours,

A handwritten signature in cursive script that reads "Beverly K. Bridges".

BEVERLY K. BRIDGES, MMC
City Clerk

/slc

cc: Councilman Bob Beers

CITY OF LAS VEGAS
495 S. MAIN STREET
LAS VEGAS, NEVADA 89101

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6. INFORMATION: Adult & Dislocated Worker Committee Meeting Minutes of January 9, 2013

ADULT & DISLOCATED WORKER COMMITTEE MINUTES

January 9, 2013

9:30 AM

workforce **CONNECTIONS**

Conference Room

7251 W. Lake Mead Blvd., Suite 200

Las Vegas, NV 89128

Members Present

Valerie Murzl - Chair

Chelle Bize'

Maggie Arias-Petrel (via telephone)

David Lee

Bill Regenhardt

Mark Edgel

Dan Rose

Charles Perry (via telephone)

Linda Yi

Others Present

Elsie Lavonne Lewis – Las Vegas Urban League

Thresea Kaufman – NHA

Vincent Miller – Goodwill

Norma Zamora – BCA

Maria Flores - BCA

Jake McClelland –FIT

Jennifer Casey – FIT

Stacy Smith – NYECC

Tim Wigchers - NYECC

Michael Simmons – GNJ

Donna Bensing – New Horizons

Keith Hosannah – DETR/WISS

Gwendolyn Wilson – Las Vegas Urban League

Jeff Drothler – Las Vegas Urban League

Earl McDowell – DETR/WISS

Nield Montgomery – The Learning Center

Donna Bensing – New Horizons CLC

Rene Cantu Jr. – Latin Chamber

Members Absent

Hannah Brown

Staff Present

Madelin Arazoza

Debra Collins

Heather DeSart

Cynthia Edwards

Kelly Ford

Ardell Galbreth

Janice Greer

Jim Kostecki

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

Agenda Item 1 - Call to Order, confirmation of posting, roll call

Chair, Valerie Murzl, called the meeting to order at 9:46 a.m. Staff confirmed the meeting had been properly noted and posted in accordance with the Nevada Open Meeting Law.

Agenda Item 2 –ACTION: Approval of agenda with inclusions of any emergency items and deletion of any items.

Motion to approve the agenda was made by Bill Regenhardt and seconded by David Lee. The motion carried.

Agenda Item 3 - First Public Comment Session: None.

Agenda Item 4 – DISCUSSION AND POSSIBLE ACTION: Approve the meeting minutes of November 14, 2012.

Motion to approve the meeting minutes of November 14, 2012, was made by Chelle Bize and seconded by Bill Regenhardt. The motion carried.

Agenda Item 5 - DISCUSSION AND POSSIBLE ACTION: Review and approve staff's recommendation to fund Las Vegas – Clark County Urban League's proposal in the amount of \$150,000 to continue to operate its community resource center in support of local area job seekers. The computer

center or resource laboratory will serve as an Affiliate One-Stop Career Center linked to Workforce Connections' Comprehensive One-Stop Career Center with an expected opening in the spring of 2013.

Executive Director, Ardell Galbreth elaborated on the agenda item stating that *workforce CONNECTIONS* seeks to have a broader footprint in the community and in order to that we must connect with community based agencies. Las Vegas Clark County Urban League has a good foothold in the community and, is perfectly positioned to function as a satellite office as we stand up the comprehensive One-Stop Career Center in the spring.

Elsie Lavonne Lewis, Interim President and CEO, provided more information to the committee regarding, the 4.7 million dollar grant the Urban League received previously which was used to establish various computer centers throughout the city. Ms. Lewis noted that the funding ended and, as Urban League was unable to secure additional monies to allow them to remain open they have begun closing the centers. Ms. Lewis on behalf of Las Vegas Clark County Urban League is requesting \$150,000 to enable the one of the centers to remain open staffed by 1 ½ staffers. Ms. Lewis further stated that this computer center that they are trying to keep open serves on average, 60 people a day, and discussed the types of computer training and certification in various applications available at the center.

A discussion commenced and Ms. Lewis answered questions posed by the committee. Following the discussion a *motion to approve staff's recommendation to fund Las Vegas – Clark County Urban League's proposal in the amount of \$150,000 to continue to operate its community resource center in support of local area job seekers was made by Mark Edgel and seconded by David Lee, the motion was amended to include: workforce CONNECTIONS' branding must be prominently displayed at the facility, the amended motion was seconded by Charles Perry. The motion carried*

Agenda Item 6 – DISCUSSION AND POSSIBLE APPROVAL ACTION:

- a. Review and discuss consultant and staff's recommendation to formulate a new mission statement for the Southern Nevada Workforce Investment Area (Workforce Connections),

Deputy Director, Heather DeSart, remarked to the committee that at the November Board meeting, consultant John Chamberlin, took members through a strategic planning exercise to establish goals and action steps in alignment with the 2-year plan. Each goal that was a product of that exercise was assigned to a committee for further action. At that time, the Board formulated a mission statement which was sent to all of the committees to discuss and finalize. After a discussion about the mission statement submitted by the Board, the ADW committee instituted changes and voted on the final statement.

A motion to approve the mission statement: "To establish dynamic partnerships with employers and the community to connect employment opportunities, education and job training" was made by Mark Edgel and seconded by Bill Regenhardt. The motion carried.

- b. Review and discuss committee goal(s), objectives, and strategies/action plans to achieve established goals and mission.

Heather DeSart reviewed the goal that has been assigned to the Adult and Dislocated Worker Committee, One-stop Center Establishment. The committee reviewed the matrix that had been included in the packet which detailed objectives and action steps and how these will be measured. Ms. DeSart stated that some of the objectives had already been in progress and/or already completed and gave a detailed update on the establishments of the partnerships of the One-Stop Center and the One-Stop System. Committee member, Chelle Bize, stated she would send preliminary information to

the managing editor of the Review Journal informing them that a formal press release regarding the One-Stop will follow approximately mid-May.

A motion to accept the committee goals, action plan and strategies as presented was made by Chelle Bize and seconded by Bill Regenhardt. The motion carried.

Agenda Item 7 - INFORMATION: Sector Council Snapshot – Summary of Sector Council Meetings

Heather DeSart reviewed the Sector Council Snapshot, a report that was generated at the request of one of the Local Elected Officials to keep the Board apprised of the activities of the various sector councils. A *workforce CONNECTIONS* staff member sits on each of the eight sector councils which help to facilitate a flow of information from each.

Ms. DeSart stated that the sector councils were in various stages of development so we would bring the sector council snapshot reports forward quarterly. ADW Committee member, Dr. David Lee, is a member of the manufacturing sector council; he gave his impressions of that particular council and noted that they need more members.

Agenda Item 8 - INFORMATION: Adult and Dislocated Worker Fiscal Report

Jim Kostecki reviewed the fiscal report with the committee and stated represented invoices that were received up through November 2012 from almost all of the funded partners. Mr. Kostecki reminded the committee that all of the funded partners on the list had had their contracts extended with additional funding last year. The initial PY 11 allotments and the PY 12 allotments have been broken into two lines. As the partners spend their funds they will first be applied to the PY 11 allotments; and then they will begin or have begun spending the PY 12 allotments. CCSD received a no-cost extension through 12/31/12 and fiscal is waiting for the final invoice. Mr. Kostecki anticipates there will be some funds left to recapture and use for other programs.

Agenda Item 9 - SECOND PUBLIC COMMENT SESSION

Rene Cantu Executive Director, Latin Chamber of Commerce Community Foundation, addressed the committee and reviewed a report that detailed clients served clients in training and placed into employment. (Report attached.)

Jake McClelland, FIT, addressed the committee and stated that FIT had been approached by various members of the community to talk about the Re-entry program and in response to those requests FIT had created a report (Report attached) that gives more information about the program and how it's functioning. Mr. McClelland stated that they were contracted to serve 150 participants and that so far they have served in the 90's with another training scheduled soon. FIT will be holding a job fair on February 1st for which they have 11 employers committed.

Agenda Item 10- Adjournment. *The meeting adjourned at 11:00 am*

7. DISCUSSION AND POSSIBLE ACTION: Approve Adult & Dislocated Worker Committee's recommendation to award Easter Seals of Southern Nevada with a contract in an amount not to exceed \$800,000 to serve adults and dislocated workers with disabilities for the term of April 1, 2013 through June 30, 2014



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

For over 30 years, Easter Seals of Southern Nevada (ESSN) has been a leader in the community in advocating and providing programs for adults with challenges that include physical, intellectual and emotional disabilities. ESSN's mission is *to create solutions that help people with disabilities become self-sufficient through education, community partnerships and direct services.*

ESSN has had a successful history providing employment and training services as a funded partner through Workforce Connections. In May of 2009 ESSN successfully submitted a proposal to serve adults and dislocated workers in the Green Economy Sector. Subsequently, in April 2011, they submitted a proposal that outlined their history and success with serving adults with disabilities in the Green Economy Sector. In total they were awarded \$951,640 with a contract that spanned from July 2009 until October of 2011.

Based on this procurement action and the proposed program design to serve adults and dislocated workers with disabilities, Workforce Connections is recommending funding to Easter Seals Nevada for a contract in an amount not to exceed \$800,000.

Our Scope of Work reflects the types of training we will coordinate and link with WIA participants to upgrade their marketability and advance their credentials to potential employers. Due to our long history in helping persons with all types of challenges and disabilities enter and succeed in the workforce, we have forged many strong partnerships in the business community. ESN has established relationships with local businesses that have employed dislocated workers and workers with disabilities through our existing workforce programs, including our previous contracts with Workforce Connections, the Department of Employment, Training and Rehabilitation and BVR. We have clients placed at Three Square, The Learning Center, Big Brothers Big Sisters, ECDC African Community Center, Stations Casinos, MGM, Excalibur, International Game Technology, Shuffle Master, Oceanspray, Starbucks, Barnes and Noble, Clear Wire, 7-Eleven, Albertsons, Medco, CarMax, McDonalds, Foliot Furniture and more. Our excellent reputation, relationships and outcomes allow us to continually expand the list of businesses at which we can provide employment opportunities for our clients. That said, our Job Developers will continually work to establish new worksites in the community and ensure the satisfaction of existing employers. Our active case management allows us to immediately respond to problems that arise and help find effective solutions

for both employer and worker. Easter Seals Nevada also employs a diverse Development Team with numerous contacts in the business community who will assist the Employment Team with developing relationships that can lead to job opportunities.

