

*workforce***CONNECTIONS**

**BOARD
AGENDA**

**April 23, 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: Maggie Arias-Petrel, Councilman Bob Beers, Michelle Bize, Commissioner Butch Borasky, Hannah Brown (Chair), William Bruninga, Matt Cecil, Mark Edgel, Willie J. Fields, Jr., Dan Gouker, Sonja Holloway, Commissioner Adam Katschke, Commissioner Ralph Keyes, Councilwoman Peggy Leavitt, Dr. David Lee, Vida Chan Lin, Valerie Murzl (Vice-Chair), Lynda Parven, Bart Patterson, Charles Perry, Mujahid Ramadan, Bill Regenhardt, Dan Rose, Tommy Rowe, Councilwoman Gerri Schroder, Commissioner Lawrence Weekly, Councilwoman Anita Wood

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

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

*workforce*CONNECTIONS

**BOARD MEETING
MINUTES**

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**

Members Present

Bart Patterson	Bill Regenhardt (phone)	Commissioner Lawrence Weekly
Commissioner Ralph Keyes	Commissioner Bob Beers	Councilwoman Peggy Leavitt
Councilwoman Anita Wood (phone)	Councilwoman Gerri Schroder	Charles Perry
Dan Rose	Dr. David Lee	Hannah Brown, Chair
Maggie Arias-Petrel (phone)	Matt Cecil	Mujahid Ramadan
Michelle Bize	Sonja Holloway	Tommy Rowe
Valerie Murzl	Vida Chan Lin	Dennis Perea, DETR (phone)
Mark Edgel (phone)		

Members Absent

Commissioner Butch Borasky	Willie J. Fields	Commissioner Adam Katschke
William Bruninga		

Staff Present

Ardell Galbreth	Suzanne Potter	Heather DeSart
Chris Shaw	Cynthia Edwards	Andy Williams-Poll
Carol Turner	Amanda Aseph	MaryAnn Avendano
Jeannie Kuennen	Janice Greer	Tom Dang
Byron Goynes	Debra Collins	

Others Present

Keith Hosannah, DETR/WISS	Derrick Berry, DETR
Rene Cantu Jr., LCCCF	Denise Gee, HELP of Southern Nevada
Joleen Arnold, Easter Seals of Southern Nevada	Brian Patchett, Easter Seals of Southern Nevada
Tina Jewes, Easter Seals of Southern Nevada	Teresa Boyd, Easter Seals of Southern Nevada
Erin Fox, Easter Seals of Southern Nevada	Pam Lang, Easter Seals of Southern Nevada
Dr. Tiffany Tyler, Nevada Partners, Inc.	Elizabeth McDaniels, Goodwill of Southern Nevada
Vincent Miller, Goodwill of Southern Nevada	Sharon Morales, LCCCF
Helicia Thomas, GNJ	David Lunden, GNJ
Ron Thomas, Nevada Partners, Inc.	Tracey Torrence, SNRHA
LaTanya Runnells, Nevada Partners, Inc.	Stacy Howell, FIT
Pamela Posten, HELP of Southern Nevada	Michael Baysinger, HELP of Southern Nevada
Elsie Lavonne Lewis, Las Vegas Urban League	Sherry Ramsey, Goodwill of Southern Nevada
Steve Chartrand, Goodwill of Southern Nevada	Linda Montgomery, The Learning Center
Nield Montgomery, The Learning Center	Doug Coombs, Olive Crest
Donna Bensing, Hew Horizons CLC	Esther Valenzuela, SNRHA
Bentley McDonald, Real Education Matters	

(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**

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

3. **FIRST PUBLIC COMMENT SESSION**

Pamela Posten, HELP of Southern Nevada: Ms. Posten thanked the Board for funding HELP's Youth Program. HELP's youth participant, Michael Baysinger, shared his success story.

Dan Rose recommended that Mr. Baysinger's story is published on the Workforce Connections' and/or HELP of Southern Nevada's website as well as other success stories.

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

A motion was made to approve the Board Meeting Minutes of February 26, 2013 as presented by Valerie Murzl and seconded by Councilwoman Gerri Schroder. Motion carried.

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

Chair Brown welcomed Councilman Bob Beers and the following members to the Board:

1. Tommy Rowe (reappointment)
2. Bart Patterson (new appointment)
3. Dr. David Lee (reappointment)
4. Charles Perry (reappointment)
5. Valerie Murzl (reappointment)
6. Mujahid Ramadan (reappointment)
7. Daniel Rose (reappointment)
8. Mark Edgel (reappointment)

Ardell Galbreth welcomed the Board members who have been reappointed and new Board member, Bart Patterson who is the President of Nevada State College. Mr. Galbreth expressed gratitude for all of the support provided to the staff and workforce investment community in Southern Nevada – Clark, Lincoln, Esmeralda and Nye Counties and the cities of Boulder City, Henderson, North Las Vegas, Las Vegas.

Mr. Galbreth asked the Board members to sign and submit their Conflict of Interest Statement per the Board By-Laws, which requires a new form to be completed annually.

Chair Brown further added that all Board members must serve on at least one Committee.

ADULT & DISLOCATED WORKER COMMITTEE UPDATE ~ Valerie Murzl, Chair

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

Adult & Dislocated Worker Committee Meeting Minutes of January 9, 2013 were presented as information and provided on page 15 of the agenda packet.

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**

Valerie Murzl, Chair – Adult & Dislocated Worker Committee presented the agenda item and asked Heather

DeSart to provide information.

Ms. DeSart thanked Michelle Bize for sitting in as acting Chair at the last ADW Committee meeting.

Ms. DeSart reported that last month at the Youth Council and Board meeting a contract was awarded to Goodwill of Southern Nevada to serve youth with disabilities and Olive Crest to serve foster care youth. So as not to ignore the adult population with disabilities, staff recommended to the ADW Committee a contract award to Easter Seals of Southern Nevada (ESSN) in the amount of \$800,000 to serve adults with disabilities. ESSN's Scope of Work and Budget is provided on page 19 - 38 of the agenda packet.

Ms. Murzl stated that Easter Seals used to be a funded partner and they did an excellent job.

Dan Rose noted that the ADW Committee meeting minutes provided in the packet is from the January 9th meeting and asked why the March meeting minutes pertaining to this agenda item are not. Mr. Galbreth stated that meeting minutes are typically approved by the associated committee before they are placed on the Board agenda as information and the ADW Committee has not yet approved these minutes; however, if the Board wishes, staff will include the draft minutes in the agenda in the future.

Ms. Murzl asked the Board to review the Budget on page 36 of the full packet.

Mr. Galbreth reported that last week the Governor's Workforce Investment Board approved the policy that requires the local boards to allocate at least 25% of the funds to participant training and/or supportive services and pointed out that ESSN's budget exceeds that amount at 55.7%. Currently, Workforce Connections has a policy that requires funded partners to allocate at least 40% of their funds toward training and/or supportive services.

Jolene Arnold, Easter Seals of Southern Nevada, reported that they are proposing to serve 120 clients. Ms. DeSart reported the cost per at \$6,666 and noted that this is a special population to serve; however, if the Board wishes, staff can work with ESSN to negotiate an increase in the number of clients to be served.

Mr. Galbreth stated that the funds allocated for this contract is part of the approximately \$2,000,000 of Rapid Response funds received from the state in January 2013. The funds were allocated as dislocated worker funds and are being used to serve special populations, such as adults with disabilities.

Per Butch Borasky's question regarding the amount of the Budget being higher than the contract award, Ms. DeSart explained that the \$21,000 overage is matched funding brought to the table by Easter Seals.

Mujahid Ramadan suggested that staff negotiate bringing the cost per down by increasing the volume of clients to serve and asked what is the typical cap on the cost per participant. Ms. DeSart replied that it varies by provider because they each specialize in a different type of training; however, the average is approximately \$5,000 per participant.

A motion was made to 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 by Butch Borasky and seconded by Dan Rose. Motion carried.

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

Ms. Murzl presented the agenda item, directed the Board's attention to the budgets starting on page 40 of the agenda packet, and asked Ms. DeSart to provide background.

Ms. DeSart stated that various Board members and LEOs have reported that they have had constituents go to various funded partners to request training and those participants were turned away because the funded partner indicated that they did not have the funds available. As a result, Workforce Connections' staff met with the Executive Directors of the funded partners to discuss their organization's funding levels, among other things. At that time, it was indicated that several of the funded partners' funding were running low on their training funds

because they had over enrolled based on what they were contracted to serve. Staff requested the funded partners to submit in writing a request for additional funds to serve additional clients. Based on their requests, staff made a recommendation to the ADW Committee for additional funds. The ADW Committee approved additional funding for GNJ Family Life Center (GNJ) and Nevada Partners, Inc. (NPI) in the amounts indicated above. Ms. DeSart noted that the majority of the funding requested is going toward training and/or supportive services.

Mr. Galbreth added that the Board and staff need to know when the funded partners are not able to provide WIA services to clients that need it, whatever the reason is and stated that this supplemental funding will go toward helping clients that have been put on a waiting list as fast as humanly possible.

Ms. Murzl stated that it is important to note that GNJ and NPI exceeded their contracted number of clients to serve with their initial allocation, absorbed the cost, and then identified additional clients prior to making a request for additional funding. Ms. Murzl stated that these providers are doing an excellent job serving clients and placing them into employment.

Referring to Mr. Rose's comment about the most recent meeting minutes not being included in the Board packet, Charles Perry noted that much of the discussion here today was discussed at the ADW Committee meeting and it would have been beneficial to have those meeting minutes available today. Ms. Murzl concurred.

Mr. Galbreth restated that staff will be happy to provide the draft meeting minutes in the Board packet from here on.

A motion was made to 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 by Charles Perry and seconded by Dan Rose. Motion carried.

GNJ Family Life Center \$224,602

Nevada Partners, Inc. \$139,000

YOUTH COUNCIL UPDATE ~ Sonja Holloway, Chair

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

Sonja Holloway – Chair, Youth Council presented the Youth Council Meeting Minutes of February 13, as information as provided on page 54 of the agenda packet.

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 foster care youth

Ms. Holloway presented the agenda item and Ms. DeSart provided background.

Last month the Board approved the Youth Council's recommendation to award two contracts in an amount not to exceed \$500,000 total to: Olive Crest (\$250,000) to serve foster care youth and Goodwill of Southern Nevada (\$250,000) to serve youth with disabilities. To ensure that these programs are successful and impactful and because the funds are available the Youth Council and staff is requesting additional funding for both Olive Crest (\$250,000) and Goodwill (\$250,000).

Hannah Brown disclosed that she serves on Olive Crest's Board and must abstain from voting.

Matt Cecil disclosed that he also must abstain because his firm represented Olive Crest in the past.

Commissioner Lawrence Weekly asked what scope of work the providers submitted for the initial allocation. Ms. DeSart replied, both organizations wrote a scope of work geared more toward the \$500,000 range as that is what the RFP was awarding in total; therefore, their scopes will go back to that \$500,000 range. Staff negotiated budgets for the \$250,000 awarded and will go back and take a look at their original budgets.

Commissioner Weekly asked Ms. DeSart to explain what it is Olive Crest proposes to do with foster youth aging out of the foster care system. Ms. DeSart asked Olive Crest representative Doug Combs to speak on this matter.

Mr. Combs stated that Olive Crest's original proposal was submitted for \$500,000 to serve 150 foster youth who are currently in the foster care system or who have aged out of the system who are in the age group of 17 – 21 years. Their scope is to work with 105 out-of-school and 45 in-school foster youth to help them attain their high school diploma and/or GED, attain a certificate through an approved facility to get job training, help them enroll in post-secondary education, and help them get employed. Olive Crest has a presence in the schools through a partnership with the Department of Family Service whom they will work closely with to identify youth to serve. Olive Crest's staff will assess the youth and establish goals that can be reasonably attained; first and foremost, help the youth attain their high school diploma and/or GED.

Ms. DeSart confirmed that Olive Crest was contracted to serve 75 foster youth with the initial \$250,000 award. The contracts were extended to 16-month contracts and staff wants to be sure the funded partners have enough funding to last and be impactful.

A motion was made to approve Youth Council's recommendation to amend Olive Crest's PY2012 contract to award an additional amount not to exceed \$250,000 to serve foster care youth by Michelle Bize and seconded by Vida Chan Lin. Hannah Brown and Matt Cecil abstained. Motion carried.

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

A motion was made to 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 by Tommy Rowe and seconded by Charles Perry. Matt Cecil abstained. Motion carried.

OPERATIONS UPDATE

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 since last meeting)**
- b. **Workforce Connections' Standing Professional Services Contracts – Monthly Update**

Carol Turner presented the PY2012 WIA Formula Budget, budget narrative, and one-time construction summary as provided on page 58 – 65 of the agenda packet and the Standing Professional Services Contracts monthly update on page 67 of the agenda packet.

Michelle Bize inquired about the Salaries line item for the One-Stop System on page 64 of the agenda packet. Ms. Turner explained that the \$179,474 is for nine months of the three employees and not a full year of salaries. Since this report, three additional staff positions were filled. Currently, there are six One-Stop staff members.

A motion was made to accept agenda items 12a. and 12b. as presented by Matt Cecil and seconded by Dr. David Lee. Motion carried.

EXECUTIVE DIRECTOR'S UPDATE ~ Ardell Galbreth

13. DISCUSSION AND POSSIBLE ACTION: Executive Director's Report

Ardell Galbreth presented the Executive Director Report as provided on page 71 – 72 of the agenda packet.

Mr. Galbreth reported on the following items not provided in the report:

Sequestration: Per notification from the U.S. Department of Labor there will be no significant impact on employment and training funding for Nevada. The projections are as follows:

- Adult: increased by 2.31%
- Dislocated Worker: decreased by 2.67%*
- Youth: increased by 4.19%

*Mr. Galbreth noted an overall increase is expected in Dislocated Worker funding because DETR will allocate out the Rapid Response funding.

Mr. Galbreth introduced One-Stop staff members:

- LeVerne Kelley, One-Stop Manager
- Cynthia Edwards, One-Stop Supervisor
- Amanda Aseph, Lead One-Stop Career Center Representative
- Andy Williams-Poll, One-Stop Career Center Representative
- Bobbie Montgomery, One-Stop Career Center Representative

Commissioner Weekly inquired about having new funded partners in the future. Mr. Galbreth stated, yes the agency will expand its capacity while keeping a focus on faith-based and community-based organizations and private sector partnerships.

Mr. Ramadan expressed his appreciation that Mr. Galbreth has taken the extra initiative to help the ex-felon population and outreach to the Nevada State Barber's Health and Sanitation Board.

Mr. Galbreth replied that there will be more including a Logistics and Operations Training Center initiative the agency is working on with Foundation for an Independent Tomorrow (FIT), which will provide a lot of opportunity for those trained because businesses in this field are ex-offender friendly.

Mr. Galbreth thanked the Board members for their commitment and service and stated that he would like to see the agency get to where it needs to be to provide the best service to the community.

14. **SECOND PUBLIC COMMENT SESSION**

Renee Cantu, Executive Director - Latin Chamber of Commerce Community Foundation: Mr. Cantu distributed a program report and provided a brief update:

- 149 adults placed into employment
- 271 clients enrolled (goal is 300)
- 165 placed in training for high demand sector jobs including:
 - Healthcare (45%)
 - Logistics (21%)
 - Clean Energy (9%)
 - Business IT (13%)
 - Cross Sector (12%)
- 117 Out-of-School Youth enrolled (goal is 160)
- 101 Summer Youth enrolled (goal is 100)
- 218 Youth served in PY2012
- 91 Youth received high school summer 2012 credit

Mr. Cantu thanked the Board for allowing Latin Chamber of Commerce Community Foundation serve the community.

Yvonne Lewis, Interim President/CEO - Las Vegas Urban League: Ms. Lewis reported that since March 1, 2013 the comprehensive computer center has had 802 individuals visit the center, which is an average of 40 individuals per day. Funds have been reallocated to employ a full-time trainer at the center through June 2013.

Helicia Thomas, Chief Operations Officer - GNJ Family Life Center: Ms. Thomas thanked the Board for increasing GNJ's funding ability to serve additional adults and dislocated workers. With the initial funding allocation, GNJ has served 70 additional clients and has placed 143 adults into employment with an average wage earning of \$16.25.

Through the Youth Program, GNJ has served 192 youth (goal 240) and has exceeded all of its performance measures to date.

Steve Chartrand, President - Goodwill of Southern Nevada: Mr. Chartrand thanked the Board for the additional \$250,000 to serve youth and introduced staff member Elizabeth McDaniels. Ms. McDaniels commented that youth with disabilities is an underserved population and Goodwill is excited to receive these funds and look forward to providing great reports.

Dr. Tiffany Tyler, Nevada Partners, Inc.: Dr. Tyler thanked the Board for allowing Nevada Partners, Inc. the opportunity to support the vision. Dr. Tyler reported that for every dollar invested in the Adult and Dislocated Workers services this year there has been over a six dollar return and NPI believes with the additional money they will be able to further support the vision by getting more individuals placed into employment. To date, NPI has placed over 190 individuals into employment and is fully enrolled for the Summer Youth Program. Also, NPI is approaching the benchmark for the Graduate Advocate Program. Dr. Tyler noted that once the WIA enrollments are met, NPI will have served a greater percentage of youth than any other year. To date, the number of youth served is over 500.

Doug Combs, Executive Director - Olive Crest: Mr. Coombs thanked the Board for supporting Olive Crest and the 150 foster youth they will serve.

Brian Patchett, CEO - Easter Seals of Southern Nevada: Mr. Patchett thanked the Board for providing Easter Seals the opportunity to serve adults with disabilities in the community and commented that there are many individuals with disabilities that need the training and employment services that Easter Seals can provide. Easter Seals also provides technology services to help individuals be more successful as well as child care services.

Denise Gee, Director of Employment & Training Program - HELP of Southern Nevada: Ms. Gee thanked the Board for everything they do and for the warm reception they provided today to Michael Baysinger.

Ms. Gee reported that through the Shannon West Center and WIA programs, HELP will end up serving approximately 1,200 youth. To date, the number is approximately 1,000 youth served. Enrollments for the In-School Youth program are at 83% at the seven high schools served through the Graduate Advocate Initiative. Enrollments for the Out-of-School Youth program are 100%, which serves the areas of Searchlight, Sandy Valley and unincorporated areas of Clark County. Staff is working with the Out-of-School youth to place them in work experience and employment opportunities.

Bentley McDonald, President - Real Education Matters: Mr. McDonald is also the Nevada State College Student Body Vice-President and a teacher at CCSD.

Mr. McDonald introduced Real Education Matters (REM), a non-profit organization founded by students in the community and distributed information on the organization's needs, objectives and goals. REM's goals are to: 1) acquire funding for High School End of the Year Luau Event - May 23rd, 2) acquire funding for Job Fair, and 3) acquisition of fiscal agent.

15. **INFORMATION: Board Member Comments**

Dan Rose commented that he enjoys the funded partners giving their positive feedback; however, he stated, if the Board was doing its job right, most of the Board members would be out of work because everybody would be working. Also, because more clients have been served this year than any other year, it shows that there are many that need help, jobs and there is a long way still to go. Hopefully in a few years there will not be such a need for this Board.

Charles Perry commented that he has been a member of the workforce investment community since 2005 and appreciates being reappointed to the Board today. Mr. Perry said he has watched a lot of events happen during this time, some positive and some not, and supports Mr. Galbreth's opinion that it's a travesty with the funding and resources we have that there are individuals that are not able to access WIA services; however, the Board is definitely moving forward in the right direction and Mr. Perry looks forward to continuing his service on the Board because he believes every Board member has the sincere desire to improve and help the lives of individuals that need our help. Mr. Perry saluted Mr. Galbreth for the positive direction that he has given the Board.

Chair Brown commented that not only is Mr. Galbreth looking out for the needs of our clients but also he is looking outside the box trying to come up with creative ways to provide employment and training services for hard to serve populations that have multiple barriers.

Valerie Murzl echoed Mr. Perry's comments and appreciates Commissioner Weekly and the LEOs for reappointing her to a professional operating Board and looks forward to the continued success of Workforce Connections and all the Board members.

Bart Patterson thanked the Board, stating it is a pleasure serving with such talented people, many of whom he's knows, and with the terrific work this Board is doing, he is proud and pleased to serve.

Matt Cecil recognized and personally thanked HELP participant Michael Baysinger for coming today. Mr. Cecil paid respects to Mr. Baysinger's mother and stated that he believes that the way Mr. Baysinger chose to live his life is honorable and respectful to her and he is a fabulous and wonderful example to everyone in the room today.

Councilwoman Schroder asked Janice Greer to provide a brief report on the recent NAWB Conference. Chair Brown replied that the group who attended the conference will be briefing Mr. Galbreth immediately following this meeting.

16. **ACTION: Adjournment**

The meeting adjourned at 11:20 a.m.

5. INFORMATION: Welcome Board Members:

Dan Gouker, College of Southern Nevada (Reappointment)

Category: Education (2-year term)

Lynda Parven, Department of Employment, Training, and Rehabilitation

Category: Required One-Stop Partner (2-year term)

*workforce*CONNECTIONS

Board Member Application and Requirements Overview

MISSION: *workforce*CONNECTIONS develops a world-class workforce through innovative market driven strategies that are relevant to Southern Nevada's employers and job seekers.

VISION: All Southern Nevadans have the tools to succeed in the workplace.

To accomplish the mission and vision, and to remain in compliance with federal and state guidelines, the Chief Elected Official Consortium of *workforce*CONNECTIONS seeks the most qualified participants.

The following criteria are established by the federal government that *workforce*CONNECTIONS follows.

Membership of the local board will include:

1. Representatives of business in the local area, who:
 - Are owners of businesses, chief executives or operating officers of businesses, and other business executives or employers with optimum policymaking or hiring authority;
 - Represent businesses with employment opportunities that reflect the employment opportunities of the local area; and
 - Are appointed from among individuals nominated by local business organizations and business trade associations.
2. Representatives of local educational entities, including representatives of local educational agencies, local school boards, entities providing adult education and literacy activities and postsecondary educational institutions (including representatives of community colleges, where such entities exist), selected from among individuals nominated by regional or local educational agencies, institutions or organization representing such local educational entities.
3. Representatives of labor organizations (for a local area in which employees are represented by labor organizations), nominated by local labor federations, or (for a local area in which no employees are represented by such organizations), other representatives of employees.
4. Representatives of community-based organizations (including organizations representing individuals with disabilities and veterans, for a local area in which such organizations are present).
5. Representatives of economic development agencies, including private sector economic development entities.
6. Representatives of each of the one-stop partners.
7. Other individuals or representatives of entities as the chief elected official in the local area may determine to be appropriate.

