

WORKFORCE CONNECTIONS

BOARD AGENDA

June 24, 2014

10:00 a.m.

Workforce Connections
6330 W. Charleston Blvd., Suite 150
Bronze Conference Room
Las Vegas, NV 89146

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

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

City of Las Vegas, 495 S. Main, Las Vegas
City of North Las Vegas, 2250 Las Vegas Blvd. N., North Las Vegas, NV
Clark 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
Boulder City, City Hall, 401 California Ave., Boulder City, NV
Workforce Connections, 6330 W. Charleston Blvd., Ste. 150, Las Vegas, NV
Nevada JobConnect, 3405 S. Maryland Pkwy., Las Vegas, NV
Lincoln County, 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 may only consider items posted on the agenda. Should you wish to speak on any agenda item or comment on any other matter during the Public Comment Session of the agenda, we respectfully request that you observe the following:

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

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

Welcome to our meeting.

Copies of non-confidential supporting materials provided to the Board are available upon request. Request for such supporting materials should be made to Suzanne Potter at (702) 638-8750 or at spotter@snvwc.org. Such supporting materials are available at the front desk of Workforce Connections, at 6330 W. Charleston Blvd., Ste. 150, Las Vegas, NV 89146 and are available on-line at www.nvworkforceconnections.org.

Auxiliary aids and services are available upon request to individuals with disabilities by notifying Dianne Tracy or Suzanne Potter, in writing at 6330 W. Charleston Blvd., Ste. 150, Las Vegas, NV 89146; 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, Rudee Bagsby, Councilman Bob Beers, Commissioner Butch Borasky, Hannah Brown, 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, 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

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- 33. SECOND PUBLIC COMMENT SESSION:** Members of the public may now comment on any matter or topic, which is relevant to or within the authority or jurisdiction of the Board. You may comment now even if you commented earlier, however, please do not simply repeat the same comment you previously made. Please clearly state and spell your name and state your address for the record. Each comment will be limited to three (3) minutes 182
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- 35. ACTION:** Accept a motion for Adjournment

Agenda Item 3.

FIRST PUBLIC COMMENT:

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

Agenda Item 4. DISCUSSION AND POSSIBLE ACTION:

Approve the Board Meeting Minutes of May 27, 2014

WORKFORCE CONNECTIONS**BOARD MEETING
MINUTES****May 27, 2014, 2014
10:00 a.m.*****Workforce Connections
Bronze Conference Room
6330 W. Charleston Blvd., Suite 150
Las Vegas, NV 89146*****Members Present**

Bill Regenhardt (phone)	Commissioner Lawrence Weekly	Councilwoman Peggy Leavitt
Councilwoman Anita Wood	Dan Gouker	Councilwoman Gerri Schroder (phone)
Dan Rose	Dr. David Lee	Hannah Brown
Maggie Arias-Petrel	Matt Cecil	Rudee Bagsby
Sonja Holloway	Tommy Rowe	Valerie Murzl
Vida Chan Lin (phone)	William Bruninga (phone)	Willie J. Fields Jr.

Members Absent

Bart Patterson	Commissioner Butch Borasky	Commissioner Adam Katschke
Commissioner Ralph Keyes	Councilman Bob Beers	Charles Perry
Lynda Parven	Mark Edgel	Mujahid Ramadan

Staff Present

Ardell Galbreth	Heather DeSart	Suzanne Potter
Jim Kostecki	Carol Turner	Ricardo Villalobos
Jeannie Kuennen	Debra Collins	Jake McClelland
Jaime Cruz	Kenadie Cobbin-Richardson	Bridgett Shaney
Jennifer Padilla	Shawonda Nance	Carol Polke

Others Present

Jack DeGree, Legal Counsel	Thresea Kaufman, Nevada Hospital Association
Al Ballista, Nevada Hospital Association	Helicia Thomas, GNJ Family Life Center
Marissa Brown, Nevada Hospital Association	Bill Welch, Nevada Hospital Association
Tracey Torrence, SNRHA	Jack Eslinger, ESQ, City of Las Vegas
Steve Gibson, DETR/WISS	Stacey Bostwick, SNRHA
Sherman Rutledge Jr., GNJ Family Life Center	Jennifer Casey, Foundation for an Independent Tomorrow
Jeramey Pickett, Nevada Partners Inc.	Eloiza Martinez, Latin Chamber Community Foundation
Janet Blumen, FIT	Janice M. Rael, Nevada Partners Inc.
Kelli Mosley, Olive Crest	Bishop James M. Rogers Sr., GNJ Family Life Center
Steve Chartrand, Goodwill of Southern Nevada	Tiffany Tyler, Nevada Partners Inc.
Denise Gee, HELP of Southern Nevada	Tamara Collins, Las Vegas Urban League
Bonita Fahy, GNJ Family Life Center	J.M. Clinton, Goodwill of Southern Nevada
Irene Bustamante Adams, Latin Chamber Community Foundation	Sharon Morales, Latin Chamber of Commerce Community Foundation

(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 10:00 a.m. Staff confirmed the meeting had been properly noticed and posted in accordance with the Nevada Open Meeting Law. Roll call was taken and a quorum was present.

Ardell Galbreth, Executive Director reminded Board members to disclose any conflicts and abstain from discussion and voting on any agenda items where they may have a conflict.

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

A motion was made to approve the agenda as presented by Valerie Murzl and seconded by Dan Rose. Motion carried.

3. **FIRST PUBLIC COMMENT SESSION**

Helicia Thomas, Chief Operations Officer, GNJ Family Life Center distributed GNJ's performance report showing all performance measures as met and/or exceeded. Ms. Thomas provided an overview of GNJ's infrastructure that ensures goals are met, including serving clients with multiple barriers and partnering with organizations and employers to provide a holistic approach. Ms. Thomas reported that as a result of one employer partnership, over 200 clients were served and placed into employment through GNJ's One-Stop office. Ms. Thomas asked the Board to support GNJ and expressed appreciation for the funding award.

4. **DISCUSSION AND POSSIBLE ACTION: Approve the Board Meeting Minutes of March 25, 2014**

A motion was made to approve the Board Meeting Minutes of March 25, 2014 as presented by Willie J. Fields Jr. and seconded by Tommy Rowe. Motion carried.

5. **INFORMATION: Welcome New Board Member Rudee Bagsby, Lowe's Companies**

Chair Hannah Brown welcomed Rudee Bagsby to the Board. Ms. Bagsby comes from San Francisco where she served on the Workforce Investment Board and is happy to be a part of this Board.

6. **INFORMATION: Election of Board Officers will take place at the Board meeting on June 24, 2014. Board members who desire to serve as Chair or Vice-Chair of the Board should submit their name and the office in which they desire to serve to the Workforce Connections' Executive Director.**

Mr. Galbreth reported that an election for Board Officers occurs every two year and elected officers may serve two consecutive 2-year terms. Chair Hannah Brown is serving her final term and a new Board Chair shall be elected next month.

7. **INFORMATION: Adult & Dislocated Worker Committee Meeting Minutes of May 14, 2014 (draft)**

Valerie Murzl, Chair, Adult & Dislocated Worker Committee presented the ADW Committee meeting minutes provided on page 19 - 27 of the agenda packet.

8. **DISCUSSION AND POSSIBLE ACTION: Approve Adult & Dislocated Worker Committee recommendation to award and execute a contract with Nevada Department of Corrections in the amount of \$800,000 of WIA Adult Formula Funds for the purpose of administering pre-release training and employment services to incarcerated individuals. The contract term is October 1, 2014 through September 30, 2015**

Ms. Murzl read the agenda item. Heather DeSart, Deputy Director provided background. The scope of work for Nevada Department of Correction's Re-Entry Vocational Training Program is provided on page 29 – 31 of the agenda packet. Ms. DeSart reported that the program is estimated to start October 1, 2014 pending approval from the State Board of Examiners. Mr. Galbreth reported that this is a sole-source contract with NDOC with proper justification.

A motion to approve Adult & Dislocated Worker Committee recommendation to award and execute a contract with Nevada Department of Corrections in the amount of \$800,000 of WIA Adult Formula Funds for the purpose of administering pre-release training and employment services to incarcerated individuals for the contract term of October 1, 2014 through September 30, 2015 was made by Hannah Brown and seconded by Matt Cecil. Motion carried.

9. **DISCUSSION AND POSSIBLE ACTION: Approve Adult & Dislocated Worker Committee recommendation to award Foundation for an Independent Tomorrow's Re-Entry contract in the amount of \$700,000 of WIA Adult Formula Funds for the purpose of administering training and employment services to the re-entry population. A portion of these funds will be used to provide post-release services to individuals who are enrolled with Nevada Department of Correction's pre-release program. The contract term is July 1, 2014 through June 30, 2015.**

Ms. Murzl read the agenda item. The scope of work for Foundation for an Independent Tomorrow's Re-Entry Initiative is provided on page 33 – 38 of the agenda packet.

A motion to approve Adult & Dislocated Worker Committee recommendation to award Foundation for an Independent Tomorrow's Re-Entry contract in the amount of \$700,000 of WIA Adult Formula Funds for the purpose of administering training and employment services to the re-entry population, with a portion of these funds used to provide post-release services to individuals who are enrolled with Nevada Department of Correction's pre-release program for the contract term of July 1, 2014 through June 30, 2015 was made by Hannah Brown and seconded by Tommy Rowe. Motion carried.

10. **DISCUSSION AND POSSIBLE ACTION: Approve Adult & Dislocated Worker Committee recommendation for staff to negotiate and execute a \$100,000 contract with Lincoln County School District to deliver WIA Adult & Dislocated Worker Program Employment and Training services in Lincoln County. The contract term is July 1, 2014 through June 30, 2015.**

Ms. Murzl read the agenda item. The 2014 Rural ADW RFP Scores is provided on page 40 of the agenda packet.

A motion to approve Adult & Dislocated Worker Committee recommendation for staff to negotiate and execute a \$100,000 contract with Lincoln County School District to deliver WIA Adult & Dislocated Worker Program Employment and Training Services in Lincoln County for a contract term of July 1, 2014 through June 30, 2015 was made by Maggie Arias-Petrel and seconded by Dan Rose. Motion carried.

11. **DISCUSSION AND POSSIBLE ACTION: Approve Adult & Dislocated Worker Committee recommendation for staff to negotiate and execute a \$600,000 contract with Nye Communities Coalition to deliver WIA Adult & Dislocated Worker Program Employment and Training services in Nye and Esmeralda Counties. The contract term is July 1, 2014 through June 30, 2015.**

Ms. Murzl read the agenda item. The 2014 Rural ADW RFP Scores is provided on page 42 of the agenda packet.

A motion to approve Adult & Dislocated Worker Committee recommendation for staff to negotiate and execute a \$600,000 contract with Nye Communities Coalition to deliver WIA Adult & Dislocated Worker Program Employment and Training services in Nye and Esmeralda County for a contract term of July 1, 2014 through June 30, 2015 was made by Tommy Rowe and seconded by Willie J. Fields. Motion carried.

12. **DISCUSSION AND POSSIBLE ACTION: Approve Adult & Dislocated Worker Committee recommendation for staff to negotiate and execute a Home Office contract with the following providers to deliver Adult & Dislocated Worker employment and training services in an amount not to exceed:**

Provider (in alphabetical order)	Amount Recommended
Bridge Counseling Associates	\$515,000
Foundation for an Independent Tomorrow	\$515,000
GNJ Family Life Center	\$515,000
Goodwill of Southern Nevada	\$535,000
Latin Chamber of Commerce Community Foundation	\$515,000
Nevada Hospital Association	\$515,000
Nevada Partners, Inc.	\$535,000
Salvation Army	\$250,000
Southern Nevada Regional Housing Authority	\$535,000

The contract term is July 1, 2014 through June 30, 2015. Supporting documentation is provided in the agenda packet including 2014 Home Office RFP scores (p. 44), RFP Evaluator Bios (p. 46 – 54), and funding plan (p. 55).

Ms. Murzl read the agenda item. Hannah Brown and Maggie Arias-Petrel disclosed their relationship with the Latin Chamber Foundation and abstained from discussion and voting on this matter. Matt Cecil disclosed his pecuniary interest with Nevada Partners, Inc. and abstained from discussion and voting on this matter.

Dr. David Lee inquired about Foundation for an Independent Tomorrow's multiple funding awards. Ms. Murzl explained that FIT is receiving funding for its Re-Entry program, Home Office and One-Stop contracts. Ms. DeSart stated that the Home Office and One-Stop contracts are a result of an RFP process and the Re-Entry contract is an

existing contract that was awarded two years prior through an RFP process, with an option to renew for one additional year.

Councilwoman Anita Wood asked if the recommended service providers have successful performance outcomes. Ms. DeSart replied that none of the recommended service providers have performance issues.

Ms. Murzl stated that when this recommendation went in front of the ADW Committee one month ago there were only three providers recommended for funding and 27 public comments from a variety of providers and organizations representing most of the providers that were not being recommended for funding at that time. The ADW Committee voted to table the agenda item and requested staff to reconsider its recommendation and identify additional funding so that more providers could be funded. As a result, the recommendation increased to nine providers being recommended, which the ADW Committee approved.

Commissioner Lawrence Weekly asked if there are any organizations other than FIT that serve the re-entry population and who develops and monitors performance standards to ensure the needs of this population are met. Ms. DeSart replied that the standards are negotiated with the State and DOL Regional Office and are currently being met by the service provider. Ms. DeSart further stated that staff can report the performance measures at the June Board meeting. Weekly stated that the Board should see performance outcomes before approving contract funds.

Councilwoman Peggy Leavitt stated that it is wonderful to see a great organization like Salvation Army recommended for funding; Ms. Murzl concurred.

A motion to approve Adult & Dislocated Worker Committee recommendation for staff to negotiate and execute a Home Office contract with the following providers to deliver Adult & Dislocated Worker employment and training services in an amount not to exceed (listed below) was made by Willie J. Fields and seconded by Dan Rose. Commissioner Lawrence Weekly and Dan Gouker opposed. Matt Cecil, Hannah Brown, and Maggie Arias-Petrel abstained. Motion carried.

<i>Provider (in alphabetical order)</i>	<i>Amount Recommended</i>
<i>Bridge Counseling Associates</i>	<i>\$515,000</i>
<i>Foundation for an Independent Tomorrow</i>	<i>\$515,000</i>
<i>GNJ Family Life Center</i>	<i>\$515,000</i>
<i>Goodwill of Southern Nevada</i>	<i>\$535,000</i>
<i>Latin Chamber of Commerce Community Foundation</i>	<i>\$515,000</i>
<i>Nevada Hospital Association</i>	<i>\$515,000</i>
<i>Nevada Partners, Inc.</i>	<i>\$535,000</i>
<i>Salvation Army</i>	<i>\$250,000</i>
<i>Southern Nevada Regional Housing Authority</i>	<i>\$535,000</i>

13. DISCUSSION AND POSSIBLE ACTION: Approve Adult & Dislocated Worker Committee recommendation for staff to negotiate and execute a One-Stop Career Center contract with the following providers to deliver Adult & Dislocated Worker employment and training services in an amount no to exceed:

Provider (in alphabetical order)	Amount Recommended
Foundation for an Independent Tomorrow	\$850,000
GNJ Family Life Center	\$550,000
Goodwill of Southern Nevada	\$850,000
Latin Chamber of Commerce Community Foundation	\$550,000
Nevada Partners, Inc.	\$850,000
Southern Nevada Regional Housing Authority	\$850,000

The contract term is July 1, 2014 through June 30, 2015.

Ms. Murzl read the agenda item. Matt Cecil, Hannah Brown, and Maggie Arias-Petrel abstained from voting.

Dr. Lee asked if there are any providers that are not being recommended for funding; Ms. DeSart replied that all proposals submitted, except for UNLV, are being recommended for funding, and one of the existing providers at the One-Stop did not submit a proposal for new funding.

Sonja Holloway asked how the funding recommendations were determined considering the different amounts; Ms. DeSart replied that providers originally recommended for funding (FIT, Goodwill, NPI, SNRHA) are receiving a higher amount (\$850,000) and the additional providers are receiving a substantial amount of funding as well.

Commissioner Weekly expressed uncertainty regarding FIT's funding recommendation and the Chair permission to address FIT's executive director, Janet Bluman regarding FIT's service delivery and how it differentiates from other organizations; Chair Murzl concurred. Ms. Bluman reported that FIT's Re-Entry program is what differentiates FIT, which has a 79.8% employment rate for felons entering the workforce, exceeds performance for enrollments and employment, and the clients unanimously agree the program is life changing. Ms. Bluman offered to provide a full report at the next Board meeting as well as have clients provide testimonials. Commissioner Weekly stated that he has referred many people to FIT, who are given an appointment 30 – 60 days out. Ms. Bluman requested Commissioner Weekly to contact her with the names of the individuals referred and she will follow and report back.

Dan Gouker requested that staff/service provider report actual performance numbers rather than percentages.

Commissioner Weekly stated that he is in support of this agenda item excluding the allocation for FIT.

Councilwoman Wood requested a service provider performance and monitoring report. Ms. DeSart stated that both items will on the agenda at next month's ADW Committee and Board meetings.

A motion to approve Adult & Dislocated Worker Committee recommendation for staff to negotiate and execute a One-Stop Career Center contract with the following providers to deliver Adult & Dislocated Worker employment and training services in an amount not to exceed (listed below) was made by Tommy Rowe and seconded by Councilwoman Peggy Leavitt. Matt Cecil, Hannah Brown and Maggie Arias-Petrel abstained. Motion carried.

<i>Provider (in alphabetical order)</i>	<i>Amount Recommended</i>
<i>Foundation for an Independent Tomorrow</i>	<i>\$850,000</i>
<i>GNJ Family Life Center</i>	<i>\$550,000</i>
<i>Goodwill of Southern Nevada</i>	<i>\$850,000</i>
<i>Latin Chamber of Commerce Community Foundation</i>	<i>\$550,000</i>
<i>Nevada Partners, Inc.</i>	<i>\$850,000</i>
<i>Southern Nevada Regional Housing Authority</i>	<i>\$850,000</i>

Chair Hannah Brown pointed out the addition of the new U.S. and Nevada flags now displayed in the boardroom, as requested by Commissioner Tommy Rowe.

14. INFORMATION: Youth Council Meeting Minutes of May 14, 2014 (draft)

Sonja Holloway, Chair, Youth Council presented the Youth Council meeting minutes of May 14, 2014 provided on page 60-63 of the agenda packet.

15. DISCUSSION AND POSSIBLE ACTION: Approve Youth Council's recommendation to amend Southern Nevada Regional Housing Authority PY2012 contract to award an additional amount not to exceed \$50,000

Ms. Holloway read the agenda item. Ricardo Villalobos, Youth Department Director provided background. The recommendation is to award \$50,000 to serve and provide occupational skills training to an additional 25 low income youth residents of SNRHA's publicly assisted housing programs as well as youth transitioning out of Spring Mountain Youth Camp and Red Rock Academy at Summit View Correctional Center. An outline of SNRHA's YES Program is provided on page 65 of the agenda packet.

Dr. Lee requested staff to include the number of clients served in the agenda item language; Mr. Villalobos concurred.

Councilwoman Wood requested a representative from SNRHA to speak about the status of the program. Stacey Bostwick, SNRHA reported that the program was originally funded to provide summer and year round services to 150 youth residing in publicly assisted housing as well as youth in the community. Currently, the program is overenrolled. Recently, SNRHA established a joint partnership with a training provider to provide occupational skills training in the facilities to enable youth to have the skills and credentials upon completion of the program and help them transition into the community. Discussion ensued.

Dan Gouker inquired about the industry recognized training certificate used by the program and whether SNRHA is interested in working with the building trades. Ms. Bostwick replied that SNRHA is working with Hospitality International for the culinary certification as well as the Meet Science and Serve Safe certifications, which are both nationally recognized credentials. Ms. Bostwick further stated that SNRHA is responding to the needs of the correctional centers to emphasize culinary training; however, SNRHA is open to other fields in the future. Mr. Ricardo stated that the program also provides individuals the opportunity to earn their high school diploma or HiSET (High School Equivalency Test).

A motion was made to approve Youth Council's recommendation to amend Southern Nevada Regional Housing Authority PY2012 contract to award an additional amount not to exceed \$50,000 by Willie J. Fields and seconded by Valerie Murzl. Motion carried.

16. DISCUSSION AND POSSIBLE ACTION: Approve Youth Council's recommendation to award Lincoln County School District PY2014 contract in an amount not to exceed \$140,000

Ms. Holloway read the agenda item. Mr. Villalobos provided background and noted that this contract award is a result of an RFP process. Lincoln County School District's program summary is provided on page 67 of the agenda packet.

Dr. Lee and Ms. Murzl inquired about the disparity of funding between the three rural contract awards. Mr. Villalobos replied that SNRHA is not considered a rural contract; however, Lincoln and Nye County typically have a higher cost per client due to the lack of services available in the rurals, such as transportation.

A motion was made to approve Youth Council's recommendation to award Lincoln County School District PY2014 contract in an amount not to exceed \$140,000 by Willie J. Fields and seconded by Valerie Murzl. Motion carried.

17. DISCUSSION AND POSSIBLE ACTION: Approve Youth Council's recommendation to award Nye Communities Coalition PY2014 contract in an amount not to exceed \$310,000

Ms. Holloway read the agenda item. Mr. Villalobos provided background and noted that this contract award is a result of an RFP process. Nye Communities Coalition's program summary is provided on page 69 of the agenda packet.

A motion was made to approve Youth Council's recommendation to award Nye Communities Coalition P2014 contract in an amount not to exceed \$310,000 by Tommy Rowe and seconded by Willie J. Fields. Motion carried.

18. INFORMATION: Jobs for America's Graduates (JAG) Program Update

Mr. Villalobos reported that Community Service Agency (CSA) has decided to rescind the \$350,000 JAG funds due to unresolved compliance issues with the JAG program implementation in the school district as stated in the letter provided on page 71 of the agenda packet. Mr. Villalobos confirmed that the funds have been received by Workforce Connections and will be reallocated to other youth initiatives. Ms. DeSart provided a brief history on the JAG funding. Mr. Villalobos stated that he will provide a performance update on JAG program at the next Youth Council and Board meeting. Discussion ensued.

19. INFORMATION: Graduate Advocate Initiative 2014 Summer School Enrollment Report

Mr. Villalobos provided an overview of the Graduate Advocate Initiative 2014 Summer School Enrollment Report provided on page 73 of the agenda packet. There are 739 GAI students at 14 high schools, of which 123 are enrolled in summer school, and 616 are graduating on time this June. Eligible students completing summer school will have an opportunity to graduate in August.

Ms. Murzl made a recommendation to reallocate the \$350,000 JAG funds recaptured from CSA for summer school activities to increase the graduation rate. Mr. Galbreth stated that any funding action must be agendized according to the Open Meeting Law, but an Executive Committee meeting can be held to expedite awarding these funds, and noted that the next meeting scheduled on June 12, 2014 at 9:30 a.m. Discussion ensued.

20. INFORMATION: Budget & Finance Committee Meeting Minutes of May 14, 2014 (draft)

Jim Kostecki, Finance Manager presented the Budget & Finance Committee meeting minutes of May 14, 2014 as provided on page 75 – 78 of the agenda packet.

21. DISCUSSION AND POSSIBLE ACTION: Review, Discuss, Accept and Approve Reports

Hannah Brown stated that the Board will consider each item separately.

a. PY2014 WIA Formula Budget July 1, 2014 through June 30, 2015 (Preliminary) and Budget Narrative

Mr. Kostecki presented the PY2014 WIA Formula Budget and Narrative for July 1, 2014 through June 30, 2015 provided on page 81 through 88 of the agenda packet. PY2014 budget is approximately \$19,380,000; a decrease of approximately 10% overall. The decrease is due to many individuals terming out of unemployment and not actively seeking employment.