**Easter Seals Nevada
Adult and Dislocated Worker Employment Training Services
Green Economy Sector
PROPOSAL NARRATIVE 3/2013**

I. DEMONSTRATED PERFORMANCE

- Background/History/Qualifications/At-Risk Populations

Easter Seals has been helping individuals with disabilities, and their families, live better lives for over 90 years. Today, Easter Seals assists more than one million children and adults with disabilities and their families, annually, through a nationwide network of more than 450 service sites. Each center provides top-quality, family-focused and innovative services tailored to meet the specific needs of the particular community it serves. Nationally, Easter Seals has developed best practices models for providing services to a wide range of populations. As a long-term provider of workforce development services, Easter Seals annually assists 35,000 of some of the most difficult-to-employ individuals overcome barriers to employment.

Easter Seals Nevada (ESN) has the benefit of being an affiliate in the Easter Seals National Network meaning that, while ESN is autonomous in programming and operations, we have access to resources through a network of over 80 affiliates nationwide that provide services to persons with all types of challenges. We have been advocating and providing programs for infants, children, youth and adults, including seniors and veterans, with challenges and significant barriers to employment, including physical, intellectual and emotional disabilities for over 30 years. During FY12, we proudly served more than 7,000 unduplicated children and adults through our continuum of programs statewide, which include: Child Development Center; Early Intervention Services; Assistive Technology Program; Employment and Rehabilitation Services; Supported Living Program; Adult Day Services; Family Respite; and Information and Referral.

In addition, ESN has a strong history of providing employment-related skills including resumé writing, college preparation, interview skills, assisting with obtaining work cards, obtaining proper work attire, job coaching, and job development. Among our many programs, we offer full service employment opportunities for people who need additional supports to be successful in the workplace. Services range from pre-employment assessment and job training to competitive job placement.

In 1980, Easter Seals Nevada began a supported employment program designed for clients to work on a variety of contract projects in a warehouse setting, allowing them to earn wages. Clients of the State Regional Center came to the warehouse to learn vocational skills and the program grew into the community with worksites established throughout Las Vegas. These worksites provide for community-based assessments, through the Bureau of Vocational Rehabilitation (BVR), to determine a client's job readiness. The independence and employment skills gained by those individuals in the supported employment program soon led to a job development, coaching and follow-along program. All of these services still exist today, on a much larger scale, and clients come to ESN from a variety of sources, such as BVR, the Desert Regional Center (DRC), the Nevada Department of Employment, Training, and Rehabilitation (DETR), the Bureau of Services to the Blind (BSB) and Mental Health.

We have operated a successful Workforce Investment Act (WIA) contract to train and place adult and dislocated workers and a BVR contract for persons with disabilities and we have had contracts to provide weatherization training. All of our workforce programs have provided training, support and employment opportunities to persons who confront barriers to employment.

- Financial Management

ESN's financial infrastructure is sound and well-equipped to manage this grant. We currently manage a more than \$6 M budget, including foundation, County, State and Federal grants to the highest satisfaction of all funding sources. Our many programs are supported by a complex variety of funders and we carefully segregate these funding streams so that we as well as they can easily verify the appropriate expenditure of their monies. The Chief Financial Officer ensures that financial reports are completed and delivered in a timely manner. ESN's financial procedures include review of all documents by the Chief Executive Officer, Chief Financial Officer, Senior Vice President of Programs and Board Treasurer, for purposes of compliance.

The Senior Vice President of Programs oversees the collection and reporting of data on all grants to ensure that ESN is accountable to all of its funders and stakeholders. All performance requirements of every grant are meticulously measured, predicted outcomes are evaluated for success and reports are always completed and delivered on time.

- Meeting the Workforce Needs of Local Businesses

Due to our long history in helping persons with all types of challenges and disabilities enter and succeed in the workforce, we have forged many strong partnerships in the business community. ESN has established relationships with local businesses that have employed dislocated workers and workers with disabilities through our existing workforce programs, including our previous contracts with Workforce Connections, the Department of Employment, Training and Rehabilitation and BVR. We have clients placed at Three Square, The Learning Center, Big Brothers Big Sisters, ECDC African Community Center, Stations Casinos, MGM, Excalibur, International Game Technology, Shuffle Master, Oceanspray, Starbucks, Barnes and Noble, Clear Wire, 7-Eleven, Albertsons, Medco, CarMax, McDonalds, Foliot Furniture and

more. Our excellent reputation, relationships and outcomes allow us to continually expand the list of businesses at which we can provide employment opportunities for our clients. That said, our Job Developers will continually work to establish new worksites in the community and ensure the satisfaction of existing employers. Our active case management allows us to immediately respond to problems that arise and help find effective solutions for both employer and worker. Easter Seals Nevada also employs a diverse Development Team with numerous contacts in the business community who will assist the Employment Team with developing relationships that can lead to job opportunities.

Easter Seals Nevada reaches out to the business community and potential employees by sponsoring and participating in locally hosted job fairs and networking at luncheon events, local chambers of commerce, with representatives of city and state government, Nevada Job Connects, the Bureau of Vocational Rehabilitation, Southern Nevada Adult Mental Health Services, and multiple large and small businesses that are currently in need of employees. This quote from Foliot Furniture Pacific speaks to the inroads we have made in the business community, *“Working with Easter Seals Nevada has been a rewarding experience. Our partnership with them and the WIA program has facilitated quality staffing and thorough screening of candidates, allowing Foliot Furniture Pacific to build its team and put Nevada residents to work.”*

In addition, ESN has the advantage of our training center where workers can actually be hired and products can be manufactured. In our training center, workers can receive training in the skills necessary to become valuable assets to emerging markets and growth industries. ESN also has employment opportunities in other programs such as child care, early intervention, supported living and adult day services.

- Staff Structure

ESN's management team is superbly qualified to manage this Green Economy Sector Adult and Dislocated Worker Employment Training Program.

Joleen Arnold, Director of Employment Solutions, will be responsible for the day-to-day operations of this program. Ms. Arnold has been managing programs and providing services to persons with all types of disabilities for more than 15 years. She successfully directed our previous Employment Program through Workforce connections. In addition, she has attended several meetings, training opportunities, committee meetings, and budget meetings with Workforce Connections as well as Easter Seals National and community trainings related to workforce development and a variety of related topics.

In addition to management personnel, the staff structure of this program will include two Job Developers and two Case Managers – all of whom will be skilled in employment programs and working with persons with challenges and who confront barriers to employment. The Case Managers will require a Bachelors degree in Social Work or a related field and/or a minimum of three years experience in a related field. The Job Developers position will require one year of experience in a related field.

- Collaborating and Leveraging

Through our solid reputation and our array of programs and services, we have built strong relationships in the community with government agencies, non-profit organizations, and businesses. The network we have created enhances our sustainability, as we are better able to find the resources we need to provide services to our clients.

Easter Seals enjoys solid partnerships in the community with numerous entities including BVR; Workforce Connections, Desert Regional Center; Bureau of Services to the Blind; Mental

Health; Department of Employment, Training and Rehabilitation; Division of Aging and Disability Services; Department of Family Services; Nevada Child Support Services; the Nevada System of Higher Education; the local Housing Authorities; Nevada State Welfare; other non-profit organizations, local legal entities, and faith-based organizations. These relationships allow us to collaborate to the benefit of our clients, ensuring that they receive the services available in the community.

- Past Performance

Easter Seals Nevada has been a WIA Adult and Dislocated Worker provider and a BVR Integrated Work Environment provider. ESN is proud to report that we have been high performer on both programs, serving more than 500 people through both programs. Easter Seals Nevada has been able to place people of all abilities into employment because we can focus on the strengths of an individual rather than the challenges. That being said, our expertise is in working with people with special needs. Our organization works with people of all ages and disabilities and their family members. Veterans, elderly, single parents, low income – these are just a sampling of those in need who may have a disability and require our assistance to obtain employment and we can help.

II. DELIVERY OF SERVICES

- Statement of Need

Although the entire nation is feeling the effects of the economic downturn, Nevada has suffered disproportionately. For the past two decades Clark County led the nation in population and economic growth thus when the recession hit, its effects were amplified in Las Vegas and surrounding communities.

Special populations confront much greater rates of unemployment than the general population. Two out of three people with disabilities want to work, but have not been able to secure jobs because of accessibility and attitudinal barriers. U.S. soldiers deployed in Iraq and Afghanistan who have returned to civilian life face an unemployment rate three (3) times the national average. Significantly, it has been determined that over half of the Temporary Assistance to Needy Families (TANF) caseload today can be assumed to have learning disabilities, mental retardation, psychiatric or addictive disorders, emotional/behavioral disabilities, or a combination of any of those listed.

We strongly advocate for system wide supports that address these core issues for clients and wrap them with the supports and services they need to be successful. The link between poverty, unemployment, unsuccessful job placements, and hidden disabilities is clear and compelling. ESN is uniquely positioned to respond to the needs of the vast number of dislocated workers that have such hidden disabilities as listed above, which are at the root of poverty, unemployment, and homelessness.

Easter Seals' workforce development services provide an individualized approach to assisting dislocated workers to make informed choices and attain their employment aspirations. Our approach includes an array of services and supports, designed to identify goals, objectives, and planning needs that ultimately lead to employment.

- Service Delivery

We will serve adult and dislocated workers through a proven workforce project, which will include the following services and components:

- The ESN Case Manager will be assigned to every worker at intake to assist with all aspects of the worker's needs, including maintaining regular communication with the

worker; ensuring accurate and timely documentation; working closely with the Job Developer to ensure successful placement and follow-along of employment; and any additional needs of the worker. The Case Manager provides a single point-of-contact that makes a smooth road for the worker to travel through the variety of services and enhances the worker's comfort in the knowledge that this one person can assist them with all of their needs.

- Through our training center and warehouse, where workers can earn wages and learn vocational skills.
- The ESN Case Manager will provide community-based assessments to determine clients' job readiness and coordinate with the ESN Worksite Job Developer to provide job development, job coaching, and follow-along services.
- We will provide supportive services which may include work clothing/uniforms, industry-related footwear, equipment, work cards, documentation needed for work; transportation costs, i.e., bus passes, etc. Supportive services provide the otherwise cost-prohibitive necessities that will allow the job-seeker to be successful.
- We will provide occupational training to assist workers toward earning new credentials and certificates, making them stronger candidates for available jobs in the green energy sector.

- Management Structure

Easter Seals Nevada is a private 501(c)(3) not-for-profit organization, governed by a Board of Directors, which provides strategic oversight of the organization.

Brian Patchett, Chief Executive Officer, has spent much of his life involved with the Vocational Rehabilitation system; first as a client due to vision impairment as well as for his entire professional career. He is an expert in assistive technology and legislation regarding persons with disabilities. Mr. Patchett possesses a Masters Degree in Rehabilitation Counseling as well as Public Administration and has worked with Vocational Rehabilitation programs in several states; and he is a Certified Rehabilitation Counselor. Mr. Patchett has been with Easter Seals since 1996 and has served as CEO of ESN for the past six years and will have administrative oversight of the Green Economy Sector Adult and Dislocated Worker Employment Training Program.