¹

Workforce Investment Act of 1998: Public Law 105-220-Aug. 7, 1998 112 Stat. 936 105th Congress

PLEASE INCLUDE A CURRENT RESUME

Name (Last, First, Middle): Dan Gouker	Title: Executive Director	Agency/Organization Represented: College of Southern Nevada
Address (Street, City, State, Zip Code): 3200 East Cheyenne Avenue, North Las Vegas, Nevada 89030		
Phone Number: (702) 651-4163	Alternate Phone: (702) 683-3464	Email Address: dan.gouker@csn.edu
Manager/Supervisor: Dr. Darren Divine	Phone Number: (702) 651-5602	Manager/Supervisor Email Address: darren.divine@csn.edu
# of employees supervised: 30	# of employees in your organization:	
Nominating Agency/Organization: Office of the Vice President Academic Affairs College of Southern Nevada		

CATEGORY REPRESENTED (CHECK ALL THAT APPLY):

- ☐ BUSINESS
- ☒ EDUCATION
- ☐ LABOR ORGANIZATION
- ☐ COMMUNITY BASED ORGANIZATION
- ☐ ECONOMIC DEVELOPMENT AGENCY
- ☐ REQUIRED ONE-STOP PARTNER

Please return completed form to:

Suzanne Potter
Workforce Connections
7251 W. Lake Mead, Ste. 250
Las Vegas, NV 89128
 Email: spotter@snvwc.org
 Fax: (702) 636-4371

DATE OF APPOINTMENT/REAPPOINTMENT: MARCH 2013

ATTENDANCE POLICY

ANY BOARD MEMBER OF *workforce*CONNECTIONS SHALL BE REMOVED FROM THE BOARD AFTER THREE CONSECUTIVE ABSENCES FROM REGULARLY SCHEDULED BOARD MEETINGS.

COMMITTEE ASSIGNMENT

ALL BOARD MEMBERS OF *workforce*CONNECTIONS ARE REQUIRED TO SERVE ON A STANDING COMMITTEE.

PLEASE INDICATE A COMMITTEE YOU ARE WILLING TO SERVE (*PLEASE CHECK AT LEAST ONE*):

☐ YOUTH COUNCIL

☐ ADULT & DISLOCATED WORKERS COMMITTEE

X BUDGET COMMITTEE

SIGNATURE: **DAN GOUKER**



DATE: **21 MARCH, 2013**

Please return completed form to:

Suzanne Potter
Workforce Connections
7251 W. Lake Mead, Ste. 250
Las Vegas, NV 89128

Email: spotter@snvwc.org

Fax: (702) 636-4371

*workforce*CONNECTIONS

Board Member Conflict of Interest Guidance and Acknowledgement Certification

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

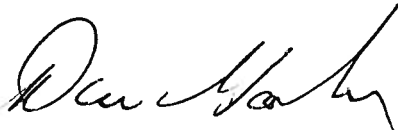
Conflict of Interest

A member of a local board may not:

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

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

Dan Gouker
Applicant's Name



Application sent electronically
Signature of Applicant

21 March, 2013
Date

Dan Gouker

5375 Eugene Avenue, Las Vegas Nevada 89108-3032

Cell (702) 683-3464 or Home (702) 648-0640

E-mail: dgouker357@aol.com

Employment History

March 2010 – present	Executive Director, Division of Workforce, Economic Development and Apprenticeship Studies; College of Southern Nevada
2004 to Feb 2010 Foreman	<i>Bombard Electric, 3570 Post Road, Las Vegas NV 89118</i> Supervise crew assignments and order material for electrical construction on various projects throughout Las Vegas. Retired February 8, 2010
2002-2006 Part-time Instructor	<i>University of Nevada Las Vegas, Department of Workforce Education</i> Developed and taught a course titled <u>The History of Vocational Education</u> . Taught several other undergraduate and graduate level courses
1995 to 2004 Director	<i>Electrical Apprenticeship and Training Program of Southern Nevada</i> Responsible for: Hiring and supervision of office staff (4) and instructors (30) Oversight of daily office operation and budgets Periodic review of current curriculum and text books. Development of new curriculum for apprentices and journeymen as needed Preparation of materials for monthly Executive Committee meetings Counseling and advising students on various issues.
1980 to 1995 General Foreman/ Foreman	<i>Reynolds Electrical and Engineering Company, Nevada Test Site</i> Supervised construction, maintenance, and repair of sensitive and top secret federal and military projects

Education

May, 2004	Master of Education, Educational Leadership major University of Nevada Las Vegas Member Phi Kappa Phi Honor Society
December, 2002	Bachelor of Science in Education, Workforce Education major University of Nevada Las Vegas
December 2001	Associate of Applied Science, Trade Union Electrical Apprentice Community College of Southern Nevada Member Phi Theta Kappa Honor Society
May, 1979	Journeyman Electrician Electrical Apprenticeship Program of Southern Nevada Graduated as Outstanding Electrical Apprentice

Dan Gouker

Page 2

Professional Affiliations

- | | |
|-----------------|---|
| 2000 to present | <p><i>Nevada State Apprenticeship Council</i>
 Serve as an employee representative to oversee the operation of existing, apprenticeship programs in Nevada and approve new ones.
 Verify compliance with state and federal laws regarding apprenticeship.</p> |
| 1996 to 2001 | <p><i>Nevada State School-To-Careers Council</i>
 Responsible for development of state and federal grants
 Developed guidelines for the use of grant funds.
 Review grant requests and disburse funds as needed
 Monitor grant recipient programs for compliance with required guidelines
 Chairman from 1999 to 2001</p> |
| 1995 to 2001 | <p><i>Southern Nevada School-To-Careers Council</i>
 Worked with the Clark County School District and Community College of Southern Nevada to establish guidelines for STC programs
 Coordinated with Community College of Southern Nevada regarding fiscal oversight of funds
 Reviewed local grant recipient programs for compliance to grant requirements and outcomes
 Developed grant writing seminars for potential program applicants
 Liaison with the Las Vegas Chamber of Commerce regarding employer involvement with the School-To-Careers program.
 Chairman from 1997 to 2001</p> |
| 1995 -2001 | <p><i>Nevada Council for Libraries and Literacy.</i>
 Reviewed grant requests for library and literacy funding and made recommendations as needed.</p> <p><i>Nevada Council for Libraries and Literacy, continued</i>
 Coordinated and developed seminars to assists applicants with grant writing skills
 Served as advocate for English as a Second Language (ESL) and literacy programs throughout the state.
 Chairman – 1999-2001</p> |

Related Skills

Proficient in Microsoft Office including:
 Word, Excel, and Powerpoint

Proficient in Wordperfect

PLEASE INCLUDE A CURRENT RESUME

Name (Last, First, Middle): Parven, Lynda	Title: Deputy Administrator	Agency/Organization Represented: Dept. of Employment, Training & Rehabilitation (DETR)
Address (Street, City, State, Zip Code): 2800 E. St. Louis Avenue, Las Vegas, NV 89104		
Phone Number: (702) 486-6640	Alternate Phone: (702) 486-6632	Email Address: <u>l-parven@nvdeetr.org</u>
Manager/Supervisor: Renee Olson, Administrator, ESD	Phone Number: (775) 684-3909	Manager/Supervisor Email Address: <u>rlolson@nvdeetr.org</u>
# of employees supervised: 208	# of employees in your organization: 850	
Nominating Agency/Organization: DETR		

CATEGORY REPRESENTED (CHECK ALL THAT APPLY):

- ☐ BUSINESS
- ☐ EDUCATION
- ☐ LABOR ORGANIZATION
- ☐ COMMUNITY BASED ORGANIZATION
- ☐ ECONOMIC DEVELOPMENT AGENCY
- ☒ REQUIRED ONE-STOP PARTNER

Please return completed form to:

Suzanne Potter
 Workforce Connections
 7251 W. Lake Mead, Ste. 250
 Las Vegas, NV 89128
 Email: spotter@snvwc.org
 Fax: (702) 636-4371

DATE OF APPOINTMENT/REAPPOINTMENT: _____

ATTENDANCE POLICY

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COMMITTEE ASSIGNMENT

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PLEASE INDICATE A COMMITTEE YOU ARE WILLING TO SERVE (*PLEASE CHECK AT LEAST ONE*):

☐ YOUTH COUNCIL

☒ ADULT & DISLOCATED WORKERS COMMITTEE

☐ BUDGET COMMITTEE

SIGNATURE:



DATE: 4/03/13

Please return completed form to:

Suzanne Potter
Workforce Connections
7251 W. Lake Mead, Ste. 250
Las Vegas, NV 89128

Email: spotter@snvwc.org

Fax: (702) 636-4371

*workforce*CONNECTIONS**Board Member Conflict of Interest Guidance and Acknowledgement Certification**

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

Conflict of Interest

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

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

Lynda Parven

Applicant's Name


Signature of Applicant

4/02/13

Date

Lynda Parven
l-parven@nvdetr.org
702-486-6632

Professional Experience

2005 – present **STATE OF NEVADA, EMPLOYMENT SECURITY DIVISION**

Deputy Administrator

- Planned, organized, and managed program support related to 20 workforce activities.
- Ensured the timely, accurate, consistent, and effective delivery of workforce services statewide.
- Developed and implemented an \$8.3 million multi-agency employer incentive program for hiring unemployed Nevadans.

2001 – 2005 **STATE OF NEVADA, EQUAL RIGHTS COMMISSION**

Administrator

- Prepared and presented bill drafts to the legislature to implement new complaint processing guidelines to improve efficiency.
- Reduced caseload by 67%.
- Decreased processing time by 38%.

2000 – 2001 **STATE OF NEVADA, WELFARE DIVISION, CHILD SUPPORT**

Administrative Services Officer II

- Developed and implemented policies and procedures related to the centralized collection, distribution and reconciliation of child support funds.
- Processed approximately \$10 million in child support collections per month.

1997 – 2000 **STATE OF NEVADA, WELFARE DIVISION**

Employee Development Manager

- Responsible for development, implementation and delivery of a comprehensive curriculum for 1,015 Division employees statewide.
- Fiscal responsibility for \$1.4 million training budget.

Education

University of Nevada, Las Vegas	Master of Business Administration	1993
University of Nevada, Las Vegas	Bachelor of Science, Industrial Relations	1989

6. PRESENTATION: Southern Nevada Workforce/Economic Development ~ William Anderson, Chief Economist – Department of Employment, Training, and Rehabilitation
(Provided as separate attachment)

7. INFORMATION: Adult & Dislocated Worker Committee Meeting Minutes of March 13, 2013 and April 10, 2013 (draft)

ADULT & DISLOCATED WORKER COMMITTEE MINUTES

March 13, 2013

9:30 AM

workforce **CONNECTIONS**

Conference Room

7251 W. Lake Mead Blvd., Suite 200

Las Vegas, NV 89128

Members Present

Valerie Murzl

Chelle Bize'- Chair

Maggie Arias-Petrel (via telephone)

Bill Regenhardt (via telephone)

Mark Edgel

Dan Rose

Charles Perry

Hannah Brown

Carol Turner

Linda Yi

Members Absent

David Lee

Matt Cecil

Staff Present

Debra Collins

Heather DeSart

Cynthia Edwards

Kelly Ford

Ardell Galbreth

Janice Greer

Jim Kostecki

Others Present

Vincent Miller – Goodwill

Norma Zamora – BCA

Jennifer Casey – FIT

Stacey Howell- FIT

Stacy Smith – NYECC

Donna Bensing – New Horizons CLC

Helicia Thomas –GNJ Family Life Center

Dr. Tiffany Tyler –Nevada Partners

Janice Rael, - Nevada Partners

Joleen Arnold – Easter Seals Nevada

Brian Patchett – Easter Seals Nevada

Pam Lang-- Easter Seals Nevada

Tina Jeeves– Easter Seals Nevada

Erin Fox– Easter Seals Nevada

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

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

The regular Chair, Valerie Murzl, is up for reappointment to the Board and as such is unable to officially chair the meeting, committee member, Chelle Bize chaired the meeting. The meeting was called to order at 9:30 a.m. Staff confirmed the meeting had been properly noted and posted in accordance with the Nevada Open Meeting Law and a quorum was present.

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

A motion to approve the agenda with the deletion of agenda item #7 was made by Hannah Brown and seconded by Charles Perry. The motion carried.

Agenda Item 3 - First Public Comment Session: None.

Agenda Item 4 – Matt Cecil was unable to attend this meeting however Chelle Bize welcomed him in absentia.

Agenda Item 5 – DISCUSSION AND POSSIBLE ACTION: Approve the meeting minutes of January 9, 2013.

Motion to approve the meeting minutes of January 9, 2013 was made by Charles Perry and seconded by Dan Rose. The motion carried.

Agenda Item 6 - DISCUSSION AND POSSIBLE ACTION: Approve the 2013 Adult and Dislocated Workers Committee Meeting Schedule.

A motion to approve the 2013 Adult and Dislocated Worker Committee Meeting Schedule was made by Valerie Murzl and seconded by Charles Perry. The motion carried.

Agenda Item 7 - DELETED

Agenda Item 8 - DISCUSSION AND POSSIBLE ACTION: Approve staff's recommendation to award Easter Seals Nevada with a contract in an amount not to exceed \$800,000 to serve adults and dislocated workers with disabilities. Terms of the contract would be from April 1, 2013 to June 30, 2014.

Heather DeSart gave background information to the committee regarding this agenda item. Workforce Connections has additional funding that was provided by the State of Nevada that they were unable to utilize. The money was passed to Workforce Connections to go out in the form of contracts. Rather than begin a whole new procurement action and for the sake of time, the Workforce Investment Act allows us to revisit previous procurement actions and identify proposals that would serve the needs of our current workforce investment area.

Workforce Connections recently awarded a contract to serve foster youth and youth with disabilities and we wanted to extend services to adult with disabilities; Easter Seals has a long history of serving adults with disabilities.

A discussion commenced, including but not limited to: a breakdown of direct staff costs and the number of personnel that referred to, a breakdown of the equipment costs and what equipment that actually is, the cost per participant, what type of employment and training is being offered and in what sector, how many clients will be trained and placed, are there contacts in other sectors besides Green as was identified in the initial proposal. Upon conclusion of the discussion the committee stated they felt it was necessary to have more detail available for the Board.

Brian Patchett, Executive Director requested that the committee members keep in mind, when they look at the budget, that the contract is for 15 months and not the usual 12 months and that the target population might be a bit more challenging and expensive to serve.

A motion to approve staff's recommendation to award Easter Seals Nevada with a contract in an amount not to exceed \$800,000 to serve adults and dislocated workers with disabilities was made by Hannah Brown and seconded by Charles Perry. The motion carried.

Agenda Item 9 - DISCUSSION AND POSSIBLE ACTION: Approve staff'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.....	\$224,602.00
Nevada Partners, Inc.....	\$139,000.00

Ardell Galbreth noted that he and Heather DeSart met with the Executive Directors recently and that some of our partners may be out of training dollars. Mr. Galbreth informed the partners that if they were out of training dollars that it was important that they communicate that to us so that they can continue to provide services to clients.

Dr. Tiffany Tyler addressed the committee and stated that Nevada Partners was contracted to serve 275 participants and they have already served 327 participants which means they have over served by 52 participants. Nevada Partners is willing to come to the table to serve more participants because the need is still there.

Helicia Thomas addressed the committee and stated that GNJ plans to serve an additional 50-75 participants. They have over served by 30 participants which is the number they could effectively serve with their current staff level. They have a waiting list of 60 Dislocated Workers to serve as soon as they are able.

Valerie Murzl stated that it's important to note that the two funded partners over served with the funds that they were originally allocated.

A motion to approve staff's recommendation to grant the request for supplementary funding to the GNJ Family Life Center for \$224,602, and Nevada Partners Inc. for \$139,000 to provide additional participants with training and employment services was made by Valerie Murzl and seconded by Bill Regenhardt. The motion carried.

Agenda Item 10- 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 January 2013 from all of the funded partners. Partners have 30 days after the end of the month to submit all of their invoices so January's invoices were due by the end of February.

Mr. Kostecki reminded the committee that all of the funded partners on the list had had their contracts extended with additional funding last year so each partner will have two line items. The initial PY 11 allotments and the PY 12 allotments have been broken into two lines with the partners being 100% spent on PY 11 and 50-58% spent on PY 12. Mr. Kostecki further stated that we are working with the partners who seem to be underspent. All of the contracts will be closed on June 30, 2013, and new contracts opened for the new fiscal year on July 1, 2013.

Agenda Item 11- SECOND PUBLIC COMMENT SESSION

Stacy Smith, NYE Communities Coalition, addressed the committee and informed them about a hiring event that they held for a Senior Living facility that will be opening soon in Pahrump. They had 30 positions open now and anticipate 75-100 positions when the facility is fully operational in the summer. Almost 300 candidates attended the event.

Committee Member Dan Rose, Local 88 Sheet Metal Union, stated that the Sheet Metal Apprentice Program and the Water Proofers Program were open for application. The Sheet Metal Apprentice Program is open the first Tuesday of the month and the Water Proofers program is open the second Tuesday of the month. Mr. Rose stated that if funded partners had interested clients they could either go to www.88training.com or email him at: Dan@88training.org.

Agenda Item 12- Adjournment

The meeting adjourned at 9:40am.

ADULT & DISLOCATED WORKER COMMITTEE MINUTES

April 10, 2013

9:30 AM

workforce **CONNECTIONS**

Conference Room

7251 W. Lake Mead Blvd., Suite 200

Las Vegas, NV 89128

Members Present

Valerie Murzl
Chelle Bize'- Chair
Maggie Arias-Petrel
Bill Regenhardt (via telephone)
Mark Edgel (via telephone)
Dan Rose
Charles Perry
David Lee
Matt Cecil

Jim Kostecki

Carol Turner

Members Absent

Hannah Brown

Staff Present

Kenadie Cobbin Richardson
Debra Collins
Heather DeSart
Cynthia Edwards
Kelly Ford
Ardell Galbreth
Janice Greer
LeVerne Kelley

Others Present

Lynda Parven - DETR
Norma Zamora – BCA
Janet Blumen –FIT
Jake McClelland –FIT
Joey Perez –FIT
Charles Mallard –FIT
Gordon Brown -FIT
Edwin Leuluai –FIT
Anthony Gilyard, Jr. -FIT
Jennifer Casey – FIT
Donna Bensing – New Horizons CLC
Helicia Thomas –GNJ Family Life Center
Dr. Tiffany Tyler –Nevada Partners
Janice Rael, - Nevada Partners
Joleen Arnold – Easter Seals Nevada
Thresea Kaufman – NHA HC 20/20
Tracey Torrence –SNRHA
Rene Cantu, Jr. –Latin Chamber

(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 9:30 a.m. Staff confirmed the meeting had been properly noted and posted in accordance with the Nevada Open Meeting Law and a quorum was present.

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

A motion to approve the agenda was made by Charles Perry and seconded by Dan Rose. The motion carried.

Agenda Item 3 - First Public Comment Session:

Janet Blumen, CEO of FIT, addressed the committee and introduced the Re-entry team: Anthony Guilyard, Edwin Leuluai, Gordon Brown, and Joey Perez, resource managers, Charles Mallard, support, Jennifer Casey, program specialist, and Jake McClelland, program director.

Jennifer Casey stated that the re-entry program had 129 new WIA enrollments and they were on target to meet and exceed their contracted number of 150 clients served. 93 participants have been placed into training with 66 obtaining employment. FIT's Ex-Offender program was also invited to attend an Adult

Education Workforce Development Workshop on March 12, 2013. FIT was able to provide the attendees information regarding the interview process, the stages of employment, resumes, "letters of explanation" and developing an incarceration speech. Their presentation was very well received by those in attendance.

Kenadie Cobbin Richardson, Workforce Connections staff, informed the committee and reminded the funded partners present that a Healthcare Hiring Event was being held here at Workforce Connections on April 16, 2013. The event is to fill a Home Health Aid position; Ms. Richardson went over the minimum qualifications for the position, left flyers for the event, and stated that as all of the partners had been notified of the event, Debra Collins would be following up with them to obtain 4-5 names of appropriate applicants.

Agenda Item 4 – DISCUSSION AND POSSIBLE ACTION: Approve the meeting minutes of March 13, 2013.

Motion to approve the meeting minutes of March 13, 2013 was made by Charles Perry and seconded by Dan Rose. The motion carried. Matt Cecil abstained from the vote due to his absence at this meeting.

Agenda Item 5- DISCUSSION AND POSSIBLE ACTION: Approve the recommendation of workforce CONNECTIONS staff to execute a contract extension for an additional amount not to exceed \$700,000 with Foundation for an Independent Tomorrow. The monies will be used to expand FIT's PY 12 contract to include logistics training to the Re-entry population of Southern Nevada. Upon approval by the wC Board, the current contract will be extended with a contract period of July 1, 2012 to June 30, 2014.

Chair, Valerie Murzl, opened discussion on this agenda item stating that FIT was approved for \$700,000 to serve 150 participants. They are meeting their goals, have placed 66 participants into employment, and have 19 more participants to register within the next 3 months to reach the contracted 150. Ms. Murzl further stated that it stands to reason if FIT is given another \$700,000 another 150 people would be served and they have a huge waiting list.

Heather DeSart stated that the Board has a specific interest in serving this target population and because we have additional funds from DETR this year we are able to put those out in worthwhile causes such as this. Ms. Murzl added it was important to note that FIT did not come to us with a request for more funds; we went to them because they were doing a great job.

A discussion commenced regarding: whether this was an extension of the contract or an addition of funds (**both**), was this a duplication of services with the other partners (**all partners are required to serve all populations, but if we target funds towards a certain population, that allows staff to become experts in that area, so it is not viewed as a duplication of services**), and are there any concerns, (**no, Ardell and Heather have met with executive staff, and discussed at length what FIT plans to do with the additional funding**),

Motion to approve the recommendation of workforce CONNECTIONS staff to execute a contract extension for an additional amount not to exceed \$700,000 with Foundation for an Independent Tomorrow was made by Matt Cecil and seconded by David Lee. The motion carried.