The PY2014 projected expenditure operating budget (p. 82) shows a change of \$1,025,911:

- **7000 Accounting and Auditing:** decrease of \$27,000 due to adjusting additional estimated audit services downward;
- **7005 Legal Fees:** increase of \$20,000 due to budgeting for the amount of the contract issued;
- **7035 Printing and Reproduction:** increase of \$5,000 due to estimated additional supplies for the 3D printer;
- **7070 –Rent (Offices):** decrease of \$75,309 due to adjusting rents to the 12-month estimate;
- **7075 Facilities Maintenance:** decrease of \$10,000 due to the one time use of temporary labor to help with special projects related to the setup of the new facility and start up materials related to the move;
- **7080 Admin Support Contracts:** decrease of \$23,000 due to the allocation of a portion of the HR consultant to the One-Stop Career Center and System;
- **7085 Program Support Contracts/IT NVTrac and Web:** decrease of \$16,800 due to the reduction in use of IT consultants;
- **7100 Insurance:** increase of \$2,500 due to projected increases in the renewal of our liability insurance;
- **8500 Capital/Equipment and Furniture:** decrease of \$164,013 due to the one time ADA and other construction costs included in last year's budget;
- **8900 Strategic Initiatives:** decrease of \$737,289 due to decreased funding available in PY2014

The PY2014 projected One-Stop Center operating budget (p. 87) is \$692,121; a change of \$26,905. The estimated per partner seat cost is \$20,973 compared to approximately \$10,000 per seat cost last year. Occupancy is currently at 33 of 38 total seats. Seat cost will decrease if occupancy increases. The increase is due to the addition of the One-Stop Center Manager position to the One-Stop budget (per the One-Stop Consortium), approximately \$30,000 increase in depreciation for equipment, increased costs, and decreased seat count. Discussion ensued regarding the reporting structure of the One-Stop Center Manager.

The PY2014 projected One-Stop System budget (p. 88) is \$1,729,039; a change of \$4,027. The substantial changes include a decrease in 7085 Program Support Contracts by \$101,759, increase in Program Contracts – Workforce Development Academy of \$200,000, decrease in Capital – Equipment and Furniture by \$198,260, and increase in Capital – Tenant Improvements by \$15,050.

Ricardo Villalobos provided an overview of the Workforce Development Academy - a formalized technical assistance alignment of Adult and Youth programs to provide frontline staff an understanding of WIA legislation and regulation as well as to provide best practices and research based teachings regarding WIA client service delivery. WC is partnering with UNLV to provide certificates and CEUs to individuals upon completion of the 15-week courses. Ms. DeSart added that all WIA funded partners will be mandated to complete the courses as stated in the RFP and contracts, and the courses are available to the public for the cost of tuition. Mr. Galbreth talked about the potential benefits including a uniformity of services provided by the funded partners and increased access to services for clients. Discussion ensued regarding UNLV's role and whether CSN would be involved. Mr. Galbreth stated that per the State, an RFP is not required to contract with either UNLV or CSN; however, at this time there is not a need to contract with both entities to provide the CEUs. Dan Gouker reported that last year CSN graduated 35,000 individuals, of which 13,000 were under his department, Workforce and Economic Development, and stated that it is unacceptable that WC did not

have the courtesy of allowing CSN to be involved. Mr. Kostecki clarified that UNLV is not certifying the course curriculum, they are only issuing the certificates of completion at approximately \$65/certificate, and WC staff is facilitating the courses and providing all the instruction. Mr. Galbreth stated that WC can partner with CSN as well. Mr. Gouker stated that he was not at the Budget Meeting due to the graduation ceremony, but had he been there he would have challenged approving the \$200,000 for UNLV. Mr. Villalobos clarified that the cost is \$65.00 per course and \$900 per certificate of completion, and there are 14 youth and 14 adult courses. Mr. Villalobos offered to sit down with Mr. Gouker to further explain the program and address any questions. Mr. Gouker agreed but stated that he is deeply offended that WC did not contact CSN to provide these services. Mr. Galbreth concurred and stated that it was an oversight by WC staff.

A motion to accept and approve the PY2014 WIA Formula Budget July 1, 2014 through June 30, 2015 and Budget Narrative as presented was made by Valerie Murzl and seconded by Sonja Holloway. Dan Gouker opposed. Motion carried.

b. Budget vs. Actual Finance Report (Workforce Connections' Operations) for the period July 1, 2013 through June 30, 2014 (Formula WIA)

Mr. Kostecki presented the Budget vs. Actual Finance Report for the period July 1, 2013 through June 30, 2014 provided on page 90 of the agenda packet. The report shows all budget line items are green (okay) at 75% of the program year concluded.

A motion to accept and approve the Budget vs. Actual Finance Report (Workforce Connections' Operations) for the period July 1, 2013 through June 30, 2014 as presented was made by Valerie Murzl and seconded by Councilwoman Anita Wood. Motion carried.

c. Awards & Expenditures Monthly Update (Compliance and Operational Status of Service Providers/Funded Partners)

Mr. Kostecki presented the Awards & Expenditures monthly update for Adult & Dislocated Worker grants (p. 92), Youth grants (p. 93), and direct grants (p. 94). ADW report includes all invoices through March 2014. ADW contract expenditures should be at 75%. Two funded partners, Bridge Counseling Associates and Latin Chamber Foundation, are underspent due to prior high risk status that is now removed. Any remaining funds will be recaptured and rolled out with next year's contracts. Based on staff's report of an estimated \$5,000,000 of recaptured funds, Ms. Murzl replied that it is unacceptable and funded partners need to be aware that if they cannot spend their contract awards, WC will look to other service providers that can. Ms. Murzl requested staff to provide an accurate description of the funded partners' expenditures on a monthly basis. Commissioner Weekly suggested that the funded partners should have an opportunity at these meetings to address the obstacles they face with the funding; Ms. Murzl concurred and requested staff to agendaize the matter. Mr. Galbreth concurred. Discussion ensued.

Councilwoman Schroder disclosed her relationship with the Las Vegas County Urban League and abstained from voting.

Commissioner Weekly requested Councilwoman Schroder to arrange for a representative from the Urban League to speak at the next Board meeting regarding recent events for Veterans, outreach methods, and expenditures regarding their WIA contract; Councilwoman Schroder concurred. Mr. Kostecki noted that Urban League's contract was awarded on February 1, 2014 and there is only one month of invoices on this report for March.

Mr. Kostecki reported that the NEG funds have been an issue with the funded partners. WC staff is working with DETR to send out a mass mailing to all unemployment recipients with 27 or more weeks asking them to contact WC for training services (occupational skills training, OJT) under the NEG grant. At least 25% of the NEG funds must be used for OJTs. The NEG funds can also be used for any Veterans services, without qualifying under the 27 or more weeks of unemployment. The NEG funds do not have administrative dollars and clients must be co-enrolled in the dislocated worker program. Ms. Turner noted that \$1.2 Million of NEG funds recaptured have been factored into next year's contracts. The NEG funds sunset June 2015. Discussion ensued.

Dr. David Lee suggested that WC expand its customer base to include more funded partners. Mr. Kostecki briefly talked about the RFP process. Discussion ensued.

Mr. Kostecki provided an overview of the Youth program awards and expenditures (p. 93) through March. Any unspent funds will be recaptured and rolled into next year's contracts. The In-School Youth contracts will be renewed with new funding and the Out-of-School contracts (new RFP process) will receive additional funding effective October 1, 2014 as well as Youth Advocate Programs, Olive Crest, and Goodwill of Southern Nevada. Today, the Board approved Rural Youth contracts for Nye and Lincoln County, effective October 1, 2014.

A motion to accept and approve Awards & Expenditures Monthly Update as presented was made by Dan Rose and seconded by Councilwoman Anita Wood. Councilwoman Gerri Schroder and Hannah Brown abstained. Motion carried.

At 12:41 p.m. roll call was taken and a quorum was present.

d. Funding Plans – Adult/Dislocated Worker & Youth – Monthly Update

Carol Turner, Financial Consultant presented the Adult and Dislocated Worker Funding Plan - PY2014 Projections (p. 96) and Youth Funding Plan – PY2014 Projections (p. 97). The ADW report shows \$5,300,000 carry over funds and \$1,295,000 NEG funds. Youth report shows \$514,755 (.28) remaining funds. Pending Youth projects include Laughlin and Mesquite.

A motion to accept and approve the Adult/Dislocated Worker & Youth Funding Plan monthly update as presented was made by Councilwoman Anita Wood and seconded by Tommy Rowe. Motion carried.

e. Workforce Connections' Professional Services Contracts – Monthly Update

Mr. Kostecki presented the Workforce Connections' Professional Services Contracts monthly update provided on page 99 – 103 of the agenda packet.

A motion to accept and approve the Workforce Connections' Professional Services Contracts monthly update as presented was made by Willie J. Fields and seconded by Councilwoman Anita Wood. Motion carried.

At 12:24 p.m., staff confirmed the quorum was lost and the following items were taken as information only.

22. INFORMATION ONLY: Executive Director's Report ~ Ardell Galbreth

Ardell Galbreth presented the Executive Director's Report (p. 105) and Workforce Connections' Line of Succession (p. 107) and provided and highlighted the following:

- New Act approved by the committees of U.S. Congress called the Workforce Innovations and Opportunity Act (WIOA) to repeal the Workforce Investment Act
- Lincoln County School District declined funding award; new fiscal agent is required
- Executive Director is facing health challenges related to multiple myeloma cancer; however, WC's leadership and management functions will continue without disruption as illustrated in the Line of Succession:
 1. Deputy Director – Heather DeSart
 2. Chief of Industry Sectors – Jaime Cruz
 3. Director, Youth Department – Ricardo Villalobos
 4. Chief Information Officer – Peter Bacigalupi
 5. Financial Manager – Jim Kostecki

Management has completed and/or is going through training to ensure WC and the community receives quality services and oversight that is needed.

- Department of Labor visited the One-Stop Career Center to discuss WC's One-Stop Career Center Consortium and its service delivery operation. DOL complimented WC on standing up the One-Stop Career Center and provided solid technical assistance regarding MOUs. DOL detected no disallowed operating costs with the One-Stop Career Center, Consortium, or its partners. The only recommendation was that the One-

Stop Consortium agreement should be one document signed by at least the three mandated funding sources: WIA, Wagner Peyser and Vocational Rehabilitation; and ideally should be only one page. WC will comply once contracts are executed effective July 1, 2014.

23. SECOND PUBLIC COMMENT SESSION

Dorita Hopkins, National Hospital Association/Healthcare 20/20 client shared about the medical training she received through National Hospital Association. Ms. Hopkins was employed 14 years at a radioactive waste management program. In 2009, the program laid off over 2,000 employees due to lack of funding. At that time, Ms. Hopkins found new employment at Citibank, which lasted three years until Citibank went through a mass layoff in 2012. Ms. Hopkins made the decision to learn new skills and change her career path to the medical field. Through the National Hospital Association Ms. Hopkins earned a certification in electronic health records and a national certification in medical billing and coding.

Thresea Kaufman, Program Manager, Nevada Hospital Association/Healthcare 20/20 commented that NHA had seven speakers during the public comment session at the recent Adult & Dislocated Worker Program Committee meeting regarding NHA not being recommended for a funding award. Ms. Kaufman stated that when the funded partners' expenditures are reported, there is always a lag and the report does not depict actual expenditures, and stated that by the end of this contract, NHA will have expended all of its funds, as NHA does not give back money. Ms. Kaufman stated that the only issue with this year's expenditures pertains to the NEG funds and the restrictions attached. Ms. Kaufman further stated that it is very difficult to request a client who has been unemployed for 27 or more weeks that he/she should go into training because all the clients wants is a job. However, when the client is placed into training, the NEG grant does not provide any supportive services for the client, such as rental assistance, day care, etc. Ms. Kaufman stated that it is these obstacles that must be looked at and considered.

Tamara Collins, Program Manager, Veterans Program – One-Stop Career Center provided an update. The Veterans program came on board on February 22, 2014. Its staff does outreach in the community at various events including last week's City of Las Vegas Veterans Symposium whereby 35 new veterans became engaged with the program. The program has done news feeds with Channel 8 News to promote its services at the One-Stop Career Center as well as Channel 2 News. Ms. Collins and her staff have visited all the seated partners at the One-Stop Center to learn about their best practices for service delivery. The Veterans Program has collaborated with DETR and other partners at the One-Stop Center to help leverage its dollars to serve Veterans. Ms. Collins also outreached with Congressional liaisons and will be assisting Dina Titus and Senator Reid with their upcoming job fairs. Ms. Collins will continue to provide updates to the board regarding outcomes and outreach.

Bishop James M. Rogers Sr., CEO, GNJ Family Life Center thanked the Board for supporting GNJ in serving the community for the past 14 years. Bishop Rogers stated that year after year, GNJ responds to WC's RFP process with a proposal they are proud of; however, GNJ never receives the award amount requested to complete the scope of work submitted in the proposal; however, by the end of the year, GNJ is always asked to serve additional clients and receives additional funds. GNJ would like to see these funds at the beginning of the program year to provide services to more clients at the front end. Bishop Rogers asked the Board to provide consideration for GNJ and other experienced service providers who have been serving clients and performing well for many years. Helicia Thomas, COO distributed GNJ's brochure complete with performance outcomes and commented on the NEG funds. GNJ was awarded \$220,000 in NEG funds for next program year and has \$120,000 in NEG funds the current program year. Ms. Thomas stated that these funds have been the hardest to spend of any funds received because they are only good for training costs and cannot be used toward any operational costs and/or supportive services. GNJ received the largest allocation of NEG funds of any funded partner and as a result, GNJ will have to restructure the agency and layoff some of its staff. Ms. Thomas reported that GNJ has expended over 90% of its One-Stop funding to date.

Hannah Brown stated that the Board recognizes GNJ's service to the community and is aware that GNJ expends its funds efficiently and comes back to the Board with requests for additional funding to provide more services to more clients in the community.

Marissa Brown, Workforce and Clinical Director, Nevada Hospital Association and Program Director, Healthcare 20/20 echoed Ms. Kaufman's statement that NHA does not leave money on the table, and pointed out that NHA has expended most of the NEG funds. Ms. Brown further stated that the NEG funds are very difficult to spend, but NHA is committed to spend what they have received, even though they too will have to cut back on staff. In response to Commissioner Weekly's comments regarding working with WC, Ms. Brown stated that NHA also has funding through the Northern Nevada Workforce Investment Board and although both funding sources have challenges, the funding

received through WC is more difficult to manage. Ms. Brown stated that she would like to see easier processes in place so that more organizations can respond to RFPs and apply for funding.

Janice Rael, Nevada Partners, Inc. thanked the Board and staff for continuing to fund Nevada Partners and supporting its goal to service, train and employ individuals. To achieve its goals, Nevada Partners has situated itself throughout Clark County in the North Las Vegas, Henderson, and Maryland Parkway JobConnect offices as well as the One-Stop Career Center.

Kenadie Cobbin-Richardson provided an update on WC's Mighty Dell Week to bring awareness to multiple myeloma cancer. Invitations have been e-mailed to Board members to support scheduled activities, including community outreach, Delete Cancer swab event, and fundraising to support cancer victims' medical costs. Ms. Cobbin-Richardson extended an invitation to Board members for next Wednesday's Pastoral Breakfast at Ebenezer Church of God in Christ at 1072 W. Bartlett and Sunday church service at Unity Baptist Church, 545 Marion. Ms. Cobbin-Richardson announced the 1 Year anniversary One-Stop Career Center celebration on Wednesday, June 25th at 6330 W. Charleston Blvd. and extended an invitation to Board members and community partners.

24. INFORMATION: Board Member Comments

Tommy Rowe thanked Ardell and his staff for procuring the flags for the Board room and requested to add the Pledge of Allegiance to the agenda for future meeting. The item will be agendaized at the next Board meeting; Chair Hannah Brown concurred.

Regarding layoffs at Nellis AFB, Councilwoman Anita Wood stated that she will work with Mayor Lee to help facilitate a relationship with Workforce Connections and Nellis to discuss possibly utilizing NEG funds to retrain those affected by the layoffs. Ms. DeSart offered to attend any meetings in Ardell's absence.

25. Adjournment

The meeting adjourned at 12:24 p.m.

Agenda Item 5. DISCUSSION AND POSSIBLE ACTION:

Add the Pledge of Allegiance to the agenda in the following sequence:
Call to order, confirmation of posting, Pledge of Allegiance, and roll
call

"I pledge allegiance to the flag of the United States of America, and to the republic for
which it stands, one nation under God, indivisible, with liberty and justice for all."

Agenda Item 6. DISCUSSION AND POSSIBLE ACTION:

Nomination and election of Board Officers

Board Chairperson will ask the Board members to provide nominations for potential officers. Any qualifying Board member*, who is nominated and seconded, will be an officer candidate, unless that Board member does not accept the nomination. Board members will then vote on those members who accept their nominations. The candidate for office who receives the most votes for that office prevails and will serve in that office.

*The Board Chairperson shall only be elected from among the Board members who are part of the “Business in the Local Area” category set forth in WIA § 117(2)(A)(i). The Board Vice-Chairperson shall be elected from among any of the appointed Board members.

Agenda Item 7. DISCUSSION AND POSSIBLE ACTION:

Accept and approve Workforce Connections' Compact and welcome new employer partners ~ Kenadie Cobbin-Richardson, Manager, Business Engagement

Background:

Twenty-five (25) companies will form the first-ever Southern Nevada Workforce Connections' Compact. This Compact demonstrates a commitment by local business leaders to hire workers from the public workforce system in Southern Nevada, utilize our training resources to upgrade workers and give advice on ways the public workforce system can serve the employer community better.

Employers have demonstrated pure excitement in light of their new and impactful role in our system and are elated to be a part of the Compact. This process has shown that, regardless of industry or sector, businesses can work in partnership with government, education and nonprofit partners to effectively and efficiently get Southern Nevadans back to work.

Employers who have signed compacts to-date:

- Aggregate Industries
- Air Systems, Inc.
- Al's Beef
- Botanical Medical
- Electrical JATC of Southern Nevada
- Golden Corral
- Hatcher Financial
- KMJ Web Design
- LAS Worldwide
- Link Technologies
- Lutheran Social Services
- Nevada HAND
- OPCMIA Local 797 JATC (Operative Plasters and Cement Masons International Association)
- Sheet Metal Local #88
- Solar City
- Sumnu Marketing



CONNECTING EMPLOYERS TO A READY WORKFORCE

THE COMPACT

The Southern Nevada Workforce Investment Board's mission is to connect employers to a ready workforce. This Compact defines the partnership and mutual commitments made between Southern Nevada employers and Workforce Connections.

Employers commit to:

- Tapping the recruitment services and training resources of Workforce Connections to access the talent available through the One-Stop Career Center and System.
- Recommending Workforce Connections' recruitment and training resources to other businesses and employers.
- Maintaining communication with and providing honest feedback to Workforce Connections for the continuous improvement of service delivery.
- Joining with the Southern Nevada Workforce Investment Board in developing strategies to improve the talent pipeline, build the skills of Southern Nevadans, and enhance industry sector growth for a vibrant economy.

Workforce Connections commits to:

- Offering workforce intelligence to assist the employer in developing recruitment and training strategies.
- Customizing the available recruitment and training services to the specifications of the employer.
- Delivering quality recruitment and training services while maintaining contact with the employer throughout the process to ensure what was promised is delivered.
- Striving for the employer's satisfaction with the services provided.
- Seeking advice on how to improve the skills and job readiness of the talent pool so quality connections may be made.

These employers and Workforce Connections form this partnership and make these commitments to benefit Southern Nevada, its residents, its businesses, and its economy.

Date: _____

Signatures

Agenda Item 8. DISCUSSION AND POSSIBLE ACTION:

Accept and approve Workforce Connections' Two Year Strategic Plan
(July 1, 2014 to June 30, 2016)



WORKFORCE CONNECTIONS

WORKFORCE INVESTMENT ACT

TWO-YEAR STRATEGIC COMPLIANCE PLAN

Southern Nevada Workforce Investment Area

FOR THE PERIOD: July 1, 2014 through June 30, 2016

Workforce Connections
6330 West Charleston Blvd., Suite 150
Las Vegas, Nevada 89146
(702) 638-8750/Fax (702) 638-8774



Two-Year Strategic Compliance Plan 2014-2016

Outline of the Southern Nevada Workforce Investment Board Two-Year Plan:

- A. Executive Summary**
- B. Public Comments Process**
- C. General Plan Information**
 - 1. Goals and Objectives
 - a. Workforce Connections Mission Statement
 - b. Workforce Investment System Philosophy
 - 2. Authentication and Plan Approval
- D. Assurances and Certifications**
- E. Document List**
- F. Board Members**
 - 1. Role and Responsibilities
 - 2. Board Coordination with State Workforce Investment Board
- G. Workforce Connections Plans**
 - 1. Improved Quality to Meet the Needs of Employers and Jobseekers
 - 2. Workforce Connections Two-Year Plan, Enhance Productivity
 - 3. Increase Employment Retention and Profits of Employers
 - 4. Reduce Welfare Dependency and Increase Self-Sufficiency
 - 5. Increase Occupational Skill Attainment
 - 6. Increase Employment Retention and Earnings of Employees
- H. Workforce Connections/Local Workforce Investment Board**
 - 1. Workforce Connections —Public Agency in the State of Nevada—NRS 82.011 and NRS 277.180
 - 2. Process to Identify and Select Workforce Connections Board Members
 - 3. Workforce Connections Roles and Responsibilities
 - 4. Workforce Connections Interaction with State Workforce Investment Board
 - 5. Workforce Connections List of Board Member (Attachment No. 3)
 - 6. Workforce Connections Local Elected Officials Role
 - 7. Youth Council
 - 8. Workforce Connections Selection of Youth Council Members
 - 9. Workforce Connections List of Youth Council Members (Attachment No. 4)
 - 10. Workforce Connections Youth Council Role and Responsibilities
- I. Economic Development/Local Labor Force**
 - 1. How Needs of Employers, Jobseekers and Workers are Identified in Southern Nevada Workforce Investment Area
 - 2. Coordination with Employers and Economic Development Officials
 - 3. Current Projected Employment Opportunities
 - 4. How Needs of Employers, Jobseekers, and Workers will be Identified
 - 5. Demographics and Geographic Area
 - 6. Additional Indicators of Performance Established by Workforce Connections
 - 7. Customer Satisfaction Evaluation
 - 8. Workforce Connections Performance Evaluation Process



J. One-Stop System

1. Workforce Connections Continuous Improvement
2. Designation of One-Stop Operators
3. Workforce Connections Mandated One-Stop System Partners
4. Coordination of WIA Services
5. Coordination of WIA Training Funds
6. Public Comments/Process
7. Public Access to Workforce Connections Meetings

K. Program Management and Design

1. Criteria Established to Determine Availability of Funds
2. Workforce Connections Policies/Guidelines Established for Service Providers
3. Training Needs of Dislocated Workers
4. Core Services Provided to Adults and Dislocated Workers
5. Delivery of Core Services
6. Required Core Services Prior to Receipt of Intensive Services
7. Intensive Services for Adult and Dislocated Workers
8. Delivery of Intensive Services
9. Eligibility Criteria for Adults and Dislocated Worker Intensive Services
10. Criteria for Employed Workers to Receive Intensive Services
11. Intensive Services Required Prior to Receipt of Training Services
12. Criteria for Receipt of Training Services
13. Documentation Required for Training Services
14. Criteria and Guidelines for OJT or Customized Training
15. Supportive Services and Needs Related Payments
16. Control of 5% Window for Non-economically Disadvantaged Youth
17. Youth Program Design
18. Out-of-School Youth 30% Expenditure
19. Planned Rapid Response
20. Competitive and Noncompetitive Award Process
21. Recommendation of Training Providers
22. Removal of Training Providers from Eligible Training Providers' List
23. Consumer Report and Supplemental Information
24. Process for Identifying Eligible Youth Service Providers
25. Criteria for Awarding Youth Services/Activity Grants
26. Limitation of Individual Training Accounts (ITAs)
27. ITAs Policies and Guidelines
28. Generating Performance Information and Reporting Outcomes
29. Common Data System for Clients' Tracking and Information
30. Collection of Customer Satisfaction Information/Data
31. Oversight and Technical Assistance
32. Financial Controls and Fund Activity
33. Fiscal Controls and Accounting Procedures
34. Fiscal Controls and Accounting Internal Controls
35. Fiscal Controls and Accounting—Expenditures and Budgeting
36. Fiscal Controls and Accounting—Source Documentation
37. Fiscal Controls and Accounting—Cost Allocation
38. Fiscal Controls and Accounting—Financial Reporting
39. Fiscal Controls and Accounting—Transfer of Funds
40. Fiscal Controls and Accounting—Transfer of Program Income



A. Executive Summary

1. Workforce Connections (WC), Southern Nevada's Local Workforce Investment Board (LWIB) will implement the Workforce Investment Act (WIA) in accordance with the framework outlined in this plan. Workforce Connections is aligned with the Nevada Governor's Workforce Investment Board (GWIB) with regard to building a demand-driven workforce development system for the Southern Nevada Local Workforce Investment Area (LWIA). Workforce Connections and its appointed committees will be guided by the GWIB's goals and vision for designing a workforce development system that will meet or exceed the needs of local businesses and jobseekers. Concentrated efforts will be launched to align workforce development resources with essential partners, in particular, the Department of Employment, Training and Rehabilitation (DETR), the Governor's Office of Economic Development (GOED), the Nevada System of Higher Education (NSHE), K-12, local providers of training services, and local employers.
2. The Southern Nevada LWIA Local Elected Officials (LEO) will continue their long-standing role as the grant recipient of U.S. Department of Labor funds and resources. Through the LEO's strong leadership, this plan will serve as the cornerstone for Workforce Connections to effectively implement and oversee WIA Title I employment and training services throughout its Workforce Investment Area. Workforce Connections staff will provide local administrative and programmatic oversight, along with technical support to the LWIB. In future years, Workforce Connections reserves itself and its funded partners the greatest flexibility possible, consistent with the Act, its regulations and potential reauthorization, in order to oversee and modify the workforce development system to meet demand-driven employment and training challenges.
3. This plan provides a comprehensive overview of Workforce Connections' ongoing initiatives and strategies to accomplish its mission. In support of regional and sector strategies contained within the Governor's five (5) year Integrated Workforce Plan, the following strategic actions will be the focus of this plan:
 - Increasing Nevada's pipeline of workers for targeted industry sectors through active engagement of employers through the Local Employer Advisory Panel (LEAP), by expanding the effective use of Labor Market Information (LMI), increasing credential attainment in related demand occupations, and increasing the number of participants placed into employment within key industry sectors.
 - Establishing career pathways as a primary model for collaboration by increasing hands-on career exploration opportunities in Science, Technology, Engineering, and Math (STEM), increasing awareness about career and training opportunities in the local area, and promoting alignment of secondary and postsecondary education with the workforce development system.