Tina Jeeves, Senior Vice President of Programs, has more than 25 years experience working with a wide variety of populations requiring additional assistance. Ms. Jeeves is responsible for all aspects of program implementation and management at ESN and has been in her current position since 2004. She will be responsible for operational oversight of the Green Economy Sector Adult and Dislocated Worker Employment Training Program.

Joleen Arnold, Director of Employment Solutions, will be the Project Manager of the Green Economy Sector Adult and Dislocated worker Employment Training Program. Ms. Arnold has been managing programs and providing services to persons with all types of disabilities for more 15 years.

ESN's financial and programmatic procedures include review by the Chief Executive Officer, Chief Financial Officer, Senior Vice President of Programs and Board Treasurer, for purposes of compliance. Easter Seals Nevada has a strong organizational structure that supports several programs, serving almost 8,000 people last year. ESN uses a system of feedback loops, which include consumer satisfactions surveys, employee reviews, evaluation tools and direct

supervision to ensure quality control of all programs. Ms. Jeeves, Senior Vice President of Programs, has successfully and effectively provided oversight and quality control to all of Easter Seals numerous programs to the satisfaction of funders and consumers. Ms. Jeeves will provide oversight to this Green Economy Sector Adult and Dislocated worker Employment Training Program. and, with Ms. Arnold, Director of Employment Solutions monitor and ensure the progress and achievement of all performance goals.

Easter Seals Nevada has the demonstrated ability to respond to growing needs, collaborate with partners and devise innovative solutions to program challenges as we work to improve outcomes for difficult-to-serve populations. With ESN's expertise in providing job placement and employment training services to the most difficult populations, we are clearly qualified to provide these same services to any population considered difficult to employ – including adult and dislocated workers.

- Examples of current relationships that include MOUs

Currently we have MOUs with Sunrise Children's Foundation to use our Child Care facility for Early Head Start Programming and with UNLV and CSN so students can perform internships in Human Services within our organization.

- Green Energy Sector

Easter Seals Southern Nevada has worked with several community business partners to develop training and employment opportunities in the green energy field, and we will target this comprehensive list as well as continually develop new partners for this project. Our numerous business partners include: Foliot Furniture, Filter Technology America, EcoFry, Shred-It Las Vegas, Service First Energy Solutions, Home Energy Professionals, Distinct Energy Performance, 702 Graphics.com, Innovative System and Services, Mechanical Products Nevada,

JetStream Construction Las Vegas, SolarEnvi, Home Energy Connection, Cybr Construction, Rutter Construction, Efficient Air Conditioning, Energy Inspectors, Consol, Nevada Energy Audit, Sierra Air Conditioning, Beneficial Resources, Love Engineering, Silver State, Energy Masters, Global Warming and Cooling, Sierra Green Builders, Southwest Air Conditioning, Green Energy Services of Nevada, Six Star Cleaning and Services, Farr Cooler, Tom Scott Construction, SonrisaSol, Premier Building Systems, Energy Conservation Group, Boyd Bulloch, Custom Energy Systems and Sterling S. Development.

Because of our interest in helping adult and dislocated workers reenter the workforce into emerging markets, ESN's Director of Employment Solutions has participated in Workforce Connections training opportunities for the State Energy Sector Partnership (SESP), UNLV's Nevada 2.0 – New Economies for a Sustainable Future conference, DETR Weatherization and BPI training through ESSN, and Easter Seals National Affiliate teleconference on weatherization.

Easter Seals Nevada supports the efforts of the Nevada Building Performance Professionals to generate renewable energy through legislative intent and advocate for more effective regulation that will encourage a comprehensive energy evaluation on homes at point-of-sale and drive the process of transforming southern Nevada's existing housing stock from high energy consumption to smarter, greener, more sustainable buildings that reduce utility bills, promote economic growth, and promote a healthier environment due to reduced carbon emissions.

Companies depend on reliable, resilient human capital and ESN can provide workers with the training and skills to meet these demands. Hiring dislocated workers is not simply goodwill; it is good business and will benefit Nevada's employers and the economy. Retraining

dislocated workers to fill positions in emerging markets, including the green industry, will be a benefit to companies as they seek workers who are able to meet their specifications.

Easter Seals already has the advantage of strong partnerships including BVR, Desert Regional Center, the Bureau of Services to the Blind, and Mental Health, Nevada State Welfare, the Division of Aging and Disability Services, the Department of Employment, Training and Rehabilitation, Department of Family Services, Nevada Child Support Services; the Nevada System of Higher Education; the local Housing Authorities; other non-profit organizations, local legal entities, faith-based organizations, etc. to reach out to dislocated workers in our community.

Easter Seals will continue developing partnerships with companies that manufacture “green” products and allow workers to be trained in skills that will be valuable in emerging markets. In our training center, workers can receive training in the skills necessary to become valuable assets to emerging markets and growth industries. We will continue to partner with Workforce Connection’s SESP initiative to help adult and dislocated workers move into green jobs and enhance the growth of small businesses in the sector.

Through case management, occupational training, and supportive services, we will help workers earn new credentials or certificates and provide the support necessary for them to be successful. As a result of this project we will have an impact on 1) developing program participants into competitive job seekers and 2) providing an educated workforce to enhance the growth of the green energy sector.

III. FISCAL PLAN AND BUDGET

1) Briefly describe the elements of the organization’s internal fiscal system and fiscal controls that demonstrate the ability to manage Federal funds.

Easter Seals Nevada currently manages a \$6.4M budget, including foundation, County, State and Federal grants to the highest satisfaction of all funding sources. Our many programs are supported by a complex variety of funders and we carefully segregate these funding streams so that we as well as they can easily verify the appropriate expenditure of their monies.

Easter Seals Nevada has the appropriate number of accounting staff to ensure that the organization has the capacity to handle a large number of daily transactions and to maintain a system of internal controls that allows for proper segregation of duties. As part of the internal controls, the organization implemented an approval process to create a system of checks and balances to quickly identify if there are any unauthorized uses of assets. Easter Seals Nevada has undergone many external audits, which include reviews of the organization's internal controls, with no findings over the past three years. Annual audited financials are, of course, available for review.

2) Describe the experience of the fiscal staff employed by the organization have in administering Federal funds.

Chief Financial Officer, Teresa Boyd, has an extensive background in accounting. She has managed large accounting departments with multiple entities for both for-profits and non-profit organizations. Ms. Boyd has been responsible for all accounting, financial, payroll, human resources, and risk management functions of Easter Seals Nevada, with a budget of \$6.4M, for the past five years. As such, she has experience managing a variety of grants emanating from both private and public sources.

3) Describe the organization's process for self-monitoring of financial and budgetary performance and compliance ensuring effective fiscal quality control.

Our financial infrastructure is sound and well-equipped to manage this grant. ESN's review of financial statements procedures include review of all documents by the Chief Executive Officer, Chief Financial Officer, Senior Vice President of Programs and Board

Treasurer, for purposes of compliance. Financial statements for the previous month are due by the 20th of the next month for review.

workforceCONNECTIONS Budget Template

Agency Name: Easter Seals Nevada

Contract Name/Funding Type:

Budget Period (Dates): 4/1/13-6/30/14

NOTE: THIS PAGE IS LOCKED AND POPULATES BASED ON INFORMATION ENTERED ON THE SECTION TABS TO THE RIGHT OF THIS SHEET.

Cost Type	Budget Summary	WC Request	Percent of Budget		Matched Resources
Participant Services Costs	A. Participant Training	\$ 387,000	48.4%	55.7%	\$ -
	B. Supportive Services	\$ 58,350	7.3%		\$ -
Program Personnel Costs	C. Program Personnel	\$ 255,375	31.9%	36.7%	\$ 8,940
	D. Program Fringe Benefits	\$ 38,306	4.8%		\$ 1,341
Overhead and Support Costs	E. Travel	\$ 9,680	1.2%	7.6%	\$ -
	F. Equipment	\$ 6,800	0.9%		\$ -
	G. Consultants/Contracts	\$ -	0.0%		\$ -
	H. Other Overhead Costs	\$ 20,363	2.5%		\$ 10,750
	I. Support Personnel	\$ 21,592	2.7%		\$ -
	J. Support Fringe Benefits	\$ 2,534	0.3%		\$ -
Budget Summary	Total WC Request	\$ 800,000	100.0%	100.0%	
	Total Matched Resources				\$ 21,031
	Percent	97.4%			2.6%
	TOTAL PROJECT COSTS	\$821,031			

Budget Requirements:

Training at least 30% of Budget (tab A)	Sufficient
Training and Supportive Services at least 40% of Budget (tabs A and B)	Sufficient
Case Management Resources (tab C)	Sufficient

Prepared By (Provider):

Print Name Sign Name Date

Email Address Phone Number

Approved By (Provider):

Print Name Sign Name Date

Approved By (WC Program):

Print Name Sign Name Date

Approved By (WC Fiscal):

Print Name Sign Name Date

C. Program Personnel - Employees Only

Notes:

1. Only include staff on this page who are employed by your organization for whom you pay payroll taxes.
2. Please list all subcontractors or contracted staff on either the Training or Consultants/Contracts page.
3. All non-program personnel including the Executive Director/CEO or equivalent and accounting or other support staff should be listed on the Support Personnel page.
4. For staff who case manage and perform other duties, please list their case management duties on a separate line. See sample below.
5. To ensure sufficient case management for this project, there must be at least one case manager full time equivalent (FTE) for every 100 new participants expected to be served by this project. If there is not sufficient coverage, the box below will flash a warning that it must be increased. Be sure to choose Yes in the Case Mgmt? column on the appropriate lines or you will get an error message in the Case Management Resources box.