Agenda Item 6- INFORMATION: Adult and Dislocated Worker Fiscal Report.

Jim Kostecki reviewed the fiscal report with the committee and stated the report represented invoices that were received up through February 2013 from all of the funded partners. The partners should be approximately 68% spent by this point in the program year. Mr. Kostecki stated that the second line on the report would have the current spending levels of the partners and that they were generally not that bad. Mr. Kostecki further stated that there were a couple of the partners who were on the lower end but that the hope was that with 4 more months left to spend funds and, with contracts ending on June 30, 2013, and new ones beginning on July 1, 2013, the monies would be spent. Mr. Kostecki assured the committee that any money remaining unspent would be re-captured and reissued into new contracts.

Agenda Item 7- SECOND PUBLIC COMMENT SESSION

Janice Rael, Nevada Partners, gave a handout to the committee and noted that Nevada Partners had over served their contracted numbers. The agency was contracted to serve 275 participants and currently they have 329 enrolled participants. Ms. Rael also noted that this year, 215 participants have been placed into employment with an average wage of \$15.72.

Rene Cantu, Executive Director, Latin Chamber of Commerce Community Foundation, reported that they were funded to serve 300 clients and currently they were just shy of that. Dr. Cantu opined that Latin Chamber would serve about 330 clients this year and that they were on track to spend their allocated monies. Dr. Cantu explained that part of the reason their expenditures appear low on the fiscal report is that they had a contract extension and had to expend all of the funds from PY 11 before beginning to spend PY 12 money.

Helicia Thomas, GNJ Family Life Center, reported that since the additional funds that were approved last month, GNJ has registered an additional 37 clients; these clients are going to school or training, or have been placed into employment. Ms. Thomas displayed some of the recruitment tools that GNJ was using at various sites throughout the community, posters that had QR codes which could be scanned by smart phones. When an individual scans the code with their smart phone, they are automatically taken to a questionnaire which they can complete on the phone which is then sent to GNJ. A staff member from GNJ will then call the individual for an appointment, saving them time and money from coming to their location to schedule the initial appointment. Ms. Thomas stated individuals who didn't have smartphones could still access the form on their website or come in person to complete it.

Janet Blumen, FIT, invited everyone to a groundbreaking ceremony being held at FIT. They are building 8650sq. ft. of new building to provide services. The ceremony will be held at 1931 Stella Lake Dr. at 9:30am on Thursday, April 11, 2013.

Dr. David Lee, Committee Member, discussed the Manufacturing Sector Council and noted that a strategic plan was being developed. The draft of the plan will be ready by April 15, 2013, and it should be ready for adoption by May 5, 2013. The next meeting of the Manufacturing sector council is May 6, 2013 at 10:00am at DETR. The meeting has participation from Southern Nevada and Northern Nevada via videoconference.

Agenda Item 8- Adjournment

The meeting adjourned at 10:09am.

8. DISCUSSION AND POSSIBLE ACTION: Approve the recommendation of the Adult & Dislocated Workers Committee's to execute a contract extension for an additional amount not to exceed \$700,000 with Foundation for an Independent Tomorrow (FIT). The monies will be used to expand FIT's PY2012 contract to include the logistics training to the Re-entry population of Southern Nevada. Upon approval by the Workforce Connections' Board, the current contract will be extended with a contract period of July 1, 2012 to June 30, 2014



Adult & Dislocated Worker

Scope of Work

Program Year 2013

Program Name:	FIT Re-Entry Initiative
Location:	1931 Stella Lake Drive Las Vegas, NV 89106
Program Type: (Please note the funding stream)	Re-Entry Adult
Accomplishments: (Briefly describe "success story")	<p>Although FIT had been providing employment and training services to ex-offenders for over 15 years, Program Year 2012 marked the first time that we had a grant designed to exclusively serve that population.</p> <p>Contracted to enroll 150 new participants, as of the date of this writing, we are on pace to exceed that number. We are also tracking to meet all of the WIA Common Measures that are currently applicable.</p> <p>But more than numbers, our successes are exemplified by individuals like Stacy.</p> <p>Stacy came to FIT unemployed and had been in recovery for three years. During that time she had been actively job searching with little success due to her criminal background. Stacy was on the verge of giving up.</p> <p>During her initial assessment at FIT, it was obvious that Stacy had a great skill set, but that her level of frustration, acquired after years of rejection, was becoming a major barrier. Stacy needed to "re-learn" many of the necessary pre-employment skills, such as interviewing. In addition, Stacy needed motivation to continue on job searching.</p> <p>Stacy was enrolled in FIT's "Ex-Offenders in Today's Job Market" course, as well as referred to a partner organization for additional "motivational" classes.</p> <p>Stacy was able to learn new interviewing skills that allowed her to appropriately disclose her criminal background to employers in a</p>



	<p>way that was not off-putting. She also received support and encouragement from both her Case Manager and the group of peers also in the class.</p> <p>Stacy completed the program and soon secured an On-the-Job Training in December, whereby FIT was able to reimburse the employer for half of her wages as a way of encouraging them to take a chance on her even though she needed to be “coached up” a little. Since the completion of the OJT contract, Stacy was not only kept on as a permanent employee, but was recently promoted and given an increase in wages.</p>
Target Population:	Ex-Offenders whose criminal convictions are a significant barrier to them re-entering the workforce or finding employment at a self-sustaining wage
Program Description:	<p>Participation in FIT’s Re-Entry program starts with Orientation and an assessment to a) identify the nature of the individual’s convictions and how they may impact the job search, b) recognize and address any other potential barriers to employment beyond just having a criminal record, and c) determine the participant’s already-existing skills, along with areas in which they may be skill deficient.</p> <p>Based on the results of the assessment, an Individualized Employment Plan (IEP) is developed and the participant is placed into an appropriate track.</p> <p>The first track focuses on immediate skill development and vocational training. It is more intended to serve individuals who already possess many or all of the basic attributes needed to find a job and now just need to learn a viable skill that they can market to employers. In many cases, but not always, the individual in this track will have been out of prison for a significant period of time, and may have even held down a job or two since their release.</p> <p>The second track involves working first on employment readiness skills and more remedial coursework in areas such as how to use a computer. The centerpiece of this track is the 6-week “Ex-Offenders in Today’s Job Market” course, which teaches strategies for addressing a criminal background during the job searching and interviewing process, while mixing in empowerment and coping skills that will hopefully help the individual stay free from legal trouble in the future. There are also elements of this track - the job searching skills, in particular – that will be offered to those in Track 1, as well.</p>



Regardless of the track a person starts out in, the ultimate goal is for each participant to identify a career path that is appropriate to them based on their interests, workplace values, aptitude, and any limitations that may result from the specific offense they have been convicted of. Once that happens, the plan is to then move that individual into either an Occupational Skills Training or, preferably, an On-the-Job Training (OJT) opportunity.

Once the individual completes training, assuming they have not already been hired through OJT, they are provided with intensive job search assistance. This includes an invitation to quarterly events in which employers who have indicated both having open positions they are hiring for and a willingness to hire from the re-entry population gather at the FIT office to collect applications/resumes and conduct interviews.

After a job has been obtained, FIT follows up with the individual for a period of one year in order to provide whatever retention services are needed to keep them employed. Depending on the type of job that is initially found and the participant's ultimate career goals, at this stage discussions may also begin regarding getting them to think about the next step in the process and finding an even better job.

During Program Year 2012, we also found success in identifying certain occupations or career tracks that were open to individuals with criminal backgrounds, and then building training programs around them. We discovered that some of the trainings needed were already in existence and, in some instances, on the Workforce Connections ETPL or PVL. For those that weren't on the ETPL/PVL, we did our best to help get them added, but what we also discovered were gaps in those lists that could best be filled by creating training programs in-house.

One such example of this is our "Warehouse Worker" career track. It started with offering a combination of forklift, scissorlift and OSHA certifications to individuals seeking work in a warehouse. As participants completed the certifications, we examined those who then went on to find employment vs. those who didn't and tried to figure why those in the latter group were not experiencing the same kind of success as some of their cohorts. We found that while there were some who were poor interviewers, who were not quite computer literate enough, or who just weren't putting the kind of time and effort into the job search as is required in today's competitive job market (which were of course all addressed by offering additional help in those areas), the more common trait that was missing was the lack of a more generalist knowledge of the



	<p>warehouse field that could help someone overcome the fact that they did not have the previous experience many employers are looking for.</p> <p>After researching trainings that could help fill in that missing piece of the puzzle, we discovered the Certified Logistics Technician (CLT) credential that is offered through the non-profit Manufacturing Skill Standards Council (MSSC). The program is meant to, in the words of the MSSC, "recognize through certification individuals who demonstrate mastery of the core competencies of material handling at the front-line... (in order to) raise the level of performance of logistics workers both to assist the individuals in finding higher-wage jobs and to help employers ensure their workforce increases the company's productivity and competitiveness."</p> <p>Since no other entity in Nevada offers this credential, we have registered to become the state first such assessment and training center. By July 1, 2013, we will have successfully completed the registration process, finished training on how to proctor the certification exams, hired and trained an instructor, and begun taking in our first class of trainees.</p> <p>We are now in the process of exploring similar programs in landscaping/horticulture – in partnership with the University of Nevada Cooperative Extension – as well as helping ex-offenders become licensed barbers and providing the support and business acumen needed to find success in that field.</p>
<p>Unique & Exemplary Attributes:</p>	<p>We feel that there are five (5) areas in particular that are strengths of FIT's Re-Entry Initiative:</p> <ol style="list-style-type: none"> 1) IEPs are truly developed on a case-by-case basis and there are no cookie cutter plans. The term "ex-offender," as is the case with any group label, encompasses a broad array of individuals, with strengths, weaknesses, goals, and life circumstances specific and unique to them. Our mission is to serve all types of ex-offenders, from the person who was just released from incarceration last week, to the one who has been out for several years but is still struggling with employment-related issues. 2) FIT has developed strong partnerships to pick up the slack in areas that simply fall outside of the scope of what we are able to offer, or what we are able to do well. An example of this is our partnership with Legal Aid of Southern Nevada, which has graciously agreed to help eligible individuals



	<p>obtain pro bono legal services in getting their records sealed. To our knowledge, we are the first organization to have secured such a partnership with LASN. Additionally, we are working with agencies who are able to provide substance abuse counseling, housing and other basic services to our participants. Basically, we focus our attention on that which we do best and let our partners do the same.</p> <p>3) Along those same lines, our goal is to concentrate our efforts almost exclusively on services related to finding employment. Individuals not quite ready to actively look for a job in earnest will of course not be turned away immediately, but they may be asked to work with a community partner to address certain barriers before being allowed to participate in the program in full.</p> <p>4) We are willing and able to do anything within our power, and use all potential tools or resources at our disposal, to help the individual not only find a job, but become a successful member of the workforce. If that means purchasing bonds to help ease some of the fear that an employer may have in hiring an ex-offender, then that's what we will do; if it means reaching out to partners in order to secure free tattoo removal services, then we will do (and have done) that, as well.</p> <p>5) We employ a staff that is empathetic and non-judgmental, while still being able to set appropriate boundaries; we tell our participants that whatever effort they put into turning their lives around and looking for work, we are willing to match it. While it may seem obvious, it is important to create an environment where the participant does not feel as though they are still being punished for past deeds, especially in a place that they are supposed to be able to turn to for help.</p>
Contact Person & Information:	<p>Jennifer Casey, LSW Re-Entry Program Specialist (702) 367-4348, Ext. 236 jenniferc@lasvegasfit.org</p>

9. INFORMATION: Youth Council Meeting Minutes of March 13, 2013 and April 10, 2013 (draft)

*workforce*CONNECTIONS

MINUTES

Youth Council Meeting

March 13, 2013

1:00 p.m.

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

Members Present

Sonja Holloway, Chair	Dan Rose	Willie J. Fields
Stavan Corbett	Vida Chan Lin	

Members Absent

Lt. Jack Owen

Staff Present

Ardell Galbreth	Suzanne Potter	Heather DeSart	Jim Kostecki
Clentine January	Rick Villalobos	Jennifer Padilla	Byron Goynes

Others Present

Donna Bensing, New Horizons CLC	Vincent Miller, Goodwill
Ivan Williams, YouthBuild Las Vegas	Daniela Mierez, YouthBuild Las Vegas
Arneller Mullins, Nevada Partners, Inc.	LaTanya Runnels, Nevada Partners, Inc.
Michelle Hinojosa, Goodwill	Helicia Thomas, GNJ Family Life Center
Leland Sparks, Real TYME Solutions & DFS	Ron Scoggins, Real TYME Solutions & DFS
Tracey Torrence, SNRHA	Suzanne Burke, Southern Nevada Children First
Stacy Smith, Nye Communities Coalition	Dr. Tiffany Tyler, Nevada Partners, Inc.
Michael Simmons, GNJ Family Life Center	Esther Valenzuela, SNRHA
Jennifer Bevacqua, Olive Crest	Denise Gee, HELP of Southern Nevada
Sharon Morales, LCCCF	Renee Cantu Jr., LCCCF

(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 11:05 a.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 Dan Rose and seconded by Vida Chan Lin. Motion carried.

3. FIRST PUBLIC COMMENT SESSION

Leland Sparks, Real TYME Solutions & Diversified Family Services: Real TYME Solutions built a program that helps case workers with BST PSR hours. The main objective of Real TYME Solutions is Psychosocial functioning as well as building a reunification platform to help foster kids reunify with parents, biological or otherwise, to participate in sporting events to develop a sense of belonging and provide them with a sense of direction. Real TYME Solutions also helps case workers meet the required hours set by Medicaid. Diversified Family Services is a company that deals with case management.

4. DISCUSSION AND POSSIBLE ACTION: Approve the Youth Council Meeting Minutes of February 13, 2013

A motion was made to approve the Youth Council Meeting Minutes of February 13, 2013 as presented by Stavan Corbett and seconded by Vida Chan Lin. Motion carried.

5. DISCUSSION AND POSSIBLE ACTION: Approve staff's recommendation to amend Olive Crest's PY2012 contract to award an additional amount not to exceed \$250,000 to serve Foster Care Youth

Ricardo Villalobos provided an overview of the Olive Crest PY2012 contract recommendation provided on page 12 of the agenda packet. The increase in funding will allow Olive Crest to serve 75 more participants for a total of 150 foster youth served.

A motion was made to approve staff's recommendation to amend Olive Crest's PY2012 contract to award an additional amount not to exceed \$250,000 to serve Foster Care Youth by Vida Chan Lin and seconded by Stavan Corbett. Motion carried.

6. DISCUSSION AND POSSIBLE ACTION: Approve staff'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

Mr. Villalobos provided an overview of the Goodwill of Southern Nevada PY2012 contract recommendation provided on page 14 of the agenda packet. The increase in funding will allow Goodwill to serve 130 additional participants for a total of 260 youth with disabilities served and allow Goodwill to build a more robust and effective program and enhance their service delivery.

A motion was made to approve staff's recommendation to amend Goodwill of Southern Nevada's PY2012 contract to award an additional amount not to exceed \$250,000 by Stavan Corbett and seconded by Dan Rose. Motion carried.

7. INFORMATION: PY2012 Youth Funded Partner Enrollment Status Report

Mr. Villalobos provided an overview of the PY2012 Youth Funded Partner Enrollment Status report provided on page 17 of the agenda packet. Mr. Villalobos reported that there was an additional 346 (14%) youth enrolled since last month's report. Last year in a period of 12 months 982 youth were enrolled. This year, in a period of 8 months, 1,633 youth have been enrolled. Mr. Villalobos remarked that the providers rose to the expectations and challenge set upon them and both the Youth Department staff and providers have the conviction and belief to do what needs to be done to help youth in our community. Mr. Villalobos stated that he is looking at other providers around the

Youth Council Meeting Minutes, February 13, 2013

country, specifically at the number of youth they serve, and believes he'll find that our enrollment numbers are comparable. Discussion ensued.

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

Jim Kostecki provided an overview of the Youth Awards & Expenditures provided on page 22 of the agenda packet. The PY2012 Youth contracts will be extended to September 30, 2013 to prevent an interruption in services and summer school opportunities. Any remaining funds will be recaptured on September 30th. A Youth RFP will be published for new contracts to commence on October 1, 2013.

Mr. Galbreth noted that the funded partners were given a full year of funds in which they were expected to spend in nine months. This put the funded partners in a bind. However, staff believes the funds will be spent by September 30th or if not the funds will be recaptured and reallocated to funded partners to serve additional clients, with an emphasis on special populations such as foster care youth and youth with disabilities.

Sonja Holloway emphasized that the process needs to change and in the future unspent funds need to be recaptured and reallocated to a funded partner that is able to expend the funds timely.

Mr. Galbreth ensured that staff will work closely with the funded partners to make sure expenditures, service delivery and outcomes are on target and that no funds will be returned to the state because of our failure to expend the funds.

Ms. Holloway asked staff and funded partners to please work together and spend the money because the amount of funds that is currently remaining is concerning.

Mr. Kostecki provided a recap. Workforce Connections received the PY2010 allotment with two years to spend it. By the end of May 2012, there was still PY2010 funds remaining. We received the PY2011 allotment, combined it with the remaining PY2010 funds, and allocated it to the funded partners. By December 2012, both the PY2010 and PY2011 funds were spent. Currently we are spending our PY2012 allotment.

9. **PRESENTATION: 3rd Annual National Job Shadow Day 2013 ~ Byron Goynes**

Byron Goynes provided a presentation on the 3rd Annual National Job Shadow Day event held on February 4, 2013. There were 346 CCSD students from eight high schools that participated in the event that focused on eight industry sectors. The businesses that participated include MGM Grand Hotel, Bellagio, HealthSouth Desert Canyon Rehabilitation Hospital, Creech Air Force Base, Mandalay Bay Hotel, The Learning Center, Bureau of Reclamation, Timet and Tronox. Discussion ensued.

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

Mr. Villalobos reported that staff is working on submitting the YouthBuild Las Vegas (YBLV) grant application, which is due next Tuesday.

Jennifer Padilla provided a brief update on the YBLV program and invited participant Ivan Williams to speak about her experience with the program. Ms. Williams will be going to Washington D.C. on Monday along with another YBLV participant for the AmeriCorps Leadership

Youth Council Meeting Minutes, February 13, 2013

Committee event. This is the first time YBLV has participated in this event. Since joining the YBLV program, Ms. Williams earned her high school diploma and enrolled at the University of Phoenix to earn her Bachelors in Project Management.

The AmeriCorps program awards all YBLV participants \$1,500 for post-secondary education upon completing 100 hours of community service.

Mr. Villalobos reported that YouthBuild USA has a National Council of Youth Leaders that recognizes outstanding Youth Build participants and he submitted a recommendation on behalf of Ms. Williams for her leadership and outstanding behavior.

11. **SECOND PUBLIC COMMENT SESSION:**

Renee Cantu Jr., Latin Chamber of Commerce Community Foundation (LCCCCF): Mr. Cantu stated that LCCCCF is actively engaged in addressing the issues expressed by the Youth Council and provided a Youth program update. As of March 2013, LCCCCF has had 59 youth enrollments for a total of 99 enrollments to date. Mr. Cantu thanked Ardell Galbreth and his staff for the guidance and technical support provided. Also, he expressed thanks to funded partners GNJ Family Life Center, Nevada Partners, Inc. and Southern Nevada Children First for their support and sharing best practices.

Dr. Tiffany Tyler, Nevada Partners, Inc.: Dr. Tyler provided an updated enrollment report. NPI has served 152 In-School Youth and 32 Out-of-School Youth totaling 200. Through the Graduate Advocate Initiative, NPI has served 279 In-School Youth of the 460 projected enrollments. Dr. Tyler is confident that NPI will meet and/or exceed its goals.

Jennifer Bevacqua, Olive Crest: Ms. Bevacqua thanked the Youth Council for supporting Olive Crest in allowing them the opportunity to serve foster care youth.

Stacey Smith, Nye Communities Coalition: Ms. Smith provided a program report. Ms. Smith stated that the money does flow with enrollments but also with the summer work experience and summer school opportunities. The Youth W.E.R.K.S. program has 31 youth enrolled of which approximately 50% are out of school and ten are currently employed.

Denise Gee, HELP of Southern Nevada: Ms. Gee thanked the Youth Council and Youth staff for their support and direction. HELP is serving over 1,000 youth through the In-School/Out-of-School/Rural programs and Ms. Gee said that she anticipates that HELP will expend all of its money.

12. **INFORMATION: Youth Council Member Comments**

Stavan Corbett commented that the agency needs youth representatives to serve as members on the Youth Council. Staff concurred and stated that it is required that we have youth representation on the Youth Council. Mr. Villalobos referred Byron Goynes to take on the task.

Dan Rose announced that the Sheet Metal Apprenticeship is accepting applications this month. More information is available at www.88training.com. Anyone interested in touring the training center and/or receive a presentation should contact Mr. Rose via e-mail at dan@88training.org.

Youth Council Meeting Minutes, February 13, 2013

Mr. Rose commented that in addition to funding services for foster care youth more money needs to go toward training the case workers because it's a little lacking and foster youth is a difficult population to serve.

13. **Adjournment**

The meeting adjourned at 12:18 p.m.

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MINUTES

Youth Council Meeting

April 10, 2013

11:00 a.m.

workforceCONNECTIONS

7251 W. Lake Mead Blvd.

Suite 200

Conference Room

Las Vegas, NV 89128

Members Present

Sonja Holloway, Chair	Dan Rose	Willie J. Fields	Vida Chan Lin
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Members Absent

Lt. Jack Owen	Stavan Corbett	Tommy Rowe
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Staff Present

Ardell Galbreth	Suzanne Potter	Heather DeSart	Jim Kostecki
Clentine January	Ricardo Villalobos	Jennifer Padilla	Byron Goynes
Carol Turner			

Others Present

Sharon Morales, LCCCF	Dr. Tiffany Tyler, Nevada Partners, Inc.
Ivan Williams, YouthBuild Las Vegas	Rene Cantu, LCCCF
Tracey Torrence, SNRHA	Daniela Mierez, YouthBuild Las Vegas
Efrain Adame, YouthBuild Las Vegas	Donna Bensing, New Horizons CLC
Magann Jordan, Youth Advocate Program	Steve Piehl, Youth Advocate Program
Denise Gee, HELP of Southern Nevada	Suzanne Burke, Southern Nevada Children First
Monique Harris, Southern Nevada Children First	Helicia Thomas, GNJ Family Life Center
Pamela R. Poston, HELP of Southern Nevada	Michelle Hinojosa, Goodwill
Vincent Miller, Goodwill	Tamico Tenell, Olive Crest

(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 11:02 a.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, Jr. and seconded by Dan Rose. Motion carried.