- Increasing credential attainment by encouraging interest in new opportunities for Youth to simultaneously earn secondary and post-secondary credentials, increasing attainment of career readiness certifications through STEM workshops, training/coaching on the use of available resources to guide educational/training decision making, and dedicating local funds to support services aimed at underrepresented populations.
 - Strengthening data collection/recording/analysis by supporting the implementation of the State wide Automated Workforce System (SAWS), improving self-service system tools for the LWIA, increasing availability of real time performance data and reporting, and increasing the productivity and effectiveness of internal control systems and processes by implementing a paperless initiative.
4. This plan supports a comprehensive workforce development system in order to provide the Southern Nevada LWIA with highly skilled workers that compete successfully in the current economy and labor market. The One-Stop Delivery System (OSDS) coordinates a wide range of federally-funded training programs and services that address the distinct and specific needs of different populations and industries. Services are provided using the following resources:
- One-Stop Career Center (OSCC): The cornerstone of Workforce Connections' One-Stop Delivery System is the OSCC. This comprehensive center is a proud partner of the American Job Center network. It successfully opened its doors on June 17, 2013 and on August 21, 2013 hosted U.S. Labor Secretary Thomas Perez. The center is operated by a consortium of local key stakeholders. The center unifies numerous providers of training, education and employment programs under one roof. This comprehensive, single, customer-focused and friendly center serves the Greater Las Vegas Area, facilitating "universal access" to local employers and job seekers. This plan seeks to broaden provision of services by opening additional centers in cities such as Henderson, North Las Vegas, Boulder City, and Laughlin.
 - Business Engagement will continue to expand by effectively, compiling and communicating workforce intelligence, engaging local employers, encouraging collaboration with the workforce system, and promoting comprehensive, integrated recruitment services.
 - Workforce Connections' network of WIA Title I service providers constitute additional points of access to the One-Stop Delivery System (OSSDS). The network serves Southern Nevada's unemployed and underemployed adults, dislocated workers, and youth. The network provides an effective and integrated system of education, training, employment, and supportive services that promotes skill attainment and career pathways development.



B. Public Comments Process

Workforce Connections is the Southern Nevada Workforce Investment Board (SNWIB), a Workforce Investment Act (WIA) administrative entity as designated by the Governor of the State of Nevada serving the Southern Nevada Workforce Investment Area which consists of the counties of Clark, Esmeralda, Lincoln and Nye, and the cities of Boulder City, Henderson, Las Vegas and North Las Vegas.

Workforce Connections' Two Year Strategic Plan, required under the Workforce Investment Act, represents a unique opportunity for meeting the demand for a robust public workforce system that can address the needs of a diversity of jobseekers, including individuals with low literacy skills and limited English proficiency, dislocated workers transitioning to new occupations or industries, and young people seeking to enter the labor market, while effectively responding to the skill requirements of the current local labor market. The plan aligns its resources with those of the Governor's Workforce Investment Board. This alignment ensures efficient and effective oversight of employment and training service delivery to individuals residing in the Southern Nevada Workforce Investment Area. Workforce Connections' proposed plan also highlights the goals and objectives of the Southern Nevada One-Stop Delivery System for the period of July 1, 2014 through June 30, 2016.

Workforce Connections made its Proposed Two-Year Plan available to receive public comment for a 30-day period beginning May 15, 2014 through June 15, 2014. The Public Comment Version of the Proposed Two-Year Plan was available at Workforce Connections' website: www.nvworkforceconnections.org. Paper copies of the Proposed Two-Year Plan were made available for public review between the hours of 8:00 A.M. and 5:00 P.M., Monday through Friday at the Workforce Connections' Administrative Offices located at 6330 West Charleston Blvd., Suite 150, Las Vegas, Nevada 89146. Copies of the proposed plan were also made available for public comment at the following locations:

Bridge Counseling Associates, 1701 West Charleston Blvd., Suite 400, Las Vegas, Nevada 89102
 Foundation for an Independent Tomorrow (FIT), 1931 Stella Lake Drive, Las Vegas, Nevada 89106
 GNJ Family Life Center, 2535 West Cheyenne Ave., Suite 107, North Las Vegas, Nevada 89032
 Goodwill of Southern Nevada, 1280 West Cheyenne Ave., North Las Vegas, Nevada 89030
 Help of Southern Nevada, 1640 East Flamingo Road, Suite 100, Las Vegas, Nevada 89119
 Latin Chamber of Commerce Community Foundation, 300 N. 13th Street, Las Vegas, Nevada 89101
 Nevada JobConnect—119 Water Street, Henderson, Nevada 89015
 Nevada JobConnect—3405 South Maryland Parkway, Las Vegas, Nevada 89169
 Nevada JobConnect—2827 Las Vegas Blvd., North, North Las Vegas, Nevada 89030
 Nevada Partners, Inc., 710 West Lake Mead Blvd., North Las Vegas, Nevada 89030
 Southern Nevada Regional Housing Authority, 5390 East Flamingo Road, Las Vegas, Nevada 89122
 Nye Communities Coalition, 1020 East Wilson Road, Pahrump, Nevada 89048
 Lincoln County – Youth Career Program

Questions regarding the Proposed Two-Year Plan are to be directed to: Ardell Galbreth, WC Executive Director, at (702) 638-8750 or via e-mail at: agalbreth@snvwc.org.



C. General Plan Information

1. Goals and Objectives

- a. Workforce Connections' Mission Statement: To develop a world-class workforce development system that complements the State of Nevada's overall education and economic development strategy and guides federal, state and local employment and training resources in a customer focused, and user-friendly manner promoting a high quality, competitive workforce.
- b. Workforce Investment System Philosophy: To have universal access for all; be organized around One-Stop Centers (One-Stop System); have a strong year-round youth component; and target adult, youth and dislocated workers.

2. Authentication and Plan Approval: In accordance with the federal Workforce Investment Act, the undersigned Chief Local Elected Official Chairman and Local Workforce Investment Board Chairperson have approved the Local Workforce Investment Board Plan, and agreed to operate or cause to be operated programs pursuant to this plan. The undersigned certifies that they concur with the contents of this plan and agree that it shall be carried out through funded partners/contracted service providers as well as participating One-Stop Partners through the attached Memoranda of Understanding (MOU). The undersigned further certifies that no sub-grant shall be executed without the concurrence of the designated local elected officials, the Local Workforce Investment Board, and the State of Nevada. This plan consists of this page, the Outline, and all of the sections and attachments indicated on the Outline.

Approved for Workforce Connections

Hannah M. Brown, Chairperson
Workforce Connections

Date: _____

Approved for Local Elected Officials

Lawrence Weekly, Chairman
Southern Nevada Chief Elected Officials Consortium

Date: _____



D. Assurances and Certifications

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.
- (4) This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.
- (5) This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

Approved for Workforce Connections

Hannah M. Brown, Chairperson
Workforce Connections

Date: _____

Approved for Local Elected Officials

Lawrence Weekly, Chairman
Southern Nevada Chief Elected Officials Consortium



Date: _____

**CERTIFICATION REGARDING
DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS
PRIMARY COVERED TRANSACTIONS**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

**(BEFORE SIGNING CERTIFICATION, READ ATTACHED INSTRUCTIONS
WHICH ARE AN INTEGRAL PART OF THE CERTIFICATION)**

- (1) The prospective primary participant certifies to the best of his/her knowledge and belief, that his/her and his/her principals:
 - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.



INSTRUCTIONS FOR CERTIFICATION (Debarment)

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why he/she cannot provide the certification set out below. The certification or explanation will be considered in connection with the Department of Labor's (DOL) determination whether to enter into this transaction, however, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the DOL determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the DOL may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the DOL if at any time the prospective primary participant learns his or her certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the DOL for assistance in obtaining a copy of those regulations.
6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, he/she shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
7. The prospective primary participant further agrees by submitting this proposal that he/she will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions," provided by the DOL, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless he/she knows that the certification is erroneous. A participant may decide the method and frequency by which he/she determines the eligibility of his/her principals.



9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed, that is normally possessed by a prudent person in the ordinary course of business dealings.

10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may terminate this transaction for cause or default.

Approved for the Workforce Connections

Hannah M. Brown, Chairperson
Workforce Connections

Date: _____

Approved for Local Elected Officials

Lawrence Weekly, Chairman
Southern Nevada Chief Elected Officials Consortium

Date: _____



NONDISCRIMINATION AND EQUAL OPPORTUNITY REQUIREMENTS OF THE WORKFORCE INVESTMENT ACT

(1) As a condition to the award of financial assistance under WIA from the Department of Labor, the grant applicant assures, with respect to operation of the WIA funded program or activity and all agreements or arrangements to carry out the WIA-funded program or activity, that he/she will comply fully with the nondiscrimination and equal opportunity provisions of the Workforce Investment Act 1998, including the Nontraditional Employment for Women Act of 1991 (where applicable); title VI of the Civil Rights Act of 1964, as amended; section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; title IX of the Education Amendments of 1972, as amended; and with all applicable requirement imposed by or pursuant to regulations implementing those laws, including but not limited to 29 CFR part 34. The United States has the right to seek judicial enforcement of this assurance.

(2) The grant applicant certifies that he/she has developed and maintains a “Methods of Administration” pursuant to 29 CFR 34.33.

(3) The grant applicant is attaching information pursuant to 29 CFR 34.24 (a)(3)(ii) where applicable, including the name of any Federal agency other than the Department of Labor’s Directorate of Civil Rights that conducted a civil rights compliance review or complaint investigation during the two preceding years in which the grant applicant was found to be in noncompliance; and shall identify the parties to, the forum of, and case numbers pertaining to, any administrative enforcement actions or lawsuits filed against it during the two years prior to his/her application which allege discrimination on the ground of race, color, religion, sex, national origin, age, disability, political affiliation or belief, citizenship or participation in WIA.

Note: No findings of noncompliance in the last two years.

Approved for Workforce Connections

Hannah M. Brown, Chairperson
Workforce Connections

Date: _____

Approved for Local Elected Officials

Lawrence Weekly, Chairman
Southern Nevada Chief Elected Officials Consortium

Date: _____



CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

- A. The grantee certifies that he/she is or will continue to provide a drug-free workplace by:
- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - (b) Establishing an ongoing drug-free awareness program to inform employees about:
 - (1) The danger of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
 - (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
 - (e) Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
 - (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
 - (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).



- B. The grantee shall provide in the space below the primary address of the Administrative entity in connection with this grant.

(Name of Organization, street address, city, and zip code):

Name of Organization: Workforce Connections

Street Address: 6330 West Charleston Boulevard Suite 150

City: Las Vegas, Nevada

Zip Code: 89146

Name/Title of Authorized Signatory: Ardell Galbreth, Executive Director

Signature: _____

Date: _____

Approved for Workforce Connections

Hannah M. Brown, Chairperson
Workforce Connections

Date: _____

Approved for Local Elected Officials

Lawrence Weekly, Chairman
Southern Nevada Chief Elected Officials Consortium

Date: _____



ASSURANCES/CERTIFICATIONS - the LWIB assures and certifies that all programs and activities funded under the Workforce Investment Act will comply with:	Federal, State and Workforce Connections Policies and/or Procedure Title, Effective/Revision Date
A. GENERAL PLANNING:	
1. Section 117, §661.300, §661.305, §661.315 & §661.325, which establishes the Local Workforce Investment Board (LWIB), its functions and certification requirements. <i>(Please attach copy of current LWIB agreements and membership list)</i>	In Compliance (See attachment)
2. Section 117 (d) and §661.350, which establishes the responsibilities of the LWIB in respect to all stages of program planning, policy setting, oversight, evaluation, and implementation. The LWIB meeting agendas and minutes of meetings, which indicate the extent of the LWIB's involvement in the WIA program are available for review upon request.	Workforce Connections By-Laws, Dated August 24, 2005
3. § 661.305 (a)(1), which ensures the LWIB, in partnership with local elected officials, is responsible for developing the Local Workforce Investment Board Plan, including the involvement by representatives of participating One-Stop Partners.	In Compliance
4. Section 118(c)(1&2) and §661.345(b & c), which requires the local board to make available copies of a proposed plan to the public through such means as public hearings and the local media; allow members of the local board and members of the public including representatives of business and labor organizations, to submit comments on the proposed local plan to the local board, not later than the end of the 10-day period beginning on the date on which the proposed local plan is made available; and include with the local plan submitted to the Governor any comments that express disagreement with the plan.	In Compliance
5. That the proposed plan, annual modifications and plan revisions have been made available for public review and comment. [§661.345(b)] Date of Board Meeting: <u>6/24/14 10:00AM</u> No public comments were received.	In Compliance



ASSURANCES/CERTIFICATIONS - the LWIB assures and certifies that all programs and activities funded under the Workforce Investment Act will comply with:	Federal, State and Workforce Connections Policies and/or Procedure Title, Effective/Revision Date
6. Section 118 (b)(1)(A-C), which requires the LWIB to use appropriate labor market and demographic analysis as the basis for planning programs to ensure (1) a systematic assessment of local labor market needs and problems; and (2) that occupational training provided is in occupations for which job opportunities exist and at the level of skills required by private employers.	In Compliance
7. Section 134(d)(4)(A)(iii) and §663.310 (c), which requires training provided with funds made available under this Act shall be only for occupations for which there is a demand in the area served or in another area to which the participant is willing to relocate, and consideration in the selection of training programs may be given to training in occupations determined to be in sectors of the economy which have a high potential for sustained demand or growth.	PL 105-220 Sec. 134 20 CFR §663.300 20 CFR §663.400 WCP ADW-030-06 (Rev. October, 2013)
B. PROGRAM DESIGN:	
1. §662.230, which requires access to mandated One-Stop Partners core services through the One-Stop delivery system.	PL 105-220 Sec. 121 20 CFR §662 Subpart B
2. §663.110, §663.115, §663.220, §663.230, §663.310, and §§664.200-220, which define eligibility requirements for adult and dislocated worker core, intensive, and training services, as well as youth services.	20 CFR §663 Subpart A, B, and C 20 CFR §664 Subpart B WCP ADW-030-01 Rev. March, 2014 WCP YTH-040-01 Eff. November, 2013
C. PROGRAM MANAGEMENT:	
1. Section 188, §667.275, and 29 CFR Part 37, which requires the LWIB and all subrecipients not to discriminate in employment or in the provisions of services based on race, religion, color, national origin, sex, age, marital status, arrest without conviction, disability, political affiliation or belief, and for beneficiaries only, citizenship or participation in programs funded under the Act.	PL 105-220 Sec. 188 20 CFR §667.275 20 CFR §667.600 29 CFR §37 WCP GEN-050-01 Rev. October, 2013



ASSURANCES/CERTIFICATIONS - the LWIB assures and certifies that all programs and activities funded under the Workforce Investment Act will comply with:	Federal, State and Workforce Connections Policies and/or Procedure Title, Effective/Revision Date
2. §667.266 and §667.275(3)(b) which requires the LWIB and its subrecipients not to place participants in the construction operation, or maintenance of any facility which is used or to be used for sectarian instruction or as a place for religious worship.	PL 105-220 Sec. 188 20 CFR §667.266 29 CFR §37.6 (2)(3)
3. Workforce Investment Act Letter (WIAL 3-99), which requires that participation in programs and activities financially assisted in whole or in part under this act shall be open to citizens and nationals of the United States, lawfully admitted permanent resident aliens, lawfully admitted refugees and parolees, and other individuals authorized by the Attorney General to work in the United States.	PL 105-220 Sec. 188 (5) WCP ADW-030-01 Rev. March, 2014 WCP YTH-040-01 Eff. November, 2013
4. §667.630, which requires that programs funded under the Act, will be administered in full compliance with safeguards against fraud and abuse.	20 CFR §667.630 SCP 4.7 WCP GEN-050-02 Eff. November, 2013
5. §667.200(d), which requires LWIB and its subrecipient/ subcontractors to comply with the debarment and suspension regulations.	20 CFR §667.200(d) 29 CFR §98 SCP 5.1
6. Section 188, 29 CFR Part 37, and §667.275 (a)(3), which require all recipients to provide physical and programmatic accessibility and reasonable accommodation to WIA program services in compliance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act.	PL 105-220 Sec. 188 20 CFR §667.275 20 CFR §667.600 29 CFR §37 WCP GEN-050-01 Rev. October, 2013



ASSURANCES/CERTIFICATIONS - the LWIB assures and certifies that all programs and activities funded under the Workforce Investment Act will comply with:	Federal, State and Workforce Connections Policies and/or Procedure Title, Effective/Revision Date
<p>7. 29 CFR Part 37.34, which requires that all grant recipients and their subrecipients must indicate in recruitment brochures and other materials that are ordinarily distributed or communicated in written and/or oral form, electronically and/or on paper, to staff, clients, or to the public at large that the WIA Title I program or activity described “is an equal opportunity employer/program” and that “auxiliary aids and services are available upon request to individuals with disabilities.” These materials must indicate that the program or service provider may be reached by telephone, and must state the telephone number of the Telephone for Deaf and Deafened (TDD) or relay services used as required in 29 CFR Part 37.9(c).</p>	<p>29 CFR §37 SCP 4.1 WCP GEN-050-01 Rev. October, 2013</p>
<p>8. 29 CFR Parts 37.29-33, which requires public notice of EEO provisions.</p>	<p>29 CFR §37 SCP 4.1 WCP GEN-050-01 Rev. October, 2013</p>
<p>9. §667.274, which requires that LWIB and its subrecipients assure compliance with State and Federal health and safety laws as well as to assure the maintenance of workers’ compensation insurance on all WIA work-related activities.</p>	<p>20 CFR §667.274 WCP ADW-030-07 Rev. October, 2013 WCP ADW-030-08 Rev. October, 2013 WCP YTH-040-08 Eff. November, 2013</p>
<p>10. §667.600(f), which requires LWIB and its subrecipients to develop a system for the handling of complaints of discrimination from participants in accordance with the Section 188(a) of the Act, regulations and policies issued by the State.</p>	<p>SCP 4.1 SCP 4.3 WCP 5.3r#1 Rev. February, 2008 WCP GEN-050-01 Rev. October, 2013</p>



E. Document List

1. LEO Consortium Agreement
2. LEO and Local Workforce Investment Board Agreement
3. Workforce Connections Board Membership List
4. Youth Council Membership List
5. Proof of Plan Publication
6. Copy of Public Comments, N/A – **No public comments were received.**
7. One-Stop Delivery System Memorandum of Understanding
8. Workforce Connections Organizational Chart

F. Board Members:

1. Roles and Responsibilities: Board members will continue to serve as an advisory entity to Workforce Connections. In this capacity, they provide expertise in policy development and ensure the effective delivery of WIA services in the Southern Nevada Local Workforce Investment Area. They recommend service providers through a competitive process, facilitate the oversight of compliance of providers and establish linkages with the business community, educational agencies, as well as, community-based organizations. They facilitate the leveraging of resources available in the Southern Nevada Local Workforce Investment Area.
2. To reboot Nevada's economic vitality, public policy must encourage the growth of high skill, high-wage jobs, and ensure there are an adequate number of workers with the skills necessary to succeed in those jobs. To this end, the mission of Workforce Connections is to continue to improve upon a Local Workforce System that is inclusive of:
 - Two Workforce Investment Boards, i.e., one in northern Nevada and one in southern Nevada.
 - Creating and maintaining a flexible, highly skilled workforce that will perpetuate a continuous competitiveness for local businesses.
 - Expanding the breadth and depth of partnership involvement in a collaborative manner within the workforce system to maximize optimum customer service.
 - Fostering efforts that shall increase personal income and business capital.
 - Ensuring that the local One-Stop Career Centers (Workforce Investment System) is the "first choice" for all jobseekers, workers and employers in Southern Nevada who are in need of employment and training services.



G. Workforce Connections Plans

1. Improve the quality of Nevada's workforce to meet the needs of employers and jobseekers:

It is recognized that in any job training and employment environment, the employer is the key to success. Locally, employers can be assured that when the decision is made to recruit employees through the Southern Nevada One-Stop Delivery System they are selecting from a pool of individuals who can best satisfy their employment needs. It is Workforce Connections' responsibility to establish and oversee a process so that jobseekers that enter this hiring pool/system are prepared and have the necessary skills, knowledge, and resources to meet the needs of the employers. In other words, Workforce Connections is called on to meet Southern Nevada's demand-driven workforce needs. It is also the goal of Workforce Connections to ensure that this system is designed to be driven by employers. While aligning Workforce Connections' resources and training strategies with the of Nevada Governor's Office of Economic Development, a series of surveys, questionnaires, and employer focus group meetings will continue to be at center stage in obtaining firsthand employment demands and industries sectors intelligence. Workforce Connections' Local Employer Advisory Panel (LEAP) and the GWIB's Industry Sector Councils will continue to guide system strategies and activities. The local workforce system components will be adjusted to meet local labor market demands as identified by the Governor's Workforce Investment Board strategic plan.

2. Workforce Connections Two-Year Plan—Enhance the productivity and competitiveness of the State of Nevada:

It is the goal of Workforce Connections to enhance the productivity and competitiveness of the State by providing jobseekers and employers the opportunity to access a never before seen myriad of employment resources via the One-Stop Delivery System. This goal, as set by both the State and its Local Workforce Investment Boards, will be accomplished by empowering jobseekers with both the means and knowledge to acquire competitive workforce skill-sets. Workforce Connections is working diligently, with the business community, to identify occupations and industries with meaningful entry-level opportunities for unemployed and underemployed individuals, while also working to establish career ladders which provide the education, training, and work experience necessary for individuals to advance their careers over time. For example, Workforce Connections has recently implemented system-wide STEM initiatives that expose Youth and Adult & Dislocated workers to skill-sets, proficiencies and career pathways in STEM related occupations/industries.