Position-Name	Case Mgmt?	Computation				Total Contract Cost
		Annual Salary	% of Time	Hrs. per Week	# of Months	
Sample: Jane Doe, Case Mgr.	Yes	\$ 40,000	50%	20	15	\$ 25,000
Sample: Jane Doe, Intake	No	\$ 40,000	50%	20	15	\$ 25,000
1 Tina Jeeves/Sr VP of Programs	No	\$ 93,000	10%	4	15	\$ 11,625
2 Joleen Arnold/Program Director	No	\$ 60,000	75%	30	15	\$ 56,250
3 TBA/Job Developer	No	\$ 45,000	100%	40	15	\$ 56,250
4 TBA/Job Developer	No	\$ 45,000	100%	40	15	\$ 56,250
5 TBA/Case Manager	Yes	\$ 30,000	100%	40	15	\$ 37,500
6 TBA/Case Manager	Yes	\$ 30,000	100%	40	15	\$ 37,500
7	<Choose>			0		\$ -
8	<Choose>			0		\$ -
9	<Choose>			0		\$ -
10	<Choose>			0		\$ -
# of Total FTE's				4.85	Total	\$ 255,375
# of Dedicated Case Manager FTE's				2		
# of Participants Projected to Serve				120		
Case Management Resources				Sufficient		

Narrative (Required for Each Budget Line Above):

- 1 Senior Management Oversight
- 2 Direct Management of Daily Activities
- 3 Develop relationships within the community and secure employment opportunities
- 4 Develop relationships within the community and secure employment opportunities
- 5 Intake of applicants/career assessments maintain case files and client follow up
- 6 Intake of applicants/career assessments maintain case files and client follow up
- 7
- 8
- 9
- 10

F. Equipment

Note: Please only include items with a unit cost of \$500 or over on this page.

Item Description	Computation		Total Contract Cost
	Unit Cost	No. of Units	
Sample: Case manager laptop	\$ 750	2	\$ 1,500
Sample: Laser printer	\$ 500	1	\$ 500
1 Job Developer Laptop	\$ 900	2	\$ 1,800
2 Case Manager Laptop	\$ 900	2	\$ 1,800
3 Workdesk/Chairs	\$ 700	4	\$ 2,800
4 Cell Phones	\$ 100	4	\$ 400
5			\$ -
6			\$ -
7			\$ -
8			\$ -
9			\$ -
10			\$ -
Total			\$ 6,800

Narrative (Required for Each Budget Line Above):

- 1 Accessible Laptops
- 2 Accessible Laptops
- 3 Accessible Laptops
- 4 Accessible Laptops
- 5 Workstation for new staff
- 6 Phones for new staff
- 7
- 8
- 9
- 10

8. DISCUSSION AND POSSIBLE ACTION: Approve Adult & Dislocated Worker Committee's recommendation to grant the request for supplementary funding to the following Funded Partners to provide additional participants with training and employment services:

GNJ Family Life Center	\$224,602
Nevada Partners, Inc.	\$139,000

workforceCONNECTIONS Budget Template

Agency Name: _____

Contract Name/Funding Type: _____

Budget Period (Dates): July 1, 2011-June 30, 2010

Cost Type	Budget Summary	WIA Request	Percent of Budget	Matched Resources	
Participant Services Costs	A. Participant/Training	\$ 375,000	46.9%	54.3%	\$ -
	B. Supportive Services	\$ 59,300	7.4%		\$ -
Direct Staff Costs	C. Direct Personnel	\$ 255,375	31.9%	38.0%	\$ -
	D. Fringe Benefits for Direct Personnel	\$ 48,521	6.1%		\$ -
Overhead Costs	E. Travel	\$ 8,280	1.0%	7.7%	\$ -
	F. Equipment	\$ 23,600	3.0%		\$ -
	G. Consultants/Contracts	\$ -	0.0%		\$ -
	H. Other Direct	\$ -	0.0%		\$ 8,940
	Total Direct Costs	\$ 770,076	96.3%		\$ 8,940
	I. Allocated Indirect Personnel	\$ 12,040	1.5%		\$ 8,940
	J. Other Allocated Indirect Costs	\$ 17,828	2.2%		\$ 8,940
	Total Indirect Costs	\$ 29,867	3.7%		\$ 17,880
Budget Summary	Total WIA Request	\$ 799,943	100.0%		
	Total Matched Resources				\$ 26,820
	Percent	97%			3%
	TOTAL PROJECT COSTS	\$826,763			

Prepared By (Provider): _____

Print Name	Sign Name	Date
------------	-----------	------

Approved By (Provider): _____

Print Name	Sign Name	Date
------------	-----------	------

Approved By (WC Program): _____

Print Name	Sign Name	Date
------------	-----------	------

Approved By (WC Fiscal): _____

Print Name	Sign Name	Date
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Jeannie Kuennen

From: Helicia Thomas <hthomas@gnjinc.org>
Sent: Wednesday, March 06, 2013 3:44 PM
To: Ardell Galbreth
Cc: Jeannie Kuennen; Heather DeSart; MaryAnn Avendano
Subject: Request for WIA Adult & Dislocated Worker Training Funds

Dear Ardell Galbreth,

GNJ Family Life Center is requesting additional WIA Adult and Dislocated Worker funding in the amount of \$224, 602.00 to provide 50 to 70 participants (primarily dislocated workers) with occupational training, supportive services and/or on-the-job training assistance that will lead to entered employment.

In addition, GNJ's Finance Manager has completed a new budget modification for the requested funding.

The budget modification was faxed to Jeannie Kuennen prior to this email.

Thank you for your consideration.

Sincerely,

Helicia Thomas

Chief Operations Officer
2535 W. Cheyenne Ave., Ste. 107
North Las Vegas, NV 89032
702.648.1407 Office
702.648.3517 Fax
702.506.3481 Cell
www.gnjinc.org



"We Serve Happiness"

workforceCONNECTIONS Budget Template

workforceCONNECTIONS Budget Modification Form

Agency Name:GNJ Family Life Center

Contract Name/Funding Type: Cont#: 11-ADW-GRN-GNJ-00

Budget Period (Dates): 07/01/11 - 06/30/13

Budget Amendment #: 2

Budget Summary	Total NEW Contract Cost	Total Prior Budget	Total Change Requested	
A. Participant/Training	\$ 936,000	\$ 786,000	\$ 150,000	Direct Participant
B. Supportive Services	\$ 241,500	\$ 187,000	\$ 54,500	
C. Direct Personnel	\$ 414,442	\$ 401,962	\$ 12,480	Direct Staff/Fringe
D. Fringe Benefits	\$ 63,376	\$ 61,254	\$ 2,122	
E. Travel	\$ 6,100	\$ 5,600	\$ 500	Overhead
F. Equipment	\$ 1,000	\$ 1,000	\$ -	
G. Consultants/Contracts	\$ -	\$ -	\$ -	
H. Other Direct	\$ 126,989	\$ 126,989	\$ -	
Total Direct Costs	\$ 1,789,407	\$ 1,569,805	\$ 219,602	
I. Allocated Indirect Personnel	\$ 184,304	\$ 184,304	\$ -	
J. Other Allocated Indirect Costs	\$ 50,891	\$ 45,891	\$ 5,000	
Total Indirect Costs	\$ 235,195	\$ 230,195	\$ 5,000	
Total Request	\$ 2,024,602	\$ 1,800,000	\$ 224,602	Budget Not in Balance!

Direct Participant Pages (A, B)	\$ 1,177,500	\$ 973,000	\$ 204,500	OK
Direct Staff/Fringe (C, D)	\$ 477,818	\$ 463,216	\$ 14,602	
Overhead Pages (E - J)	\$ 369,284	\$ 363,784	\$ 5,500	Must Reduce!
			\$ 224,602	Budget Not in Balance!

Prepared By (Provider):

DAVID LUNDEN
Print Name

[Signature]
Sign Name

3/6/13
Date

Approved By (Provider):

HELECIA THOMAS
Print Name

[Signature]
Sign Name

3/6/13
Date

Approved By (WC Program):

Print Name

Sign Name

Date

Approved By (WC Fiscal):

Print Name

Sign Name

Date

revised 6.12



NEVADA PARTNERS

March 7, 2012

Debra Collins
Program Manager - ADW
7251 W Lake Mead Boulevard, Suite 200
Las Vegas, NV 89128

RE: Resource Request

Dear Ms. Collins:

Nevada Partners respectfully requests consideration be given to increasing our grant award to continue providing Workforce Investment Act services to adult and dislocated workers through the end of the program year. We have met and exceeded our contractual enrollment commitment; however there is a continuing need for services in the local area.

BOARD OF DIRECTORS

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MONICA FORD
President/Executive Director

TIFFANY TYLER
Chief Operating Officer

702-924-2100
www.NevadaPartners.org
710 West Lake Mead Blvd.
North Las Vegas, NV 89030

Sincerely,

Dr. Tiffany G. Tyler

workforceCONNECTIONS Budget Template

workforceCONNECTIONS Budget Modification Form

Agency Name: Nevada Partners, Inc.
 Contract Name/Funding Type: Health
 Budget Period (Dates): 7/1/11 - 6/30/13
 Budget Amendment #: H-6

Budget Summary	Total NEW Contract Cost	Total Prior Budget	Total Change Requested	
A. Participant/Training	\$ 506,092	\$ 383,592	\$ 122,500	
B. Supportive Services	\$ 354,205	\$ 337,705	\$ 16,500	
C. Personnel	\$ 536,288	\$ 536,288	\$ -	
D. Fringe Benefits	\$ 174,614	\$ 174,614	\$ -	
E. Travel	\$ 8,247	\$ 8,247	\$ -	
F. Equipment	\$ -	\$ -	\$ -	
G. Consultants/Contracts	\$ 110	\$ 110	\$ 0	
H. Other Direct	\$ 30,954	\$ 30,954	\$ -	
Total Direct Costs	\$ 1,610,510	\$ 1,471,510	\$ 139,000	
I. Allocated Indirect Personnel	\$ 169,892	\$ 169,892	\$ -	
J. Other Allocated Indirect Costs	\$ 158,599	\$ 158,599	\$ -	
Total Indirect Costs	\$ 328,491	\$ 328,491	\$ -	
Total Request	\$ 1,939,000	\$ 1,800,000	\$ 139,000	Budget Not in Balance!

Direct Participant Pages (A, B)	\$ 860,297	\$ 721,297	\$ 139,000	OK
Direct Staff/Fringe (C, D)	\$ 710,902	\$ 710,902	\$ -	
Overhead Pages (E, F, G, H, I, J)	\$ 367,802	\$ 367,802	\$ 0	Must Reduce! Budget Not in Balance!
			\$ 139,000	

Prepared By (Provider):

Jaime Manardes [Signature] 3/5/13
 Print Name Sign Name Date

Approved By (Provider):

Tiffany Tyler [Signature] 3/5/13
 Print Name Sign Name Date

Approved By (WC):

 Print Name Sign Name Date

revised 10.11

9. INFORMATION: Youth Council Meeting Minutes of February 13, 2013

*workforce*CONNECTIONS

MINUTES
Youth Council Meeting
February 13, 2013
1:00 p.m.