3. FIRST PUBLIC COMMENT SESSION

Dr. Tiffany Tyler, Nevada Partners, Inc. (NPI): Dr. Tyler distributed a report on NPI's Positive Youth Impact and Graduate Advocate Initiative. To date, NPI's Youth Division has provided services to 157 In-School Youth and 45 Out-of-School Youth totaling 202, exceeding their contractual commitment of 200. Through the Graduate Advocate Initiative, NPI's Youth Division has provided services to 453 In-School Youth, which is 95% of the projected enrollments of 460. NPI is working with Board staff to begin coordinating summer school and to solidify plans to ensure that increased performance measures are met.

Pamela R. Poston, HELP of Southern Nevada: Ms. Poston reported that HELP has enrolled 157 youth, exceeding their enrollment commitment by seven youth. HELP is referring youth to other WIA funded partners.

Bentley McDonald, President - Real Education Matters and Student Body Vice-President – Nevada State College: Mr. McDonald introduced Real Education Matters, a new non-profit student organization. Real Education Matters has an upcoming event at Bonanza High School on May 23rd from 12:30 – 3:00 p.m. for approximately 300 junior and senior high school students and various non-profit groups. The purpose of the event is to motivate and help students enter college and become involved in the community by volunteering at local non-profits.

Sharon Morales, Latin Chamber of Commerce Community Foundation: Ms. Morales reported that LCCCF has served 135 Out-of-School Youth (84% of their enrollment goal of 160). LCCCF is working diligently to network with community providers and is committed to exceeding their enrollment goal.

Three LCCCF youth participants shared their positive experience with the WIA Youth program:

Cane Smith recently attained his GED and will be attending a Certified Nursing Assistant program at College of Southern Nevada, and eventually wants to become a Registered Nurse. He completed the Leadership Development program and "What's it Mean to be Green?" curriculum through LCCCF's Youth Program, which he learned about through a flyer he received while attending the Adult Education Center. William and Eric Lamas are currently working on attaining their GED and both are interested in becoming automotive technicians.

On behalf of the Latin Chamber of Commerce Community Foundation, Ms. Morales thanked the Youth Council and staff for providing them the opportunity to serve and positively impact youth every day.

4. DISCUSSION AND POSSIBLE ACTION: Approve the Youth Council Meeting Minutes of March 13, 2013

A motion was made to approve the Youth Council Meeting Minutes of March 13, 2013 as presented by Willie J. Fields, Jr. and seconded by Dan Rose. Motion carried.

5. DISCUSSION AND POSSIBLE ACTION: Approve staff's recommendation to award Southern Nevada Regional Housing Authority with a contract in an amount not to exceed \$400,000 to provide public housing youth services for the term of May 1, 2013 through September 30, 2014

Ricardo Villalobos reported that there are approximately 3,500 youth in the public housing system between the ages of 16 and 19 of whom approximately 25% are parenting youth, 20% are or have been involved in the juvenile justice system, 20% are high school dropouts, 60% are basic skills deficient (testing at or below the eighth grade level in math and/or reading), and a majority of these youth fall into two or more of these categories.

Sonja Holloway asked if these youth were being referred to or recruited by other WIA funded partners.

In response to Ms. Holloway's question regarding youth referrals, Ms. Bostwick stated that 3,500 youth received notification by mail that included information about Southern Nevada Children First, Latin Chamber of Commerce Community Foundation, Nevada Partners, Inc. and Youth Advocate Program.

Monique Harris reported that Southern Nevada Children First (SNCF) works with the homeless and pregnant/parenting youth population and has recently entered into an MOU with the Southern Nevada Regional Housing Authority (SNRHA) to address the homeless issue. Last year SNCF worked with almost 200 young women who were able to either transition back into their home or transition into their own apartment using subsidized housing. SNCF is actively recruiting public housing youth and working with the housing authority to ensure these youth receive employment and education/training services.

Stacey Bostwick clarified that the relationship between SNRHA and SNCF is based on providing housing to youth but not supportive services; however, SNRHA's supportive services department has expended significantly in the past five years and in the past two years, services have been expanded to serve the youth population through its summer program. With this contract award, SNRHA will expand its program to year round. The full program description is provided on page 13 -17 of the agenda packet.

Ardell Galbreth reported that there is a critical need to serve this population and a focus will be placed on serving more youth residing in public housing as the funding year progress and we receive our funding allocations.

A motion was made to approve staff's recommendation to award Southern Nevada Regional Housing Authority with a contract in an amount not to exceed \$400,000 to provide public housing youth services for the term of May 1, 2013 through September 30, 2014 by Willie J. Fields, Jr. and seconded by Vida Chan Lin. Motion carried.

6. **DISCUSSION AND POSSIBLE ACTION: Approve staff's recommendation for No-Cost Extensions for Youth Funded Partners PY2011 and PY2012 contracts to serve In-School/Out-of-School Youth through September 30, 2013**

Rick Villalobos reported that staff is requesting a no-cost extension that will allow the following funded partners to extend their programs past June 30, 2013 through September 30, 2013

- a. Summer Component/Year-Round Youth Programs
 - i. Nevada Partners, Inc.
 - ii. Southern Nevada Children's First
 - iii. Latin Chambers of Commerce Community Foundation
- b. Out-of-School Youth Programs
 - i. GNJ Family Life Center
 - ii. Latin Chambers of Commerce Community Foundation
 - iii. Southern Nevada Children's First
 - iv. HELP of Southern Nevada
- c. In-School Youth Programs
 - i. Nevada Partners Inc.
 - ii. HELP of Southern Nevada

- d. Re-Entry Youth Program
 - i. Youth Advocates Program
- e. Rural Youth Programs
 - i. Lincoln County
 - ii. NyE Communities Coalition

Mr. Villalobos stated that this no-cost extension will ensure a continuity of services through the summer, with an emphasis on summer school and work experience, provide security for the funded partners, and prevent a disruption in the Graduate Advocate Initiative in the schools.

Staff will assess if any of the funded partners require additional funding and make a recommendation to the Youth Council at their May meeting.

Moving forward, contracts will start on October 1st to allow programs to run through the summer providing the best services possible so the participants can succeed. Staff will monitor this change closely to ensure there is no negative outcome on performance.

Funded partner program summaries are provided on page 19 – 35 of the agenda packet.

A motion was made to approve staff's recommendation for No-Cost Extensions for Youth Funded Partners PY2011 and PY2012 contracts to serve In-School/Out-of-School Youth through September 30, 2013 as presented by Vida Chan Lin and seconded by Willie J. Fields, Jr.; motion carried.

7. INFORMATION: PY2012 Youth Funded Partner Enrollment Status Report

Rick Villalobos provided a brief overview of the PY2012 Youth Funded Partner Enrollment Status report as provided on page 38 of the agenda packet and reported that the funded partners are serving twice the number of clients served last program year.

Sonja Holloway commended the funded partners for a job well done.

8. INFORMATION: PY2012 Youth Funded Partner Placements Status Report

Rick Villalobos provided a brief overview of the PY2012 Youth Funded Partner Placements Status report as provided on page 40 of the agenda packet and noted that placements are low because typically funded partners do not place youth until they complete all program expectations, which usually happens at the end of the program year. With the contract extensions, placements will increase through September 30th.

9. INFORMATION: Awards & Expenditures Report with Expenditures Forecast Report – Monthly Update

Jim Kostecki provided an overview of the Awards & Expenditures report provided on page 42 of the agenda packet. The report includes all invoices through February 2013. At eight months into the program year, expenditures should be at 68%. Some of the expenditures are low but the no-cost contract extensions will help funded partners increase expenditures.

Mr. Kostecki presented the Expenditures Forecast report through June 30th as provided on page 43 of the agenda packet. The monthly expenditures are based on the average of the last five invoices submitted by the funded partners. The estimated remaining balances provide clear justification for the no-cost contract

extensions. All of the funded partners will submit a budget modification through September 30th and a few may need additional funding to cover personnel, cost allocation and overhead through September.

Discussion ensued regarding the sequestration and its impact on WIA program funding. Mr. Kostecki noted that with the Federal Governments sequestration cuts going into effect, Workforce Connections will not get its Youth allocation until October 1, 2013.

10. INFORMATION: YouthBuild USA AmeriCorps National Young Leaders Conference

Rick Villalobos introduced YouthBuild Las Vegas participants Ivan Williams and Efrain Adame who attended the YouthBuild USA AmeriCorps National Young Leaders Conference in Washington D.C. last month. At the conference they were both introduced to the founder of YouthBuild and spent some personal time with Senator Harry Reid.

Ms. Williams shared briefly about the conference, meeting with Senator Reid and other YouthBuild participants as well attending leadership workshops.

Mr. Adame talked about his background and the impact of his choices, shared about his positive experience with the YouthBuild program and his future career goals. He stated that the YouthBuild program not only provided him skills in the construction field but taught him about communication, leadership, loyalty, integrity, honor and opened his eyes to his future and gave him a better understanding of the different views and backgrounds of his associates.

Dan Rose provided his contact information.

Jennifer Padilla announced YBLV's graduation event on June 14, 2013 at Texas Station and stated that invitations will be sent out soon.

Rick Villalobos welcomed referrals for other locations to host the YBLV graduation that would be free of charge.

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

Rick Villalobos reported that Byron Goynes is developing a process to recruit youth representatives to serve on the Youth Council, as required by the Workforce Investment Act. Mr. Villalobos commended Mr. Goynes for his ideas and elaborate planning.

12. SECOND PUBLIC COMMENT SESSION:

Magann Jordan, Youth Advocate Programs (YAP): Ms. Jordan thanked the Youth Council and staff for supporting YAP's vision and for the grant award to serve the re-entry youth population. Ms. Jordan reported that seven youth participants were incarcerated last year; however, they were not exited from the program, rather YAP staff members supported them through their court proceedings, and as a result of this continued support, four of these individuals are now employed.

YAP participants, Tyrese Hall and David Merialdo shared about their background and positive experience with the program. Mr. Merialdo is now employed.

Mr. Rose emphasized the need to publicize these and other success stories, via twitter, flyers, websites or by whatever means to reach other youth in the community.

Monique Harris, Southern Nevada Children First (SNCF): Ms. Harris expressed appreciation to the Youth Council for the opportunity to serve youth in the community. Last year, SNCF worked with over

Youth Council Meeting Minutes, April 10, 2013

400 families by providing them with transitional housing, education, clinical services, employment and training. Ms. Harris reported 85% of their clients were successfully placed into permanent housing, 65% were reintroduced into the education system, and 65% obtained employment. This year, SNCF has enrolled 110 of their 250 enrollment goal.

Helicia Thomas, GNJ Family Life Center: Ms. Thomas thanked the Youth Council for the contract extension today and reported that GNJ has enrolled 206 of their 220 enrollment goal. Of those enrolled, 94% have completed work readiness training and “I-Excel” Training (tutoring to increase literacy/numeracy), and 85% have completed “What’s it Mean to be Green?” curriculum. To date, 75 youth have been exited of which 100% have entered employment and/or college. The actual number of placements is 90. To date, GNJ is exceeding all performance measures.

Ms. Thomas noted to Clentine January that all GNJ registrations will be done by the end of May 2013.

Ms. Thomas presented GNJ’s new poster wherein a QR code has been added for individuals to scan with any mobile device for direct access to GNJ’s questionnaire. Posters with the QR code have been placed in various locations throughout Las Vegas, including fast food restaurants, day care facilities and other areas that out-of-school youth reside. GNJ’s questionnaire is also available on their website.

Ms. Thomas announced GNJ’s Youth Employability/Leadership Conference on June 7th at the Texas Station Hotel. Next month, GNJ Youth participants will present and provide a special invitation to the Youth Council regarding the conference.

Doug Coombs, Olive Crest: Mr. Coombs thanked the Youth Council for the Foster Youth contract award and reported that their program will be fully staffed by Monday. Over the past couple weeks, Olive Crest has completed their technical training, is developing new partnerships within the community, and has identified seven clients they expect to enroll. Mr. Coombs introduced new case manager Tamico Tenell, who is a former employee at Olive Crest.

13. **INFORMATION: Youth Council Member Comments**

None

14. **ACTION: Adjournment**

A motion was made to adjourn the meeting at 12:22 p.m. by Willie J. Fields, Jr. and seconded by Dan Rose. Motion carried.

10. DISCUSSION AND POSSIBLE ACTION: Approve Youth Council's recommendation to award Southern Nevada Regional Housing Authority with a contract in an amount not to exceed \$400,000 to provide employment and training services to public housing youth for the period of May 1, 2013 through September 30, 2014

workforceCONNECTIONS Budget Template

Agency Name: Southern Nevada Regional Housing Authority

Contract Name/Funding Type: Youth Year-Round

Budget Period (Dates): May 1, 2013 - June 30, 2014

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	WIA Request	Percent of Budget	Matched Resources
Participant Services Costs	A. Participant/Training	\$ 174,000	43.5%	54.7%
	B. Supportive Services	\$ 45,000	11.2%	
Direct Staff Costs	C. Direct Personnel	\$ 123,550	30.9%	41.1%
	D. Fringe Benefits for Direct Personnel	\$ 40,772	10.2%	
Direct Overhead Costs	E. Travel	\$ 2,220	0.6%	4.2%
	F. Equipment	\$ 600	0.1%	
	G. Consultants/Contracts	\$ 5,000	1.2%	
	H. Other Direct	\$ 8,900	2.2%	
	Total Direct Costs	\$ 400,042	100.0%	
Indirect Overhead Costs	I. Allocated Indirect Personnel	\$ -	0.0%	0.0%
	J. Other Allocated Indirect Costs	\$ -	0.0%	
	Total Indirect Costs	\$ -	0.0%	
Budget Summary	Total WIA Request	\$ 400,042	100.0%	100.0%
	Total Matched Resources			\$ 123,000
	Percent	76.5%		24%
	TOTAL PROJECT COSTS	\$523,042		

Prepared By (Provider):

STACY POSTWICK

Print Name Sign Name

4/3/13

Date

jpostwick@SNURHA.ORG

Email Address

922-7204

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

Agenda Item: 5

Youth Year-Round Program

Scope of Work

Program Year 2012

Program Name:	Southern Nevada Regional Housing Authority (SNRHA) Youth Employment & Education Services (YES Program)
Location:	Agency Address: 340 N. 11 th Street, Las Vegas, NV 89101 Service Address: 5390 East Flamingo Road, Las Vegas, NV 89122 & 1632 Yale Street, North Las Vegas, NV 89030
Program Type: (Please note the funding stream)	WIA Youth Formula
Number of Participants to Be Served: (Please indicate in-school vs out-of-school)	150 youth who meet Workforce Investment Act eligibility criteria. Target is to serve mostly out-of-school youth, with an estimated split of 105 OSY and 45 ISY.
Accomplishments: (Briefly describe “success story”)	<p>SNRHA has successfully served youth participants in two (2) prior education & employment programs: our self-funded Summer Youth Employment & Education Program that has served 125 youth to date and as a sub-recipient of the Green Consortium GIFT program, which will serve 100 youth.</p> <p>In 2011, 47% of the Summer Youth participants needed educational support to improve in subject areas where they were receiving D’s & F’s. The vast majority of those youth were struggling in the core STEM areas of Math & Science coursework, and two-thirds of the participants had repeatedly failed their proficiency exams in these areas. With the tutoring provided while in a paid work experience at SNRHA, 100% of those participants showed not only improved grades in the following school year, but also improved attendance.</p> <p>In the GIFT program, SNRHA has successfully reached out to out-of-school youth who have significant barriers to completing their education and employment goals. One such youth came to the program as a 9th grade dropout, whose basic skills in reading were at a 7th grade level and math at a 6th grade level.</p> <p>In partnering with UNLV’s TRiO program and offering this youth access to one-on-one tutoring in core STEM areas, he not only improved upon his basic skills by a grade level, he was also able to pass the GED test and obtain his education credential.</p>

	<p>In addition to the education services, this youth has received numerous hours of guidance and counseling in employability skills and career exploration; resulting in his decision to pursue his dream job in the IT field, which we are supporting via Occupational Skills training funding.</p>
Target Population:	<p>Our primary focus is on serving youth “Most in Need” of employment and training services, who are not conventionally served otherwise: the low-income youth residents of SNRHA publicly assisted housing programs; currently, SNRHA has over 3,500 youth aged 16-19 living in our programs, with an average household income a little over \$950 per month.</p> <p>All of our high school-aged youth in conventional housing programs are zoned for high-need Turnaround schools with low performance and testing results, and this program will supplement the efforts of CCSD to serve those youth most in need. This includes the targeted zip codes of 89101, 89106, 89110, 89115, 89121 and 89122.</p> <p>Youth we serve reside in households impacted by multigenerational poverty and associated lack of education and employment opportunities, parenting teens, adjudicated youth, foster and former foster youth, youth who were homeless before entering a SNRHA program, high school dropouts and those with multiple risk factors for an upcoming dropout.</p>
Program Description:	<p>As a community based agency that is best positioned to serve a needy population, SNRHA is proposing collaborating with workforce Connections directly to serve 150 WIA eligible youth who need access to educational services and employment programs to gain entry and exposure to STEM career pathways, and improve the employability skills of this population to gain entry into unsubsidized employment. SNRHA will utilize its access to these households to better reach and serve a disenfranchised population. SNRHA has ready access to all of the essential eligibility information as most our publicly assisted households earn less than \$11,000 per year.</p> <p>The YES program will leverage existing community resources, on-site service providers and partnerships including Communities In Schools, CCSD, Las Vegas Urban League, and the Safe Village Initiative partners, and contracted or paid services to seamlessly bring the essential educational services to the youth to then kick-start the employment plans for each</p>

	<p>and every youth participant, particularly those youth 18 to 21. Addressing the unique barriers of each youth while working towards the education credential will be the primary focus of the program, to ready the youth for their post-secondary and employment futures.</p> <p>Program Structure:</p> <ul style="list-style-type: none"> ○ Step 1: Conduct routine outreach/recruitment events, both centrally located and on-site where residents live. Youth present at these events will be provided with applications. Program will be explained to potential participants. Interested participants will be asked to complete the application, gather required documentation, and will make an appointment for an assessment with SNRHA. ○ Step 2: SNRHA will screen for program eligibility, schedule appointments to complete assessments and ISS. ○ Step 3: Youth will be offered services based on the course of action determined in their ISS. <p>Program Services may include:</p> <ul style="list-style-type: none"> ▪ Tutoring, study skills and dropout prevention strategies & services ▪ Mentoring for 12 months or more ▪ Alternative Secondary School Services ▪ Occupational Skills Training ▪ Leadership Development ▪ Comprehensive guidance and counseling ▪ Paid/Unpaid Work Experience ▪ Summer employment opportunities linked to academic learning (STEM Pathways) and occupational exploration ▪ Support Services ▪ Follow Up Services for 12 months or more <ul style="list-style-type: none"> ○ Step 4: All youth will be required to participate in STEM programming, including the What's It Mean to Be Green class and lab. SNRHA will include intensive career exploration opportunities in this component of the program, including employer and trade organization round tables, and career exploration trips to expand the idea of STEM options for our youth. <ul style="list-style-type: none"> • Participant Needs To Be Met: Work readiness and
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	<p>employability, STEM career learning opportunities, literacy/numeracy gains. Career development & coaching/motivation, placement in post-secondary programs and employment. Connect youth to demand occupations in STEM field.</p> <ul style="list-style-type: none"> Types of Job Training Services Provided (as needed, focus on market-driven): The Department of Labor identified fourteen sectors that are "projected to add substantial numbers of new jobs to the economy or affect the growth of other industries or are being transformed by technology and innovation requiring new sets of skills for workers. SNRHA will focus on Occupational Skill Training and Employer Relationships for placement in the following sectors: <ul style="list-style-type: none"> Advanced Manufacturing Automotive Construction Financial Services Geospatial Technology Homeland Security Information Technology Transportation Aerospace Biotechnology Energy Healthcare Hospitality Retail
Performance Measures:	<p>Placement in Education/Employment: 65%</p> <p>Attainment of Degree/Certificate: 57.5%</p> <p>Literacy/Numeracy Gains: 41%</p>
Unique & Exemplary Attributes:	<p>SNRHA has a long and successful history of program design, delivery and collaboration with community organizations to bring the needed services to our populations most in need of services. We are uniquely positioned to bring services literally to the doorstep of 1000s of residents of our housing programs, whose need cannot be overstated. We have on-site offices with direct access to over 5,000 families and community centers in which to program and deliver services where the need is greatest. We now also bring to the table experience with the specific requirements of WIA funding, including the ability to leverage training resources for older youth in our Adult program and residents of SNRHA programs with our Section 3</p>

	<p>program. The Section 3 Program has created unique work-learn paid training experiences and can be utilized to provide seed funding for programs such as pre-apprentice training or other Pre-Vocational training identified by employers to segue youth into STEM careers.</p> <p>With a per participant cost just over \$2,667 the return on the investment in these youth is at least tenfold. BY working with these youth early, we can eliminate future prison stays saving an average cost of \$25,000 per year of imprisonment, increasing earnings by \$7,000 for those who achieve their education credential and \$24,000 for those who go on to college. This program also supports SNRHA's larger mission of creating self-sufficiency and reducing dependency on social welfare programs as the youth mature.</p>
<p>Contact Person & Information:</p>	<p>Stacey Bostwick, Supportive Service Coordinator SNRHA PO Box 1897 Las Vegas, NV 89125 sbostwick@snvrha.org 702-922-7204</p> <p>Lee Quick, Acting Supportive Service Manager SNRHA PO Box 1897 Las Vegas, NV 89125 lquick@snvrha.org 702-451-8041, ext. #1658</p>

11. DISCUSSION AND POSSIBLE ACTION: Approve Youth Council's recommendation for No-Cost Extensions for Youth Funded Partners PY2011 and PY2012 contracts to serve In-School Youth/Out-of-School Youth through September 30, 2013

- i.** Summer Component/Year-Round Youth Programs
 - i. Nevada Partners Inc.
 - ii. Southern Nevada Children's First
 - iii. Latin Chambers of Commerce Community Foundation
- ii.** Out-of-School Youth Programs
 - i. GNJ Family Life Center
 - ii. Latin Chambers of Commerce Community Foundation
 - iii. Southern Nevada Children's First
 - iv. HELP of Southern Nevada
- iii.** In-School Youth Programs
 - i. Nevada Partners Inc.
 - ii. HELP of Southern Nevada
- iv.** Re-Entry Youth Program
 - i. Youth Advocates Program
- v.** Rural Youth Programs
 - i. Lincoln County
 - ii. NyE Communities Coalition

**Nevada Partners, Inc.
Summer Component/Year-Round Youth Program
No Cost Extension**

Program Year:	PY 2012, Summer Component/Year-Round Program
Program/Agency Name:	Nevada Partners, Inc.
Location:	710 W. Lake Mead Blvd., North Las Vegas, NV 89030
Program Type: (Please note the funding stream)	WIA Youth Formula
Program Dates:	6/1/12 – 9/30/13 (contract end date 6/30/13, no cost extension request 9/30/13)
Target Population:	WIA Eligible Youth Participants in high need zip codes, schools, and populations.
Program Description:	<p>NPI will help youth graduate from high school, and connect to college, training, or employment. In coordination with a network of partners, NPI will provide each of the required youth program elements, in addition to summer programming and year round Workforce Investment Act Services for targeted zip codes and youth populations. The program design includes:</p> <ul style="list-style-type: none"> • Education services, including college and career counseling, proficiency exam preparation, tutoring/homework assistance, summer school fee and tuition assistance, college fairs and tours, college preparation workshops, and vocational trade fairs; • Career exploration, including subsidized work experiences, career assessments, job shadowing and other career exploration activities such as occupational skills training; • Mental health services, including individual and crisis counseling and support groups; • Youth development programming, including mentoring, service learning and community service projects, extracurricular and recreational activities and cultural events; and • Retention and follow up services, including monitoring and performance incentives. <p>NPI's program plan leverages over \$400,000 in additional programming while fostering substantial participant gains, including increased rates of graduation, college attendance, and employment as well as increased literacy/numeracy, enhanced life and coping skills and improved esteem.</p>
Contact Person & Info.:	Tiffany Tyler, Ph.D.