3. *Increase the employment, retention, and profits of employers utilizing the One-Stop Delivery System:*

- a. It is a recognized fact that a poorly trained and unskilled labor force in the workplace leads to high turnover rates and increased costs. To address this problem in southern Nevada, Workforce Connections will negotiate strict contract requirements for WIA service providers to supply “state of the art” high skill, high wage training programs. Retention of employment will be ensured by prioritizing occupational skills training, on-the-job training, and customized training, when appropriate. Also, training programs will be designed to meet the needs of employers.
- b. The cost savings benefits of a well-trained workforce will be effectively marketed to all businesses as a means by which the local workforce system can assist them in raising the levels of their workforce productivity which will result in an overall increase in profits.
- c. Additionally, at the local level and based upon the availability of funding, incumbent worker training is another strategy that Workforce Connections will consider to better address the skill requirements of employers. While incumbent worker training has not been a priority in the past, it is expected that any incumbent worker training would be targeted to help low-skilled, low-wage workers obtain skills and credentials necessary to retain employment, and/or advance career pathways.

4. *Reduce welfare dependency and increase self-sufficiency:*

It is the goal of Workforce Connections to build a system that reduces welfare dependency and increases self-sufficiency by leveraging funds, and forming a consortium of partners that consists of individuals and agencies that have proven expertise in dealing with welfare recipients. The overarching strategy will be to: 1) promote systems improvement and integration to create a seamless network of services for job seekers and local business, 2) promote the development of workforce skills and credentials to ensure local area residents can succeed in the current labor market, 3) provide job seekers with support needed to ensure local area residents can succeed in the current local labor market, and 4) ensure local business will have access to a skilled and ready to work labor force that will meet current and future local demands.



5. *Increase occupational skill attainment by job seekers:*

Education, training and employment services will be available to all who access the Nevada Workforce Development System. Jobseekers who demonstrate the need to enhance, upgrade, or require higher-level occupational skills will be served by the Southern Nevada One-Stop Delivery System partners. Education, training and employment services will also be available for workers seeking their first job, a new job, a better job, nontraditional employment or those requiring additional skills to enable them to enter or return to the job market.

6. *Increase the employment retention and earnings of employees;*

It is the intent, at the Local Workforce Investment Board level, to maintain a system that supports not only those individuals who are unemployed, but those who are seeking to improve their job skills. Recognizing that both groups have many of the same goals and objectives (employment, retention, and increased earnings), efforts will be made to recruit training and service providers that understand they will have accountability for job placement, retention, and increases in wages or benefits for their customers. Percentages for job placement, job retention, and an increase in earnings will be measured and reported to the state and Workforce Connections' employment community. Workforce Connections anticipates employers will actively recruit from the One-Stop Delivery System.

H. Workforce Connections/Local Workforce Investment Board

(WIA Section 117, §661.305, §661.315 and §661.325)

The following describes the organization and structure of Workforce Connections, including organizations and entities represented on the Board:

1. *Workforce Connections was established as a public agency in the State of Nevada, pursuant to NRS 82.011 and 277.180:*

Workforce Connections is a public agency and it is governed by a consortium of Local Elected Officials (LEOs) representing local city and county governments. Workforce Connections Board membership is comprised of the following organizations and entities.

(See Attachments 1 and 2)

- a) State of Nevada Department of Employment, Training and Rehabilitation
- b) City and County elected officials representing the Southern Nevada Workforce Investment areas, political jurisdictions
- c) Local Business Sector
- d) WIA Title I Service Providers
- e) Community Based Organizations
- g) Economic Development Organization
- h) Secondary and Post Secondary Education
- i) Employment Trade Associations/Organizations



2. *The following describes the process Workforce Connections uses to identify and select its Board members:*

In an effort to obtain qualified representatives to serve on the Workforce Connections Board, a number of recruiting methods are used to solicit nominations. Media, correspondence, and word of mouth are among a few of the methods used at the local level. A Workforce Connections board application with qualification requirements is submitted to potentially interested organizations and/or candidates. Once a potential board member is identified, the nomination is submitted to the Local Elected Officials (LEOs) for approval.

3. *The following describes how Workforce Connections will carry out its roles and responsibilities outlined in §661.305:*

Duties will be assigned and completed in a committee structure. All work and/or recommendations completed by the committees will be brought to the entire board at its regular scheduled meetings. The Workforce Connections Board typically meets once per month to review program progress, hear and consider committee reports and approve or recommend budgets to the Local Elected Officials.

4. *Interaction with the State Workforce Investment Board:*

Workforce Connections will coordinate with and assist the Governor's Workforce Investment Board in the development of state and local plans, which will encompass the development of local performance measures and regional/industry sector strategies. Workforce Connections will also seek guidance and input from the Governor's Workforce Investment Board in the interpretation of state and federal laws, and any applicable federal regulation. Furthermore, Workforce Connections in partnership with the Governor's Workforce Investment Board and other essential partners such as the Governor's Office of Economic Development, the Nevada System of Higher Education, i.e., community colleges, and local area businesses, will assure that the system of planning and service delivery is an integrated and coordinated system. Also, representatives from Workforce Connections will continue to actively participate/collaborate with the Governor's Workforce Investment Board, committees and industry sector councils.

5. *Attached is a list of current Workforce Connections Board members. Included is the organization and the membership category each individual represents as required under WIA Section 117 (b) (2), §661.315:*

(See Attachment 3)



6. *The following describes how local elected officials fulfill their role as decision-makers for Workforce Connections:*

The Local Elected Officials (LEO) have chosen to sit on and become active members of the Workforce Connections Board. The LEOs consortium has the fiduciary responsibilities outlined in the Act and will continue to be involved in the decision making process of the Workforce Connections Board and approve all budgets in connection with WIA funds. Additionally, the Local Elected Officials will meet separately from the Workforce Connections Board, when appropriate, to exercise the responsibilities and duties identified in WIA that are exclusively theirs.

7. *Youth Council (WIA) Section 117(h)(2&4), §661.335, §661.340 and §664.110(c):*

Workforce Connections' Youth Council will be an advocate for youth, in terms of ensuring that programs are put in place to address the needs of disadvantaged and "at risk" youth who may be school drop-outs. The youth council shall also assist the state in decreasing the proficiency exam failure rate and increasing opportunities for youth to prepare for studies in the fields of Science, Technology, Engineering and Math (STEM). The youth council will focus greater attention toward those youth who are aging out of the foster care system, incarcerated youth who will be re-entering society, and those youth with developmental and physical disabilities, and youth who are homeless.

8. *The following describes the process Workforce Connections uses to select youth council members:*

In an effort to recruit qualified youth council members, a survey was provided to each Workforce Connections' board member soliciting volunteers who were interested in youth activities. In addition, Workforce Connections bylaws require its members to serve on either a committee and/or council in order to ensure active Board participation.

9. *Attached is a list of the current youth council members. The list includes the organization each individual represents:*

(See Attachment 4)

10. *The following describes the roles and responsibilities of the youth council, including its oversight responsibilities of local youth programs:*

- a. The primary role/function of the youth council will continue to serve as an advisory entity to Workforce Connections. In this capacity, the youth council members will provide expertise in youth policy and ensure that recommended provider(s) of youth services serve youth who are eligible for WIA services and are receiving the assistance they need to become productive members of society.



- b. Responsibilities of the youth council are to coordinate youth activities, develop portions of the youth plan that deal with eligibility, recommend service providers through a competitive process, facilitate the oversight of compliance of providers of youth activities, and establish linkages with educational agencies, as well as, community-based organizations.
- c. The youth council will facilitate the leveraging of resources available in the Southern Nevada Workforce Investment Area, and ensure that youth who are part of the juvenile justice system, state welfare and foster care system, will be served to the extent that resources permit. The council shall set clear policy direction for creating employment opportunities and career pathways for eligible youth ages 14-21 years, both in school and out of school.
- d. One of the council's major goals is to improve the efficiency and quality of youth services through the identification of gaps in services and activities. The needs of youth, in and out of school, will be addressed as well as the importance of continuous services in meeting the needs of youth in the 21st century.

I. Economic Development/Local Labor Force

[WIA section 118(a)(1)(A-C)] and §661.350 E(4)(a)]

1. The following describes how Workforce Connections will meet the needs of employers, jobseekers and workers in the local workforce investment area:

- a. The needs of employers and jobseekers are identified primarily from statistical data derived from Nevada's Department of Employment, Training and Rehabilitation, Research and Analysis Bureau that includes wage and growth estimates for in-demand occupations.
- b. To ensure timely feedback from employers in the Southern Nevada Local Workforce Investment Area, the Local Employer Advisory Panel (LEAP) is utilized. LEAP provides real time information identifying employer requirements such as; experience required, training requirements, desired skill sets, soft skills needed, and current or projected labor market demands. LEAP will provide feedback from employers and businesses regarding what works well, what needs to be improved, and what additional services should be added to enhance the Southern Nevada One-Stop Delivery System.
- c. In support of the Governor's industry sector councils, Workforce Connections will focus on keeping the business community apprised of the benefits of utilizing the One-Stop Delivery System. Similarly, members of the Workforce Connections Board who represent areas outside of Clark County (rural) will address the unique challenges facing rural jobseekers. It is envisioned that the combined efforts of Workforce Connections and rural area chambers of



commerce will reveal areas of entrepreneurial and employment opportunities. Workforce Connections is committed to funding rural providers to deliver training and employment services.

2. *The following describes how coordination with employers and economic development officials occurs in the One-Stop Delivery System:*

Coordination of activities with employers and economic development officials will be continuous in order to ensure alignment within the Southern Nevada One-Stop Delivery System in the following manner:

- a. Local elected officials appointed to Workforce Connections' Board are key individuals who represent workforce and economic development administrators. Nevada's Department of Employment, Training and Rehabilitation (DETR) in support of the Governor's Office of Economic Development provides critical input into the development of the Southern Nevada One-Stop Delivery System.
 - b. Workforce Connections' Board consists of representatives from leading private sector businesses who understand and support the state's economic development initiatives, and ensure there will be a continuous dialogue between board members addressing their mutual workforce development concerns. Workforce Connections' Board which is made up primarily of business representatives and employers, are essential components of Southern Nevada's One-Stop Delivery System. Further, Workforce Connections' One-Stop Delivery System has a strong Business Engagement team dedicated to work with the business community to develop business relations and foster employment opportunities.
- 3. *The following describes how the current and projected employment opportunities are identified in both the private and public sectors, and how jobseekers can obtain the necessary job skills to fulfill workforce demands:***

- a. Information regarding the current and forecasted employment opportunities and the necessary skills to obtain employment is acquired from sources such as: Nevada's Department of Employment, Training and Rehabilitation, Bureau of Research and Analysis, LEAP, and the Business Engagement team.
- b. Working closely with economic development entities, Workforce Connections will have at its disposal information outlining businesses/employers skill set needs which will allow Workforce Connections to address both the jobseeker's and employer's needs. The LEAP, in coordination with the Business Engagement team, provides real time information identifying employer requirements such as: experience required, training requirements, desired skill sets, soft skills needed, and current or projected labor market demands.



- 4. *The following describes how Workforce Connections identifies the needs of employers, jobseekers, and workers to fulfill demand-driven job skills:***
- a. In alignment with the Governor's industry sector councils, the Business Engagement team will continue to implement workforce development strategies to fulfill the need of local employers by identifying the skill gaps in targeted industry sectors within the local economy and incorporating solutions in the talent supply pipeline.
 - b. The jobseekers will have ready access to employment services resources through the One-Stop Career Centers, contracted WIA service providers or on-line using Workforce Connections' virtual One-Stop Delivery System network.

- 5. *The following describes demographic characteristics of the general and eligible population, and the geographic area covered:***

The Southern Nevada area includes four counties, Clark, Esmeralda, Lincoln, and Nye, with a labor force of over 1.01 million. The majority of the jobs are located in Clark County (98%) at 995,000, followed by the rural counties: Nye 17,000, Lincoln 2,000, and Esmeralda 1,000. The 2014 unemployment rate for the counties is; Clark 8.7%, Nye 9.9%, Lincoln 11.7% and Esmeralda 3.1%. Although unemployment has dropped over the last several years, cursory indicators such as unemployment claims indicate that many areas in the Las Vegas metropolitan area still struggle with unemployment in the 12% to 18% range. The Leisure and Hospitality sector is the largest employer in Clark County followed by Health and Medical Services. Combined, they account for almost 50% of employment. Although Nye County has a large employee base associated with Leisure and Hospitality, the rural counties are driven to a larger degree by Mining, Public Administration, Education, and Health and Medical Services. Although the average wage for the area is \$20.43, the targeted WIA eligible population has an entry level wage of \$14.86.

- 6. *The following describes any additional indicators of performance established by Workforce Connections:***

In addition to the required negotiated performance measures established by the Department of Labor and the State of Nevada, Workforce Connections has added participant enrollments and financial expenditure rate as required performance measures that must be met by its sub-recipients/service providers.



7. *The following describes how customer satisfaction data will be evaluated and used to improve services and customer satisfaction:*

Customer satisfaction data and information will be shared with the operators of the One-Stop Career Center, Workforce Connections' staff members, and the general public as requested, to ensure quality improvement takes place.

8. *The following describes how Workforce Connections will evaluate performance and what corrective actions (including sanctions and technical assistance) will take place if performance falls short of expectations:*

- a. Workforce Connections is committed to comply with both state and federal regulations and policies. Workforce Connections' staff has developed local performance measures and policies to improve system-wide performance. One-Stop Delivery System activities are reported to the Workforce Connections Board on a regular basis.
- b. When service providers fall below established performance measures and fail to take positive corrective action, Workforce Connections' staff will offer technical assistance and guidance to assist service providers in improving their performance and/or correcting noted findings. If, after technical assistance is provided along with detailed corrective action guidance, service providers still do not achieve established performance measures, Workforce Connections' staff will recommend to its Board appropriate actions as outlined in Workforce Connections policies and guidelines.

J. One-Stop System

[WIA Section 121 and §661.350(3)(I-ii)]

1. *The following describes how Workforce Connections plans to ensure continuous improvement of eligible providers of service and ensure that such providers meet the employment needs of local employers and WIA program participants:*

- a. Workforce Connections publishes Requests for Proposals (RFPs) to solicit responses for employment and training services delivery. The selection of service providers is based on respondents/proposer's demonstrated ability to meet both the employer and jobseekers' needs. Workforce Connections' staff monitors service providers' employment and training programs at least annually to ensure that services are engineered to meet the needs of the jobseekers and employers.
- b. Customer satisfaction surveys, along with Workforce Connections' established performance indicators are used to ensure customers' needs are adequately addressed when accessing Southern Nevada's One-Stop Delivery System. Continued improvement of services will be fostered through LEAP, business engagement, sector councils, focus groups, and periodic round table



discussions with jobseekers, employers, service providers and training providers.

2. *The following describes how Workforce Connections will designate and certify One-Stop Career Center Operators in the local area:*

A consortium of WIA mandated partners currently serves as the One-Stop Career Center operator for the Southern Nevada Workforce Investment Area. This consortium focuses on the following:

- a. Must enter into a Memorandum of Understanding (MOU) with Workforce Connections relating to the operation of the One-Stop Career Center that meets the requirements of 20 CFR §662.330 of WIA regulations and section 121.
- b. Must integrate the WIA required One-Stop partners into a non-duplicating, collaborative and seamless system of service delivery that will enhance access to the programs and services and improve long-term employment outcomes for individuals receiving assistance.
- c. Must establish a comprehensive center that ensures a range of workforce development services are carried out by One-Stop Career Center partners and is easily accessible to individuals seeking assistance.
- d. Must provide all WIA specified core services to customers.
- e. Must have experienced staff versed in all aspects of local labor market information, employment and training programs and WIA regulations.
- f. Must have a fiscal accountability system in place that consists of policies and procedures which exemplify integrity, financial competency of Generally Accepted Accounting Principles (GAAP) and a thorough knowledge of federal monetary regulations.
- g. Must have a demonstrated history of successful performance in employment and training programs that addresses the needs of a diverse population of adults and dislocated workers.

3. *The following indicates the mandated One-Stop partners outlined in §662.200 that are participating in Workforce Connections' One-Stop Delivery System, and how access to each participating partners' core services that will be provided in accordance with §662.230:*

- a. **System Partners:**
 - WIA Title I service providers network
 - Nevada JobConnect network
 - Job Corps



- Veterans employment and training services
 - Wagner-Peyser
 - College of Southern Nevada
 - Vocational Rehabilitation
 - Title V Older Americans Act, AARP
 - Department of Employment, Training, and Rehabilitation (DETR)
 - Unemployment Insurance (DETR)
 - Department of Housing and Urban Development (HUD)
 - Community Service Block Grant Act (CSBG)
- b. Southern Nevada's One-Stop Delivery System provides universal access to customers. They receive a full array of information regarding the services offered by each partner. However, there are core services common to all partners. As indicated in 20 CFR §662.230 (a) all required partners must: Make available to participants through the One-Stop Delivery System the core services that are applicable to their respective programs. Core services that may be provided include, but are not limited to:
- (1) Self service job search
 - (2) Employment information, performance and cost associated with training providers, local area performance, and availability of supportive services
 - (3) Assistance in filing unemployment claims
 - (4) Educational and financial aid information
- c. Core services are available through the resource center on a self service basis and/or with minimal staff assistance.
- d. Based upon an individual's need, he or she may be referred to the appropriate One-Stop Career Center or system partner for additional core services. The need for this level of core service is determined through a simple, easy to negotiate self-assessment instrument.

4. *Coordination of WIA services*

The Act requires coordination between the Local Workforce Investment Board and the program/agencies listed in Section 112(b)(8)(A) to enhance the provision of services and avoid duplication of services with these program/agencies. The following briefly describes the linkages established for each of the programs/agencies listed, including the type of agreement(s) with each:

- a. WIA One-Stop System partners' resources will be identified and leveraged to avoid duplication of services as outlined in Memorandums of Understanding (MOUs) and Workforce Connections' policies. Partners' contributions of core services will result in increased services for jobseekers and businesses while freeing up WIA funds and resources.
- b. To compliment LEAP and the Governor's industry sector councils' strategies, the Business Engagement team provides input and guidance in the type of



services needed by the business community. Some of the strategies may include:

- (1) Employer access to information and services
- (2) Application screening and referral
- (3) Application assessment and testing
- (4) Training available to new/current employees and employers
- (5) Assistance to new/current employees with value-added services to employers
- (6) Labor trends and wage information
- (7) Economic and business development assistance
- (8) Customer service and performance accountability
- (9) Outreach to employers

5. *The following describes the requirements for coordination of WIA training funds and other grant assistance [§663.320]:*

As outlined in Workforce Connections' policies, prior to granting or authorizing the use of WIA training funds, Workforce Connections' sub-recipients shall consider all available sources of funds in the local area and make necessary arrangements to leverage WIA Title I funds.

Additional criteria can be found at:

[http://184.2.174.35/Admin/attach/ADW-030-06%20\[PDF\].pdf](http://184.2.174.35/Admin/attach/ADW-030-06%20[PDF].pdf)

6. *Public Comments/Process [WIA Section 118(c)(1&2)] and §661.345(b) and (c):*

The following describes the process used by Workforce Connections to provide opportunity for public comment, including comment by representatives of business and labor organizations and input into the development of the local plan, prior to submission of the plan to the Workforce Connections Board.

- a. Upon completion of Workforce Connections' proposed plan, announcement of the plan will be published in local area newspapers throughout the Southern Nevada Local Workforce Investment Area including at least one rural publication. The published announcement indicates that the proposed plan will be accessible at Workforce Connections' official website at: www.nvworkforceconnections.org.
- b. The announcement also encourages Southern Nevada Local Workforce Investment Area residents, business representatives and labor organizations to submit written comments regarding the proposed plan to Workforce Connections. The media announcement included the date, time and place to review the proposed plan.
(See Attachment 5)
- c. Comments in disagreement with the proposed plan shall be referred to Workforce Connections' Executive Director for review and possible



incorporation into the two-year plan. Workforce Connections will document receipt of all public comments received regarding its two-year plan. The final plan including public comments will be submitted to the Workforce Connections Board for its review and consideration.

(See Attachment 6) **(No public comments were received.)**

7. *The following describes how Workforce Connections will ensure the public has access to Board meetings and information regarding Workforce Connections activities, including membership and meeting minutes:*

Official meeting agendas and minutes will be posted in accordance with Nevada's Open Meeting Law which requires public notices announcing such meeting at least three business days prior to the scheduled meeting. Additionally, official agendas and meeting minutes will be posted on Workforce Connections' website at: www.nvworkforceconnections.org. Posted official meeting agendas and minutes will advise the public as to information regarding Workforce Connections activities.

K. Program Management and Design [WIA Section 134 Subpart (d)(4)(E)]:

1. *The following describes the criteria established to determine the availability of funds and the process by which any priority of service to recipients of public assistance and other low income individuals will be applied under Section 134(d)(4)(E):*

- a. Based on allocated funds received by Workforce Connections, priority of service may be instituted to ensure those most in need of assistance receive the necessary employment and training services to become gainfully employed. When priority of services is instituted, Workforce Connections will establish priority categories for eligible adult participants using household income levels.
- b. In addition to income levels, as part of its deliberations, Workforce Connections will consider the designation of multiple employment barriers which may include the following categories: Individuals with substantial language or cultural barriers, ex-offenders, homeless individuals, and other hard to serve populations as defined by the Governor's Workforce Investment Board Plan.



- c. Priority of service for veterans and eligible spouses has been implemented in compliance with the Jobs for Veterans Act (JVA), codified at 38 U.S.C 4215, the Employment Training and Administration (ETA) protocol as addressed in Training and Employment Notice (TEN) 15-10, and Training and Employment Guidance Letter (TGEL) 10-09.
- 2. *The following describes the policy(s)/guidelines established for service providers in conducting the assessment process for both youth, adult and dislocated workers (core, intensive and training services) participants:***
- a. Workforce Connections established policies outlining assessment requirements for adults, dislocated worker and youth program participants. Workforce Connections policy outlines that contracted service providers shall conduct objective assessments on all participants prior to delivering intensive and training services. Additional criteria can be found at:
[http://184.2.174.35/Admin/attach/ADW-030-03%20\[PDF\].pdf](http://184.2.174.35/Admin/attach/ADW-030-03%20[PDF].pdf)
[http://184.2.174.35/Admin/attach/YTH-040-03%20\[PDF\].pdf](http://184.2.174.35/Admin/attach/YTH-040-03%20[PDF].pdf)
 Workforce Connections has established that all Adult and Dislocated Workers who have been determined eligible for WIA Title I services must first receive an initial assessment. Once determined eligible, youth are served based on their needs according to an objective assessment. These activities take place at the core staff assisted level before intensive services may be provided.
- b. All partners of the Southern Nevada One-Stop Delivery System have committed to provide core services, on behalf of their targeted populations, and to the greatest extent allowed by funding resources, to the general public. Specific details for each agency are contained within Southern Nevada's One-Stop Delivery System MOUs.
 (See Attachment 7)
- 3. *The following describes how Workforce Connections will meet the employment and training needs of the dislocated worker; displaced homemakers; low income individuals; public aid recipients and individuals with multiple barriers:***
- a. Workforce Connections has three design features of a successful delivery system that offers employment and training services to dislocated workers; displaced homemakers, low income individuals, public aid recipients and individuals with multiple barriers. These three features are: accessibility, visibility, and universality.
- (1) **Accessibility** refers to the ease by which jobseekers can access the services provided by Southern Nevada One-Stop Delivery System. This plan seeks to broaden provision of services by opening additional centers in cities such as Henderson, North Las Vegas, Boulder City, and Laughlin.



(2) **Visibility** refers to the degree with which jobseekers are made aware of the existence of the One-Stop Career Centers and the services and benefits available to them through Southern Nevada's One-Stops Delivery System. In addition to Southern Nevada's comprehensive One-Stop Career Center, several contracted service providers' affiliate sites are strategically located and visible throughout the community. Visibility of the workforce resource center is enhanced with ongoing and effective public outreach through the media. An internet website is maintained to provide access to information about services available to both jobseekers and employers through the workforce resource centers.

(3) **Universality** refers to the ability of Southern Nevada's One-Stop Delivery System to meet the needs of all its customers, i.e., jobseekers and businesses. While Workforce Connections recognizes that customer needs, appropriate services and eligibility criteria vary widely, it has designed a system that provides universal access to all core services. As outlined in WIA, the Southern Nevada One-Stop Delivery System services are tiered to provide core, intensive, and training services to adults, dislocated workers and all other targeted population groups through the One-Stop Career Center and its contracted WIA service providers.

b. Workforce Connections' One-Stop Delivery System accommodates the individual needs of businesses and jobseekers. By involving a wide array of partner agencies and service providers, the available services are tailored or customized to meet the unique needs of Southern Nevada's diverse population. To the greatest extent possible, the specific expertise of One-Stop partners and service providers addresses the various needs of the population group identified in the Southern Nevada Workforce Investment Area.