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

Members Present

Sonja Holloway, Chair Lt. Jack Owen Willie J. Fields
Stavan Corbett Vida Chan Lin

Members Absent

Dan Rose

Staff Present

Ardell Galbreth Suzanne Potter Heather DeSart Jim Kostecki
Clentine January Rick Villalobos Kimberly Colagioia Madeline Arazoza

Others Present

Renee Cantu, LCCCF Lori Thomas, Nevada Partners, Inc.
Arneller Mullins, Nevada Partners, Inc. Doug Coombs, Olive Crest
Jennifer Bevacqua, Olive Crest Latanya Runnells, Nevada Partners, Inc.
Denise Gee, HELP of Southern Nevada Sharon Morales, LCCCF
Michael Simmons, GNJ Family Life Center Sherry Ramsay, Goodwill
Vince Miller, Goodwill Elizabeth McDaniels, Goodwill
Anisa Mineal, SNCF Suzanne Burke, SNCF
Donna Bensing, New Horizons CLC Daniel Topete, Nevada Partners, Inc.
Esther Valenzuela, SNRHA Dr. Tiffany Tyler, Nevada Partners, Inc.
Matt Hirsch, Andson Foundation Magann Jordan Youth Advocate Programs

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

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

The meeting was called to order at 1:00 p.m. by Chair Sonja Holloway. Staff confirmed the agenda had been properly noticed and 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 inclusion of any emergency items and deletion of any items**

A motion was made to approve the agenda as presented by Willie J. Fields and seconded by Vida Chan Line. Motion carried.

3. **FIRST PUBLIC COMMENT SESSION**

None

4. **DISCUSSION AND POSSIBLE ACTION: Approve the Youth Council Meeting Minutes of January 16, 2013**

A motion was made to approve the Youth Council Meeting Minutes of January 16, 2013 as presented by Lt. Jack Owen and seconded by Vida Chan Lin. Motion carried.

5. **DISCUSSION AND POSSIBLE ACTION:**

- a. Approve staff's recommendation to award Olive Crest a PY2012 Workforce Transition Service for Foster Care Youth and/or Youth with Disabilities contract in an amount not to exceed \$250,000
- b. Approve staff's recommendation to award Goodwill of Southern Nevada a PY2012 Workforce Transition Service for Foster Care Youth and/or Youth with Disabilities contract in an amount not to exceed \$250,000

Willie J. Fields mentioned that today is the first time he saw the full agenda packet. Staff confirmed that it was e-mailed to the Youth Council members and posted on the Workforce Connections website last Friday.

Ricardo Villalobos reported that staff made a recommendation to award a contract for Foster Youth/Youth with Disabilities at the Youth Council Meeting last month; however, due to a discrepancy with the scoring process, the recommendation was not presented for action to the Board. Upon consulting with a Department of Labor consultant, staff nullified the previous evaluation. The proposals were reevaluated by four new evaluators using the scoring matrix in the RFP. The scores are provided in the agenda packet. Discussion ensued.

Staff is recommending these two contract awards based on the organizations capacity to serve these special populations. Goodwill of Southern Nevada specializes in serving youth with disabilities and Olive Crest specifically serves foster youth.

A motion was made to approve agenda items 5a and 5b by Willie J. Fields and seconded by Lt. Jack Owen. Motion carried.

6. **INFORMATION: PY2012 Youth Funded Partner Enrollment Status Report**

Mr. Villalobos presented the enrollment report for Summer Component/Year Round Youth, Out-of-School Youth, In-School Youth, Re-entry youth and Rural Youth programs.

Based on the low enrollment numbers, the Youth Council asked the youth providers to speak on their behalf regarding what challenges they are facing.

Following is a summary of the providers' statements:

GNJ Family Life Center (Out-of-School Youth): Michael Simmons reported that securing eligibility documentation poses a challenge as well as getting the youth to commit to the program. Initially,

GNJ had somewhat of a slow start due to staff turnover and training new staff. Mr. Simmons reported that GNJ has enrolled 165 youth to date and they expect to meet their contracted enrollments of 240 youth. GNJ has developed a variety of partnerships to help recruit new youth.

Latin Chamber of Commerce Community Foundation (Out-of-School): Renee Cantu reported that their enrollments are at 68 to date. LCCCF has changed its strategies to include developing a variety of new partnerships and working proactively to reach out to youth at their homes and other places youth hang out at. Mr. Cantu stated that the numbers look concerning; however, through partnerships and changing strategies LCCCF has progressed and will meet its contracted enrollments.

Sharon Morales added that LCCCF has begun to receive referrals from different agencies and to help process eligibility documentation staff have portable devices to scan/copy documentation offsite. Some of the challenges they faced was not having timely access to NVTrac until late July and hiring/training new staff.

Nevada Partners, Inc. (In-School Youth): Dr. Tiffany Tyler distributed a report on Nevada Partner's enrollments and expenditures to date as well as a memo regarding the Graduate Advocate Initiative Enrollment Strategies for the high schools NPI serves including: Canyon Springs H.S., Cheyenne H.S., Desert Pines H.S., Rancho H.S., Valley H.S., and Western H.S.

Dr. Tyler noted that NPI's contract commenced in July; however, their in-school youth enrollments did not begin until September at the beginning of the school year. To overcome this challenge, NPI developed partnerships with each of the large municipalities, including Clark County, City of Las Vegas, and City of North Las Vegas to collaboratively recruit and enroll youth. NPI has developed partnerships with the Summer Business Institute, Juvenile Justice and Family Resource Centers; maintains great relationships with Board staff; holds interning meeting and works collaboratively with the schools to develop new strategies to co-enroll and recruit youth. As a result of these efforts, enrollments for a four month period are over 50%. NPI holds recruiting events at weekly breakfasts on Saturdays and break periods (Christmas, Thanksgiving and professional development day). To facilitate the enrollment process, NPI purchased portable scanners to process enrollment documentation off site during home visits. Also, NPI is asking school sites to review student files for information/documentation that will help expedite the enrollment process.

Daniel Topete, Graduate Advocate Coordinator (NPI) at Desert Pines H.S. and Western H.S., described his challenges. Mr. Topete stated that securing eligibility documentation is the main challenge he faces, specifically social security cards and income verification. To overcome this challenge, Mr. Topete contacts the parents directly providing detailed information about the benefits and requirements of the program.

Dr. Tyler stated that each of the Graduate Advocate Coordinators have various duties at the different schools. For example, the coordinator at Cheyenne H.S. has duties split between managing a case load of 67 youth and doing the work experience placements for the Graduate Advocate Initiative. Initially, the coordinator has an intensive five day per week enrollment period then toward the third and fourth quarters concentrates on placing youth in work experiences. In the case of Western H.S., Desert Pines H.S., Mojave H.S. and Valley H.S. the coordinators are split between two schools and manage a case load of 134 youth with about 2 ½ days at each school. Additionally, a few of the schools have a built in firewall on their internet prohibiting onsite access to NVTrac. As a result, the coordinators are not able to process enrollment documentation at the school site and have to bring it

back to the agency to process. Last, Desert Pines H.S. has a significant amount of students who are undocumented.

Dr. Tyler stated that staff meets each week to discuss enrollment and service strategies each team member has a performance expectation with detailed benchmarks for success.

Lori Thomas, Graduate Advocate Coordinator (NPI) at Cheyenne H.S. shared her strategies for success. Topping her list is relationship building, instilling a sense of urgency in the youth and letting them know that they need the program, tools and assistance it offers. Ms. Thomas maintains a very active roll with the youth, parents, teachers, principal, and business partners. Ms. Thomas also speaks at the senior student assemblies to help motivate the students' trustworthiness and gratitude.

Mr. Villalobos stated that staff is working on a collaborative with Tim Burch, Director of Clark County Health Services to access public health records for pertinent information to help expedite the enrollment documentation process. Mr. Villalobos expects this to be available within the next couple months. Additionally, Mr. Burch is meeting with the Senate's Help Committee today in D.C. to discuss possibly removing some of the barriers that prevent funded partners from accessing certain information/documentation.

Denise Gee, HELP of Southern Nevada (In-School Youth) reported that as of today HELP has reached 48% of their contract enrollments. Ms. Gee echoed the same challenges and barriers as Nevada Partners. Additionally, two of the schools they serve have had a high staff turnover, including two principals who will soon be leaving, causing delayed meetings with senior students and time to rebuild good working relationships with school administrators. Ms. Gee anticipates that four schools will meet their enrollments by the end of the month; however, there is some concern regarding Cimarron H.S., Basic H.S. and Bonanza H.S. Ms. Gee has assigned staff teams to serve at these schools this week to help expedite enrollments. Also, HELP has secured donations to host a pizza party at the school during the lunch hour to incentivize youth to come in and complete the enrollment process. Ms. Gee stated that she has a good solid team that will continue to work to serve as many youth as possible.

Magann Jordan, Youth Advocate Programs (Re-entry Youth) reported that by Friday Youth Advocate Programs (YAP) will be at 74% of their contract enrollments. YAP also faces the same challenges as the other agencies in addition to being a new provider and having the challenge of integrated their philosophy to fit with the WIA program. YAP has received over 130 referrals since the beginning of July; however, not all of the youth fit the criteria with regard to barriers. Ms. Jordan stated that YAP is extremely likely to meet their enrollment goal of 82 by the end of the month. Ms. Jordan added that having the opportunity to be a part of the recent re-entry initiative provided YAP the opportunity to establish great partnerships with Nevada Department of Corrections, Youth Parole and Probation, Clark County Detention Center, and North Las Vegas Jail and has volunteered to provide vocational training inside some of the facilities. Other community partnerships include Las Vegas recreation centers and libraries. Ms. Jordan invited the Youth Council, staff and public to attend their monthly job fair on Friday, February 22nd from 3pm – 6pm.

Staff will request a narrative from rural funded partners (Lincoln and Nye Communities Coalition) outlining their enrollment challenges and strategies.

Ms. Holloway stated that she expects all the funded partners to meet their contract enrollment goals.

Stavan Corbett encouraged the partners work together, increase communication, and to engage in best practices and strategies for serving the most youth possible while providing the best quality of care. Mr. Corbett requested staff to provide more frequent reports on recruitments and such.

Mr. Villalobos reported that in PY2011 a total of 982 youth were served in a 12-month period. To date, the funded partners have served 1,327 youth with five months remaining on their contracts. Mr. Villalobos commended the funded partners for being a team of passionate individuals driven by the ideal of making an impact on the community and for their commitment to meet their goals. Also, he thanked youth staff, Clentine January and Kim Colagioia, for doing an excellent job providing technical assistance and responding to the funded partners needs to help them achieve their goals. Mr. Villalobos closed by saying that it is a joy to work with each of the funded partners and he appreciates the commitment and determination they have to make it happen and is confident that they will get the job done.

7. **INFORMATION: Awards & Expenditures Report – Monthly Update**

Mr. Kostecki provided an overview of the Youth Awards and Expenditures monthly update through November 2012 as provided on page 29 of the agenda packet. Expenditure plans will be enforced for underspent contracts, which will be identified upon receipt of the December invoices by the end of January 2013.