	710 W. Lake Mead Boulevard North Las Vegas, NV 89030 ttyler@nevadapartners.org
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**Southern Nevada Children First
PY2012 Summer Component/Year-Round Youth Program
No Cost Extension**

Program Year:	PY2012, Summer Component/Year-Round Youth Program
Program/Agency Name:	Southern Nevada Children First
Location:	720 W Cheyenne #30, N Las Vegas, NV, 89030
Program Type: <i>(Please note the funding stream)</i>	WIA Youth Formula
Program Dates:	July 1, 2012 – September 30, 2013
Target Population:	Credit Deficient, Low Income, At Risk youth who are disengaged from Education and/or Employment, youth who are pregnant or/and parenting.
Program Description:	<p>Southern Nevada Children First Program aims to remove the barriers these youth face, in order to be successful and self-sufficient. For example, a homeless, pregnant and/or parenting youth needs a stable environment and assistance with study, school supplies, work readiness and other basic life skills in order to succeed.</p> <p>In- School Youth will be enrolled in summer school and work experience.</p> <p>Our goal to assist Out -of -School youth with placement in un subsidized employment, obtained their GED or High School Diploma.</p> <p>Through our local college tours (UNLV, CSN) the youth we serve are being encouraged youth Enter Post Secondary education.</p>
Contact Person & Info.:	Monique Harris, Executive Director – 702-487-5665 Suzanne Burke, Programs Manager - 702-487-5665

**Latin Chamber of Commerce Community Foundation
PY2012 Summer Component/Year-Round Youth Program
No Cost Extension**

Program Year:	PY2012, Summer Component/Year-Round Program
Program/Agency Name:	Latin Chamber of Commerce Community Foundation
Location:	Rafael Rivera Center 2900 E. Stewart Las Vegas, NV 89101
Program Type: (Please note the funding stream)	WIA Youth Formula
Program Dates:	July, 2012 – September 30, 2013
Target Population:	WIA eligible youth, ages 14-19 residing in Southern Nevada. Special outreach will be conducted to out of school youth, adjudicated youth, pregnant and parenting youth as well as low income youth who have significant academic challenges. This outreach focuses on working with partner organizations and agencies, and focusing on gaps in service between agencies.
Age of youth:	14-19
Program Description:	<p>The Summer Component Year Round Program will focus on the attainment of youth common measures including placement of youth in Employment or Education, Attainment of Degree or Certificate as well as Literacy and Numeracy gains. Youth will be pre and post assessed using CASAS.</p> <p>According to need, youth will be assisted to complete GED or high school diploma, complete degrees or certificates and receive work experiences in accordance with their ISS. The program design consists of three parts:</p> <ol style="list-style-type: none"> 1.) Leadership development and work readiness, 2.) Work experience, and 3.) Academic enrichment/summer school support. <p>This group of youth has already received <u>four week summer work experiences</u> last summer. The LCC-CF will work with the Delta Academy, Desert Rose HS and Adult Education High School to deliver Summer School support for youth in need of academic work to remain on track in school.</p> <p>The Latin Chamber of Commerce Community Foundation (LCC-CF) Summer Youth Program has achieved strong success. Our enrollment numbers in 2012 were achieved within two months of program initiation back in June 2012. 101 Youth were served in Summer of 2012.</p>

	91 youth received summer school activities; 75 received a work experience elective half credit and 16 youth received credit for an English or math course. 10 Youth have received What's It Mean to Be Green Training.
Contact Person & Information:	René Cantú Jr., PhD., Executive Director Latin Chamber of Commerce Community Foundation 2900 E. Stewart Las Vegas, NV 89101 Phone: (702) 385-7368 Fax: (702) 380-2947 Email: rene@lcccf.org

**GNJ Family Life Center
PY2012 Out-of-School Program
No Cost Extension**

Program Year:	PY2012, OSY Program
Program/Agency Name:	GNJ Family Life Center
Location:	2535 W. Cheyenne Ave. Ste. 107 North Las Vegas, NV 89032
Program Type: <i>(Please note the funding stream)</i>	WIA Title I Out-Of-School Youth Program 16-21
Program Dates:	7-1-2012 – 9-30-13
Target Population:	Out-of-School youth ages 16 – 21 who need assistance with employability skills, occupational training, and/or educational skill (i.e., math and reading). In addition, staff will target youth that are homeless, runaway, foster child, ex offender, basic skills deficient, parenting or pregnant, veterans, disabled, and disadvantaged.
Program Description:	<p>Key participant needs being met – Participants will receive services based on their individual Service Strategy (ISS). The services will include academic instruction (Math & Reading Skills), Workforce Connection’s mandated green curriculum, “What It Means to Be Green” (focus on renewable energy, recycling, energy efficient product manufacturing, and natural and sustainable product manufacturing), leadership development skills and opportunities, employability skills training (18 hour class that includes a *work simulation component), work experience opportunities, supportive services to include clothing, and assistance with work related services, assessment reviews, career counseling, labor market information, resource sharing, job referrals, and conferences. In addition, participants who meet the training and academic requirements will have an opportunity to receive assistance with occupational training with an eligible training provider and/or on-the-job training.</p> <p>Key employer needs being met – Employers will receive assistance with training costs associated with hiring new employees, screening new hires, opportunities to market their business on our website and information related to the tax benefits for their company.</p> <p>Program Goals:</p> <ul style="list-style-type: none"> • To provide each participant with an opportunity to participate and complete GNJ’s Train-to-Work leadership development and employability curriculum. • To provide each participant with an opportunity to participate and complete the “What it means to be green?” curriculum • Assist each participant with the services, activities, and supportive services he/she needs to become employed (achieve self-sufficiency). • Assist participants who are basic skills deficient in obtaining lit/num gains (at least one (1) educational functional level) and/or obtaining a high school diploma or equivalent. • Projected Outcomes – To assist participants with increasing lit/num skills (if applicable) diploma/credential, entered employment or post secondary enrollment, and job retention.

	<p>* In March 2013, GNJ implemented a Career Simulation Center to verify participant's skill and abilities. The simulations provide the participant with hands-on opportunities to demonstrate their skills in an employment situation. This is done by immersing them in a physical work environment for either retail or business offices. Participants are assigned tasks, according to their Holland Score, to complete within their career environment. These tasks are evaluated by staff. When satisfactory completion is met the participant is then referred to a work experience, on-the-job training or direct hire opportunity.</p>
Contact Person & Info.:	<p>Helicia Thomas, COO Office Phone: 702-648-1407 * Fax: 702-648-3517 * Cell: 702-506-3481 *hthomas@gnjinc.org</p>

**Latin Chamber of Commerce Community Foundation
PY2012 Out-of-School Program
No Cost Extension**

Program Year:	PY2012, OSY Program
Program/Agency Name:	Latin Chamber of Commerce Community Foundation
Location:	Rafael Rivera Center 2900 E. Stewart Las Vegas, NV 89101
Program Type: (Please note the funding stream)	WIA Youth Formula
Program Dates:	July 2012 – September 30, 2013
	<p>The Latin Chamber of Commerce Community Foundation (LCC-CF) Out of School Year Round Youth Program has enrolled 125 as of April 1, 2013. Although enrollments came in slowly during the first two quarters of the year, they have taken off third quarter.</p> <p>During those slow quarters, Foundation leadership built an infrastructure of partnerships with other agencies that have allowed us to effectively reach our community's neediest populations.</p> <p>We are serving significant numbers of homeless youth, adjudicated youth, pregnant and parenting youth and foster youth as a result of these partnerships. Further, we are working smartly with other agencies so that we may fill gaps in service and provide greater wrap-around support for high risk youth.</p>
Target Population:	<i>WIA Out of School youth, ages 16-21 residing in Southern Nevada.</i> Special outreach will be conducted to out of school youth, homeless youth, foster youth, adjudicated youth, pregnant and parenting youth as well as low income youth who have significant academic challenges.
Program Description:	<p>This extension is requested in order to appropriately support the youth we have been able to enroll. Because enrollment grew slowly, the additional months will help us to attain and surpass common measures.</p> <p>The Out of School Year Round Program will focus on the attainment of youth common measures including placement of youth in Employment or Education, Attainment of Degree or Certificate as well as Literacy and Numeracy gains.</p>

	<p>Youth will be pre and post assessed using CASAS. According to need, youth will be assisted to complete GED or high school diploma, complete degrees or certificates and receive work experiences in accordance with their ISS. The program design consists of three parts: 1.) Leadership development and work readiness, 2.) work experience/placement, and 3.) academic enrichment/ school support.</p> <p>This group of youth will receive work experience in various forms including temporary work experiences, on the job training, occupational training, college entry and military service matriculation.</p> <p>The LCC-CF will work with the Delta Academy, Desert Rose HS and Adult Education High School to deliver Summer School support for youth in need of academic work to remain on track in school.</p>
<p>Contact Person & Information:</p>	<p>René Cantú Jr., Phd. Executive Director Latin Chamber of Commerce Community Foundation 2900 E. Stewart Las Vegas, NV 89101 Phone: (702) 385-7368 Fax: (702) 380-2947 Email: rene@lcccf.org</p>

**Southern Nevada Children First
PY2012 Out-of-School Program
No Cost Extension**

Program Year:	PY2012, OSY Program
Program/Agency Name:	Southern Nevada Children First
Location:	720 W Cheyenne #30, N Las Vegas, NV, 89030
Program Type: <i>(Please note the funding stream)</i>	WIA Youth Formula
Program Dates:	July 1, 2012 – September 30, 2013
Target Population:	Credit Deficient, Low Income, At Risk youth who are disengaged from Education and/or Employment, youth who are pregnant or/and parenting.
Program Description:	<p>Southern Nevada Children First Program aims to remove the barriers these youth face, in order to be successful and self-sufficient. For example, a homeless, pregnant and/or parenting youth needs a stable environment and assistance with study, school supplies, work readiness and other basic life skills in order to succeed.</p> <p>Our goal to assist Out -of -School youth with placement in unsubsidized employment, obtained their GED or High School Diploma.</p> <p>Through our local college tours (UNLV, CSN) the youth we serve are being encouraged youth Enter Post Secondary education.</p>
Contact Person & Info.:	Monique Harris, Executive Director – 702-487-5665 Suzanne Burke, Programs Manager - 702-487-5665

**HELP of Southern Nevada
PY2012 Out-of-School Program
No Cost Extension**

Program Year:	PY2012, OSY Program
Program/Agency Name:	HELP of Southern Nevada
Location:	Clark County, Incorporated & Unincorporated
Program Type: <i>(Please note the funding stream)</i>	WIA Youth Formula
Program Dates:	07/1/2012-06/30/2012 (Original Contract)
Target Population:	Homeless & At Risk Youth
Program Description:	<p>HELP of Southern Nevada's Out of School Youth-Provides educational and work readiness services in a positive support system to help homeless and at-risk youth obtain career and educational aspirations.</p> <p>Participating youth may have had histories of substance abuse, are pregnant or parenting teens, may have had involvement in the juvenile justice system or have been charged for crimes as an adult.</p> <p>Participants take part in educational planning and credentialing assistance, work readiness, leadership development and life skills support and programming.</p> <p>Youth will receive opportunities to enroll in certificate based training in emerging markets to include medical and green opportunities. Services are provided in Clark County, including satellite offices in the rural areas Sandy Valley and Searchlight.</p>
Contact Person & Info.:	<p>Denise Gee-WORC Director, (702) 369-4357 x1851</p> <p>*Summer Work Experience and Summer Credit dollar extensions contingent upon necessary related costs to include direct staffing, occupancy, etc.</p>

**Nevada Partners, Inc.
PY2012 In-School Youth Program
No Cost Extension**

Program Year:	PY2012, ISY Program
Program/Agency Name:	Nevada Partners, Inc.
Location:	710 W. Lake Mead Blvd., North Las Vegas, NV 89030
Program Type:	WIA Youth Formula
Program Dates:	7/1/12 – 9/30/13 (contract end date 6/30/13, no cost extension request 9/30/13)
Target Population:	WIA Eligible Youth Participants in high need zip codes, schools, and populations.
Program Description:	<p>NPI will help seniors from 7 high need High Schools (Canyon Springs, Cheyenne, Desert Pines, Mojave, Rancho, Valley, and Western) graduate from high school. In coordination with a network of partners, NPI will provide each of the required youth program elements, in addition to summer programming and year round Workforce Investment Act Services for targeted high need High Schools. The program design includes:</p> <ul style="list-style-type: none"> • Education services, including college and career counseling, proficiency exam preparation, tutoring/homework assistance, summer school fee and tuition assistance, college fairs and tours, college preparation workshops, and vocational trade fairs; • Career exploration, including subsidized work experiences, Summer 2013 Earn and Learn, career assessments, job shadowing and other career exploration activities such as occupational skills training; • Youth development programming, including mentoring, service learning and community service projects, extracurricular and recreational activities and cultural events; and • Retention and follow up services, including monitoring and performance incentives. <p>NPI's program plan leverages over \$400,000 in additional programming while fostering substantial participant gains, including increased rates of graduation, college attendance, and employment as well as increased literacy/numeracy, enhanced life and coping skills and improved esteem.</p>
Contact Person & Info.:	<p>Tiffany Tyler, Ph.D. 710 W. Lake Mead Boulevard, North Las Vegas, NV 89030 ttyler@nevadapartners.org</p>

**HELP of Southern Nevada
PY2012 In-School Youth Program
No Cost Extension**

Program Year:	PY2012, ISY Program
Program/Agency Name:	HELP of Southern Nevada, ISY
Location:	Clark County, Incorporated & Unincorporated
Program Type: <i>(Please note the funding stream)</i>	WIA Youth Formula
Program Dates:	7/1/12 – 9/30/13 (contract end date 6/30/13, no cost extension request 9/30/13)
Target Population:	High School Seniors/Basic, Bonanza, Chaparral, Cimarron, Clark, Del Sol and Sunrise Mountain.
Program Description:	<p>HELP of Southern Nevada's In School Youth-In pursuit of Ready for Life's vision that all Nevada youth are ready for life, HELP will base</p> <p>"One Stops" in 7 high schools in Clark County, as well as providing satellite offices in Sandy Valley and Searchlight areas. High Seniors will receive on-site support for academic, social and career related services. Youth will receive opportunities to enroll in certificate based training in emerging markets to include medical and green opportunities.</p>
Contact Person & Info.:	<p>Denise Gee - WORC Director, (702) 369-4357 x1851</p> <p>**Summer Work Experience and Summer Credit dollar extensions contingent upon necessary related costs to include direct staffing, occupancy, etc.</p>

**Youth Advocate Programs, Inc.
No Cost Extension**

Program Year:	PY2012, Youth Re-Entry Program
Program/Agency Name:	Youth Advocate Programs Inc.
Location:	2535 West Cheyenne Ave., Ste. 102 North Las Vegas, NV 89032
Program Type: <i>(Please note the funding stream)</i>	WIA Youth Formula
Program Dates:	July 1, 2012 – September 30, 2013
Target Population:	Youth 18-21 who are offenders and/or involved in the Juvenile Justice System
Program Description:	<p>The Re-Entry program focuses on 18-21 year old youth that are at-risk/high-risk have a past with parole/probation, have a criminal history and/or are homeless.</p> <p>This program focuses on job skill training/ vocational skills/ educational services and job shadowing to ensure that youth leave with gainful employment, techniques/knowledge to keep a job and/or a professional work reference.</p> <p>Youth will be assisted with obtaining their GED/High School Diploma and obtaining a certificate through occupational skills training.</p> <p>We have begun to look into apprenticeship programs for those youth who are interested in: Construction, Electrician, Carpentry, Barber, Drywall and Plumbing</p>
Contact Person & Info.:	Magann Jordan, M.A. Program Director mjordan@yapinc.org 702-338-3936 cell 702-631-9275 office

**Lincoln County Youth Career Program
No Cost Extension**

Program Year:	PY2012, Rural Youth Program
Program/Agency Name:	Lincoln County Youth Career Program, Lincoln County School District
Location:	Lincoln County
Program Type: <i>(Please note the funding stream)</i>	WIA Youth Formula
Program Dates:	July1, 2011 through September 30, 2013
Target Population:	16-21 year olds, in and out of school
Program Description:	<p>The project will identify gaps in education and career advancement for eligible youth, create exposure to career opportunities and provide urban life skill training. Out of school youth will be aligned for placement in employment, further training or post secondary education to obtain a degree, certificate or diploma according to their career plan developed through the program. Out of school youth will be approached through adult and alternative education, juvenile parole, family social support agencies and local networks. To identify their education capabilities and weaknesses they will be pre and post tested for Lit/Num levels. Youth in school will dominantly be seniors. In school youth will be pre and post tested for Lit/Num levels. Each youth will establish a career plan including the education required and implement the plan, have individual career alignment, participate in virtual career tours online, and receive needed education counseling. Youth in groups may participate in career days out of the county, job shadowing, leadership activities in community events, and technology education so they can gain an understanding of a career that is interesting and viable for them. Youth will learn about resume development and interviewing, customer service to increase their chances of obtaining employment. Assistance in finding financial aid programs will be provided to increase the feasibility of post secondary education. Education advancement to achieve higher Lit/Num levels will be attained through addressing visual discrimination processing problems (through targeted training for school district staff), tutoring, and adult and alternative education classes. Life skills for urban living will become blended into teaching curriculum so that these rural youth can thrive in new environments for further education and jobs. The program will hire a case worker/coordinator to provide these services suited to each of the 22 eligible youth.</p>
Contact Person & Info.:	Holly Gatzke, 775.726.3109 ext 106; gatzkeh@unce.unr.edu Jennifer Sabol, 775.726.3109 ext 108; jsabol@lcsdnv.com

**NyE Communities Coalition Youth WERKS
No Cost Extension**

Program Year:	PY2012, Rural Youth Program
Program/Agency Name:	NyE Communities Coalition Youth WERKS
Location:	Nye / Esmeralda Counties – Primary Office –Pahrump 1020 East Wilson Road Pahrump NV 89048
Program Type: <i>(Please note the funding stream)</i>	WIA Formula Youth - Rural
Program Dates:	July 1, 2012 – September 30, 2013
Target Population:	Youth up to age 21 residing in Nye and Esmeralda Counties
Program Description:	<p>Will continue to deliver recruitment; orientation and enrollment; educational retention, program planning; case management; job placement, attainment, and exit services; and substance abuse awareness.</p> <p>In addition youth have the opportunity for leadership development, adult mentoring, service learning, team building and community building activities.</p> <p>NyECC Campus and coalition opportunities provide support for the youth participants including child safety seat installation and inspection; chronic disease, diabetes and nutrition programming; tobacco cessation; section 8 help; income tax preparation assistance; SNAP application assistance; and food security assistance.</p> <p>Continuation of this project from July 1, 2013 to September 30, 2013 will allow for the In School Youth to experience a full summer work experience instead of compressing into less than one month. Many youth have a difficult time with a 40 hour work week. This will allow for a more manageable work schedule for youth WEX.</p> <p>Nye County School District will offer remediation and credit recovery over the duration of the summer. By extending the program this will allow all youth to have the full three months to address any remediation that they need to meet their educational goals.</p> <p>NyECC will deliver programming to 50 youth. Through 9/30/13 NyECC participants will accomplish the following:</p> <ul style="list-style-type: none"> 10 will increase their lit/num scores 22 will be placed into employment 18 will graduate from high school / GED 1 will enter the military <p>(Some youth are in more than one measure)</p>
Contact Person & Info.:	Stacy Smith, Executive Director 775 727 9970 stacy@nyeccc.org

12. INFORMATION: Budget and Finance Committee Meeting Minutes of February 6, 2013 and April 3, 2013 (draft)

*workforce***CONNECTIONS**
MINUTES

of the meeting of the

BUDGET & FINANCE COMMITTEE

The Budget & Finance Committee held a public meeting on Wednesday, February 6, 2013, beginning at 10:10 a.m. at the following location:

At its principal office at 7251 West Lake Mead Blvd., Suite 200
Conference Room 200, Las Vegas, Nevada

The site was connected by speakerphone and voice stream link. The public was invited to attend at this location.