4. Describe the core services to be provided to adults and dislocated workers [WIA Section 134(d) (2)]:

a. Core staff-assisted services are available to individuals who are adult or dislocated workers through the One-Stop Delivery System and shall, at a minimum, include [WIA Sec. 134 (d) (2)]:

- (1) Orientation to the full range of available services in the One-Stop Resource Centers;
- (2) Determination of eligibility for WIA Title I, and other programs;
- (3) Initial assessment of skill level, aptitudes, and supportive services needs;
- (4) Job Search, placement assistance, and where appropriate, career counseling;
- (5) Local, regional, and national labor market information;
- (6) Job vacancy listings;
- (7) Information on skills needed to get various jobs;
- (8) Local occupations in demand with skill requirements and earnings;
- (9) Performance and cost information about training providers and schools;



- (10) Information regarding filing claims for unemployment compensation;
- (11) Availability of financial assistance for training and education; and
- (12) Availability of local supportive services, including:
 - (a) Various aid programs
 - (b) Other agencies and their services

b. Follow-up services for customers attaining unsubsidized employment, for not less than 12 months after the first known day of employment.

5. *The following describes how the core services will be delivered [§663.155];*

- a. Core services are delivered through each One-Stop Career Center and by all contracted WIA service providers. All individuals have universal access to the One-Stop System's core resources and services.
- b. Using the MIS, activities are tracked and recorded to allow effective and proper use of resources.

6. *The following describes any core services an individual must receive before receiving intensive services [§663.160], including any minimum time period for participation in core services before receiving intensive services [§663.165];*

- a. Staff-Assisted core services are defined as services that are individualized, go beyond self-service, and are provided on a one-on-one basis or a small group setting with the assistance of a staff member. These services are normally provided after the customer has utilized self-services, and are tailored to the individual's needs. Services may include:
 - (1) Staff assisted job search/placement assistance, career counseling;
 - (2) Staff assisted job development (working with employer and job seeker);
 - (3) Staff assisted workshops;
 - (4) Staff assisted job clubs;
 - (5) Staff assisted job referrals;
 - (6) Staff assisted initial assessment;
 - (7) Staff assisted support services; and
 - (8) Staff assisted follow-up services.

Additional criteria can be found at:

[http://184.2.174.35/Admin/attach/ADW%20030-02%20\[PDF\].pdf](http://184.2.174.35/Admin/attach/ADW%20030-02%20[PDF].pdf)

- b. Follow-up services for customers attaining unsubsidized employment will be available for not less than 12 months after the first known day of employment.
- c. There is no Federally-required minimum time period for participation in core services before receiving intensive services.
[WIA Sec. 134(d)(3)] and [20 CFR §663.165].



7. *The following describes the intensive services to be provided to adults and dislocated workers:*

Intensive services will be provided to adults and dislocated workers that meet certain eligibility requirements (must have received at least one core service), and have not been able to obtain employment through core services, and are in need of intensive services in order to obtain employment. The following may be considered intensive services:

- (1) Comprehensive and specialized assessments of skill levels (including diagnostic testing);
- (2) In-depth interviewing and evaluation to identify employment barriers;
- (3) Development of Individual Employment Plans (IEP);
- (4) Group Counseling;
- (5) Individual counseling and career planning;
- (6) Case management for participants seeking training services;
- (7) Short-term prevocational training;
- (8) Referrals to community services;
- (9) Referrals to training (Individual must receive at least one intensive service before they can receive training services) and Out of area job search and relocation assistance;
- (10) Literacy activities related to basic workforce readiness; and
- (11) Internships and work experience based on an assessment or individual employment plan.

8. *The following describes how these intensive services will be delivered [§663.210]:*

Intensive services will be delivered through the One-Stop Delivery System and contracted WIA service providers. Individuals may access intensive services after receiving at least one core service and are still unable to obtain gainful employment.

9. *The following describes the eligibility criteria for adults and dislocated workers to receive intensive services [§663.220]:*

Adults and dislocated workers who are unemployed, have received at least one core service, are unable to obtain employment through core services, and are determined to be in need of more intensive services to obtain employment may be eligible to receive intensive services.

Additional eligibility criteria for adult and dislocated workers can be found at WC policy ADW-030-01 located at:

[http://184.2.174.35/Admin/attach/ADW-030-01%20\[PDF\].pdf](http://184.2.174.35/Admin/attach/ADW-030-01%20[PDF].pdf)



10. The following describes the criteria used to determine whether an employed worker needs intensive services to obtain or retain employment leading to “self-sufficiency” [§663.230]:

Workforce Connections promotes activities such as, short-term pre-vocational training and other supportive services to ensure employment retention. These services are offered after the individual has already received core staff assisted services.

11. The following describes any intensive services an individual must receive prior to receiving training services [§663.240] including any minimum time period for participation in intensive services to be eligible for training services [§663.250]:

At a minimum, an eligible participant must receive at least one intensive service, such as development of an individual employment plan (IEP) or individual counseling and career planning, before the participant may receive training services. There is no Federally-required minimum time period for participation in intensive services before receiving training services. The period of time a participant spends in intensive services should be sufficient to prepare the individual for training or employment [WIA Sec. 134(d)(4)(A)(i)].

Additional information related to available intensive services to adult and dislocated workers can be found at Workforce Connections policy ADW-030-02 located at:

[http://184.2.174.35/Admin/attach/ADW%20030-02%20\[PDF\].pdf](http://184.2.174.35/Admin/attach/ADW%20030-02%20[PDF].pdf)

12. The following describes the criteria for individuals to receive training services:

In order to receive training services, a program participant must first be enrolled, must have received at least one intensive service, and it must have been determined that participant still is unable to obtain or retain employment.

Additional criteria for the provision of training services can be found at Workforce Connections policy ADW-030-06 located at:

[http://184.2.174.35/Admin/attach/ADW-030-06%20\[PDF\].pdf](http://184.2.174.35/Admin/attach/ADW-030-06%20[PDF].pdf)

13. The following describes what supporting documentation will be required when training services have been deemed appropriate for an individual:

- a. All information required by Federal, State, and local reporting requirements must be collected for each individual receiving services under a WIA Title I funded program. The appropriateness of any service provided to an eligible participant must be documented and support documentation must be kept in the program participant files, e.g., properly completed individual training authorization, copy of record that will demonstrate that the participant was unable to secure financial assistance from another local organization, copy of record that will demonstrate that the participant has been determined to be in need of training and has the necessary skills and qualifications to successfully



complete the selected training program. Additional required support documentation can be found at Workforce Connections policy ADW-030-06 located at below link:

[http://184.2.174.35/Admin/attach/ADW-030-06%20\[PDF\].pdf](http://184.2.174.35/Admin/attach/ADW-030-06%20[PDF].pdf)

- b. Describe what supporting documentation will be required to ensure that the selection of a program of training services is linked to employment opportunities, either in the local area or in another, to which the individual is willing to relocate [§663.310(c)];

The following source support documentation will be required:

- (1) List of demand occupations, published by the Nevada, Department of Employment, Training and Rehabilitation (DETR); or
- (2) Print-out from O*NET indicating current openings in the local area; or
- (3) Print-out from career one-stop indicating current openings in the local area; or
- (4) Intent to hire letter from an employer; or
- (5) Local job opening advertisements, at least three (3) openings, date, name, and website addresses must be in place; and
- (6) Copy of ETPL list showing that approved training course is on the list.

14. The following describes the criteria used by Workforce Connections to determine the appropriate length of time for an On the Job Training (OJT) contract:

Workforce Connections has established policy guidelines for service providers to limit OJT contracts to the period of time that is required for the participant to become proficient in the occupation for which the training is being provided. In determining the appropriate length of the OJT contract, consideration should be given to the skill requirements of the occupation, the academic and occupational skill level of the program participant, prior work experience, IEP, and a skill gap analysis.

Workforce Connections OJT policy can be found at:

[http://184.2.174.35/Admin/attach/ADW-030-07%20\[PDF\].pdf](http://184.2.174.35/Admin/attach/ADW-030-07%20[PDF].pdf)

Workforce Connections Customized Training (CT) policy can be found at:

[http://184.2.174.35/Admin/attach/ADW-030-08%20\[PDF\].pdf](http://184.2.174.35/Admin/attach/ADW-030-08%20[PDF].pdf)

15. Supportive Services

[WIA Sec. 101(46), Sec. 134 (e)(2)(3), and §663.800, §663.805, §663.810, and §663.815.]

- a. Supportive services may be made available to enrolled participants to assist in removing barriers to participation in WIA Title I activities. Supportive services must always be reasonable and allowable and cannot result in direct payment to program participants. Support services are defined as services such as transportation, child care, work cards, and housing, etc. Service Providers are required to develop policies that specify guidelines around duration of the delivery of supportive services.



Additional information can be found at:

[http://184.2.174.35/Admin/attach/ADW-030-09%20\[PDF\].pdf](http://184.2.174.35/Admin/attach/ADW-030-09%20[PDF].pdf)

- b. Workforce Connections does not authorize needs related payments.

16. The following describes the use and control of the five (5) percent window for the non-economically disadvantaged youth participants [§664.220]:

Workforce Connections encourages services to economically disadvantaged youth participants. However, when appropriate, youth who do not meet the economically disadvantaged requirement may be enrolled if they have other significant barriers. For control, these exceptions must be approved by Workforce Connections.

17. The following describes the design framework for youth program design [§664.405] in the local area, including the ten required program elements listed in this section [WIA Section 129 (c) (2) and §664.410]:

- a. Workforce Connections has designated several youth providers to serve as the focal points for all youth service delivery in the Southern Nevada Workforce Investment Area.
- b. Youth service providers will be selected by Workforce Connections to provide management and control of WIA youth funded programs. Service providers are responsible for outreach, recruitment, screening, determination/certification of eligibility of youth for WIA programs, and coordination of youth support services and activities consistent with the rules, regulations and guidelines established by Workforce Connections.
 - (1) Youth services provided shall include, but are not limited to:
 - (a) Recruitment;
 - (b) Outreach;
 - (c) Screening;
 - (d) Certification of eligibility of WIA youth participants and referral to appropriate agencies;
 - (e) Labor Market Information;
 - (f) Outreach to determine employer's needs;
 - (g) Job Development;
 - (h) Organizing job fairs; and
 - (i) Referring qualified older youth to employers for employment opportunities
 - (2) Two concepts are at the heart of managing the WIA youth programs: Integration of system resources and services, as well as performance-driven outcome based measurements.



- (a) Integration of systems, resources and services are ultimate goals which go beyond co-location and technological access to provide a seamless, single referral source to all eligible youth customers.
 - (b) Performance-driven outcome based measures are the criteria by which successful youth programs are judged. Measures which will be followed are: entered employment rate, wage at placement, wage gains at follow up, employment retention, credential rate, basic skills, work readiness and/or occupational skills attainment, secondary school diploma or equivalent attainment, and customer satisfaction.
- (3) Ten Required Program Elements: There are ten required program elements, of which eight must be available to all eligible youth participants through Workforce Connections' funded youth providers:
- (a) Tutoring, study skills training, and instructions leading to secondary school completion, including school dropout prevention strategies;
 - (b) Alternative secondary school offerings;
 - (c) Summer employment opportunities directly linked to academic and occupational learning;
 - (d) Paid and unpaid work experiences, including internships and job shadowing, as provided in 20 CFR 664.460 and 664.470;
 - (e) Occupational skill training;
 - (f) Leadership development opportunities that include community service peer-centered activities encouraging responsibility and other positive social behaviors;
 - (g) Supportive services that may include the services outlined in 20 CFR 664.440;
 - (h) Adult mentoring for a duration of at least 12 months, that may occur both during and after program participation;
 - (i) Follow-up services as outlined in 20 CFR 664.450 for at least 12 months; and
 - (j) Comprehensive guidance and counseling, including drug and alcohol abuse counseling as well as referrals to counseling as appropriate.

18. The following describes how Workforce Connections will ensure that service providers adhere to the 30% minimum expenditure requirement for out of school youth programs:

- a. Workforce Connections enforces the 30% requirement at the sub-contractor level by issuing separate contracts for in school and out of school youth.



- b. Workforce Connections financial staff reviews all youth services invoices and their required monthly financial reports to ensure funding for services delivered to out-of-school youth is at least 30% of the total amount expended.

19. The following describes the planned rapid response provider and activities at the local level:

As necessary, service providers are connected with members of the Business Engagement team. Upon receipt of a rapid response notification, service providers assign appropriate staff to deliver briefings and core services to identified jobseekers.

20. The following describes the competitive and noncompetitive process that will be used to award grants and contracts for activities under Title I including how potential bidders are being made aware of the availability of grants and contracts:

Workforce Connections uses the Request for Proposal (RFP) process to solicit service providers' proposals. All proposals are reviewed and rated during a competitive process conducted by qualified evaluators using Workforce Connections evaluators' selection process. Respondents are made aware of RFPs through published newspaper announcements and posting of RFPs on Workforce Connections' website at: www.nvworkforceconnections.org. The non-competitive process is used only as the last resort when specific procurement guidelines are met.

21. The following describes how Workforce Connections will identify training providers to be recommended for certification as eligible for receipt of WIA vouchers:

Training providers are recommended to the State of Nevada for approval based on their capacity to effectively deliver training services to eligible participants. Workforce Connections' staff reviews all Southern Nevada training providers' certification request applications and provides input to the State of Nevada with an appropriate recommendation.

22. The following describes the process for requesting a provider be removed from the eligible training provider list:

- a. Workforce Connections' staff monitors and assesses all training providers' delivery of required training services and activities. After providing technical assistance and recommended corrective action, Workforce Connections' staff conducts follow-up reviews to verify training providers' corrective action has been implemented.
- b. If appropriate corrective action is not made, Workforce Connections staff recommends to the State of Nevada Workforce Investment Support Services



(WISS) that the identified training provider be removed from the approved eligible training providers list.

23. *The following describes how the consumer report (performance information)[§663.570] will be prepared and updated, including any supplemental information to be provided customers in supporting informed customer choice and achievement of local performance measures [§663.575]:*

The State of Nevada has the responsibility for preparing consumers training reports. Upon receipt of consumer training reports, they are posted and made visible at each Southern Nevada One-Stop Career Center and WIA service providers' local offices.

24. *The following describes the process for identifying eligible providers of youth activities [WIA Section 123]:*

Workforce Connections uses the Request for Proposal (RFP) process to solicit service providers' proposals. All proposals are reviewed and rated during a competitive process conducted by qualified evaluators using Workforce Connections evaluators' selection process. Respondents are made aware of RFPs through published newspaper announcements and posting of RFPs on Workforce Connections' website at: www.nvworkforceconnections.org.

25. *The following identify the criteria Workforce Connections uses in awarding grants for youth activities including criteria used to identify effective and ineffective youth activities and providers:*

- a. Generally, Workforce Connections uses the following criteria for awarding grants for delivery of youth activities:
 - (1) Program Design: Proposals respondents/service providers must illustrate their program overview, outline their program goals and performance measures; describe the effectiveness of their case management services; demonstrate their job placement services, indicate what supportive services they plan to deliver, and outline youth services outreach and recruitment strategies;
 - (2) Ability to Serve Special Youth Populations: Ex-offenders, foster children, economically disadvantaged, and physically impaired youth. Collaborations and partnerships; Service providers must describe their employment and training linkages and collaborative efforts;
 - (3) Available Funds to Leverage with WIA Services and Activities: Service providers must indicate non-WIA funding sources and the amounts available for leveraging;



- (4) Creativity and Innovation in Delivering Effective Youth Services: Service providers are required to outline their agency's creativity and innovation in developing and delivering youth employment and training services;
 - (5) Experience in Serving Youth to Achieve Skill Credentials: Service providers are required to illustrate their ability to help youth attain educational achievements, skills and qualify for apprenticeships;
 - (6) Program Management Systems: Demonstrated capacity to capture participant data and submit reports on a regular basis in a timely manner;
 - (7) Financial Management System: Service providers must submit their cost allocation plan and demonstrate the effectiveness of their financial system; and
 - (8) Services to the Entire Local Workforce Investment Area: Service providers must describe their agency's strategy to provide youth services throughout Southern Nevada's Local Workforce Investment Area.
- b. Each area is scored using a point scale, with heavier weighted points designated to areas where Workforce Connections places significant emphasis. After proposals are rated and scored, they are placed in an order of merit and the providers/respondents receiving the highest score are submitted to the Workforce Connections Board for funding consideration.

26. The following describes the limitations placed on ITAs, such as the dollar amount and/or duration:

Currently Workforce Connections has established a dollar amount cap for ITAs which is not to exceed \$10,000 (ten thousand dollars). Service providers are to base the amount of the ITAs on each eligible program participant's needs and circumstances and the availability of program funds. Workforce Connections does not encourage occupational training services that exceed 12 months in duration.

27. Individual Training Accounts (ITAs):

Individual Training Account services may be made available to employed and unemployed adult and dislocated workers who have met the eligibility requirements for intensive services, and have been determined to be unable to obtain or retain employment leading to self-sufficiency through such services. The training program must be directly linked to occupations that are in demand in the Southern Nevada Local Workforce Investment Area, or in another area to which an adult or dislocated worker receiving such services is willing to relocate. Additional information can be found at:

[http://184.2.174.35/Admin/attach/ADW-030-06%20\[PDF\].pdf](http://184.2.174.35/Admin/attach/ADW-030-06%20[PDF].pdf)



28. *The following describes how performance information will be gathered and reported:*

- a. Workforce Connections requires all service providers (who have been awarded WIA Title I funds to provide participant services), to use its central Management Information System (MIS). Case managers at the provider level are trained and required to enter all the required data elements to address local, state, and federal programmatic reporting requirements, including real time performance information and activities.
- b. Workforce Connections develops reports that delineate programmatic and financial performance by service provider which aid in day to day program management, improving customer service and increasing overall program performance and return on investment. Workforce Connections' staff regularly review reports and evaluate performance, and when appropriate, inform the LWIB, providers, and the community of system wide activities.

29. *The following describes common data systems in place to track progress:*

- a. Workforce Connections has a centralized MIS which is used for data collection and reporting. The system interfaces with the current state MIS which provides DOL reporting functionality. The system is maintained and administered by Workforce Connections which allows for greater versatility (access combined with real time data and other customized tracking fields) with respect to reporting, analysis and customization.
- b. Workforce Connections is committed to strengthening data collection/recording/analysis by supporting the implementation of the Statewide Automated Workforce System (SAWS).

30. *The following describes how customer satisfaction information will be collected:*

Workforce Connections encourages its service providers to capture customer satisfaction through a variety of methods, not limited to suggestion boxes, comment cards, telephone surveys and point of service surveys. Workforce Connections' staff coordinates with the state entity to provide required data necessary for the state to complete the Department of Labor mandated customer satisfaction reporting requirements.

31. *The following describes the oversight role and responsibilities of Workforce Connections, including technical assistance as necessary and appropriate, in monitoring its own WIA activities and those of its sub-recipients:*

- a. Workforce Connections has developed policies and procedures, and assigned staff members fixed responsibilities and accountability for the monitoring and oversight of all WIA programmatic and fiscal activities.



- b. Using Workforce Connections' programmatic and fiscal monitoring review plan, staff shall schedule on-site monitoring reviews with all its sub-recipients at least annually. During monitoring reviews, Workforce Connections' staff will check and test sub-recipients' programmatic and financial activities and services to ensure they comply with WIA and all related regulations and policies.
 - (1) Upon completion of on-site monitoring reviews, reports of findings, recommendations, suggestions and corrective action will be documented to show each sub-recipient's performance and capacity to follow compliance guidance and directives.
 - (2) Programmatic activities and services shall be tested and verified to determine that allowable expenditures have been made against appropriate cost categories and within the cost limitations specified in WIA and applicable regulations and policies.
 - (3) Desk and on-site monitoring reviews shall be conducted on a regular basis to determine if sub-recipients are in compliance with provisions outlined in WIA and all applicable laws and regulations.

32. The following describes the financial control and fund activity procedures to assure proper dispersal of, and accounting for federal funds in accordance with GAAP applicable in Nevada at the local level. Financial controls are established as outlined in the following Workforce Connections policies and its internal fiscal management procedures:

- a. Cost Classification and Allocation—Policy 2.01
- b. Procurement—Policy 2.02
- c. Contract/Proposal Modification—Policy 2.03
- d. Financial and Fiscal Reporting—Policy 2.04
- e. Property Management—Policy 2.05
- f. Youth Services Invoicing—Policy 2.6
- g. Adult/Dislocated Worker Services Invoicing—Policy 2.07
- h. Cash Management—Policy 2.08
- i. Contractor Budget Modification—Policy 2.09
- j. Program Income—Policy 2.11
- k. Audit Process/Debt Resolution—Policy 2.12
- l. Allowable Costs—Policy 2.13
- m. Sub-recipient Program Funds Carry Forward Process—Policy 2.14
- n. Debt Management—Policy 2.15
- o. Workforce Connections Internal Fiscal Management Procedures, dated January 2012.

33. The following describes how fiscal control and accounting procedures, including those of sub-recipients, will be sufficient to provide information



pertaining to sub-grant and contract awards, obligations, unobligated balance, assets, expenditures and income:

In addition to Federal and State regulations and policies, Workforce Connections policies outline the requirement for sub-recipients/service providers to follow. Through monthly financial status reports, reimbursement invoices, approved budgets, and costs allocation plans, Workforce Connections financial staff will verify, validate and document its financial activities as well as those of its sub-recipients.

34. The following describes how fiscal control and accounting procedures, including those of sub-recipient, will be sufficient to provide effective internal control to safeguard assets and insure their proper use:

- a. Through annual independent audits required for Workforce Connections and its sub-recipients, and monitoring of internal financial controls and procedures, sound safeguards have been established to ensure proper utilization of awarded funds and resources.
- b. Also, frequent financial desk reviews of contracted service providers are conducted and on-site fiscal monitoring reviews are done annually. Accounting procedures and fiscal controls will be thoroughly checked with the results reported to Workforce Connections' Budget Committee.

35. The following describes how fiscal control and accounting procedures, including those of sub-recipients, will be sufficient to allow comparison of actual expenditures with budgeted amounts for each sub-grant:

- a. Workforce Connections' financial department develops monthly financial reports/statements that reflect actual expenditures in comparison to budgeted amounts. Such reports are reviewed by the Workforce Connections' Board and budget committee during monthly meetings.
- b. Sub-recipients/services providers' monthly financial reports are reviewed by Workforce Connections' financial department and compared with their approved budgets.

36. The following describes how fiscal control and accounting procedures, including those of sub-recipients, will be sufficient to provide source documentation to support accounting records:

- a. As outlined in Workforce Connections' policies, reimbursement invoices, payment vouchers, receipts, along with other supporting documents (back-up information), and comprehensive reimbursement data and information are required for payment approval and funds disbursement.



- b. All financial records along with supporting documents are maintained for at least three years from the date of last activity, financial transaction or questionable costs determination.

37. The following describes how fiscal control and accounting procedures, including those of sub-recipients, will be sufficient to allow proper charging of costs and cost allocation:

- a. Workforce Connections' reimbursement invoices/vouchers are designed to identify appropriate costs allocated among programs.
- b. All invoices/vouchers request for reimbursement payments are reviewed and verified for proper program costs allocation prior to approval for payment and funds disbursement.
- c. For additional information, the approved cost allocation plan will be provided upon request.

38. The following describes how fiscal control and accounting procedures, including those of sub-recipients, will be sufficient to permit preparation of required reports:

Workforce Connections' financial records are organized and maintained to allow for prompt access and data collection for reporting purposes. For example, bank reconciliations and financial trial balances are reviewed at least monthly against source documents and reports are prepared using the extracted data/information.

39. The following describes how fiscal control and accounting procedures, including those of sub-recipients, will be sufficient to trace transfer of funds at the level of expenditure adequate to establish that funds have not been used in violation of the restrictions on use of funds:

- a. Workforce Connections' financial records are organized and maintained to allow for prompt access and data collection for reporting purposes. Documentation of the transfer of funds, contracts, amendments, and budgets require revision when necessary to match awarded contracts.
- b. Along with budget adjustments, revisions of contract statements of work are also required to justify expenditures in accordance with compliance requirements.