Ms. Holloway asked about the possibility of changing the start/end dates of contracts. Mr. Kostecki replied that contracts can be awarded at any time. Mr. Villalobos noted that from a programmatic standpoint there are some issues depending on when contracts start and end that can affect performance measures.

Mr. Villalobos commented on HELP's expenditures and the impact of the transition of the additional Graduate Advocate Initiative program files.

Mr. Galbreth stated that staff will bring a recommendation and comprehensive report to the Youth Council for getting more funding out into the community to serve more youth.

8. **INFORMATION: Youth Department Director's Report ~ Ricardo Villalobos**

Mr. Villalobos provided his report earlier in the meeting regarding the collaborative effort with Mr. Burch and had nothing further to report.

9. **SECOND PUBLIC COMMENT SESSION:**

Sherry Ramsey, Director of Finance – Goodwill of Southern Nevada: Ms. Ramsey thanked the Youth Council for the contract recommendation to serve youth with disabilities and reported that Goodwill has served over 2800 youth with disabilities since 2008. Last year Goodwill year served 600 youth with disabilities that were referred by 29 different high schools and 55 different classes. Goodwill has established partnerships with the Clark County School District, specifically the transition counselors whom they have an excellent relationship with. Other partnerships include Para Vocational Rehabilitation, Desert Regional Center as well as many other agencies that will help to support the success of Goodwill's program. Goodwill is very excited and confident that these funds will further enhance their youth services program.

Matt Hirsh, Senior Associate - Andson Foundation: Mr. Hirsh reported that the Andson Foundation develops programs in education and financial education for kids and youth, including a growing afterschool program that consists of tutoring over 700 youth a day across the Boys and Girls Clubs and an extremely successful financial education program. As part of the financial education program the youth have savings accounts and were able to save \$12,000 at one school!

Mr. Hirsh invited everyone to a complimentary breakfast to be hosted by the Andson Foundation on Tuesday, February 26, 2013 from 8 am – 9 am at the Boys and Girls Club of Henderson (Southern Highlands). The intent is to share about the Andson mission, vision and values.

Doug Coombs, Executive Director - Olive Crest: Mr. Coombs thanked Workforce Connections on behalf of their clients for the contract recommendation to serve foster youth. Olive Crest has been in business for almost 40 years and in Nevada for 13 years making a huge impact in the community.

10. **Youth Council Member Comments**

None

11. **Adjournment**

The meeting adjourned at 12:34 p.m.

10. DISCUSSION AND POSSIBLE ACTION: Approve Youth Council's recommendation to amend Olive Crest's PY2012 contract to award an additional amount not to exceed \$250,000 to serve youth with disabilities

OLIVE CREST

Program Year:	PY2012
Program/Agency Name:	Olive Crest
Location:	4435 S. Jones Blvd Las Vegas, NV 89103 3825 W. Cheyenne Blvd Suite 604, North Las Vegas, NV 89032
Program Type: <i>(Please note the funding stream)</i>	WIA Youth Formula
Program Dates:	March 1, 2013 – June 30, 2014
Former Amount Awarded:	\$250,000
Additional Amount Recommended:	\$250,000
Total PY12Amount:	\$500,000
Cost Per:	\$3,333
# to Serve:	150 (105 OSY; 45 ISY)
Target Population:	Foster Youth and Former Foster Youth
Program Description:	<p>Project Independence will address barriers and assist youth in graduating from High School. For those considered “out of school,” the focus will be on helping them with obtaining employment and/or enrolling in post-secondary education, attain their GED, High School Diploma and/or a certification from an approved institution for a specialized field, and improve in their basic skills level of functioning. Project Independence will assist youth by improving their self-esteem, enhancing independent living and interpersonal skills, promoting leadership development, addressing mental health needs and will help in their transition into adulthood by offering individualized services. Delivery of services will incorporate Olive Crest’s “One Life at a Time” ® philosophy. Youth, who would otherwise fall victim to the “system” have an opportunity to develop a personalized plan that will help them on their road to self-sufficiency.</p>
Contact Person & Info.:	Jennifer Bevacqua, Regional Program Director 702-221-6224 ext 1801 Jennifer-bevacqua@olivecrest.org

11. DISCUSSION AND POSSIBLE ACTION: Approve Youth Council's recommendation to amend Goodwill of Southern Nevada's PY2012 contract to award an additional amount not to exceed \$250,000 to serve youth with disabilities

GOODWILL OF SOUTHERN NEVADA

Program Year:	PY2012
Program/Agency Name:	Goodwill of Southern Nevada
Location:	North Las Vegas Center: 1280 W. Cheyenne, Las Vegas, NV 89030 Las Vegas Center: 3345 E. Tropicana, Las Vegas, NV 89121
Program Type: <i>(Please note the funding stream)</i>	WIA Youth Formula
Program Dates:	March 1, 2013 – June 30, 2014
Former Amount Awarded:	\$250,000
Additional Amount Recommended:	\$250,000
Total PY12Amount:	\$500,000
Cost Per:	\$3,806
# to Serve:	130 (90 OSY; 40 ISY)
Target Population:	Youth with Disabilities
Program Description:	<p>Our program design incorporates best practices developed by the National Collaborative on Workforce and Disability for Youth (NCWD/Youth) and the Office of Disability Policy (ODEP). Based on a comprehensive review of relevant literature, research and evidence-based practices, NCWD/Youth and the ODEP developed the Guideposts for Success for transition-age youth, which is a comprehensive framework that identifies what all youth, including youth with disabilities, need to succeed during the critical transition years. The Guideposts are based on the following assumptions:</p> <ul style="list-style-type: none"> • High expectations for all youth, including youth with disabilities, • Equality of opportunity for everyone, including nondiscrimination, individualization, inclusion, and integration, • Full participation through self-determination, informed choice, and decision making, • Independent living, including skills development and long-term supports and services, • Competitive employment and economic self-sufficiency, which includes supports, and • Individualized, person-driven, and culturally appropriate transition planning. <p>The five Guideposts for Success include:</p> <ul style="list-style-type: none"> • Guidepost # 1: School-Based Preparatory Experiences • Guidepost #2: Career Preparation and Work-Based Learning Experiences • Guidepost #3: Youth Development and Leadership • Guidepost #4: Connecting Activities • Guidepost #5: Family Involvement and Supports <p>Drawing from the aforementioned five <i>Guideposts for Success</i>, we will deliver individualized and holistic transition services to help youth with disabilities to be successful on their journey to live independent and fulfilling lives.</p> <p>Youth program services will be delivered in the following four phases: a) Recruitment, Intake, Assessment and Development of Individualized Service Strategy - ISS; b) Career Readiness and Skill Training; c) Job</p>

	<p>Placement; and d) Follow-up Services and Job Retention.</p> <p>Our program design also incorporates ten required WIA Youth program components, as applicable to each participant.</p>
Contact Person & Info.:	<p>Elizabeth McDaniels, Director of Mission Services (702) 214-2007, elizabethm@sngoodwill.org</p>

12. DISCUSSION AND POSSIBLE ACTION: REVIEW, DISCUSS AND ACCEPT:

- a. PY2012 WIA Formula Budget July 1, 2012 through June 30, 2013 and Budget Narrative with One-Time Construction Summary (no change from last meeting)
- b. *workforce***CONNECTIONS**' Standing Professional Services Contracts – Monthly Update

**workforceCONNECTIONS
 PY2012 WIA Formula Budget
 July 1, 2012 - June 30, 2013
 (Revised Budget - February 26, 2013)**

Revenue by Funding Stream	Approved Budget PY2012	Proposed Budget PY2012	\$ Change	Available for LWIB Operations		Community Resource Allocations	TOTAL
				10% Admin	10% Program		
PY2012 Adult	8,316,715	8,316,715	-	831,672	831,672	6,653,371	8,316,715
PY2012 Dislocated Worker	4,847,926	4,847,926	-	484,793	484,793	3,878,340	4,847,926
PY2012 Dislocated Worker - Addl. DETR Allocation Jan 2013	679,465	679,465	-			679,465	679,465
PY2012 Dislocated Worker - Addl. DETR Allocation Apr 2013	1,358,271	1,358,271	-	135,827	135,827	1,086,617	1,358,271
PY2012 Youth	6,337,899	6,337,899	-	633,790	633,790	5,070,319	6,337,899
PY2011 Dislocated Worker - Addl. DETR Allocation Apr 2013	669,776	669,776	-	66,978	66,978	535,820	669,776
PY2011 Adult Carry Forward	1,000,000	1,000,000	-	100,000	100,000	800,000	1,000,000
PY2011 Dislocated Worker Carry Forward	1,000,000	1,000,000	-	100,000	100,000	800,000	1,000,000
PY2011 Youth Carry Forward	3,000,000	3,000,000	-	300,000	300,000	2,400,000	3,000,000
Other Revenues (Interest)	25	25	-		25	-	25
Governor's Reserve - Strategic Initiative			-				-
Total Revenue by Funding Stream	\$ 27,210,077	\$ 27,210,077	\$ -	\$ 2,653,060	\$ 2,653,085	\$ 21,903,932	\$ 27,210,077
				Subtotal Board Operations \$ 5,306,145			

Notes:

1. PY2012 Revenues include WIA funding in the total amount of \$22,210,052.
2. Carry forward funds have been estimated for PY2011 in the amount of \$5,000,000. These fund estimates may be revised later this year when the A-133 audit is complete.
3. The Department of Labor allows local boards to expend up to 10% of their total allocation for administrative costs. WC also allocates 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 PY2012	Proposed Budget PY2012	\$ Change	One-Stop System	Staff Office Relocation	Community Resource Allocations	TOTAL
Adult Services	7,453,371	7,453,371	-	1,000,000		6,453,371	7,453,371
Dislocated Worker Services	6,980,242	6,980,242	-		1,435,600	5,544,642	6,980,242
Youth Services	7,470,319	7,470,319	-			7,470,319	7,470,319
Subtotal Community Resource Allocations	\$ 21,903,932	\$ 21,903,932	\$ -	\$ 1,000,000	\$ 1,435,600	\$ 19,468,332	\$ 21,903,932

Board Operations	Approved Budget PY2012	Proposed Budget PY2012	\$ Change	Admin	Program	Total
Subtotal Operating Expenditures	5,306,145	5,306,145	-	1,803,449	3,502,696	5,306,145
Total Expenditures	\$ 27,210,077	\$ 27,210,077		\$ 1,803,449	\$ 3,502,696	\$ 21,903,932
Fund Balance	\$ -	\$ -		\$ 849,611	\$ (849,611)	\$ -