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

Councilwoman Gerri Schroder, Chair, called the meeting of the Budget & Finance Committee to order. Those present: Councilwoman Gerri Schroder, Chair; Hannah Brown, Vice-Chair; Bill Bruninga (via telephone); Dan Gouker; William Kirby (via telephone); and Vida Chan Lin. Absent: Dennis Perea

Staff confirmed the agenda posted three working days prior to the meeting in accordance with the Nevada Open Meeting Law by posting at four Official Bulletin Boards (locations listed on agenda). Present were various staff members of *workforce***CONNECTIONS** and members of the public were asked to sign in. The sign in sheets are attached to the original minutes as Exhibit A.

2. Discussion and Possible Action: Approval of Agenda with the inclusion of any Emergency Items and deletion of any Items.

A motion to approve the agenda as presented by staff was made by William Kirby and seconded by Dan Gouker. Motion carried.

3. Public Comment (1st period)

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

Councilwoman Gerri Schroder-Chair opened the meeting to Public Comment. No members of the public made comment. Councilwoman Gerri Schroder presiding closed the Public Comment Session.

Vida Chan Lin joined the meeting at 10:19 a.m.

4. Discussion and Possible Action: Election of Chair and Vice Chair

A motion to re-elect Councilwoman Gerri Schroder as Chair of the Budget & Finance Committee was made by William Kirby and seconded by Hannah Brown. Motion carried.

A motion to re-elect Hannah Brown as Vice Chair to the Budget & Finance Committee was made by William Kirby and seconded by Dan Gouker. Motion carried. The record will reflect that William Kirby said Aye before Councilwoman Gerri Schroder said opposed and he did vote for Ms. Brown.

5. Discussion and Possible Action: Approval of minutes of the previous Budget & Finance Committee meeting held on January 16, 2013.

A motion to approve the meeting minutes of January 16, 2013 presented by staff was made by Dan Gouker and seconded by William Kirby. Motion carried.

6. Review, Discuss and Accept Report: Program Year 2011 (Year Ended June 30, 2012) – 2012 Audit PBTK

Jim Kostecki provided an overview of the exit conference for the 2012 Audit conducted by Piercy, Bowler, Taylor and Kern on Thursday, January 31, 2013 (Hannah Brown also attended). Turning the attention to page 36 of the audit report, Jim presented the Summary of Auditor's Results broken down into two sections:

Financial Statements	2012	2011
Type of auditors' report issued	Unqualified	Qualified
Internal control over financial reporting	No material weaknesses identified	Yes material weaknesses identified
Noncompliance material to financial statements	No	Yes
Federal Awards	2012	2011
Internal control over major programs		
Material weaknesses identified	No	Yes
Significant deficiencies identified that are not considered to be material weaknesses	Yes – 4 compliance findings	Yes
Type of auditor's report issued on compliance for major programs	Unqualified	Qualified

Ardell stated "Hats off" to both the programmatic and fiscal staff for the exceptional work performed for the audit. He acknowledged that the greatest difference through oversight was a direct result from the Budget & Finance Committee and the leadership of the Workforce Connections Board.

William Kirby read into the record, an excerpt from the Independent Auditor' Report on Financial Statements and Supplementary Information below and further stated, "this says it all".

"In our opinion, the basic financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of the Organization, as of June 30, 2012, and the respective changes in financial position thereof for the year then ended in conformity with accounting principles generally accepted in the United States."

Hannah concurred that she attended the opening conference that solicited demands from both PBTK and WC staff with promises made from both sides of the table during their negotiations. “Hats off to staff” they have done an outstanding job.

Dan Gouker suggested that at the next Board meeting, Fiscal staff would identify what a Qualified Audit versus Unqualified Audit means for those Board members that might be unaware of the differences between the two words from an Auditors’ perspective.

Ardell responded that last year we had eleven findings and this year we have four findings. He further stated that we are willing to concede to one of the four findings and that until “WC sees the day” when staff can draw down funds directly from the State the one finding will remain a compliance issue.

Councilwoman Schroder stated that it is “refreshing” to see that so many compliance issues indicate ‘findings have been corrected’ noting they are minor corrections that can be controlled. Councilwoman Schroder read into the record, an excerpt on page 38 of the Audit Report under the Condition/Context:

“Of the 20 requests for grant funds examined, the time elapsed between receipt of drawdowns requests and disbursement of sub recipient reimbursement requests has been inconsistent. From the period of July 2011 through December 2011, the time elapsed was from 1 to 90 days. From the period of January 2012 to June 2012, the time elapsed improved to from one to nine days.”

Councilwoman Schroder states, “This is a huge improvement and I commend you (Ardell) and staff”. Everyone has worked together, has kept us informed, and transparency provided. Congratulations! Thank you and staff for all of your hard work.

Heather added that the programmatic findings indicated are something WC staff can mitigate and reduce the risk even further in the future, because the findings are based on programs that were previously run internally. The Graduate Advocate Program is no longer with us, the SESP grant sunsets in June of this year, YouthBuild will be on hand with internal controls set in place and signatures gathered for the appropriate documentation.

Dan spoke to the emancipated youth that might not have a parent or guardian available for signature. Heather responded that in those cases, WC addresses this with a parent, guardian or other responsible adult such as a school counselor for signature(s).

Bill Bruninga concurred with the Committee members regarding the Audit Report – Congratulations!

A motion to accept the Program Year 2011 (Year Ended June 30, 2012) – 2012 Audit Report from PBTK was made by William Kirby and seconded by Dan Gouker. Motion carried.

6. Review, Discuss, and Accept Reports:

- a. PY2012 WIA Formula Budget July 1, 2012 through June 30, 2013 and PY2012 WIA Budget Narratives – January 2013

Jim Kostecki reported the PY2012 WIA Formula Budget July 1, 2012 through June 30, 2013 and PY2012 WIA Budget Narrative – January 2013 on pages 9-15 of the Agenda. Jim reviewed the Operations and One-Stop Side-by-Side report that is a new item to this reporting function in support of fund expenditures to the new One-Stop Center and WC staff offices.

WC set aside \$1,000,000 for One-Stop Center expenditures. Last month an additional \$679,465 Dislocated Worker funds was received and brought before the Committees/Board and approved for the WC staff relocation costs. The first column of the report is the regular Board Operations Budget, second column is the One-Stop Center Budget, and the third column is the One-Stop System Budget with a Narrative that will coincide with the original budget and potentially develop over time. In that center section for the One-Stop Center Budget, funds have been budgeted for two months of operating expenses. Jim noted that under the One-Stop System Budget, line item 7085 – Program Support Contracts \$150,000 of the \$190,275 was allocated for the Urban League computer center issued last month and approved by the Board. Additionally, oral interviews are in process for a General Contractor. Three made the cut and vetted to determine a General Contractor to work with the Architect for the renovation of the One-Stop that will encompass the rough number for line item 8500 – Capital –Tenant Improvements, Equipment and Furniture Depreciation of \$816,713. It is anticipated that the One-Stop Center will open May 1, 2013.

Hannah queried what oversight is in place for the Urban League Computer Center. Ardell responded that staff has been in contact with the Urban League whereby WC will be receiving reports monthly from the programmatic side and IT support regarding activities for number of individuals served and services provided. The Computer Center will remain at the Urban League; however, responsibility/accountability will be part of the One-Stop System network.

Dan queried the square footage of the One-Stop Center and whether the infrastructure has been verified to be sound (utilities to the property) and able to support the Center. Jim responded that there will be a complete build-out, the total square footage is 18,000: 10,000 square feet will be WC staff (relocated) and 8,000 square feet will be the One-Stop Center. The Landlord will be financially supporting a portion of the tenant improvements as part of the lease agreement.

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

Jim reported on the Budget vs. Actual Finance Report (Workforce Connections' Operations) for the period July 1, 2012 through June 30, 2013 (Formula WIA) noting that the report is in the "Green".

- c. PY2011/PY2012 Awards & Expenditures - Monthly Update

Jim presented the PY2011/PY2012 Awards and Expenditures for Adult/Dislocated Worker and Youth through December 2012 invoices on pages 17-19 of the agenda packet. Starred lines on the report only reflect expenditures through November 2012. All Contracts have an ending date of June 30, 2013 unless noted.

Jim noted a new grant AmeriCorps YouthBuild PY12. AmeriCorps provided WC with an additional \$23,820 that supports a full time Construction Trainer. He further reported that through this program, students must complete an additional 100+ hours of community service. This service added to the 300+ hours completed for YouthBuild will provide the student with a direct AmeriCorps incentive of \$1500 towards the program.

	Adult Expenditures	Dislocated Worker Expenditures	% Spent
WIA PY2011-PY2012 Adult & DW Green Sector	60%	40%	67.54%
WIA PY2011-PY2012 Adult & DW Health Sector	67%	33%	58.59%
WIA PY2011-PY2012 Adult & DW Rural Services	54%	46%	50.26%
WIA PY2012 Adult & DW Re-Entry Services	100%	0%	27.63%
Total PY2011/PY2012 Adult & Dislocated Worker	64%	36%	59.70%
	Youth In-School	Youth Out-Of-School	% Spent
WIA PY2011 Youth General	63%	37%	62.67%
WIA PY2012 Youth General	46%	54%	20.49%
WIA PY2011 Youth Tri County	54%	46%	49.50%
WIA PY2011 Youth Re-Entry Advocate Programs	0%	100%	21.90%
Total PY2011 Youth	55%	45%	36.33%
Direct Grants PY2010/PY2011			% Spent
Direct Adult & DW Grants			82.26%

d. Adult/Dislocated Worker and Youth Funding Plans

Jim presented and identified each line item listed in the Adult/Dislocated Worker and Youth Funding Plan on pages 20 and 21 of the agenda packet. The spreadsheet illustrates (as WC draws funds during the month to expend funds) which funding source is used, which year of funding and ensures WC is on track within the 2-years the dollars are available.

Ardell stated that WC will be bringing additional services to the community by allocating awards to qualified respondents to proposals not awarded during the RFP process and WC will be including additional funds to existing contracts to allow training for additional participants. New contracts would start June 1, 2013; however, funds that are not spent will be recaptured and allocated to fund other services for Adult/Dislocated Workers and Youth through contract recommendations to the Budget Committee. He further stated that the new allocation of funds (approximately \$2,000,000) would come from the State next month. Discussion ensued regarding the spending of funds within a 2-year timeframe and the potential of recaptured unspent funds by the State if 80% or more is not committed.

Pending contract is the Foster Care and Youth with Disabilities that has not yet been awarded.

e. Audit Findings for Program Year 2010 (Year Ended June 30, 2011) – February 2013

Jim reported that there were no updates to the Audit Finding Report; however, he updated the status of the findings based on the Audit Report and stated that the monitoring of the reported areas will continue as a safeguard.

Ardell stated for the record that he quoted 11 findings with four remaining when it should be 10 findings with four remaining.

f. YouthBuild Audit Findings

Jim presented the new report for the YouthBuild 2011 Grant stating that WC responded to the findings in December. The Department of Labor came back requesting additional information on two of the items listed. WC responded and today an email was received stating the Department of Labor has accepted all of the responses pending a new monitoring.

Ardell stated that item #01 (indicated in red on the report) the grantee's record retention and access policy had been posted/published on the website effective today. The target date of the item will reflect green in the next report.

A motion to accept the reports as presented by staff was made by William Kirby and seconded by Dan Gouker. Motion carried.

8. Public Comment and Discussion (2nd period)

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

Councilwoman Gerri Schroder-Chair opened the meeting to Public Comment. No members of the public made comment. Councilwoman Gerri Schroder presiding closed public Comment Session.

Ardell Galbreth, Executive Director, Workforce Connections noted that the Chief Financial Officers of the jurisdictions played a major role in the oversight and technical assistance regarding the audit, monitoring, and the reviews WC has received. He extended a public thank you and appreciation to those individuals associated with the CFO Committee (Boulder City, City of Henderson, City of Las Vegas, City of North Las Vegas, and Clark County) and looks forward to a continued partnership. Councilwoman Gerri Schroder concurred.

Jim Kostecki, Finance Manager, Workforce Connections extended thanks to his financial staff: MaryAnn Avendano, Faith Cannella, Jim Valade, Melodye Stok, Lisa Zamora and anyone else who helped out on the Audit. He further thanked PBTk who made efforts to make the audit work smoothly.

9. Adjournment unanimously approved at 11:10 a.m.

*workforce***CONNECTIONS**
MINUTES

of the meeting of the

BUDGET & FINANCE COMMITTEE

The Budget & Finance Committee held a public meeting on Wednesday, April 3, 2013, beginning at 10:03 a.m. at the following location:

At its principal office at 7251 West Lake Mead Blvd., Suite 200
Conference Room 200, Las Vegas, Nevada

The site was connected by speakerphone and voice stream link. The public was invited to attend at this location.

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

Councilwoman Gerri Schroder, Chair, called the meeting of the Budget & Finance Committee to order. Those present: Councilwoman Gerri Schroder, Chair; Bill Bruninga (via telephone); Dan Gouker; and Vida Chan Lin (via telephone). Absent: Hannah Brown, Vice-Chair, William Kirby, Dennis Perea

Staff confirmed the agenda posted three working days prior to the meeting in accordance with the Nevada Open Meeting Law by posting at four Official Bulletin Boards (locations listed on agenda). Present were various staff members of *workforce***CONNECTIONS** and members of the public were asked to sign in. The sign in sheets are attached to the original minutes as Exhibit A.

2. Discussion and Possible Action: Approval of Agenda with the inclusion of any Emergency Items and deletion of any Items.

A motion to approve the agenda as presented by staff was made by Bill Bruninga and seconded by Dan Gouker. Motion carried.

3. Public Comment (1st period)

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

For the record, Dan Gouker stated:

“My appointment on the Board of Directors has expired and I am here today representing Community College of Southern Nevada at the request of Dr. Richards and Dr. Devine. If need be, I can certainly abstain or not participate at all because I firmly believe that what we do with this committee we make great in-roads, but I do not want to take a chance on causing any problems for Workforce Investment Board, Local Elected Officials or this sub-committee down the road.”

Mr. Galbreth responded that Mr. Gouker's application has been submitted for consideration at the upcoming Local Elected Officials meeting next Tuesday, April 9, 2013. Ardell further noted that although Dan is not a Board member, that does not preclude his service as a committee member. In reference to the partnership with College of Southern Nevada, according to the Workforce Investment Act and the fact that it is one of the required partners, it is critical that WC have that relationship with the College of Southern Nevada. We [WC], look forward to consideration of his application at the next LEO meeting. If available, staff would appreciate Dan attending the LEO meeting. Ardell further stated there is no conflict with his (Dan Gouker) attendance and participation at this meeting.

Hearing no further comments, Councilwoman Gerri Schroder-Chair closed the Public Comment Session.

4. Discussion and Possible Action: Approval of minutes of the previous Budget & Finance Committee meeting held on February 6, 2013.

A motion to approve the meeting minutes of February 6, 2013 presented by staff was made by Dan Gouker and seconded by Bill Bruninga. Motion carried.

In the future, WC staff will be including Draft meeting minutes in the Board packets. "What you do here today, will be included in the next Board meeting packet." The Board packet will have two sets of minutes: The previous meeting minutes (in this case, February 6, 2013) approved at this meeting, and the Draft meeting minutes (conducted at this time). Councilwoman Schroder concurred.

5. DISCUSSION and POSSIBLE ACTION: PY2012 WIA Formula Budget July 1, 2012 through June 30, 2013 and PY2012 WIA Budget Narrative – April 2013

Jim Kostecki reported page seven of the agenda packet is the revenue section of the Budget indicating no changes in the funds received portion of the report. On page 12 of the agenda packet, the net total budget is not changing; however, WC staff has reallocated funds from line item 8900-Strategic Initiative – WIA indicating a decrease of \$193,256. Changes (with comment) reflect the following:

6500 – Salaries: Increase of \$79,676	Increase is for new IT staff to support the new One-Stop and staff offices. Position filled last week of March.
7050 – Tuition, Training, and Seminars (Staff): Increase of \$5,000	The increase is due to program and fiscal staff attending additional training opportunities through June. 2 staff to NAWB, 2 to NAJA (fiscal training), 1 to NAWDP, 4 to CWA (Noted there will be an additional CWA conference in September that will not affect this Program Year). Ardell noted that there would be occasions when a speaker or facilitator is brought in-house to provide training.
7055 – Travel and Mileage (Staff) – Increase \$10,000	The increase is due to program and fiscal staff attending additional travel for training opportunities through June. Coincides with line item 7050.
7085 – Program Support Contracts: Increase of \$60,000	The increase is for SESP/HIT consulting services (\$35,000 of this line item for the Healthcare Sector under SESP/HIT) and a consultant (\$25,000 of this line item) to strengthen WC's procurement manual

7085 – Program Support Contracts – IT NVTrac/Web: Increase of \$22,000	<p>The increase is due to added consultant time to enhance the NVTrac software for expansion.</p> <p>Additionally, Jim notes that with State approval, contract extensions were made for the two current contractors to fill in support on NVTrac for the absence of a permanent WC staff member who is under critical care.</p>
7090 – Non-Board Meetings and Outreach: Increase of \$15,000	<p>The increase is due to additional support for community events related to workforce development.</p> <p>Jim noted this covers Chamber of Commerce memberships and Business Services outreach.</p>
7095 – Board Meetings and Travel: Increase of \$5,000	<p>The increase is due to additional board members attending the NAWB conference in DC.</p> <p>4 Board of Directors travel expenses to NAWB.</p>
7100 – Insurance: Increase of \$7,500	The increase is due to an increase in rates for general liability and an estimated increase in auto insurance for the new van.
7100-7120 – Employee Fringe Benefits: Decrease of \$34,061	The decrease is a result of removing three vacant positions from the salary list, which will offset by increasing the PTO Buy Back reserve from \$100,000 to \$275,000. There is no fringe calculated on the PTO Buy Back.
8500 – Capital – Equipment and Furniture: Increase of \$20,000	This increase is for a new van (State approved) to allow staff to deliver furniture and equipment to service providers and events.

Ardell requested that the record reflect the Revised Budget – March 20, 2013 has a new column that indicates Authorized FTE (FTE count approved by the Board) versus Actual FTE. Ardell stated that the vacant positions at this time; have been eliminated. However, if there is a need in the future for the additional personnel, information will be brought forward to the Budget & Finance Committee for appropriate action and approval.

Discussion ensued regarding signage on the new WC van. Ardell noted that WC would have to coordinate with the State and US DOL. Ms. Lin suggested for insurance purposes, it might not be a good idea to have signage on the van as WC might incur a potential liability and increased insurance cost. Ardell and staff will investigate this further.

A motion to approve the PY2012 WIA Formula Budget July 1, 2012 through June 30, 2013 and PY2012 WIA Budget Narratives – April 2013 as presented by staff was made by Dan Gouker and seconded by Vida Chan Lin. Motion carried.

6. REVIEW, DISCUSS and ACCEPT REPORTS:

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

Jim reported on page 15 of the agenda packet. Jim noted the yellow highlighting reflects the youth summit meeting at the Latin Chamber of Commerce in February and the additional expense for outreach.

Carol stated that when staff does cost allocations based on hours worked, the SESP grant has been funding approximately \$20,000 of WC expenses per month, which is why WC spends less than budgeted in this case. When the SESP grant sunsets at the end of June,

and based on whether salaries wind down before that timeframe, WC will need to pick up the majority of the costs in the future.

Jim further noted that WC has a grant writer that is currently applying for three outside grants to help support WIA.

b. Adult/Dislocated Worker and Youth Funding Plans

Adult/Dislocated Worker Funding Plan

Carol presented and identified each line item listed in the Adult/Dislocated Worker Funding Plan on page 16 of the agenda packet. Carol noted that all of the 2011 Adult and Dislocated Worker funds were spent by the end of January 2013. She further noted staff is projecting approximately 1.47 months balance remaining. WC will receive minimal funding in the first quarter of next year and any remaining balance will be significantly important to fund July/August/September expenditures.

Pending contracts were approved at the last Board meeting for GNJ and NPI (Additional training funds) and Easter Seals (Adults with Disabilities). WC is now drafting the contracts for execution.

Youth Funding Plan

Carol presented and identified each line item listed in the Youth Funding Plan on page 17 of the agenda packet. Carol noted that all of the 2012 Youth funding were spent by February 2013. WC is projecting approximately 1.71 months remaining balance. Because of the overlap in contracts discussed at each of the meetings, WC will recommend contract extensions from June 30, 2013 ending dates to September 30, 2013 for the youth providers. Existing contracts will have remaining dollars that can be expended for the additional three months (to allow for no disruption of service). Request for Proposals will be bid out effective October 1, 2013 for the new program year.

Heather stated that in the youth council meetings and board meetings there have been discussion and questions regarding “why we end our contracts on June 30th” when we are in the middle of summer school opportunities to serve youth. It was decided that this program year, and perhaps going forward with board approval, contracts will end September 1 of each program year.

Pending contract amendments that were approved at the last Board meeting for Olive Crest and Goodwill of Southern Nevada for Foster Care and Youth with Disabilities are now being drafted.

For the record, Mr. Gouker stated he concurs with extending youth contracts. “Many times we have discussions on not so much as the legalities of what we do, but the passion of a good program.” These are certainly good programs. Now that we have a clean audit, let us make absolutely certain that we extend those program contracts within guidelines. Ardell concurs and states WC is looking at how staff can manage resources better. Jim responded that it does extend the audit preparation time because if you end the contract on June 30, not only do the service providers have until the end of July to get June invoices submitted, the service provider has an additional 30-days for close-outs.

c. Audit Findings for Program Year 2010 (Year Ended June 30, 2011) including YouthBuild – April 2013 Report

Jim presented and identified the current Audit Findings for Program Year on pages 18 and 19 of the agenda packet. Jim noted that the first three are the reoccurring findings and the fourth finding is new.