40. The following describes how fiscal control and accounting procedures, including those of sub-recipients, will be sufficient to permit transfer of program income, potential stand in costs and other funds that are allowable:

- a. Workforce Connections' policies require program income and stand-in costs and other allowable funds/resources to be reported quarterly in financial status



reports. Contracted service providers must provide Workforce Connections monthly financial status reports no later than the 15th day of each month following the end of each quarter.

- b. Workforce Connections' financial department tests and monitors service providers' financial data and records to ensure proper reporting of accrual funds, program income and potential stand-in costs.

Agenda Item 9. INFORMATION:

Adult & Dislocated Worker Committee Meeting Minutes of June 11,
2014 (draft)

**WORKFORCE CONNECTIONS
ADULT & DISLOCATED WORKER COMMITTEE MINUTES**

June 11, 2014 - 9:00 a.m. -- Bronze Conference Room
6330 W. Charleston Blvd., Ste. 150
Las Vegas, NV 89146

Members Present

Mark Edgel
Lynda Parven
Chelle Bize
Candace Young-Richey
Matt Cecil
Maggie Arias-Petrel
Dan Rose, Vice-Chair
Hannah Brown
Bart Patterson
Charles Perry
Dr. David Lee

Members Absent

Bill Regenhardt
Valerie Murzl, Chair

Staff Present

Ardell Galbreth
Heather DeSart
Kelly Ford
Jeannie Kuennen
Kenadie Cobbin-Richardson
Debra Collins
Carol Turner
Jake McClelland
Shawonda Nance
Jim Kostecki
Miguel Macias, WC Intern
Berenice Castaneda, WC Intern

Others Present

Janet Blumen, FIT
Jennifer Casey, FIT
Janice Rael, NPI
Dr. Tiffany Tyler, NPI
Stacey Bostwick, SNRHA
Helicia Thomas, GNJ Family Life Center
Marissa Brown, NHA
Eloiza Martinez, LCCCF
Elizabeth McDaniel, Goodwill of Southern Nevada
Linda Montgomery, TLC
Nield Montgomery, TLC
Bonita Fahy, GNJ Family Life Center
David Lundeen, GNJ Family Life Center
Sharon Morales, LCCCF
Tamara Collins, Las Vegas Urban League
Theresa Kaufman, NHA
Irene Bustamante-Adams, Latin Chamber Foundation
April Guinsler, Easter Seals NV
Bishop James M. Rogers, Sr. GNJ Family Life Center
Brenda Wilson, NPI
Darren Thames, LVUL-Vets
Earl McDowell, DETR
Falicia Caldwell, OSCC
Zakiya Dodds, Latin Chamber
Kevin Sanchez, OSCC Intern
Maria Flores, BCA
Denise Gee

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

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

The Chair called the meeting to order at 9:04a.m. Staff confirmed the meeting was properly posted in accordance with the Nevada Open Meeting Law. Roll call taken and the quorum confirmed.

Agenda Item 2 - Action: Approval of the agenda with the inclusions of any emergency items, and deletion of any items

A motion to approve the agenda as presented, was made by Charles Perry and seconded by Bart Patterson. The motion carried.

Agenda Item 3 - First Public Comment Session: 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.

Falicia Caldwell student at The Learning Center commented on her experience with job seeking, relocating to Las Vegas from California, her success story, and her certification in the medical field.

Zakiya Dodds, Foreclosure Specialist from California commented on her layoff in February 2014, and her experience at The Learning Center receiving certifications in Medical Administrative Assistant, Electronic Health Records, HIPPA and Medical Terminology, Medical Coding and Billing, and her internship at the Comprehensive Cancer Center.

Linda Montgomery, President, The Learning Center, expressed her appreciation to serve students such as Ms. Caldwell and Ms. Dodds. Ms. Montgomery announced through The Learning Center 24 out of 25 students passed their CBCS certification on May 30, 2014 with the next step to Externship and Geo-Mapping.

Discussion ensued regarding The Learning Center's continuation as a system partner, but placed on a rotation schedule allowing other training providers to serve out of the One-Stop Career Center. Lynda Parven queried if the cost of the seat at the One-Stop Career Center for the current paid partners would increase due to one less seat. Jim Kostecki responded the maximum is thirty-eight seats with a budget next year of thirty-three seats.

Tamara Collins, One-Stop Veterans Program, Las Vegas Clark County Urban League provided an overview of the level of outreach Clark County Urban League has delivered within the community.

Sady Marshall, U.S. Navy veteran, relocated to Las Vegas commented on her experience with job seeking. In California, Ms. Marshall was a business banker in the call center for Chase Bank. Through referral assistance at the One-Stop Career Center, Ms. Marshall has acquired employment at Barclaycard.

Wendy Rivera, Las Vegas Clark County Urban League, U.S. Army veteran. The company that Ms. Rivera worked for merged and she was laid off. Ms. Rivera was able to find temporary assignments, but insufficient enough to prevent her from exhausting her unemployment, and becoming homeless. Today Ms. Rivera is a case manager for the Las Vegas Urban League Vets program.

Mr. Rose emphasized working with the veterans, there is a program Helmets to Hardhats, which allows veterans with their skills and training received in the military to gain direct access to the building and trades apprenticeship programs.

Helicia Thomas, COO, GNJ Family Life Center, circulated material, and addressed alleged findings discovered during their programmatic/fiscal monitoring, and GNJ's July 1, 2013 – April 30, 2014 Training Reports.

Bishop James Rogers, Sr., CEO, GNJ Family Life Center, expressed his concern and disappointment on a previous ADW meeting whereby the number of service providers awarded funds to serve or continue to serve citizens in the community was minimal.

Charles Perry commented that individuals working in government agencies in a regulatory or semi-regulatory position think of themselves as law enforcement. Mr. Perry stated WC is not a police agency that WC is here to work with agencies that want to participate in programs, and provide services to the community.

Hannah Brown concurred with Mr. Perry's comments regarding the role of WC aiding and assisting the service providers to help them succeed. Ms. Brown concurred with Bishop Rogers that WC needs more presence in the community.

Ardell Galbreth commented that WC is required to ensure compliance and there is an appeal process for the service providers. Regarding the findings that GNJ Family Life Center addressed, Mr. Galbreth stated it was not brought to his attention, and WC staff should be providing technical assistance to ensure the service providers are trained, and if the service providers are not performing to document and report with the appropriate corrective action.

Nield Montgomery, The Learning Center, commented on training or presence as a training provider in the One-Stop Career Center. Mr. Montgomery stated The Learning Center came by invitation, and are leaving by request. With regard to seats in the One-Stop going from 39 to 33 that would suggest there is a capacity for training providers to be part of the One-Stop. Currently The Learning Center pays approximately \$1,000 per month to be in the One-Stop. In his opinion, it would be appropriate to canvas other training providers to gauge their interest in the One-Stop, until the seats situation is finally determined, and those that can participate (\$1,000 per month), the funds would contribute to the overall cost of operating the One-Stop.

Mr. Rose suggested a presentation at the next ADW Committee meeting to better understand the seat dynamics of training provider participation in the One-Stop Career Center.

Agenda Item 4 - Discussion and Possible Action: Approve the meeting minutes of May 14, 2014 and May 21, 2014.

A motion to approve the minutes of May 14, 2014 as presented, was made by Hannah Brown and seconded by Lynda Parven. The motion carried.

A motion to approve the minutes of May 21, 2014 as presented, was made by Lynda Parven and seconded by Chelle Bize. The motion carried.

Agenda Item 5 - Information: Update on Lincoln County School District's decision to terminate their role as the fiscal agent for the Adult and Dislocated Worker program in Lincoln County.

Heather DeSart stated last month the ADW Committee approved, and subsequently the Board approved a contract for Lincoln County School District to continue ADW services in Lincoln County. Since that time, the leadership of the School District has indicated they no longer want to participate, trimming their programs, with a letter in the agenda packet (page 16) indicating they are abdicating the funds, and are no longer interested in going forward with this initiative.

Mr. Rose queried if there were any clients affected by this termination. Ms. DeSart responded the goal is to continue services with the clients served under the Lincoln County School District grant, and those clients absorbed by the new service provider under the proposed grant stated in agenda item 6.

Dr. David Lee queried how long the Lincoln County School District served in this capacity. Ms. DeSart responded Lincoln County School District is in their second year, previously, Nye Communities Coalition was providing remote services.

Chelle Bize queried if this was an RFP process. Ms. DeSart responded this was an RFP process and Lincoln County School District applied for the funds, was awarded the funds, then they declined the funds. Ms. Bize asked if an RFP process to proceed is required. Ms. DeSart responded that paperwork is documented to indicate that when this was sole sourced, this was a failed procurement action and Lincoln County School District was the only applicant submitted.

Agenda Item 6 – Discussion and Possible Action: Accept staff's recommendation to negotiate and execute a \$100,000 contract with Lincoln County's Grant Administration Department to deliver Adult and Dislocated Worker training and employment services in Lincoln County. Upon approval by the WC Board, the contract period will be July 1, 2014 to June 30, 2015.

Ms. DeSart stated WC was negotiating with entities in Lincoln County did not apply for the funds, but would be a viable option to administer the funds, Lincoln County's Grants Administration Department stepped forward to continue with the same staff and no noticeable difference to the participants for a smooth transition with a different fiscal agent.

Matt Cecil queried if there was a reason why WC does not receive more response from Lincoln County as far as people that may want to compete to administer the funds with an obvious need in that area, or simply no interest to respond. Ms. DeSart responded WC finds it difficult to find entities that do not have capacity in the small rural towns. WC is struggling with the same thing in Mesquite and Laughlin where they do not have infrastructure built already to house or be able to facilitate a program like this.

A motion was made to accept the recommendation to negotiate and execute a \$100,000 contract with Lincoln County's Grant Administration Department to deliver Adult and Dislocated Worker training and employment services in Lincoln County was made by Charles Perry and seconded by Dan Rose. The motion carried. Upon approval by the WC Board, the contract period will be July 1, 2014 to June 30, 2015.

Holly Gatske, Program Director, Lincoln County, stated it would be the same office location, and the same staff with Lincoln County School District as a very strong collaborator in the program in connecting with the adult education program. The change is fiscally in how the money will be managed.

Agenda Item 7 - Information: Information on Workforce Connections \$100,000 grant award from the AARP Foundation to implement a Back to Work 50+ Program at the One-Stop Career Center

Ms. DeSart stated this is unrestricted non-WIA formula dollars for a two-year term beginning July 1, 2014 through June 30, 2016 at \$50,000 per year. The purpose of the grant is to do outreach and wraparound services leveraged with WIA funds for the 50+ community. Services will be centered out of the One-Stop Career Center. Ms. DeSart added WC is one of four WIB's in the country to receive these funds.

Agenda Item 8 - Information: Update on WC's monitoring of the funded partners

Mr. Galbreth stated on page 19 of the agenda packet is a listing of the Program Year 2013 Monitoring – Summary of Findings. WC staff to ensure compliance, visit the service providers to monitor the activities programmatically and fiscally. Findings can be appealed (through an appeal process) by contacting Mr. Galbreth referencing the appropriate citation to review and make a decision on whether it stands or not. Mr. Galbreth further stated that WC staff offer technical assistance when needed, and if there is a compliance issue identified, staff will work with the services provider for appropriate action.

Ms. DeSart stated many of the findings have been closed, but some of the service providers remain in the 30-day window to respond. An updated summary will be brought forward to the next ADW Committee meeting.

Discussion ensued regarding the total number of findings each service provider received, the system of monitoring, and a request for the "after negotiated numbers" and brief summary or outcome surrounding the discussion submitted to the ADW Committee for review.

Mr. Cecil suggested when the ADW Committee is waiting, and there is that 30-day window, placing 'pending response from provider' in parentheses for the Committee to know the results are not final. Mr. Cecil further commented what we (Committee) do with this money -- changes lives. Mr. Cecil views the money as "sacred money" that affects people, helps them grow and make them strong so they can stand on their own.

Ms. DeSart provided an analogy. WC had a recent monitoring by DETR with approximately eight findings. WC had 30-days in which to respond, WC sent in their corrective action (extensive documentation), DETR received it, 30-days later DETR sent a response letter thanking WC for their corrective action and indicating these items are still open, these two items closed through the documentation you forwarded. A process we go through to improve. Ms.

DeSart suspects that all of the findings will be closed, some may be negotiated, and really a corrective action issue just to close a finding and correct it, and make WC better.

Lynda Parven commented it is very easy to have twenty-six findings where you forgot to put in a service date, and that is minor in the grand scheme of things, but you could have one finding that was misuse of federal funds. The numbers are not relevant. It is disallowed cost. Did you have to pay back?

Jim Kostecki stated the whole goal of the monitoring process. WC staff goes out to do sample testing, not every file. Staff will pick a file prior to the monitoring, sample test it going through the file to ensure everything in the file that is required – if it's not, it becomes a finding. Staff will cite the finding, what the corrective action is, provide the time to implement the corrective action, it is forwarded back to WC, if WC agrees with the action taken, the finding is removed. It is a process. WC's guidance is not to negotiate while monitoring, write it up as a finding, put the corrective action plan in place forward it to the service provider to correct the issue.

Mr. Rose stated if there is a finding, and the finding is corrected through the process, is it relevant for this Committee to know unless it reflects a disallowed cost. Dr. David Lee concurred with Mr. Rose. Dr. Lee stated that he would like to see the findings serve a useful purpose for future funding. If there are findings never resolved, it needs to be clear where ongoing issues or problems are identifiable.

Mr. Perry expressed his concern regarding the information contained in the materials distributed by GNJ Family Life Center, and queried where the authority comes from to direct staff not to talk to one of the funded partners that has been adequately and successfully providing services to the community. He further expressed his concern that if the information distributed to the Committee proves to be correct, an apology should be extended to the service provider.

Mr. Galbreth responded, there should be communication, but there may be some miscommunication because negotiations to the findings at to whether they are or are not finding should not take place in the field. It should take place at WC to validate the citation on whether it is an actual finding or not. He further stated this is the direction he has given to staff.

Ms. Brown stated audits or monitoring should not feared and a level of comfort with the staff that is conducting the audit or monitoring. She further states that there is some fear of the people that are monitoring and everyone needs to be on the same level. There is some concern with many of the service providers about contacting staff about many things.

Mr. Cecil stated if the service providers are afraid to contact staff, contact Ardell. There is a process here. The U.S. DOL gives WC instructions on how to do audits or monitoring and staff follows those instructions. If there is a reason why our audits or monitoring is uncomfortable or annoying hopefully, it is not staff making it that way, but if it is, Ardell can fix this problem. There is no reason not to do the process. Do the process, and the findings go away and we get better. If someone does not want to get better, then the service providers will not receive funding. If WC does not want to get better, then the U.S. DOL will handle it. The process is okay. If we can get some good training, and ensure our staff is approachable, I think the process is working and protecting the funds so that we do not have these huge disallowed costs.

Maggie Arias Petrel concurred with Mr. Cecil that it takes training the service providers with better practices in perhaps a consortium.

Candace Young-Richey stated her confusion regarding the program monitoring process as opposed to the fiscal auditing process. When you monitor a program you help nurture, and grow, and provide technical assistance/technical advice, but when you do a fiscal audit, I see those as two entirely different things. I do not know how your process works. Ms. DeSart responded, WC goes out as a team where the program staff monitors the files for program compliance, and the fiscal staff monitors the books, the General Ledgers, the fiscal house and the fiscal health of an agency.

Agenda Item 9 - Information: Opportunity for funded partners to provide feedback to Committee members and staff regarding expenditure rates for their current PY13 contracts

Janet Blumen, CEO, Foundation for an Independent Tomorrow. Ms. Blumen provided a status report:

- FIT is contracted to enroll in this program year 550 new participants, and as of May 30, 2014 – 554
- Placed in OJT or training 205 participants
- Placed in employment 344 participants
- Home Office expenditures, originally FIT was awarded \$600,000 with an additional \$50,000. Through May FIT has expended \$590,092 exhausting the total award before the end of the program year.
- Re-entry FIT was awarded a 2-year contract with \$700,000 in each of the two years, and expended through May \$1,308,184, exhausting the total \$1,400,000 before the end of the program year
- One-Stop Career Center was awarded \$850,000 expending through May \$758,636

Stacey Bostwick, Southern Nevada Regional Housing Authority. Ms. Bostwick provided a status report:

- One-Stop Career Center is currently 98% obligated, 75% expended as of the end of April, liquidating the expenses at the close of the program
- Home Office is 99% obligated, 76% expended.
- Fully enrolled in the Home Office and overenrolled at the One-Stop Career Center

Helicia Thomas, COO, GNJ Family Life Center. Ms. Thomas provided a status report:

- Home Office to date (end of May) GNJ has approximately \$54,000 in their budget to expend
- One-Stop Career Center to date (end of May) GNJ has approximately \$55,000 in their budget to expend

Tamara Collins, Las Vegas Urban League Veterans Program. Ms. Collins stated that as a recipient of grant funds in February 2014, the Las Vegas Urban League Veterans Program is on track. Ms. Collins defined a veteran: An individual who has been discharged from military duty, has obtained an honorable discharge, and can have anything other than a dishonorable discharge. Ms. Collins stated there are times when they do receive veterans with a discharge status that states 'other' but they are not bad conduct so that veteran can be considered an eligible applicant for the program. The veteran must read the criteria for unemployment or underemployed in seeking services, and must provide selective service documentation.

Agenda Item 10 - Information: One-Stop Reports:

a. Consortium report

Ms. Blumen presented the Consortium report on pages 23-25 of the agenda packet.

- As of March 1, 2014: 1051 enrollments
- As of June 1, 2014: Adults 2573 / Dislocated Worker: 774
- Total at June 1, 2014: 3347

b. One-Stop affiliate update: Academy of Human Development

Brett Miller presented the Academy of Human Development Computer Lab Metrics that indicates through May 2014 -- 2,398 customers at an average cost of \$52.10 on an annual basis per customer

c. One-Stop affiliate update: Las Vegas Urban League

Mr. Miller presented the Las Vegas Urban League Computer Lab Metrics that indicates through May 2014 -- 10,169 customers at an average cost of \$17.22 on an annual basis per customer

Agenda Item 11 – Information: Sector Council Snapshot

Brett Miller reported on the Sector Council Snapshot providing an overview of the Snapshot:

- DETR provided an ACT Work keys program presentation to all of the sector councils
- Pilot programs were associated with strategic plans
- Workforce Connections LEAP panel has conducted 3 meetings, 2 new members, continued active engagement, gaining good intelligence

Agenda Item 12 – Information: Training and Employment Reports

Brett Miller reported on the Training and Employment Reports on page 29 of the agenda packet (A corrected copy distributed to the ADW Committee). Mr. Miller stated the report represents the training activity by the individual provider in their Home Officer and the One-Stop Career Center, the number of trainings, training dollars and training spent, the cost per training, and it is broken down into Occupational Skills Training and OJT.

Mr. Rose queried if the OJT could supplement the clients wages, and if so, is it 100% of the wages. Ms. DeSart responded typically it is a 50% reimbursement to the employer, but WC is currently working under a waiver from the Department of Labor that says for small businesses (50 employees or less) WC can reimburse at 90%. For employers that have 51 through 250 employees, WC can reimburse at 75%, and beyond 251 and higher employees it remains a 50% reimbursement.

Mr. Rose queried if there was any language in the contract binding the employer into continued employment if the individual(s) has not been subsidized. Ms. DeSart responded in the contract it states if the employer signs on for On-The-Job-Training (OJT) they commit to hiring that individual at the end barring anything unforeseen.

Agenda Item 13 – Information: Adult and Dislocated Worker Fiscal Reports

Jim Kostecki presented the PY2011/2012/2013 Adult and Dislocated Worker Programs for May 31, 2014 that reflect service providers' invoiced allowable expenditures through April 2014 and starred lines that reflect expenditures through March 2014 on page 35 of the agenda packet.

Mr. Kostecki noted Latin Chamber of Commerce Community Foundation (LCCCF) has been issued a pink paper. LCCCF had turnover in their fiscal staff. In an effort to initiate and expedite the need for temporary assistance for an interim period to support the fiscal accounting at LCCCF, a pink paper was issued. This would allow WC staff to provide technical assistance to an interim fiscal department until permanent employees are hired, then further technical assistance as needed going forward. LCCCF has since brought in an accounting firm, and after an initial meeting, WC fiscal staff provided technical assistance on minimum requirements to continue funding to pay their bills, technical assistance on completing month end invoicing. To date, April invoicing has not been received.

Carol Turner presented the Adult and Dislocated Worker Funding Plan PY2014 Projections on page 26 of the agenda packet. Ms. Turner stated the funding plan indicates that WC has committed every dollar that is available, every estimate of recapture, every carry forward, and it will not be until October/November if WC will receive more recapture, and WC has received its award from the State.

Agenda Item 14 – Information: ADW Committee Member Comments

Chelle Bize commented to ensure that the materials to be distributed to the ADW Committee members are handed to them directly, and not left on the reception table. Mr. Rose responded it was his directive to pass out the materials as the public begin to address their comments and apologized to the committee members for his directive.

Agenda Item 15 – Second Public Comment Session: Members of the public may now comment on any matter or topic, which is relevant to or within the authority or jurisdiction of the Board. You may comment now even if you commented earlier, however, please do not simply repeat the same comment you previously made. Please clearly state and spell your name and state address for the record. Each comment will be limited to three (3) minutes.

Theresa Kaufman, Nevada Hospital Association 20/20 Program provided a suggestion when the monitoring team visits, the team should be knowledgeable of each individual provider's circumstances. NHA has four findings. NHA does enrollments on site, and do not use the enrollment on NVTrac. NHA uses the NJCOS forms. Ms. Kaufman stated that the monitor that conducted the review was not aware of a practice that has been used since December 2011. NHA works with UMC, Clark County, and the District Attorney who make the decisions for the hospital with a special letter given to NHA indicating that employer signatures would not be on individual time sheets. There was a letter in every file, and it goes in when she sends in her report for billing. "Monitoring is a great thing", but the monitoring team should be aware of special circumstances prior to the site visit. Ms. Kaufman commented it is frustrating when everyone of us (service providers) is trying to do the very best of providing the service, making sure the dollars are spent down correctly, the participants are getting what they need, but when you have people that have never been out to your site and don't see the small details, that is frustrating. Discussion ensued regarding the special letter, the inability to point out the use of the special letter, and the location of the letter behind the invoicing.

Sharon Morales, Assistant Director, Latin Chamber of Commerce Community Foundation provided clarity regarding the LCCCF. She stated there was an individual in the accounting department that became ill and was no longer able to work. Another individual was hired as a replacement, unfortunately due to medical reasons, that individual is no longer able to work. Ms. Morales reached out to WC fiscal staff for technical assistance, and in doing that, LCCCF was issued a pink paper.

Agenda Item 16 - Adjournment: The meeting adjourned at 10: a.m.

Agenda Item 10. DISCUSSION AND POSSIBLE ACTION:

Approve Easter Seals no-cost contract extension to March 31, 2015 to deliver Adult & Dislocated Worker training and employment services



Adult & Dislocated Worker Programs

Scope of Work

Program Year 2014

Program Name:	Easter Seals Nevada Employment Solutions Program
Location:	7351 W. Charleston Blvd., LV, NV 89117
Funding Stream:	Workforce Investment Act
Accomplishments: (Briefly describe a “success story”)	Michelle Collier came to us looking for employment in the casino industry. She was diligent and persistent in her pursuit of employment. She always tried to maintain a positive attitude, even when she was feeling discouraged. After many applications and interviews, we helped her secure a position working for Hilton Worldwide in June, 2014.
Target Population:	Adults and Dislocated Workers with Disabilities
Program Description:	We provide candidates with an initial assessment to evaluate their skill set and past experience to guide them to their next step, education or job search. For those individuals who are not job-ready, we provide the resources to bridge that gap to prepare our candidates with a professional resume and interviewing skills. For those individuals who are enrolling in training, we help research their chosen field to verify the outlook of that career and help to select an approved training provider that will meet their needs. Once training is complete, we help prepare our candidates to become employable. Throughout the process, we provide Support Services, like bus passes, paratransit passes, and gas support. Once employed, we continue to support our candidate for the next 12 months, to ensure a proper individual/job fit and help to ensure the success of our candidate.
Unique & Exemplary Attributes:	Experience in working with individuals with disabilities, many local partnerships with other community providers to provide the best support system to help our candidates find long-term, gainful employment that will help them achieve self-sufficiency.
Contact Person & Information:	April Guinsler, Director, Employment Solutions 702.677.3583 April.guinsler@eastersealsnevada.org

Agenda Item 11. INFORMATION:

Update on Lincoln County School District's decision to terminate their role as the fiscal agent for the Adult & Dislocated Worker program in Lincoln County



Lincoln County School District



P.O. Box 118, 1191 Edwards St.
Panaca, Nevada 89042
Phone (775)728-4471 - Fax (775)728-4435

SUPERINTENDENT
Nykki L. Holton

ASST. SUPERINTENDENT
Steve Hansen

BOARD OF TRUSTEES

Janice Barr
Pat Kelley
Jean Lucht
Wade Poulsen
Peggy Rowe

May 28, 2014

Ardell Galbreth, Executive Director
Workforce Connections
6330 W Charleston Blvd
Las Vegas, NV 89146

Re: Fiscal Agent for Lincoln County Workforce Programs

Dear Ardell,

Lincoln County School District will be stepping down as fiscal agent for Lincoln County Workforce Programs as of June 30, 2014.