NOTE: PY2012 funding period is available July 1, 2012 through June 30, 2014 (after two years, funds revert to the State for one additional year)
 PY2011 funding period is available July 1, 2011 through June 30, 2013 (after two years, funds revert to the State for one additional year)

workforceCONNECTIONS
PY2012 WIA Formula Budget
July 1, 2012 - June 30, 2013
(Revised Budget - February 26, 2013)

Board Operations	Authorized FTE	Actual FTE	Approved Budget PY2012	Proposed Budget PY2012	\$ Change	Admin	Program	Total
6500 Salaries	32.18	28.18	2,451,763	2,451,763	-	735,529	1,716,234	2,451,763
7000 Accounting and Auditing			350,000	350,000	-	350,000	-	350,000
7005 Legal Fees			75,000	75,000	-	75,000	-	75,000
7010 Legal Publication Advertising			18,000	18,000	-	7,380	10,620	18,000
7020 Licenses and Permits			3,000	3,000	-	900	2,100	3,000
7025 Dues and Subscriptions			12,000	12,000	-	3,600	8,400	12,000
7030 Postage and Delivery			6,000	6,000	-	1,800	4,200	6,000
7035 Printing and Reproduction			12,000	12,000	-	3,600	8,400	12,000
7040 Office Supplies			15,000	15,000	-	4,500	10,500	15,000
7045 Systems Communications			50,000	50,000	-	20,500	29,500	50,000
7050 Tuition, Training, and Seminars - Staff			40,000	40,000	-	16,400	23,600	40,000
7055 Travel and Mileage - Staff			30,000	30,000	-	9,000	21,000	30,000
7060 Utilities (included in Rent)			-	-	-	-	-	-
7065 Telephone			30,000	30,000	-	12,300	17,700	30,000
7070 Rent (Offices)			365,348	365,348	-	109,604	255,744	365,348
7075 Facilities Maintenance			6,500	6,500	-	1,950	4,550	6,500
7080 Admin Support Contracts			120,000	120,000	-	120,000	-	120,000
7085 Program Support Contracts			60,000	60,000	-	-	60,000	60,000
7085 Program Support Contracts - IT NVTrac/Web			137,000	137,000	-	-	137,000	137,000
7090 Non-Board Meetings and Outreach			30,000	30,000	-	9,000	21,000	30,000
7095 Board Meetings and Travel			18,000	18,000	-	-	18,000	18,000
7100 Insurance			40,000	40,000	-	16,400	23,600	40,000
7100-7120 Employee Fringe Benefits			823,818	823,818	-	247,145	576,673	823,818
7125 Employer Payroll Taxes			72,804	72,804	-	21,841	50,963	72,804
7130/7135 Payroll Services and Bank Fees			16,000	16,000	-	16,000	-	16,000
7200 Equipment - Operating Leases			15,000	15,000	-	4,500	10,500	15,000
8500 Capital - Tenant Impr., Equipment and Furniture			55,000	55,000	-	16,500	38,500	55,000
8900 Strategic Initiative - WIA			453,912	453,912	-	-	453,912	453,912
Subtotal Board Operations			5,306,145	5,306,145	-	1,803,449	3,502,696	5,306,145

**Workforce Connections
Program Year 2012
WIA Formula Budget Narrative**

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

Revenues:

Workforce Investment Act (WIA) Program Year PY 2012 allotted funds are in the amount of \$22,210,052. Allocated (revised) among the three funding streams: Adult - \$8,316,715, Dislocated Worker - \$4,847,926, Youth - \$6,337,899, and Dislocated Worker Rapid Response Funds - \$679,465. In addition, more Dislocated Worker funds were received in February in the amount of \$2,028,047 from State Rapid Response funds.

Overall funding for PY 2012 was increased by \$4,009,441 (18.05%), compared to the Program Year 2011 WIA allocation which was \$18,200,611.

Other anticipated funding includes operating carry forward funds from Program Year 2011 WIA allocation estimated at \$5,000,000 and interest at \$25.

Total budgeted revenues for PY 2012 are \$27,210,077.

Expenditures – Community Resource Allocation:

On May 22, 2012, the Board approved extension of the Adult and Dislocated Worker PY2011 contracts in the amount of \$9,100,000 and a new PY2012 contract for adult re-entry services in the amount of \$700,000. In May and June 2012, the Board approved Youth PY2012 contracts in the amount of \$1,750,000 for out-of-school, \$1,944,000 for in-school youth programs, and \$300,000 for the youth re-entry program. The Board also approved an extension for Lincoln County's youth program in the amount of \$100,000 and an extension for Nye Community Coalition youth program in the amount of \$150,000.

Administrative and Program Operating Expenditures – Board Staff:

The Department of Labor allows local workforce investment boards to expend up to 10% of their total formula funding allocation for administrative services. For programmatic operations and oversight, over the last four years, the board of directors had allocated 16% of the total budget allocation. Effective July 1, 2012, the Board of Directors elected to reduce the programmatic amount to 10%. 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: \$2,451,763 – Allocated costs for administrative and program staff salaries.

7000 - Accounting and Auditing: \$350,000 – Allocated costs for the A-133 audit as well as extended accounting, financial consulting, and technical support.

A-133 Audit	\$175,000
Accounting Services	\$175,000

7005 Legal Fees: \$75,000 – 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: \$12,000 – 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: \$12,000 – 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: \$15,000 – Allocated costs for various office supplies needed for every day operations.

7045 Systems Communications: \$50,000 – Allocated costs for support systems such as data backup, T-1 lines, and web hosting for internal e-mail support.

7050 Tuition, Training, and Seminars (Staff): \$40,000 – Allocated costs for staff training and seminars for both local and out-of-town locations for fiscal, program, and systems management.

- 7055 Travel and Mileage (Staff): \$30,000** – Allocated costs for local mileage and out-of-town staff travel for grant related matters such as State and USDOL sponsored training and conferences. This account line also covers travel for staff training on an array of programmatic and fiscal activities, as well as local and rural areas site reviews and monitoring visits to ensure compliance with WIA initiatives and work plans.
- 7060 Utilities: \$0** – Allocated costs for utilities which are currently included in the monthly 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): \$365,348** – Allocated costs for Workforce Connections’ office space for staff in support of the Board’s administrative and programmatic functions.
- 7075 Facilities Maintenance: \$6,500** – Allocated costs for equipment or facility repairs and maintenance not included in the monthly rent payments for Workforce Connections’ administration offices.
- 7080 Admin Support Contracts: \$120,000** – Allocated costs for administrative support agreements and temporary staffing with focus on administrative, fiscal, and personnel management.
- 7085 Program Support Contracts: \$60,000** - Allocated costs for program support agreements and temporary staffing to support program activities.
- 7085 Program Support Contracts – IT NVTrac and Web: \$137,000** – Allocated costs for program support agreements and temporary staffing to support program and data support activities.
- 7090 Non-Board Meetings and Outreach: \$30,000** – 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: \$40,000** – Allocated costs for Board anticipated liability insurance costs for workers’ compensation, general business liability, and Board of Directors’ and officers’ omission and errors liability. This line also provides auto insurance for our green training vehicle.
- 7100-7120 Employee Fringe Benefits: \$823,818** – 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: \$72,804** – Allocated costs for employer payroll taxes which are calculated at 3% of total salaries.

7130-7135 Bank/Payroll Services: \$16,000 – Allocated costs for various banking services which include wire transfers, ACH payments, and payroll services.

Bank Fees	\$9,000
Payroll Services	\$7,000

7200 Equipment – Operating Leases: \$15,000 – Allocated costs for existing leases on copiers and postage meter equipment as well as any rental equipment needed in daily operations.

8500 Capital – Equipment and Furniture: \$55,000 – Allocated costs for equipment and furniture including computers, servers, and furniture for administrative and programmatic support staff.

8900 Strategic Initiatives: \$453,912 – This account line was created to utilize and track strategic projects in support of workforce initiatives with detailed tactics and strategies in response to unanticipated high demand workforce needs. These funds are available to be allocated for future workforce initiatives approved by the Board.

workforceCONNECTIONS --Operations and One-Stop Side-by-Side
July 1, 2012 - June 30, 2013
(Updated February 26, 2013)

Board Operations	Authorized FTE	Actual FTE	Approved Budget PY2012	One-Stop Center	Proposed Budget PY2012	One-Stop System	Authorized FTE	Actual FTE	Proposed Budget PY2012	TOTAL
					MAY & JUNE					
6500 Salaries	28.88	25.88	2,451,763	Salaries	-	Salaries	7.00	4.00	179,474	2,631,237
7000 Accounting and Auditing			350,000	Accounting and Auditing	-	Accounting and Auditing			-	350,000
7005 Legal Fees			75,000	Legal Fees	-	Legal Fees			30,766	105,766
7010 Legal Publication Advertising			18,000	Legal Publication Advertising	-	Legal Publication Advertising			834	18,834
7020 Licenses and Permits			3,000	License and Permits	-	License and Permits			306	3,306
7025 Dues and Subscriptions			12,000	Dues and Subscriptions	500	Dues and Subscriptions			-	12,500
7030 Postage and Delivery			6,000	Postage and Delivery	500	Postage and Delivery			1,522	8,022
7035 Printing and Reproduction			12,000	Printing and Reproduction	1,400	Printing and Reproduction			2,100	15,500
7040 Office Supplies			15,000	Office Supplies	2,000	Office Supplies			1,888	18,888
7045 Systems Communications			50,000	Systems Comm./Telephone Support	1,000	Systems Comm./Telephone Support			5,000	56,000
7050 Tuition, Training, and Seminars - Staff			40,000	Tuition, Training, and Seminars - Staff	-	Tuition, Training, and Seminars - Staff			500	40,500
7055 Travel and Mileage - Staff			30,000	Travel and Mileage - Staff	-	Travel and Mileage - Staff			500	30,500
7060 Utilities				Utilities	2,000	Utilities			11,925	13,925
7060 Utilities (Deposit)				Utilities (Deposit)	-	Utilities (Deposit)			4,560	4,560
7065 Telephone			30,000	Telephone	-	Telephone			550	30,550
7070 Rent (Offices)			365,348	Rent (Offices)	11,600	Rent (Offices)			33,840	410,788
7070 Rent (Deposit)				Rent (Deposit)	-	Rent (Deposit)			52,816	52,816
7075 Facilities Maintenance			6,500	Facilities Repairs and Maintenance	1,860	Facilities Repairs and Maintenance			5,580	13,940
7080 Admin Support Contracts			120,000	Admin Support Contracts	-	Admin Support Contracts			-	120,000
7085 Program Support Contracts			60,000	Program Support Contracts	5,400	Program Support Contracts			221,962	287,362
7085 Program Support Contracts - IT NVTrac/Web			137,000	Program Support Contracts - IT NVTrac/Web	-	Program Support Contracts - IT NVTrac/Web			50,000	187,000
7090 Non-Board Meetings and Outreach			30,000	Non-Board Meetings and Outreach	416	Non-Board Meetings and Outreach			5,000	35,416
7095 Board Meetings and Travel			18,000	Board Meetings and Travel	-	Board Meetings and Travel			-	18,000
7100 Insurance			40,000	Insurance	-	Insurance			15,000	55,000
7100-7120 Employee Fringe Benefits			823,818	Employee Fringe Benefits	-	Employee Fringe Benefits			62,816	886,634
7125 Employer Payroll Taxes			72,804	Employer Payroll Taxes	-	Employer Payroll Taxes			5,384	78,188
7130/7135 Payroll Services and Bank Fees			16,000	Payroll Services and Bank Fees	-	Payroll Services and Bank Fees			350	16,350
7200 Equipment - Operating Leases			15,000	Equipment - Operating Leases	1,600	Equipment - Operating Leases			2,400	19,000
8500 Capital - Tenant Improvements, Equip and Furniture			55,000	Capital - Tenant Improvements, Equip and Furniture	-	Capital - Tenant Improvements, Equip and Furniture			1,518,756	1,573,756
Depreciation (TI, Furnishing, Equip)			-	Depreciation (TI, Furnishing, Equip)	13,625	Depreciation (TI, Furnishing, Equip)			-	13,625
8900 Strategic Initiative - WIA			453,912	Strategic Initiative - WIA	-	Strategic Initiative - WIA			179,870	633,782
Subtotal Board Operations			5,306,145	Subtotal One-Stop Center	41,901	Subtotal One-Stop System			2,393,699	7,741,745
									2,435,600	