12-1 – Funding federal grants in advance – excessive time elapsed between receipt of funds and disbursements of funds	Action: Apr 2013 – Efforts to pay sub-recipients within two days of receiving funds from the State is the goal. When funds are drawn for a service provider and not paid to the service provider, the funds will be swapped on the subsequent draw to avoid using those funds for other expenses.
12-2 – Requests for funds need to be complete, accurate, and agree to supporting documentation.	Action: Apr 2013 – Staff will continue to review all provider invoices to ensure accuracy and completeness. They will then obtain signatures that verify independent review.
12-3 – Documentation supporting program participant eligibility shall be complete, accurate, and retained	Action: Apr 2013 – The Quality Assurance manager will review records for the internal and direct programs that have participant files. This will be a formal process to help ensure all participant files have proper eligibility documentation.
12-4 – Property records shall be complete, accurate and equipment will be properly accountable.	<p>Action: Apr 2013 – Staff has requested and received authorization from the State to dispose of a large list of fully depreciated assets. We are in the process of reconciling our asset list with the funded partner asset lists to ensure we have all our assets coded correctly.</p> <p>Jim noted that last year we ensured that the auditors held to our policy of capitalizing items \$5,000 and above and WC had wording in the policy that said “in the aggregate...” this wording was removed from the policy.</p>

Dan queried, if funding item 12-2 is under control (in the green) and verified, if staff has verified based on the requirements of 12-2, why would that not also clean up 12-1 where you could actually request the funds after you have verified accuracy as opposed to receipt of the invoice.

Jim responded that 12-2 reflects missing signatures for approval on invoices that WC paid out – this is a documentation issue. 12-1 reflects the timing of funds when WC receives it and when WC pays it out – this is a funding issue.

Example given: Invoice comes in on a Wednesday, WC will do the draw from the State on Thursday that will include this in the request for funds, WC will not receive the funding until the following Friday. Staff has from that Thursday to the following Friday to review the invoice both programmatically and fiscally to ensure that the invoice is payable, no disallowed costs attributable, etc. If there is any issue with that invoice and WC does not pay, it after receipt of the funding on that following Friday, there is a problem since WC has drawn funds that staff is not going to spend in a timely manner.

Carol states that if you were to do the fiscal and program review first before requesting funds, the service provider would be waiting approximately 2 weeks longer for reimbursement. Staff is maximizing how expedient WC can get an invoice that is in order, request the funds, do the review during the waiting process for the draw, then verify before cutting the check.

Ardell stated, unless we can draw funds directly from an account through the State, such as a YouthBuild grant or other direct grants from DOL there is no issue. We cannot do

that with the State of Nevada, because the system is different. Unless we have some unrestricted funds that we can substitute our draws with, that finding will continue.

Jim proceeded with the Audit Findings that did not recur as a reminder that WC had a problem and staff will continue to ensure they do not recur.

YouthBuild Audit Findings

Jim presented and reviewed each of the findings on the new YouthBuild Audit Findings report for the YouthBuild 2011 Grant on page 20 and 21 of the agenda packet. For the most part, the findings have been addressed and should not recur. WC is in good standing until US DOL conducts an on-site YouthBuild review.

A motion to accept the reports as presented by staff was made by Dan Gouker and seconded by Bill Bruninga. Motion carried.

7. INFORMATION: Sequestration Letter from the U.S. Department of Labor

Mr. Galbreth stated that this item is for information only, that WC does not have any funding issues, and WC will not be losing any overall funds with this Sequestration.

8. Public Comment and Discussion (2nd period)

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

Councilwoman Gerri Schroder-Chair opened the meeting to Public Comment. No members of the public made comment. Councilwoman Gerri Schroder presiding closed public Comment Session.

9. Adjournment unanimously approved at 11:01 a.m.

13. 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
- b. Budget vs. Actual Finance Report (Workforce Connections' Operations) for the period July 1, 2012 through June 30, 2013 (Formula WIA)
- c. PY2011/PY2012 Awards & Expenditures Report – Monthly Update
- d. Adult & Dislocated Worker and Youth Funding Plans
- e. Audit Findings Report for Program Year 2011 (Year Ended June 30, 2012) and YouthBuild Las Vegas Audit Findings Report
- f. Workforce Connections' Standing Professional Services Contracts – Monthly Update

workforceCONNECTIONS
PY2012 WIA Formula Budget
July 1, 2012 - June 30, 2013
(Revised Budget - March 20, 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	-	1,832,202	3,473,943	5,306,145
Total Expenditures	\$ 27,210,077	\$ 27,210,077		\$ 1,832,202	\$ 3,473,943	\$ 21,903,932
Fund Balance	\$ -	\$ -		\$ 820,858	\$ (820,858)	\$ -

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)

3/27/2013

workforceCONNECTIONS
PY2012 WIA Formula Budget
July 1, 2012 - June 30, 2013
(Revised Budget - March 20, 2013)

Board Operations	Authorized FTE	Actual FTE	Approved Budget PY2012	Proposed Budget PY2012	\$ Change	Admin	Program	Total
6500 Salaries	31.18	27.18	2,451,763	2,531,439	79,676	759,432	1,772,007	2,531,439
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	45,000	5,000	18,450	26,550	45,000
7055 Travel and Mileage - Staff			30,000	40,000	10,000	12,000	28,000	40,000
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	120,000	60,000	-	120,000	120,000
7085 Program Support Contracts - IT NVTrac/Web			137,000	159,000	22,000	-	159,000	159,000
7090 Non-Board Meetings and Outreach			30,000	45,000	15,000	13,500	31,500	45,000
7095 Board Meetings and Travel			18,000	23,000	5,000	-	23,000	23,000
7100 Insurance			40,000	47,500	7,500	19,475	28,025	47,500
7100-7120 Employee Fringe Benefits			823,818	789,757	(34,061)	236,927	552,830	789,757
7125 Employer Payroll Taxes			72,804	75,945	3,141	22,784	53,161	75,945
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	75,000	20,000	22,500	52,500	75,000
8900 Strategic Initiative - WIA			453,912	260,656	(193,256)	-	260,656	260,656
Subtotal Board Operations			5,306,145	5,306,145	-	1,836,702	3,469,443	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: \$2,531,439 – Increase of \$79,676 - Allocated costs for administrative and program staff salaries. Increase is for new IT staff to support the new One-Stop and staff offices.

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): \$45,000 – Increase of \$5,000 - Allocated costs for staff training and seminars for both local and out-of-town locations for fiscal, program, and systems management. The increase is due to program and fiscal staff attending additional training opportunities through June.

- 7055 Travel and Mileage (Staff): \$40,000 – Increase of \$10,000** - 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. The increase is due to program and fiscal staff attending additional travel for training opportunities through June.
- 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: \$120,000 – Increase of \$60,000** - Allocated costs for program support agreements and temporary staffing to support program activities. The increase is for HIT consulting services and a consultant to strengthen WC’s procurement manual.
- 7085 Program Support Contracts – IT NVTrac and Web: \$159,000 – Increase of \$22,000** - Allocated costs for program support agreements and temporary staffing to support program and data support activities. The increase is due to added consultant time to enhance the NV Trak software for expansion.
- 7090 Non-Board Meetings and Outreach: \$45,000 – Increase of \$15,000** – Allocated costs for business and employer outreach initiatives to attract businesses and establish partnerships for workforce development and employer services. . The increase is due to additional support for community events related to workforce development.
- 7095 Board Meetings and Travel: \$23,000 – Increase of \$5,000** - Allocated costs for facility and event related charges tied to board and committee meetings and Board travel to grant activities. The increase is due to additional board members attending the NAWB conference in DC.
- 7100 Insurance: \$47,500 – Increase of \$7,500** - Allocated costs for Board anticipated liability insurance costs for workers’ compensation, general business liability, auto, and Board of Directors’ and officers’ omission and errors liability. The increase is due to an increase in rates for general liability and an estimated increase in auto insurance for the new van.

7100-7120 Employee Fringe Benefits: \$789,757 – Decrease of \$34,061 - 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 used to calculate the fringe benefits. The decrease is a result of removing three vacant positions from the salary list which is offset by increasing the PTO Buy Back reserve from \$100,000 to \$275,000. There is no fringe calculated on the PTO Buy Back.

7125 - Employer Payroll Taxes: \$75,945 – Increase of \$3,141 - Allocated costs for employer payroll taxes which are calculated at 3% of total salaries. The increase is driven, in part, by the salary increase noted above.

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: \$75,000 – Increase of \$20,000 - Allocated costs for equipment and furniture including computers, servers, and furniture for administrative and programmatic support staff. This increase is for a new van to allow staff to deliver furniture and equipment to providers and events.

8900 Strategic Initiatives: \$260,656 – Decrease of \$193,256 - 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. The decrease in this line item is directly related to all of the above requested changes.

workforceCONNECTIONS --Operations and One-Stop Side-by-Side

July 1, 2012 - June 30, 2013

(Updated March 21, 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	31.88	27.88	2,531,439	Salaries	-	Salaries	7.00	6.00	184,474	2,715,913
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			45,000	Tuition, Training, and Seminars - Staff	-	Tuition, Training, and Seminars - Staff			500	45,500
7055 Travel and Mileage - Staff			40,000	Travel and Mileage - Staff	-	Travel and Mileage - Staff			500	40,500
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			120,000	Program Support Contracts	5,400	Program Support Contracts			221,962	347,362
7085 Program Support Contracts - IT NVTrac/Web			159,000	Program Support Contracts - IT NVTrac/Web	-	Program Support Contracts - IT NVTrac/Web			50,000	209,000
7090 Non-Board Meetings and Outreach			45,000	Non-Board Meetings and Outreach	416	Non-Board Meetings and Outreach			5,000	50,416
7095 Board Meetings and Travel			23,000	Board Meetings and Travel	-	Board Meetings and Travel			-	23,000
7100 Insurance			47,500	Insurance	-	Insurance			15,000	62,500
7100-7120 Employee Fringe Benefits			789,757	Employee Fringe Benefits	-	Employee Fringe Benefits			66,092	855,849
7125 Employer Payroll Taxes			75,945	Employer Payroll Taxes	-	Employer Payroll Taxes			5,665	81,610
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			75,000	Capital - Tenant Improvements, Equip and Furniture	-	Capital - Tenant Improvements, Equip and Furniture			1,518,756	1,593,756
Depreciation (TI, Furnishing, Equip)			-	Depreciation (TI, Furnishing, Equip)	13,625	Depreciation (TI, Furnishing, Equip)			-	13,625
8900 Strategic Initiative - WIA			260,656	Strategic Initiative - WIA	-	Strategic Initiative - WIA			171,313	431,969
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	60,000
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	238,843
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	309,318
Other Costs	
Moving Estimate	13,595
Moving Supplies	2,000
Permits and Licensing	30,000
Kiosk Equipment	15,000
Subtotal Other Costs	60,595
TOTAL One-Time Costs	2,068,756
Landlord Contribution to Construction	(550,000)
Net Cost to Complete	1,518,756

FEBRUARY YTD 2013 REPORT-FINAL

workforce CONNECTIONS




PY2012 WIA Formula Expenses

For the Period : July 1, 2012 through June 30, 2013

Administrative and Program Operating Budget

											% of Program Year Concluded		66.67%
Line Item Number	Budget				ACTUAL EXPENSES			Budget Authority Remaining			% Expended from Budget		
	Operating Expenses	Admin	Program	Total	Admin	Program	Total	Admin	Program	Total	Admin	Program	Total
6500	Salaries	809,082	1,642,681	2,451,763	370,138	896,395	1,266,533	438,944	746,286	1,185,230	45.75%	54.57%	51.66%
7000	Accounting and Auditing	350,000	0	350,000	169,407	0	169,407	180,593	0	180,593	48.40%	0.00%	48.40%
7005	Legal Fees	75,000	0	75,000	33,611	0	33,611	41,389	0	41,389	44.81%	0.00%	44.81%
7010	Legal Publication Advertising	5,040	12,960	18,000	745	1,820	2,565	4,295	11,140	15,435	14.78%	14.04%	14.25%
7020	Licenses and Permits	840	2,160	3,000	116	284	400	724	1,876	2,600	13.83%	13.14%	13.33%
7025	Dues and Subscriptions	3,360	8,640	12,000	1,159	2,831	3,990	2,201	5,809	8,010	34.48%	32.77%	33.25%
7030	Postage & Delivery	1,680	4,320	6,000	511	1,248	1,759	1,169	3,072	4,241	30.41%	28.89%	29.32%
7035	Printing and Reproduction	3,360	8,640	12,000	1,661	4,059	5,720	1,699	4,581	6,280	49.44%	46.98%	47.67%
7040	Office Supplies	4,200	10,800	15,000	2,492	6,089	8,581	1,708	4,711	6,419	59.34%	56.38%	57.21%
7045	System Communications	14,000	36,000	50,000	10,378	25,355	35,733	3,622	10,645	14,267	74.13%	70.43%	71.47%
7050	Tuition, Training and Seminars	11,200	28,800	40,000	5,498	13,432	18,929	5,702	15,368	21,071	49.09%	46.64%	47.32%
7055	Travel and Mileage (Staff)	8,400	21,600	30,000	5,101	12,463	17,564	3,299	9,137	12,436	60.73%	57.70%	58.55%
7060	Utilities (Included in Rent)	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%
7065	Telephone	8,400	21,600	30,000	2,872	7,017	9,888	5,528	14,583	20,112	34.19%	32.48%	32.96%
7070	Rent	102,297	263,051	365,348	57,156	139,641	196,797	45,141	123,410	168,551	55.87%	53.09%	53.87%
7075	Facilities Maintenance	1,820	4,680	6,500	345	843	1,188	1,475	3,837	5,312	18.96%	18.02%	18.28%
7080/7085	Support Contracts	120,000	197,000	317,000	86,271	129,806	216,077	33,729	67,194	100,923	71.89%	65.89%	68.16%
7090	Non-Board Meetings & Outreach	8,400	21,600	30,000	6,438	15,732	22,169	1,962	5,868	7,831	76.64%	72.83%	73.90%
7095	Board Meetings and Travel	0	18,000	18,000	0	7,050	7,050	0	10,950	10,950	0.00%	39.17%	39.17%
7100	Insurance	11,200	28,800	40,000	6,713	16,400	23,113	4,487	12,400	16,887	59.93%	56.94%	57.78%
7120	Employee Fringe Benefits	271,860	551,958	823,818	108,619	265,373	373,992	163,241	286,585	449,826	39.95%	48.08%	45.40%
7125	Employer Payroll Taxes	24,025	48,779	72,804	8,048	19,663	27,711	15,977	29,116	45,093	33.50%	40.31%	38.06%
7130/7135	Payroll Services and Bank Fees	16,000	0	16,000	5,093	0	5,093	10,907	0	10,907	31.83%	0.00%	31.83%
7200	Equipment - Operating Leases	4,200	10,800	15,000	2,722	6,650	9,372	1,478	4,150	5,628	64.81%	61.57%	62.48%
7600	Youth Program Activities	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%
7605	Adult/DW Program Activities	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%
8500	Equipment and Furniture	15,400	39,600	55,000	4,888	11,942	16,829	10,512	27,658	38,171	31.74%	30.16%	30.60%
8510	Software - NV Trac Data System	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%
8900	Strategic Initiative (Operations)	0	453,912	453,912	0	0	0	0	453,912	453,912	0.00%	0.00%	0.00%
	Total	1,869,764	3,436,381	5,306,145	889,980	1,584,092	2,474,072	979,784	1,852,289	2,832,073	47.60%	46.10%	46.63%

7090 - IS SLIGHTLY ELEVATED DUE TO A YOUTH SUMMIT MEETING SCHEDULED IN FEBRUARY; THIS WILL COME INTO LINE IN APRIL

Legend	
	Correct Now
	Watch
	OK

workforce CONNECTIONS
Awards and Expenditures
Program Year 2011/2012 Adult/Dislocated Worker Programs
March 31, 2013

Amounts for Providers reflect invoiced allowable expenditures through February 2013. Starred lines only reflect expenditures through January 2013.

All Contracts have an ending date of June 30, 2013 unless noted.

WIA PY11-PY12 Adult and Dislocated Worker Green Sector

Provider	Contract Award	Adult Expenditures	DW Expenditures	Total Invoiced	% Spent	Remaining Balance	PY11-12 SESP Expenses
Bridge Counseling Associates	\$ 500,000	\$ 250,000	\$ 250,000	\$ 500,000	100.00%	\$ -	\$ 76,600
Bridge Counseling Associates-PY12 extension	\$ 700,000	\$ 206,368	\$ 104,195	\$ 310,563	44.37%	\$ 389,437	See above line
GNJ Family Life Center	\$ 600,000	\$ 300,000	\$ 300,000	\$ 600,000	100.00%	\$ -	\$ 36,500
GNJ Family Life Center-PY12 extension	\$ 1,200,000	\$ 421,701	\$ 351,601	\$ 773,302	64.44%	\$ 426,698	See above line
Goodwill of Southern Nevada	\$ 600,000	\$ 445,000	\$ 155,000	\$ 600,000	100.00%	\$ -	\$ 57,771
Goodwill of Southern Nevada-PY12 extension*	\$ 1,200,000	\$ 490,806	\$ 132,363	\$ 623,169	51.93%	\$ 576,831	See above line
Latin Chamber Foundation	\$ 600,000	\$ 360,466	\$ 220,000	\$ 580,466	96.74%	\$ 19,534	\$ 94,438
Nevada Partners, Inc	\$ 600,000	\$ 300,000	\$ 300,000	\$ 600,000	100.00%	\$ -	\$ 55,662
So. NV Regional Housing Authority	\$ 175,000	\$ 87,500	\$ 69,081	\$ 156,581	89.47%	\$ 18,419	\$ 8,848
Total	\$ 6,175,000	\$ 2,861,841	\$ 1,882,240	\$ 4,744,080	76.83%	\$ 1,430,920	\$ 329,818
		60%	40%				

WIA PY11-PY12 Adult and Dislocated Worker Health Sector

Provider	Contract Award	Adult Expenditures	DW Expenditures	Total Invoiced	% Spent	Remaining Balance	PY11-12 SESP Expenses
CCSD - Desert Rose (contract ends 12/31/2012)	\$ 500,000	\$ 259,837	\$ 142,305	\$ 402,142	80.43%	\$ 97,858	\$ -
Foundation for an Independent Tomorrow	\$ 600,000	\$ 335,000	\$ 265,000	\$ 600,000	100.00%	\$ -	\$ 1,000
Foundation for an Independent Tomorrow-PY12 extension	\$ 1,200,000	\$ 388,447	\$ 321,679	\$ 710,126	59.18%	\$ 489,874	See above line
Latin Chamber Foundation	\$ 600,000	\$ 380,000	\$ 220,000	\$ 600,000	100.00%	\$ -	See Green Above
Latin Chamber Foundation-PY12 extension	\$ 1,200,000	\$ 226,709	\$ 152,000	\$ 378,709	31.56%	\$ 821,291	See Green Above
Nevada Hospital Association	\$ 600,000	\$ 570,000	\$ 30,000	\$ 600,000	100.00%	\$ -	\$ -
Nevada Hospital Association-PY12 extension	\$ 900,000	\$ 467,806	\$ 3,493	\$ 471,299	52.37%	\$ 428,701	See above line
Nevada Partners, Inc	\$ 600,000	\$ 360,000	\$ 240,000	\$ 600,000	100.00%	\$ -	See Green Above
Nevada Partners, Inc-PY12 extension	\$ 1,200,000	\$ 566,777	\$ 244,215	\$ 810,992	67.58%	\$ 389,008	See Green Above
So. NV Regional Housing Authority	\$ 175,000	\$ 87,500	\$ 87,500	\$ 175,000	100.00%	\$ -	See Green Above
So. NV Regional Housing Authority-PY12 extension	\$ 500,000	\$ 213,180	\$ 72,386	\$ 285,566	57.11%	\$ 214,434	See Green Above
Total	\$ 8,075,000	\$ 3,855,256	\$ 1,778,578	\$ 5,633,834	69.77%	\$ 2,441,166	\$ 1,000
		68%	32%				

WIA PY11-PY12 Adult and Dislocated Worker Rural Services

Provider	Contract Award	Adult Expenditures	DW Expenditures	Total Invoiced	% Spent	Remaining Balance	PY11-12 SESP Expenses
Lincoln County School District	\$ 100,000	\$ 16,981	\$ 9,707	\$ 26,688	26.69%	\$ 73,312	\$ -
Nye Communities Coalition	\$ 750,000	\$ 375,000	\$ 375,000	\$ 750,000	100.00%	\$ -	\$ 14,306
Nye Communities Coalition-PY12 extension	\$ 950,000	\$ 168,110	\$ 72,961	\$ 241,071	25.38%	\$ 708,929	See above line
Total	\$ 1,800,000	\$ 560,091	\$ 457,668	\$ 1,017,759	56.54%	\$ 782,241	\$ 14,306
		55%	45%				

WIA PY12 Adult and Dislocated Worker Re-Entry Services

Provider	Contract Award	Adult Expenditures	DW Expenditures	Total Invoiced	% Spent	Remaining Balance
Foundation for an Independent Tomorrow	\$ 700,000	\$ 323,927	\$ -	\$ 323,927	46.28%	\$ 376,073
Total	\$ 700,000	\$ 323,927	\$ -	\$ 323,927	46.28%	\$ 376,073
		100%	0%			

Total PY11-PY12 Adult/DW	\$ 16,750,000	\$ 7,601,114	\$ 4,118,486	\$ 11,719,600	69.97%	\$ 5,030,400
		65%	35%			

workforce CONNECTIONS
Awards and Expenditures
Program Year 2011/2012 Youth Programs
March 27, 2013

Amounts for Providers reflect invoiced allowable expenditures through February 2013. Starred lines only reflect expenditures through January 2013.

Amounts for Internal Programs reflect expenditures as of October 30, 2012.