Lincoln County School District will end our financial services June 30, 2014 for the current youth contract # **11 YOU-WIA-TRIC-LCSD-03** ending September 30, 2014.

We will also end services for the current adult contract # **12-WIA-ADW-LCSD-02** finishing June 30, 2014, and the recently approved new applications for next year in youth and adult programs.

Respectfully submitted,

Steve Hansen, Assistant Superintendent
Lincoln County School District
PO Box 118 (1191 Edwards)
Panaca, NV 89042
Ph: 775-728-4471 Fax: 775-728-4435
Email: shansen@lcsdnv.com

Agenda Item 12. INFORMATION:

Executive Committee approved Adult & Dislocated Worker Committee's recommendation to negotiate and execute a \$100,000 contract with Lincoln County's Grant Administration Department to deliver Adult & Dislocated Worker training and employment services in Lincoln County for the contract period July 1, 2014 to June 30, 2015

Agenda Item 13. INFORMATION:

Workforce Connections' \$100,000 Grant award from the AARP Foundation to implement a Back to Work 50+ Program at the One-Stop Career Center

AARP FOUNDATION GRANT SUMMARY

Back-to-Work 50+ at Workforce Connections' One-Stop Career Center (BTW50+ at WCOSCC)

- AARP Foundation describes it as a “Workforce Investment Board (WIB) Expansion Grant”
- \$50,000 per year for two years (\$100,000 total); funds ***not restricted*** to WIA-allowable costs
- July 1, 2014 – June 30, 2016
- WC is one of only four WIBs to receive the grant in the entire country
- There will be a “kickoff event” of some sort in mid-to-late July; exact details will be coming soon
- The primary emphasis is on intensive coaching tailored to the 50+ job seeker community, coupled with financial literacy workshops, the curriculum for which is provided by the AARP Foundation
- There will be two Information Sessions offered per month, facilitated by a rotating cast of WC staff, for which 45-60 participants must be recruited per quarter
- Of those 45-60, 12 per quarter will be identified as appropriate for the more in-depth Coaching Program
- The Coaching Program will run for 12 weeks, with two full-day sessions at the beginning and weekly follow up that includes one-on-one coaching in person and over the phone, as well as periodic meetings where the entire cohort will get back together as a group to discuss progress
- The Coaching Program will be administered by a sub-contracted Professional Coaching Firm; staff is currently considering whether it will also include some type of “train-the-trainer” development for capacity building
- The One-Stop will host special quarterly hiring events, with extra consideration given to bringing in select employers who see value in recruiting seasoned workers; if feasible, the events may be limited to only the 50+ job seeker community
- Incentives in the form of gift cards to grocery stores will be provided in varying amounts at different stages of the program to reward successful progress and help alleviate “hunger” within the 50+ job seeker community, which was another emphasis of the grant solicitation
- WIA partners in the One-Stop will be tasked with providing the usual array of WIA services for those enrolled in the Coaching Program (i.e. Initial Assessments, IEPs, and vocational training or supportive services – if appropriate); this program is just an “add-on” to that
- Additional data entry responsibilities will fall to the One-Stop Center staff, so as to limit any undue burden that will be placed on the seated partner staff
- WC is in talks with UNLV to have them potentially serve as a 3rd party evaluator for this project

Agenda Item 14. INFORMATION:

PY2013 3rd Quarter Performance Report – Adult/Dislocated
Worker/Youth

workforce CONNECTIONS Local COMMON MEASURES Performance(CUMULATIVE/QUARTERLY)				
3RD QUARTER PY2013 (FINAL)	Total Participants Served	Adults:	3503	
		Dislocated Worker:	1309	
		Older Youth:	949	
		Younger Youth:	2738	
Green Indicates Exceeding Performance				
Yellow Highlight indicates Meeting Performance	Total Exiters	Adults:	1845	
		Dislocated Worker:	750	
		Older Youth:	505	
		Younger Youth:	1469	
Bold Red indicates Failing Performance				
Adult and Dislocated Worker				
Reported Information	Performance Levels ---->	Negotiated	Actual	Num/Den
Entered Employment Rates	Adults	72.5%	78.0%	1142/1463
	Dislocated Workers	76.0%	81.7%	508/619
Retention Rates	Adults	81.5%	82.7%	867/1049
	Dislocated Workers	84.5%	85.0%	374/439
Average Earnings (Adult/DW) Six Months Earnings Increase	Adults	\$13,800	\$14,991	12996936/867
	Dislocated Workers	\$16,200	\$14,039	5250427/374
Youth				
Placement in Employment or Education	Youth (14-21)	62%	61.4%	554/903
Attainment of Degree or Certificate	Youth (14-21)	57%	59.9%	350/584
Literacy and Numeracy Gains	Youth (14-21)	43%	38.5%	261/678

Agenda Item 15. INFORMATION:

PY2013 Summary of Monitoring Findings – Adult/Dislocated
Worker/Youth

*Program Year 2013 Monitoring - Summary of Findings
(Agencies are listed in alphabetical order)*

	Findings			TOTAL	Status	
	ADW	Youth	Fiscal		Open	Closed
BCA	3	N/A	1	4	1	3
Easter Seals	3	N/A	1	4	1	3
FIT	6	N/A	1	7	1	6
GNJ	7	5	14	26	21	5
Goodwill	7	4	6	17	Review in progress	
HELP	N/A	3	1	4	Review in progress	
LCCCF	2	N/A	3	5	Review in progress	
Lincoln County	4	6	7	17	17	
NHA	4	N/A	3	7	Review in progress	
NPI	5	5	9	19	Review in progress	
Nye CC	4	5	7	16	10	6
Olive Crest	N/A	5	4	9	2	7
SNRHA	4	5	2	11	5	6
YAP	N/A	4	2	6	3	3

Agenda Item 16. INFORMATION:

New Implementation Schedule for Enrollments and Expenditures

workforce **CONNECTIONS**
 Main Office
 PY14 Spending and Enrollment Plan Summary

Adult											
Monthly Target						Allowed Variance					
Month	Enrollments	Training & Supportive	Personnel & Overhead	Total Spend	T & S Basis	Enrollments			Training & Supportive Services \$		
						PYTD Minimum	PYTD Target	PYTD Maximum	PYTD Minimum	PYTD Target	PYTD Maximum
Jul	7	\$5,625	\$10,000	\$15,625	7.0%	7	7	8	\$4,500	\$5,625	\$6,750
Aug	7	8,333	10,000	18,333	10.4%	13	14	17	11,166	13,958	16,750
Sep	7	8,333	10,000	18,333	10.4%	20	21	25	17,833	22,291	26,749
Oct	6	7,917	10,000	17,917	9.9%	26	27	32	24,166	30,208	36,250
Nov	5	7,083	10,000	17,083	8.9%	30	32	38	29,833	37,291	44,749
Dec	4	6,042	10,000	16,042	7.6%	34	36	43	34,666	43,333	50,666
Jan	6	6,250	10,000	16,250	7.8%	40	42	50	39,666	49,583	55,666
Feb	6	7,083	10,000	17,083	8.9%	46	48	58	45,333	56,666	61,333
Mar	6	7,083	10,000	17,083	8.9%	51	54	65	50,999	63,749	66,999
Apr	6	7,083	10,000	17,083	8.9%	57	60	72	56,666	70,832	72,666
May	3	5,625	10,000	15,625	7.0%	60	63	76	61,166	76,457	77,166
Jun	2	3,543	10,000	13,543	4.4%	62	65	78	64,000	80,000	80,000
	65	\$80,000	\$120,000	\$200,000	100.0%						

Lower Allowed
On Target
Upper Allowed

Agenda Item 17. INFORMATION:

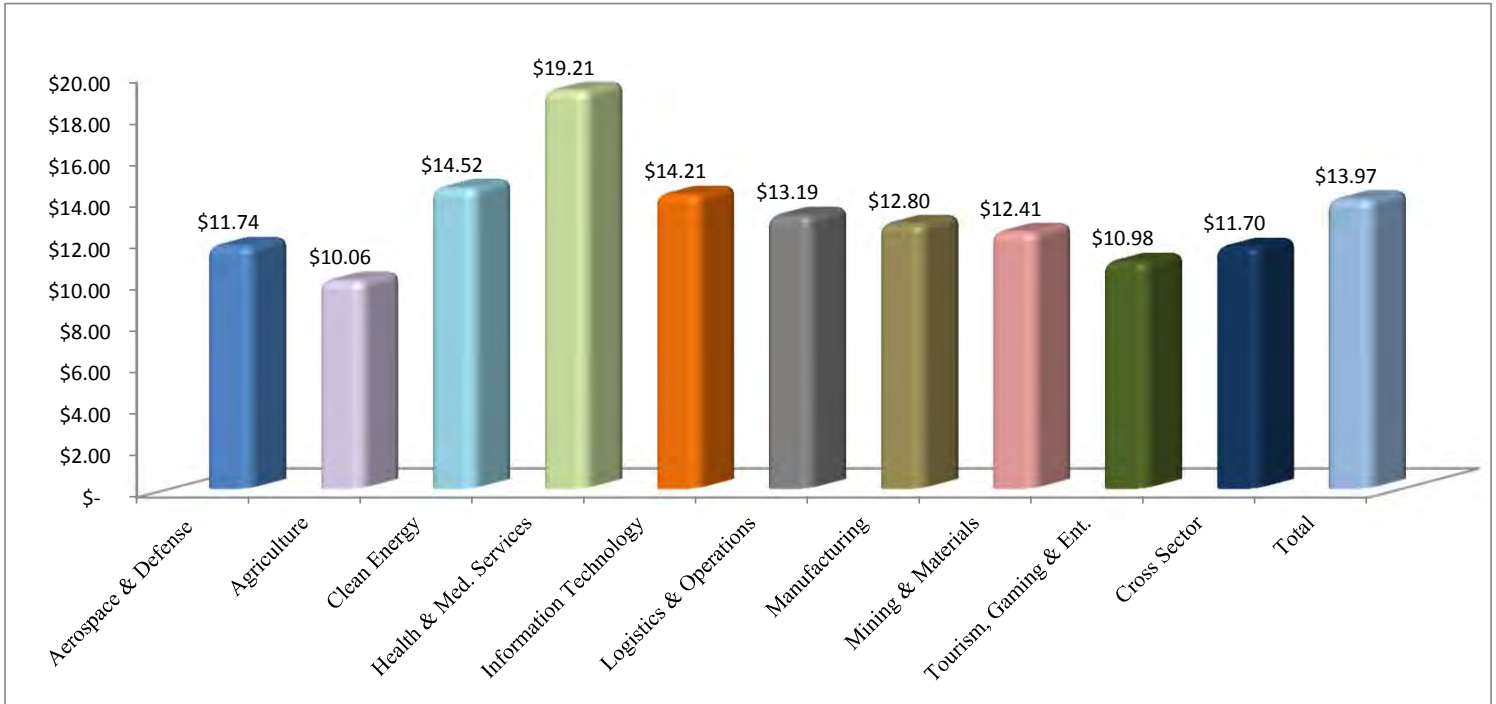
Opportunity for Adult, Dislocated Worker, and Youth funded partners to provide feedback to Board members and staff regarding current contract expenditures

Agenda Item 18. INFORMATION:

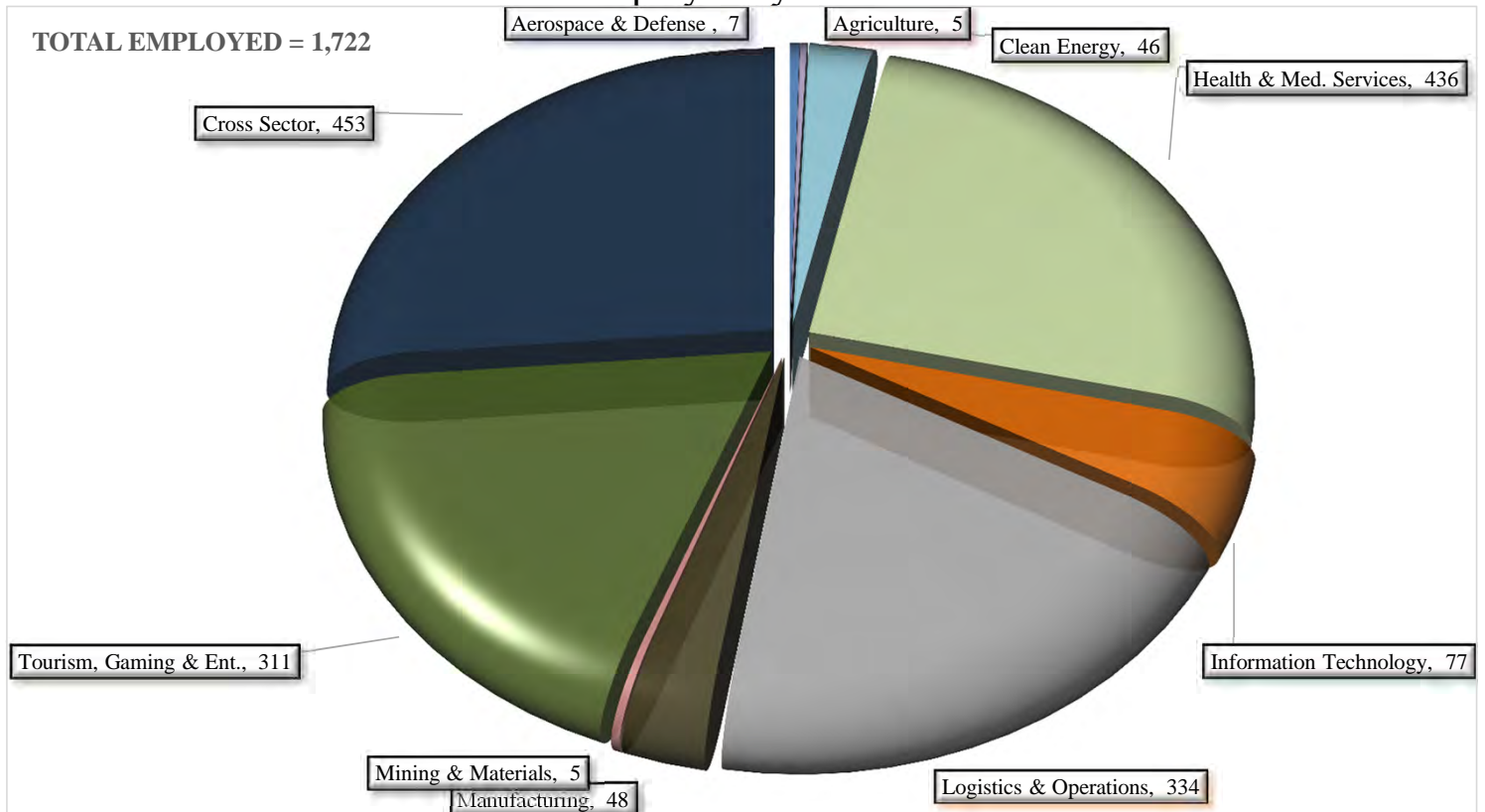
Employment & Training Reports

Adult and Dislocated Workers Employed by Industry Sector July 1, 2013 through April 30, 2014

Wage by Sector



Employed by Sector



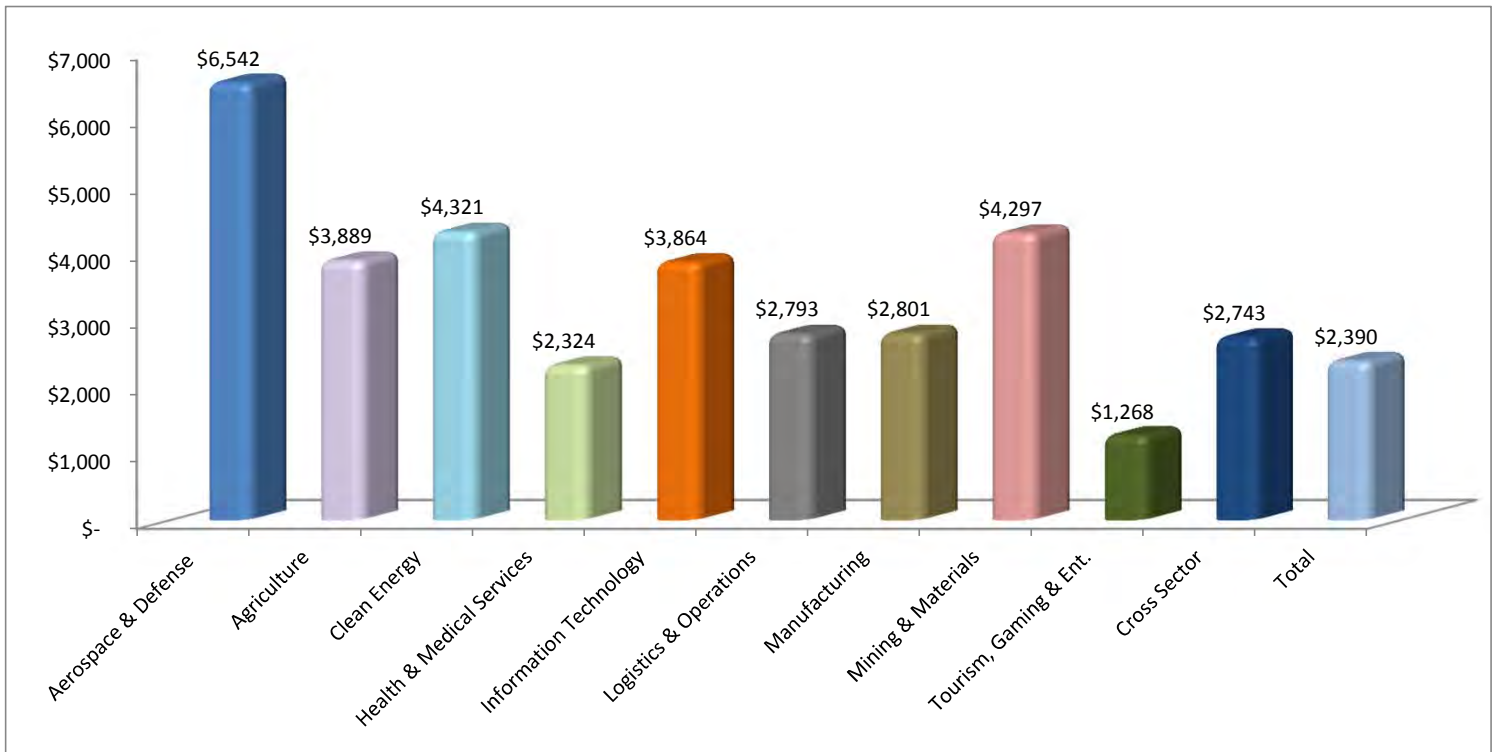
workforce CONNECTIONS
ADW Employment Snapshot by Provider
Participants Active During Current Contract Year
Current Contract Year to Date 4-30-14

Provider	Performance Metric					
	Active Participants	Placed	% Placed	Avg Wage	Avg Work Week	Annualized Wages
<u>Main Office</u>						
Bridge Counseling Associates	158	53	34%	\$14.11	38.0	\$1,479,398
Easter Seals of Southern Nevada	146	33	23%	13.60	34.9	813,305
FIT	190	72	38%	12.76	34.1	1,628,734
FIT Re-Entry	160	73	46%	11.80	36.1	1,616,407
GNJ Family Life Center	279	153	55%	12.42	35.7	3,533,584
Goodwill of Southern Nevada	247	137	55%	12.72	37.3	3,383,817
Latin Chamber of Commerce Community Foundation	216	90	42%	12.52	36.9	2,163,351
Lincoln County Adult	28	8	29%	12.23	33.6	171,119
Nevada Hospital Association South	138	130	94%	30.64	39.7	8,222,157
Nevada Partners Inc	456	189	41%	17.62	35.7	6,176,511
Nye Communities Coalition	255	121	47%	10.35	32.3	2,105,550
Southern Nevada Regional Housing Authority	194	60	31%	11.00	31.5	1,080,922
Main Office Totals	2,467	1,119	45%	\$15.51	35.9	\$32,374,853
<u>One-Stop Career Center</u>						
Bridge One Stop	99	46	46%	\$16.82	41.7	\$1,676,929
FIT One Stop	268	127	47%	11.80	36.9	2,870,850
GNJ One Stop	162	87	54%	11.57	36.4	1,904,112
Goodwill One Stop	123	61	50%	12.34	35.4	1,387,581
Latin Chamber One Stop	194	95	49%	13.29	38.1	2,502,846
LV Urban League One Stop ⁽¹⁾	6	1	17%	8.00	40.0	16,640
Nevada Partners One Stop	472	147	31%	12.14	36.0	3,340,963
NHA One Stop	87	18	21%	12.91	36.3	438,454
SNRHA One Stop	136	55	40%	12.96	35.2	1,303,722
One-Stop Career Center Total	1,547	637	41%	\$12.66	36.8	\$15,442,096
One-Stop Delivery System Total	4,014	1,756	44%	\$14.46	36.2	\$47,816,949

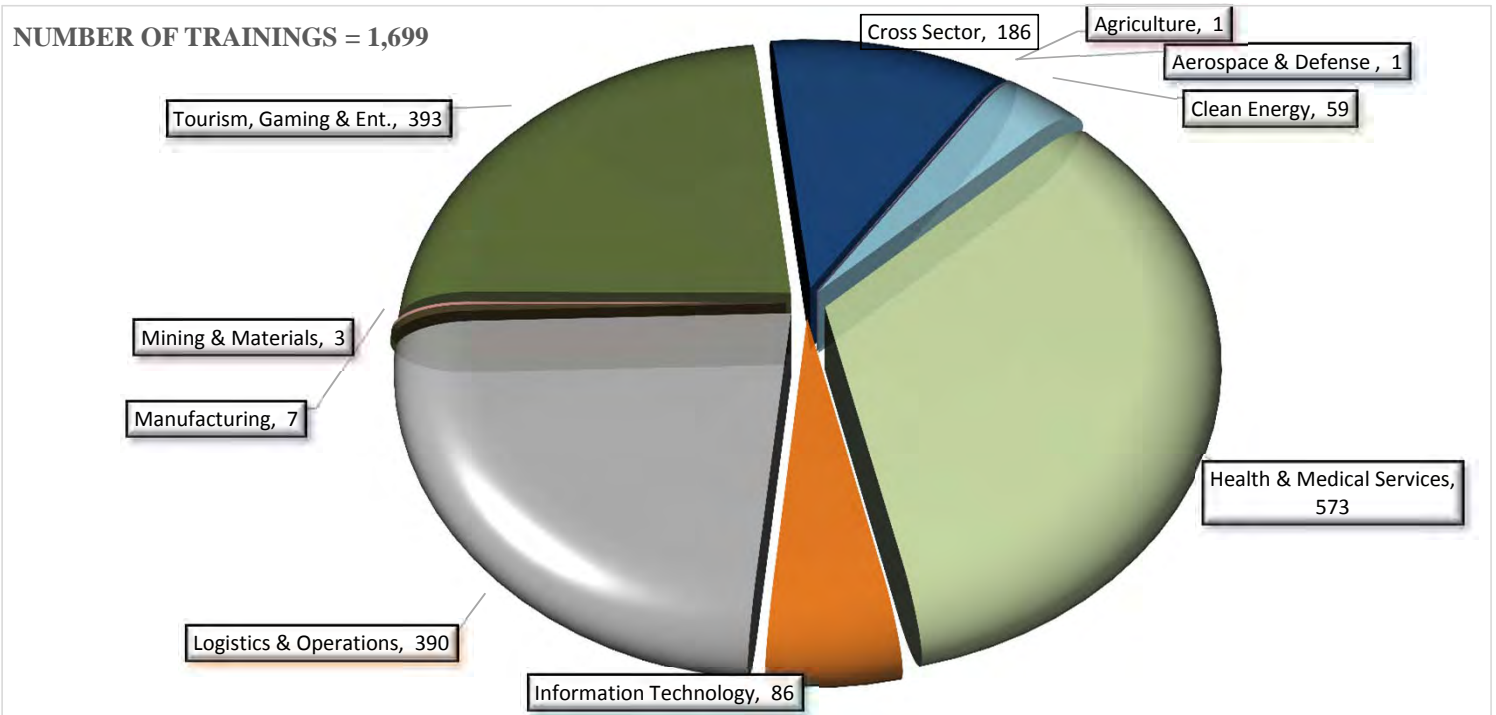
1) The Urban League Veteran's contract commenced on February 1, 2014.