workforceCONNECTIONS
One-Time Construction Summary
July 1, 2012 - June 30, 2013
(Updated February 26, 2013)

Detail	Estimated One Time Costs
Workforce Connections	
Architect	60,000
Total Workforce Connections Account	<u>60,000</u>
Construction Account	
Subtotal Construction Account	1,400,000
Equipment	
Signage	20,000
Phone System	23,381
Computers	75,900
Servers	16,000
Door Access System	19,718
Alarm System	5,798
Waiting Area Displays	6,048
Camera System	20,998
Network Switches	11,000
Network wiring	40,000
Subtotal Equipment	<u>238,843</u>
Furniture	
Offices	47,328
Cubicles	153,140
Furniture Installation	30,000
Conference Room	17,000
Large Conference Room	41,280
Break Room	6,070
Kitchen Appliances	6,000
Computer Resource Lab	8,500
Subtotal Furniture	<u>309,318</u>
Other Costs	
Moving Estimate	13,595
Moving Supplies	2,000
Permits and Licensing	30,000
Kiosk Equipment	15,000
Subtotal Other Costs	<u>60,595</u>
TOTAL One-Time Costs	
	2,068,756
Landlord Contribution to Construction	
	(550,000)
Net Cost to Complete	
	<u>1,518,756</u>

**WORKFORCE CONNECTIONS
PROFESSIONAL SERVICES CONTRACTS
As of 3/01/2013**

Contractor/Consultant Scope of Work Summary	Amount of Contract	Procurement Method & WISS/State Approval**	Funding Sources	Term of Contract
BLACKBAUD Procurement of Fiscal Software and Fiscal Staff Training Amendment #1 Fiscal Software Technical Assistance Amendment #2 Fiscal Software Technical Assistance ANNUAL MAINTENANCE AGREEMENT Maintain existing Software	\$65,041.00 \$8,413.90 \$3,758.78 \$14, 343.21	Competitive	A/DW/Y Formula	6/15/2011 to 9/30//2012 4/9/2012 to 4/9/2013
CST PROJECT CONSULTING Development of Responses to Clear PY'09-10 A-133 Audit findings; Amendment #1 Development and Establishment of an Effective Cash Management System Amendment #2	\$74,990.00 \$163,184.00 \$163,440.00	Sole Source	Governor's Reserve & A/DW/Y Formula	9/15/2011 to 4/22/1012 9/15/2011 to 1/31/2013 9/15/2011 to 1/1/2014
JANTEC Temporary Employment Services for workforceCONNECTIONS Temporary Employees Amendment# 1 Youth WEX Special discount Amendment# 2 Contract Renewal	32.4% overhead cost	Competitive	A/DW/Y	2/12/2011 to 2/12/2014

MACEY PRINCE CONSULTANTS Fiscal & Procurement Technical Assistance Amendment #1 Funded Partners & DETR Fiscal Training	\$5,000.00 \$20,000.00	Competitive	A/DW/Y	9/23/2011 to 6/30/13
MARQUIS AURBACH COFFING Board Legal Counsel Second Contract Board/Staff Legal Counsel Amendment #1	100 to \$250 per hour not to exceed \$100,000.00 \$100,000.00 \$100,000.00	Sole Source Competitive	A/DW/Y Formula	5/18/2009 to 1/24/2012 1/25/2012 to 1/25/2013 1/25/2013 to 1/25/2014
GREG NEWTON ASSOCIATES One Stop System Planning Training Amendment # 1 One Stop System Training for mandated Partners	\$25,200.00 \$8,400.00	Sole Source	A/DW/Y Formula	8/1/2012 to 6/30/2013
PRISM GLOBAL MANAGMENT HR Consultant Services Amendment #1 HR Consultant Services Amendment #2 Staff HR Training Amendment #3 Renewal of HR Consultant Services	\$40,000.00 \$27,000.00 8,000.00 \$82,000.00 per year; not to exceed for two (2) years \$164,000.00	Competitive	A/DW/Y Formula	10/1/2011 to 9/30/2014

TAKA KAJIYAMA NV Trac Maintenance Consultant Amendment #1 NV Trac Maintenance Amendment #2 NV Trac Maintenance Amendment #3 NV Trac Maintenance Amendment #4 NV Trac IT Consultant & Staff IT Training of NV Tract Edits and Maintenance	\$40,000.00 \$9,000.00 \$15,000.00 \$5,400.00 \$78,000.00	Sole Source	A/DW/Y Formula	3/1/2012 to 6/30/2013
JOHN CHAMBERLIN ARRA/WIA Program/Fiscal Attorney Technical Assistance Amendment #1 Procurement Technical Assistance & SNWA LEO Technical Assistance Amendment #2 Board & Staff Technical Assistance for Program Year 2012 Strategic Plan Amendment #3 Board Strategic Planning Amendment #4	\$20,000.00 \$15,000.00 \$10,000.00 \$20,000.00 \$1,000.00	Sole Source	A/DW/Y Formula	4/1/2008 to 6/30/2013
STRATEGIC PROGRESS Grant Research and Writing	\$8,000.00 per grant - (not to exceed \$24,000.00)	Competitive	WIA/YB/SESP	10/1/2012 to 10/31/2013
SWITCH Co-location Repository and Maintenance of wC Data Amendment #1 Extend term for another year	\$17,000.00 per year \$17,000.00 per year	Competitive	WIA/YB/SESP	8/10/2011 to 7/31/2012 8/1/2012 to 7/31/2013

PIERCY BOWLER TAYLOR & KERN A-133 AUDITING SERVICES–PY2010 Contract Extension A-133 AUDITING SERVICES for Program Year 2011	\$219,296.67 \$75,724.00	Competitive	WIA/YB/DOJ/SESP	9/15/2011 to 3/31/2012 9/19/2012 to 3/31/2013
SIN CITY MAD MEN Web Development Services Amendment #1 One-Stop Center Web Development	\$8,000.00 \$30,000.00	Competitive	WIA	11/5/2012 to 6/30/2013 11/5/2012 to 6/30/2014
LAURA DIEKEN NV Trac Programmer	\$12,000.00	Competitive	WIA	11/5/2012 to 6/30/2013
THE RICHARDSON PARTNERSHIP INC. Comprehensive One-Stop Center Architect	\$60,000.00	Competitive	WIA	12/18/2012 to 1/31/2014
LANTER CONSULTING GROUP Development of One-Stop Manual	\$6,000.00	Competitive	WIA	1/8/2013 to 1/30/2014

****All noted Professional Services contracts & the procurement process, has been previously reviewed & approved by DETR, and are in compliance with DETR's Policy 3.1 which states: Professional services with state prior authorization costs of outside professional services rendered by individuals or organizations are allowable. The procurement of noncompetitive proposals (sole source) may be used when the awarding agency (DETR) authorizes noncompetitive proposals; CFR 97.36 (d), (4), (C)**

****Contracts may have a small balance of unexpended funds at closing.**

13. DISCUSSION AND POSSIBLE ACTION: Executive Director Report ~ Ardell Galbreth

Executive Director Report

- **Recent Accomplishments**

- Provided input to Nevada State Assembly Bill No. 61
 - Recommended two (one each from the Northern and Southern Workforce Investment Boards (LWIB)) executive directors/chief executive officers be appointed as non-voting members to Nevada's Board of Economic Development
 - Bill input will allow a representative from each LWIB who has the greatest knowledge of the Workforce Investment Act (WIA) programs, its regulations and targeted clients, i.e., services to businesses and jobseekers
 - Since the two executive directors/chief executive officers will serve as non-voting members, they would provide critical WIA workforce development expertise to the Board of Economic Development
- Participated in Workforce Development Community Fair
 - State legislators and Local Elected Officials were present to observe and interact with workforce development partners' community outreach efforts
- Appointed to National Youth Employment Coalition Board Development Committee (Provides inputs to Congressional leaders and staffers regarding nationwide youth employment and training initiatives)
- With support of Workforce Connections' Board Chair, recruited the President of Nevada State College to serve on Southern Nevada Workforce Investment's Board of Directors (Workforce Connections)
- **Rural Areas Update and Initiatives**
 - **Lincoln County**
 - Supported Lincoln County's Monthly Open House—disseminated workforce development information
 - Conducted boot camp to assist students identified as “at risk” not passing proficiency exams

- Workforce staff partnered with Caliente Rotary Club in support of securing an inspirational speaker to address “Finding the Right Career for You”

- **Nye County**
 - New company located in Pahrump expected to hire 70 to 80 people immediately—name of company: Inspirations * Senior Living

- **Other Activities**
 - Met with Nevada State Barber’s Health and Sanitation Board—discussed Nevada Barber College’s possible expansion with focus on licensing ex-offenders
 - Continuous monitoring One-Stop Career Center build-out with estimated completion date June 2013
 - Conducted staffing interviews for One-Stop Career Center operations

14. 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

15. INFORMATION: Board Member Comments