WIA PY11 Youth General

Provider	Contract Dates	Contract Award	Youth In-School Expenditures	Youth Out-Of-School Expenditures	Total Invoiced	% Spent	Remaining Balance
Latin Chamber Foundation-PY11 Summer Component	6/1/12-6/30/13	\$ 250,000	\$ 144,666	\$ 71,829	\$ 216,495	86.60%	\$ 33,505
Latin Chamber Foundation-PY11 Green Consortium	5/1/12-9/30/13	\$ 500,000	\$ 87,928	\$ 103,513	\$ 191,442	38.29%	\$ 308,558
Nevada Partners, Inc-PY11 Year Round	7/1/11-6/30/13	\$ 500,000	\$ 235,749	\$ 257,371	\$ 493,120	98.62%	\$ 6,880
Nevada Partners, Inc-PY11 Summer Component	6/1/12-6/30/13	\$ 500,000	\$ 233,747	\$ 78,243	\$ 311,990	62.40%	\$ 188,010
So. NV Children First-PY11 Summer Component*	6/1/12-6/30/13	\$ 250,000	\$ 153,705	\$ 8,851	\$ 162,556	65.02%	\$ 87,444
Total		\$ 2,000,000	\$ 855,795	\$ 519,807	\$ 1,375,602	68.78%	\$ 624,398
			62%	38%			

WIA PY12 Youth General

Provider	Contract Dates	Contract Award	Youth In-School Expenditures	Youth Out-Of-School Expenditures	Total Invoiced	% Spent	Remaining Balance
GNJ Family Life Center-PY12 Youth Out of School	7/1/12-6/30/13	\$ 600,000		\$ 306,582	\$ 306,582	51.10%	\$ 293,418
HELP of So. Nevada-PY12 Youth In School	7/1/12-6/30/13	\$ 922,000	\$ 264,913		\$ 264,913	28.73%	\$ 657,087
HELP of So. Nevada-PY12 Youth Out of School	7/1/12-6/30/13	\$ 375,000		\$ 188,159	\$ 188,159	50.18%	\$ 186,841
Latin Chamber Foundation-PY12 Youth Out of School	7/1/12-6/30/13	\$ 400,000		\$ 71,573	\$ 71,573	17.89%	\$ 328,427
Nevada Partners, Inc-PY12 Youth In School	7/1/12-6/30/13	\$ 922,000	\$ 308,885		\$ 308,885	33.50%	\$ 613,115
So. NV Children First-PY12 Out of School*	7/1/12-6/30/13	\$ 375,000		\$ 86,101	\$ 86,101	22.96%	\$ 288,899
Total		\$ 3,594,000	\$ 573,798	\$ 652,415	\$ 1,226,213	34.12%	\$ 2,367,787
			47%	53%			

WIA PY11-12 Youth Rural and Tri-County

Provider	Contract Dates	Contract Award	Youth In-School Expenditures	Youth Out-Of-School Expenditures	Total Invoiced	% Spent	Remaining Balance
Lincoln County School District-Tri-County-PY11 Year Round	7/1/11-6/30/13	\$ 100,000	\$ 51,101	\$ 30,000	\$ 81,101	81.10%	\$ 18,899
Lincoln County School District-Tri-County-PY11 Extension	7/1/11-6/30/13	\$ 100,000	\$ -	\$ 46,566	\$ 46,566	46.57%	\$ 53,434
Nye Communities Coalition-PY11 Year Round	7/1/11-6/30/13	\$ 300,000	\$ 146,351	\$ 102,673	\$ 249,024	83.01%	\$ 50,976
Nye Communities Coalition-PY11 Extension	7/1/11-6/30/13	\$ 150,000	\$ -	\$ -	\$ -	0.00%	\$ 150,000
Total		\$ 650,000	\$ 197,453	\$ 179,238	\$ 376,691	57.95%	\$ 273,309
			52%	48%			

WIA PY12 Youth Re-Entry

Provider	Contract Dates	Contract Award	Youth In-School Expenditures	Youth Out-Of-School Expenditures	Total Invoiced	% Spent	Remaining Balance
Youth Advocate Programs	7/1/12-6/30/13	\$ 300,000	\$ -	\$ 105,513	\$ 105,513	35.17%	\$ 194,487
Total		\$ 300,000	\$ -	\$ 105,513	\$ 105,513	35.17%	\$ 194,487
			0%	100%			

WIA PY11 To Be Allocated Amounts

Total Youth		\$ 6,544,000	\$ 1,627,046	\$ 1,456,974	\$ 3,084,020	47.13%	\$ 3,459,980
			53%	47%			

workforce CONNECTIONS
Awards and Expenditures
Program Year 2011/2012 Direct Programs
March 31, 2013

Amounts for Internal Programs reflect expenditures as of March 31, 2013.

Amounts for Providers reflect invoiced allowable expenditures through February 2013. Starred lines only reflect expenditures through January 2013.

Direct Grants

Program	WC FTE	Contract Dates	Contract Award	Total Expended	% Spent	Remaining Balance
Americorps YouthBuild PY12	0.50	8/15/12-8/14/13	23,820	\$ 11,640	48.87%	12,180
Department of Justice - Get Out	0.40	10/1/12-12/31/2012	692,096	\$ 692,096	100.00%	-
Layoff Aversion PY12 - Rapid Response	2.00	7/1/12-6/30/13	250,000	\$ 185,813	74.33%	64,187
State Energy Sector Partnership (SESP)	3.60	8/10/10-1/29/13	3,503,000	\$ 3,326,380	94.96%	176,620
SESP - Healthcare Information Technology		12/11/2012-6/30/13	200,000	\$ 35,365	17.68%	164,635
US Fish & Wildlife - WC		6/28/11-12/31/16	11,029	\$ 11,029	100.00%	-
US Fish & Wildlife - So. NV Children First		6/1/12-12/31/12	16,471	\$ 10,202	61.94%	6,269
Youth Build PY11 - CCSD Desert Rose		7/1/11-6/30/13	158,584	\$ 120,107	75.74%	38,477
Youth Build PY11 - WC	3.70	6/1/11-5/31/14	941,416	\$ 730,444	77.59%	210,972
Total	10.20		5,936,925	5,263,586	88.66%	673,339

**Workforce Connections
Adult and Dislocated Worker Funding Plan
March 20, 2013**

	Budget	Remaining Available Funds	Projections Based on Monthly Invoices				
			Jan-Mar 2013 Partial	Apr-Jun 2013 3 Months	Next Program Year	Projected PY2012 TOTAL	Remaining
REVENUES (Available as of March 20, 2013)							
PY2011 Adult and DW Funding	12,439,868	-				-	-
PY2011/2012 DW Rapid Response Funding	679,465	-				-	-
PY2011/2012 DW Rapid Response Funding	2,028,047	2,028,047	350,000	950,000	200,000	1,500,000	528,047
PY2012 Adult and DW Funding (Approved by BOE 08/14/12)	13,164,641	9,691,636	2,042,186	4,857,115	475,000	7,374,301	2,317,335
TOTAL REVENUES	28,312,021	11,719,683	2,392,186	5,807,115	675,000	8,874,301	2,845,382
EXPENDITURES							1.47 Months
Community Resources							
PY2011 Original Contracts	6,900,000	134,044	36,186			36,186	
PY2011 Adult and DW (Contract Extensions to June 2013)	9,050,000	5,205,274	1,800,000	3,000,000		4,800,000	
PY2012 Lincoln County Rural Services	100,000	78,015	16,000	27,000		43,000	
PY2012 Reentry Program	700,000	441,113	115,000	172,500		287,500	
PY2012 One-Stop Center Operations (May/June)	41,901	41,901		20,950		20,950	
PY2012 One-Stop System Operations (Sept/June)	724,943	289,706	40,000	249,706		289,706	
PY2012 One-Stop/WC Staff Office Construction	850,000	786				-	
PY2012 One-Stop/WC Staff Office Furnishing/Equip	668,756	643,357		643,357		643,357	
LV/Clark County Urban League Computer Center (May 2014)	150,000	150,000	25,000	25,000	100,000	150,000	
Operations							
Administration and Programs	3,438,540	2,229,134	360,000	1,080,000		1,440,000	
Pending Contracts							
PY2012 GNJ and NPI (Additional Training)	363,602	363,602		363,602		363,602	
PY2012 Easter Seals (Adults with Disabilities)	800,000	800,000		225,000	575,000	800,000	
TOTAL			2,392,186	5,807,115	675,000	8,874,301	

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

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

**Workforce Connections
Youth Funding Plan
March 20, 2013**

	Budget	Available Funds	Projections Based on Monthly Invoices				Remaining
			Jan-Mar 2013 3 Months	Apr-Jun 2013 3 Months	Next Program Year	Projected PY2012 TOTAL	
REVENUES (Available as of March 20, 2013)							
PY2011 Youth Funding	5,760,743	-	-			-	-
PY2012 Youth Funding (Approved by BOE 8/14/2012)	6,337,899	5,562,090	793,125	1,813,949	1,921,500	4,528,574	1,033,516
TOTAL REVENUES	12,098,642	5,562,090	793,125	1,813,949	1,921,500	4,528,574	1,033,516
EXPENDITURES							1.71 Months
Community Resource Contracts - PY 2011							
PY2011 Nevada Partners (extended 6/30/2013)	1,077,909	7,375	7,375			7,375	
PY2011 Latin Chamber Green Consortium (ending date 9/30/2013)	500,000	344,598	36,000	54,000	54,000	144,000	
PY2011 Lincoln County (ending date 6/30/2013)	200,000	84,757	15,000	22,500	22,500	60,000	
PY2011 Nye County (ending date 6/30/2013)	450,000	220,593	37,500	60,000	60,000	157,500	
Community Resource Contracts - PY2012							
PY2012 Youth In-School Contracts	1,844,000	1,392,730	155,000	260,000	260,000	675,000	
PY2012 Youth Out-of-School Contracts	1,750,000	1,285,621	214,250	350,000	350,000	914,250	
PY2012 Youth Re-entry	300,000	234,303	50,000	75,000	75,000	200,000	
PY2012 Youth Summer Component/Year Round	1,000,000	367,482	106,000	261,482		367,482	
Operations							
Administration and Programs	1,867,580	602,967	172,000	430,967		602,967	
Pending Contracts							
Foster Care and Youth with Disabilities	1,000,000	1,000,000		200,000	800,000	1,000,000	-
Youth Summer Component (Public Housing)	400,000	400,000		100,000	300,000	400,000	-
TOTAL			793,125	1,813,949	1,921,500	4,528,574	

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

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

workforce CONNECTIONS

Audit Findings for PY2011
(Year Ended June 30, 2012)

Monthly Status Report
April 2013

Finding	Type	Description	Target Date	Audit					
				PY2011	PY2010	PY2009	PY2008	PY2007	PY2006
				ended	ended	ended	ended	ended	ended
				6/30/2012	6/30/2011	6/30/2010	6/30/2009	6/30/2008	6/30/2007
				(1/31/2013)	(2/24/2012)	(4/29/2011)	(06/08/2010)	(09/22/2009)	(07/22/2008)
12-1	Federal Grants	Funding federal grants in advance - excessive time elapsed between receipt of funds and disbursement of funds	June 2013	X	X	X	X		
		Action: Apr 2013 - Efforts to pay subrecipients within two days of receiving funds from the State is the goal. When funds are drawn for a provider, and not paid to them, the funds will be swapped on the subsequent draw to avoid using those funds for other expenses.							
		Action: Ongoing - FE must be kept up-to-date monthly to ensure accuracy.							
12-2	Federal Grants	Requests for funds need to be complete, accurate, and agree to supporting documentation.	July 2012	X	X	X			
		Action: Apr 2013 - Staff will continue to review all provider invoices to ensure accuracy and completeness. They will then obtain signatures that verify independent review.							
12-3	Federal Grants	Documentation supporting program participant eligibility shall be complete, accurate, and retained	June 2013	X	X				
		Status: Policies and procedures have been developed and annual monitoring by program staff will ensure complete and accurate records.							
		Action: Apr 2013 - The Quality Assurance manager will review records for the internal and direct programs that have participant files. This will be a formal process to help make sure all participant files have proper eligibility documentation.							
12-4	Federal Grants	Property records shall be complete, accurate and equipment will be properly accounted for.	June 2013	X					
		Status: Policies and procedures will be followed to properly track equipment.							
		Action: Apr 2013 - Staff has requested and received authorization from the state to dispose of a large list of fully depreciated assets. We are in the process of reconciling our asset list with the funded partner asset lists to make sure we have all our assets coded correctly.							

workforce CONNECTIONS

Audit Findings for PY2011
(Year Ended June 30, 2012)

Monthly Status Report
April 2013

Finding	Type	Description	Target Date	Audit					
				PY2011	PY2010	PY2009	PY2008	PY2007	PY2006
				ended	ended	ended	ended	ended	ended
				6/30/2012	6/30/2011	6/30/2010	6/30/2009	6/30/2008	6/30/2007
				(1/31/2013)	(2/24/2012)	(4/29/2011)	(06/08/2010)	(09/22/2009)	(07/22/2008)
Findings below did not recur in the latest audit.									
11-1	Financial Reporting	Lack of Policies and Procedures and GAAP adherence - improved from last year but still lacks effective policy and procedures			X	X	X	X	X
		Status: The Finance staff will continue to operate within established policies and modify those that need to be updated. Adherence to GAAP will always be the goal.							
11-2	Financial Reporting	Lack or insufficient skills and knowledge to perform governmental accounting utilizing GAAP - improved from last year but still needs improvement			X	X	X	X	
		Status: The Finance Manager and Financial Consultant are providing the expertise necessary to provide the skills and knowledge that have been needed. Staff will keep up skills by attending all applicable training.							
11-3	Federal Grants	SEFA schedules did not agree with supporting records or documentation			X	X	X	X	X
		Status: The FE system continues to be reconciled to the supporting draw and invoice records.							
11-6	Federal Grants	ARRA - timely reporting of quarterly reports			X	X			
		Status: All of the ARRA funds have been expended and there are no more reports due.							
11-8	Federal Grants	Sub-recipients awards did not contain the required information			X	X	X		X
		Status: All contracts for program year 2011 included the new template that ensured all the required information was entered into the contracts.							
11-9	Federal Grants	Financial reporting of Form ETA 9130 - timely submissions			X	X			
		Status: A spreadsheet was developed for monitoring all report due dates and two fiscal staff are required to monitor the spreadsheet to ensure every report is submitted in advance of its deadline.							
		Action: Ongoing - monthly monitoring must continue to take place to ensure reports meet all deadlines.							
11-10	Federal Grants	Monitoring of sub-recipients - Annual Monitoring and Tracking of Findings			X	X	X		
		Status: Dept of Labor requires annual financial reviews of subrecipients. Our policy was updated. A monitoring spreadsheet has been developed to track all findings.							
		Action: Apr 2013 - Continue the annual fiscal monitoring of all service provider contracts. Reports must be issued within 30 days.							

Department of Labor, Youthbuild 2011 Grant

Date of Review: September 18-20, 2012

(Report dated October 2012)

Workforce Connections

April 2013

Finding	Type	Description	Target Date
#01	Administrative Controls	The grantee's record retention and access policy does not comply with Federal Regulations.	February 2013
		Status: Revise the record retention and access policy to incorporate the Federal requirement access to and the right to examine all records, books, papers, or documents related to the award.	
		Action: Nov 2012 - Workforce Connections notified DOL that the policy had been revised.	
		Action: Dec 2012 - DOL notified Workforce Connections that the finding is closed subject on on-site verification.	
		Action: Jan 2013 - It was determined that the WC procedure for revising policies, and posting those to the website, was not completed.	
		Action: Feb 2013 - Youthbuild and Workforce Connections staff completed the procedure to ensure that the policy revision is completed. On-site monitoring by WC staff was completed in Feb 2013 to verify implementation.	
#02	Civil Rights	The grantee is not in compliance with the Workforce Investment Act Equal Opportunity and Non-Discrimination requirements.	November 2012
		Status: Post Workforce Investment Act Equal Opportunity and Non-Discrimination notices prominently, in reasonable numbers and places.	
		Action: Nov 2012 - Workforce Investment Act Equal Opportunity and Non-discrimination notices have been posted in all areas where YouthBuild staff and participants congregate (Desert Rose High School).	
		Action: Feb 2013 - DOL notified Workforce Connections that the finding is closed subject to on-site verification. On-site monitoring by WC staff was completed in Feb 2013 to verify implementation.	
#03	Financial Reporting	The grantee is not reporting administrative expenditures on the ETA-9130 quarterly financial status report.	November 2012
		Status: Report administrative expenditures charged to the grant on the ETA-9130 financial status report on line 10f. Each quarter as required.	
		Action: Nov 2012 - ETA-9130 report for quarter ended September 30, 2012 correctly reports Administrative Expenditures for the grant. Administrative expenses are tracked and future administrative expenses will be reported timely.	
		Action: Feb 2013 - DOL notified Workforce Connections that the finding is closed subject to on-site verification. On-site monitoring by WC staff was completed in Feb 2013 to verify implementation.	
#04	Operating Systems	The grantee's enrollment and eligibility policies and procedures do not define when an individual's high school drop-out status is determined.	November 2012
		Status: Revise the enrollment and eligibility policy and procedure to define when an individual's high school drop-out status is determined based on guidance provided in the YouthBuild regulations.	
		Action: Nov 2012 - The program manual has been revised with regards to policies and procedures as related to drop-out status and/or enrollment based on a sequential service strategy.	
		Action: Feb 2013 - DOL notified Workforce Connections that the finding is closed subject to on-site verification. On-site monitoring by WC staff was completed in Feb 2013 to verify implementation.	

Department of Labor, Youthbuild 2011 Grant

Date of Review: September 18-20, 2012

(Report dated October 2012)

Workforce Connections

April 2013

Finding	Type	Description	Target Date
#05	Operating Systems	The grantee had participants receiving training on two construction worksites that are not included in the approved grant statement of work.	January 2013
		Status: Submit a modification request and other required documentation to the Regional Office in order to seek approval from the Grant Officer to add the two unapproved worksites to the grant agreement.	
		Action: Nov 2012 - A statement of work modification including the two worksites was submitted to DOL for approval.	
		Action: Dec 2012 - The Statement of work modification was resubmitted with additional documentation.	
		Action: Feb 2013 - DOL notified Workforce Connections that the finding is closed subject to on-site verification. On-site monitoring by WC staff was completed in Feb 2013 to verify implementation.	
#06	Operating Systems	The grantee is not providing Green Advantage Certification to the participants as stated in the grant agreement.	January 2013
		Status: Submit a modification request to DOL to seek approval from the Grant Officer to remove the Green Advantage Certification from the grant's statement of work and to replace it with "What's it Mean to be Green" certification.	
		Action: Nov 2012 - A statement of work modification removing the Green Advantage Certification and replacing it with the "What's It Mean to be Green" certification was submitted to DOL for approval.	
		Action: Dec 2012 - The Statement of work modification was resubmitted with additional documentation.	
		Action: Feb 2013 - DOL notified Workforce Connections that the finding is closed subject to on-site verification. On-site monitoring by WC staff was completed in Feb 2013 to verify implementation.	
#07	Operating Systems	The grantee does not have accident insurance to cover the participants for activities performed at the construction work sites.	November 2012
		Status: Obtain liability insurance coverage for YouthBuild participants and provide proof of that coverage to DOL.	
		Action: Nov 2012 - Workforce Connections has obtained accidental death and accidental medical insurance coverage for its YouthBuild participants - an insurance binder was provided to DOL.	
		Action: Feb 2013 - DOL notified Workforce Connections that the finding is closed subject to on-site verification. On-site monitoring by WC staff was completed in Feb 2013 to verify implementation.	
#08	Performance Data	The grantee did not properly exit four participants from the Youthbuild program.	November 2012
		Status: Exit the four participants as unsuccessful exits in the MIS system if it is not possible to document a soft exit for these individuals.	
		Action: Nov 2012 - Workforce Connections data entered unsuccessful exits in the MIS system.	
		Action: Feb 2013 - DOL notified Workforce Connections that the finding is closed subject to on-site verification. On-site monitoring by WC staff was completed in Feb 2013 to verify implementation.	

**WORKFORCE CONNECTIONS
PROFESSIONAL SERVICES CONTRACTS
As of 4/15/2013**

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 4/22/2012 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 Amendment #2 Modification to hourly rate Amendment #3 Development of Procurement Manual and Modifications and Revisions to Fiscal Policies and Procedures	\$5,000.00 \$20,000.00 No cost amendment \$25,000.00	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 1/25/2014
GREG NEWTON ASSOCIATES One Stop System Planning Training Amendment # 1 Partners One Stop System Training	\$25,200.00 \$8,400.00	Sole Source 	A/DW/Y Formula 	8/1/2012 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 6/30/2013
LAURA DIEKEN NV Trac Programmer Amendment #1 NV Trac Programmer	\$12,000.00 \$10,200.00	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
ANNIE V. WHITE, PHD Staff Team Building Training	\$3,500.00	Competitive	WIA	4/5/2013 to 6-30-2013

****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.**

14. DISCUSSION AND POSSIBLE ACTION: Executive Director Report ~ Ardell Galbreth
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Executive Director Report April 23, 2013

- **Recent Activities**

- Completed state annual WIA records data validation
- Met with United Way of Southern Nevada executive staff to discuss partnership development
- Secured staff motivational training with emphasis on teamwork
- Staffed received technical writing training with focus on documenting monitoring reports

- **Rural Areas Update and Initiatives**

- **Lincoln County**

- Continuing to Support Lincoln County's Monthly Open House and disseminated workforce development information

- **Nye County**

- Solar Power Plant and Propane Company seeking job applicants
 - If hired, applicants must relocate to Tonopah
 - Veterans with nuclear engineering skills may be best fit
 - Workforce Connections staff offers support to send out job notices for recruiting to fill 45 positions

- **Other Activities**

- Initiated workforce development services for youth residing in public housing (Southern Nevada Regional Housing Authority)
 - Emphasis on Science Technology Engineering and Math (STEM)
- Continuous monitoring One-Stop Career Center build-out with estimated completion date June 2013 (**See Attached**)
- Published veterans services RFP with focus on connecting skilled veterans with skilled jobs
- RFP Training Sessions Upcoming—June 2013













15. INFORMATION: Sequestration Letter from the U.S. Department of Labor
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U.S. Department of Labor

Employment and Training Administration
200 Constitution Avenue, N.W.
Washington, D.C. 20210



March 28, 2013

Southern Nevada Workforce Investment Board (Workforce Connections)
7251 West Lake Mead, Suite 200
Las Vegas, Nevada 89128
YB-21884-11-60-A-32

Dear Grantee:

As you are likely aware, since Congress did not reach a deal on balanced deficit reduction to avoid sequestration, the President was required by law to issue a sequestration order on March 1, 2013, canceling approximately \$85 billion in budgetary resources across the Federal government for the remainder of the Federal fiscal year. As partners with the Department of Labor, we wanted to provide you with timely information about how these unfortunate budget cuts impact the funds provided to Southern Nevada Workforce Investment Board (Workforce Connections).

At this time, the Department does not believe that the sequestration order will impact your current award. If in the future, it is determined that your award will be impacted, you will be contacted by the appropriate Grants Officer.

Thank you for your continued partnership with the Department of Labor, and for your cooperation as we work together to manage these unfortunate circumstances.

Sincerely,

Jane Oates
Assistant Secretary

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

17. INFORMATION: Board Member Comments

18. ACTION: Adjournment