Adult and Dislocated Workers Trained by Industry Sector July 1, 2013 through April 30, 2014

Average Training Cost by Sector



Number of Trainings by Sector



workforce CONNECTIONS
ADW Training Snapshot by Provider
July 1, 2013 through April 30, 2014

Provider	Occupational Skills Training			OJT			Total Training		
	Trainings	Training \$	Avg Cost Per Training	Trainings	Training \$	Avg Cost Per Training	Trainings	Training \$	Avg Cost Per Training
<u>Main Office</u>									
Bridge Counseling Associates	72	\$198,259	\$2,754	0	\$0	\$0	72	\$198,259	\$2,754
Easter Seals of Southern Nevada	36	\$30,142	\$837	0	\$0	\$0	36	\$30,142	\$837
FIT	32	\$63,607	\$1,988	0	\$0	\$0	32	\$63,607	\$1,988
FIT Re-Entry	87	\$162,864	\$1,872	0	\$0	\$0	87	\$162,864	\$1,872
GNJ Family Life Center	52	\$169,458	\$3,259	1	\$3,000	\$3,000	53	\$172,458	\$3,254
Goodwill of Southern Nevada	39	\$113,676	\$2,915	26	\$65,316	\$2,512	65	\$178,992	\$2,754
Latin Chamber of Commerce Community Foundation	56	\$119,473	\$2,133	11	\$40,252	\$3,659	67	\$159,725	\$2,384
Lincoln County Adult	8	\$24,139	\$3,017	0	\$0	\$0	8	\$24,139	\$3,017
Nevada Hospital Association South	89	\$26,974	\$303	87	\$223,355	\$2,567	176	\$250,329	\$1,422
Nevada Partners Inc	144	\$249,731	\$1,734	9	\$16,162	\$1,796	153	\$265,893	\$1,738
Nye Communities Coalition	29	\$64,019	\$2,208	3	\$0	\$0	32	\$64,019	\$2,001
Southern Nevada Regional Housing Authority	82	\$201,698	\$2,460	0	\$0	\$0	82	\$201,698	\$2,460
Main Office Total	726	\$1,424,038	\$1,961	137	\$348,084	\$2,541	863	\$1,772,123	\$2,053
<u>One-Stop Career Center</u>									
Bridge One Stop	57	\$169,295	\$2,970	0	\$0	\$0	57	\$169,295	\$2,970
FIT One Stop	76	\$234,634	\$3,087	10	\$25,303	\$2,530	86	\$259,937	\$3,023
GNJ One Stop	56	\$214,249	\$3,826	2	\$6,340	\$3,170	58	\$220,589	\$3,803
Goodwill One Stop	49	\$116,855	\$2,385	31	\$88,057	\$2,841	80	\$204,912	\$2,561
Latin Chamber One Stop	44	\$123,946	\$2,817	66	\$219,173	\$3,321	110	\$343,119	\$3,119
LV Urban League One Stop ⁽¹⁾	3	\$18,947	\$6,316	0	\$0	\$0	3	\$18,947	\$6,316
Nevada Partners One Stop	273	\$562,377	\$2,060	41	\$80,672	\$1,968	314	\$643,049	\$2,048
NHA One Stop	52	\$238,947	\$4,595	0	\$0	\$0	52	\$238,947	\$4,595
SNRHA One Stop	76	\$188,911	\$2,486	0	\$0	\$0	76	\$188,911	\$2,486
One-Stop Career Center Total	686	\$1,868,160	\$2,723	150	\$419,546	\$2,797	836	\$2,287,706	\$2,736
One-Stop Delivery System	1,412	\$3,292,199	\$2,332	287	\$767,630	\$2,675	1,699	\$4,059,829	\$2,390

1) The Urban League Veteran's contract commenced on February 1, 2014.

Agenda Item 19. INFORMATION:

Sector Council Snapshot

SECTOR COUNCILS SNAPSHOT (April, 2014)

AEROSPACE & DEFENSE

- Machinist pilot program funded.
- Strategic plan review.

AGRICULTURE

- Implemented two PILOT programs and finalized strategic plan.
- ACT Workkeys program presentation.

CLEAN ENERGY

- Pilot program – LEED Green Associate Certificate – final planning stages.
- Solar City – hundreds of job opportunities through 2015 ranging from back office to installers.
- Energy Technology Program.

HEALTHCARE & MEDICAL SERVICES

- The Nevada Health Care Workforce Summit.
- National Trends in Workforce and funding opportunities - Virginia Hamilton and Healthcare Workforce Legislation - Senator Justin Jones.
- Health Care and Medical Services Directory of Training and Educational Resources for Nevada.

INFORMATION TECHNOLOGY

- The meeting had no quorum.
- DETR announced funding for a pilot program for the Microsoft IT Academies at a few area high schools.

LOGISTICS & OPERATIONS

- Pilot project approved – CDL training.
- Plan to collaborate with LWIBs for future programs.
- ACT Workkeys program presentation.

MANUFACTURING

- ACT Workkeys program presentation.
- The council embarked on a mission to align CCSD curriculum with manufacturing career pathways.
- The Strategic Plan has been finalized and will be posted to the State's website.

MINING & MATERIALS

- Partnership between DETR, CCSD, and NVDOC for re-entry program.
- Identify technology-related fields, training required, credentials and geographic area for partnership.
- Identifying credentials needed, potential employer partners and for post-release program.

TOURISM, GAMING & ENTERTAINMENT

- ACT Workkeys program presentation.
- Hosted CCSD's South East Career and Technical Academy.
- Industry survey to identify in-demand occupations.

Agenda Item 20. INFORMATION:

WIA Client Demographics Report

workforce CONNECTIONS
ADW Demographics by Zip and Locality
Actives From July 1, 2013 through April 30, 2014

Community / Zip	Ethnicity ⁽¹⁾						Gender		
	African American	Alaskan Native / Indian	Asian	Caucasian	Hawaiian / Pacific Islander	Hispanic / Latino	Total Enrolled	Female	Male
<u>Henderson</u>									
89002	5	1	0	14	1	6	23	11	12
89009	0	0	0	2	0	0	2	1	1
89011	10	1	3	20	0	8	35	24	11
89012	4	0	3	19	1	5	28	13	15
89014	14	0	0	27	0	8	45	25	20
89015	5	2	2	31	3	7	45	27	18
89044	2	0	0	6	0	2	8	3	5
89052	14	0	3	29	0	8	50	29	21
89053	0	0	0	1	0	0	1	1	0
89074	7	1	8	27	1	7	51	23	28
89077	0	0	1	0	1	0	1	0	1
89016	0	0	0	1	0	1	2	1	1
89105	2	0	0	1	0	0	3	1	2
89183	0	0	0	1	0	1	1	0	1
Henderson Total	63	5	20	179	7	53	295	159	136
<u>Las Vegas</u>									
89030	2	0	0	0	0	0	3	3	0
89031	6	1	0	2	0	2	7	2	5
89032	2	0	0	0	0	0	2	0	2
89052	1	0	0	0	0	0	1	1	0
89081	0	0	0	0	1	0	1	1	0
89101	65	4	1	59	2	42	152	63	89
89102	23	3	5	19	2	22	71	30	41
89103	58	1	6	31	2	23	118	44	74
89104	24	1	3	29	2	17	71	35	36
89105	1	0	0	0	0	0	1	1	0
89106	117	0	3	17	1	13	149	89	60
89107	29	1	1	32	3	19	81	51	30
89108	94	5	14	75	3	42	206	115	91
89109	3	0	0	10	1	4	15	3	12
89110	45	1	0	53	1	53	127	78	49
89113	9	1	5	19	2	8	38	22	16
89114	1	0	0	0	0	0	1	1	0
89115	85	6	3	39	3	34	146	86	60
89116	0	0	0	0	0	0	1	0	1
89117	34	0	8	47	0	18	102	52	50
89118	38	2	3	54	1	16	109	30	79
89119	66	1	6	28	0	22	121	60	61
89120	12	0	2	24	0	12	42	18	24
89121	38	6	2	49	4	42	118	55	63
89122	24	3	6	40	3	24	92	39	53
89123	12	4	6	31	1	4	55	31	24
89124	1	0	0	0	0	0	1	0	1
89125	1	0	0	2	0	1	4	4	0
89126	1	0	0	2	0	1	3	3	0

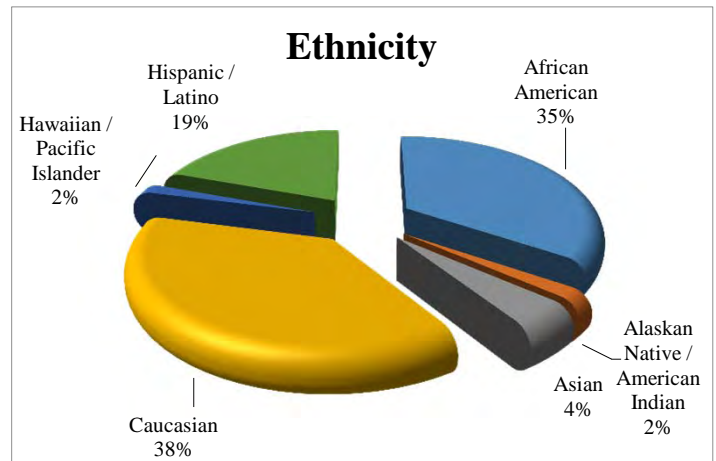
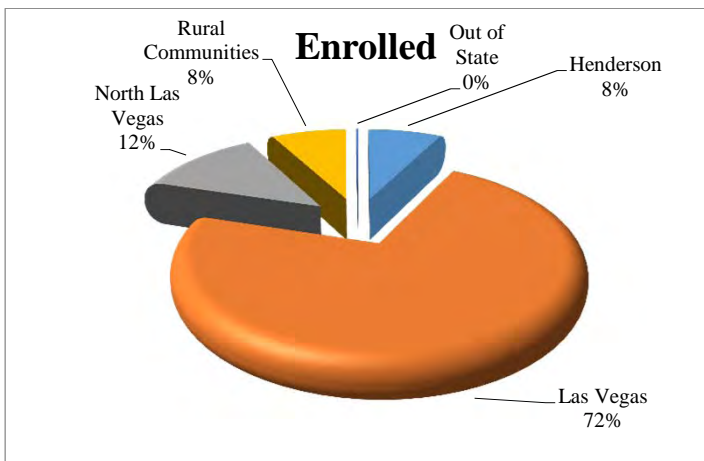
workforce CONNECTIONS
ADW Demographics by Zip and Locality
Actives From July 1, 2013 through April 30, 2014

Community / Zip	Ethnicity ⁽¹⁾						Gender		
	African American	Alaskan Native / American Indian	Asian	Caucasian	Hawaiian / Pacific Islander	Hispanic / Latino	Total Enrolled	Female	Male
89127	1	0	0	0	0	0	1	0	1
89128	33	1	5	31	2	18	84	50	34
89129	29	0	7	41	1	23	93	52	41
89130	22	1	1	26	0	13	56	30	26
89131	10	0	2	25	0	6	40	25	15
89133	1	0	0	0	0	0	1	0	1
89134	3	0	1	5	1	2	12	7	5
89135	3	0	0	13	0	5	20	11	9
89138	3	0	3	9	0	2	16	7	9
89139	16	2	10	17	1	7	56	29	27
89141	9	0	1	15	1	6	31	14	17
89142	15	0	2	28	0	22	54	23	31
89143	2	2	1	11	0	1	14	5	9
89144	0	0	1	9	0	1	10	6	4
89145	14	1	4	26	0	11	53	21	32
89146	29	1	5	17	2	9	55	29	26
89147	32	0	4	44	3	16	97	45	52
89148	24	0	6	22	0	9	59	31	28
89149	18	1	5	20	0	13	47	24	23
89155	1	0	0	0	0	0	1	1	0
89156	25	0	3	18	0	19	61	38	23
89160	1	0	0	0	0	0	1	0	1
89166	2	1	3	13	1	2	18	7	11
89169	15	0	1	15	1	6	32	18	14
89170	0	0	0	1	0	0	1	0	1
89173	2	0	0	1	0	0	3	1	2
89178	13	0	3	21	2	6	38	17	21
89179	1	0	1	2	0	2	5	3	2
89183	9	0	9	25	4	16	52	24	28
93550	1	0	0	0	0	0	1	1	0
Las Vegas Total	1,126	50	152	1,117	51	634	2,850	1,436	1,414
<u>North Las Vegas</u>									
89030	77	3	1	21	0	38	128	77	51
89031	52	1	6	40	5	18	114	57	57
89032	69	3	6	32	2	25	123	75	48
89036	1	1	0	0	0	0	1	1	0
89081	35	1	1	15	1	13	63	36	27
89084	18	1	1	8	0	10	34	21	13
89085	0	0	0	2	0	0	2	1	1
89086	13	0	0	5	0	7	20	11	9
89130	0	0	0	1	0	0	1	1	0
89303	1	0	0	0	0	0	1	0	1
North Las Vegas Total	266	10	15	124	8	111	487	280	207

workforce CONNECTIONS
ADW Demographics by Zip and Locality
Actives From July 1, 2013 through April 30, 2014

Community / Zip	Ethnicity ⁽¹⁾						Gender		
	African American	Alaskan Native / American Indian	Asian	Caucasian	Hawaiian / Pacific Islander	Hispanic / Latino	Total Enrolled	Female	Male
Rural Communities									
Alamo	0	0	0	2	0	0	2	2	0
Beatty	0	0	0	1	0	0	1	0	1
Boulder City	0	1	0	10	0	0	10	2	8
Caliente	1	0	0	16	0	0	17	9	8
Carson City	0	0	0	0	1	0	1	1	0
Ely	0	1	0	0	0	0	1	1	0
Indian Springs	0	0	0	1	0	1	2	1	1
Jean	0	0	0	1	0	1	1	0	1
Laughlin	0	0	0	0	0	1	1	0	1
Mesquite	0	0	0	1	0	0	1	1	0
Pahrump	37	11	6	196	3	37	259	127	132
Panaca	0	0	0	1	0	1	1	0	1
Pioche	0	0	0	4	0	0	4	2	2
Reno	0	0	0	0	0	0	0	0	0
Tonopah	0	0	0	1	0	0	1	1	0
Rural Total	38	13	6	234	4	41	302	147	155
Out of State	2	0	1	3	0	2	8	4	4
Report Total	1,495	78	194	1,657	70	841	3,942	2,026	1,916

1) Totals for ethnicity will not generally equal total enrolled due to the fact that multiple ethnicities can be recorded or participants can choose to not provide information.



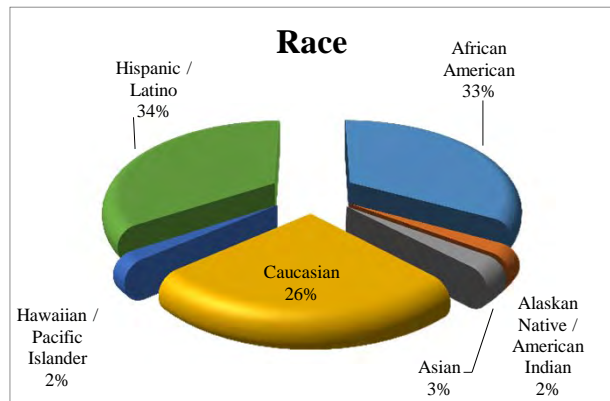
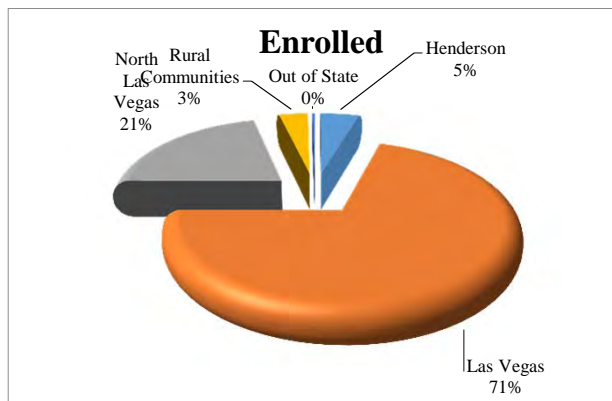
workforce CONNECTIONS
Youth Demographics by Zip and Locality
Actives From July 1, 2013 through April 30, 2014

Community / Zip	Ethnicity ⁽¹⁾						Total Enrolled	Gender	
	African American	Alaskan Native / American Indian	Asian	Caucasian	Hawaiian / Pacific Islander	Hispanic / Latino		Female	Male
<u>Henderson</u>									
89002	3	3	2	8	0	0	12	4	8
89011	3	0	2	8	0	11	21	10	11
89012	1	1	0	1	0	1	2	0	2
89014	7	0	0	7	0	8	19	14	5
89015	13	2	3	25	2	19	56	31	25
89052	1	0	0	1	0	0	2	0	2
89074	14	0	0	8	1	5	25	10	15
89082	1	0	0	0	0	0	1	1	0
89105	0	0	0	2	0	1	2	1	1
89123	1	1	0	0	0	0	1	0	1
89183	0	0	0	0	0	1	1	1	0
Henderson Total	44	7	7	60	3	46	142	72	70
<u>Las Vegas</u>									
89030	2	0	0	2	0	0	4	4	0
89032	2	0	0	0	0	0	2	1	1
89081	3	0	0	0	0	0	3	3	0
89086	2	0	0	0	0	1	2	0	2
89091	1	0	0	0	0	0	1	1	0
89101	38	0	3	34	2	77	138	85	53
89102	19	1	4	31	3	42	71	36	35
89103	11	2	4	23	0	17	40	18	22
89104	17	4	3	31	2	62	97	51	46
89106	104	2	4	17	1	34	140	90	50
89107	34	1	1	53	5	70	126	60	66
89108	85	4	4	77	2	97	212	125	87
89109	8	0	0	5	0	4	15	8	7
89110	50	4	7	42	4	93	160	96	64
89112	1	0	0	0	0	0	1	1	0
89113	0	0	0	5	0	4	5	3	2
89115	102	8	4	45	4	111	229	144	85
89117	10	0	2	15	1	7	30	15	15
89118	1	0	2	0	1	0	4	3	1
89119	24	1	2	16	0	49	85	62	23
89120	5	0	1	7	0	21	31	20	11
89121	32	5	4	32	4	67	128	71	57
89122	33	1	7	24	1	34	88	53	35
89123	5	1	0	2	1	4	12	5	7
89124	5	1	1	3	0	2	11	0	11
89128	19	2	2	24	5	24	56	27	29
89129	20	1	2	15	1	8	40	19	21
89130	29	1	0	18	1	5	46	24	22
89131	12	2	1	6	0	7	21	8	13
89134	2	1	0	3	1	4	5	1	4
89135	3	0	0	4	0	0	6	3	3
89138	1	0	0	0	0	0	1	0	1
89139	5	0	2	5	2	2	9	5	4
89141	4	0	0	0	0	2	6	1	5
89142	20	3	2	16	2	26	55	21	34
89143	4	0	0	0	0	0	4	0	4
89144	1	0	0	3	0	0	4	1	3
89145	14	0	0	21	3	17	41	23	18
89146	10	0	3	21	1	22	35	21	14
89147	12	0	2	13	0	2	25	11	14
89148	7	0	2	8	0	6	18	8	10
89149	12	1	1	4	1	3	19	10	9

workforce CONNECTIONS
Youth Demographics by Zip and Locality
Actives From July 1, 2013 through April 30, 2014

Community / Zip	Ethnicity ⁽¹⁾							Gender	
	African American	Alaskan Native / American Indian	Asian	Caucasian	Hawaiian / Pacific Islander	Hispanic / Latino	Total Enrolled	Female	Male
89156	27	6	2	20	2	48	84	51	33
89166	0	1	0	0	0	0	1	0	1
89169	15	1	5	27	1	26	53	27	26
89178	2	0	0	3	0	2	5	4	1
89183	4	0	0	4	1	2	9	5	4
Las Vegas Total	817	54	77	679	52	1,002	2,178	1,225	953
North Las Vegas									
89030	74	6	3	42	1	117	202	119	83
89031	106	2	2	43	1	43	160	86	74
89032	116	1	3	48	4	53	183	94	89
89033	2	0	0	0	0	0	2	2	0
89080	1	0	0	0	0	0	1	1	0
89081	60	2	3	11	7	14	84	44	40
89084	12	2	1	3	1	0	16	2	14
89086	5	0	0	2	0	1	6	1	5
North Las Vegas Total	376	13	12	149	14	228	654	349	305
Rural Communities									
Amargosa Valley	0	0	0	4	0	1	4	3	1
Boulder City	1	0	1	2	0	3	5	3	2
Caliente	0	0	0	5	0	0	5	3	2
Carson City	1	0	0	0	0	1	1	0	1
Jean	0	0	1	4	0	3	7	4	3
Laughlin	0	0	0	0	0	0	0	0	0
Mesquite	0	0	0	0	0	1	1	0	1
Overton	1	1	1	2	0	1	2	2	0
Pahrump	6	3	1	57	3	14	71	37	34
Panaca	0	0	0	5	0	1	5	2	3
Pioche	0	0	0	2	0	0	2	0	2
Reno	0	0	0	0	0	0	0	0	0
Searchlight	0	0	0	3	0	0	3	1	2
Rural Total	9	4	4	84	3	25	106	55	51
Out of State	6	1	1	1	0	2	9	8	1
Report Total	1,252	79	101	973	72	1,303	3,089	1,709	1,380

1) Totals for ethnicity will not generally equal total enrolled due to the fact that multiple ethnicities can be recorded or participants can choose not to provide information.



Agenda Item 21. INFORMATION: One-Stop Reports

a. Consortium Report

One-Stop Career Center Consortium
Report for
Adult & Dislocated Worker Program Committee
Wednesday June 11, 2014

- I. Mission and Vision – Attachment 1
 - A. Adopted by Executive Committee May 5, 2014
 - B. Adopted by the Consortium Friday May 9, 2019

- II. Compliance Issues
 - A. Executive Committee Recommendation to Establish Standing Compliance and Performance Committee
 - B. Finalizing Customer Service Satisfaction Survey and Employer Satisfaction Survey
 - C. Finalizing Interagency Referral Forms

- III. Ongoing Operations
 - A. Adoption of Center Expectations and Resources
 - B. Finalization of Orientation Video
 - C. Continued refining of rotation for new customer/clients
 - 1. Executive Committee recommendation to establish Standing Customer/Client Service Committee

- IV. Center Enrollments
 - A. As at March 1, 2014: 1051
 - B. As at June 1, 2014: 2573 Adult; 774 Dislocated Worker
 - C. Total at June 1, 2014: 3347

- V. Conclusion

We prepare to move into the new program year with a renewed sense of purpose and determination. The Executive Committee has established an agenda for the Consortium meeting scheduled Friday the 13th that includes 25 business items. Each of these items seek to streamline and maximize the effectiveness and efficiency of the One-Stop Career Center.

Attachment 1

One-Stop Career Center Mission and Vision

Vision: To develop a paradigm of service and resource delivery that has the vitality to respond to the ever-changing needs of job seekers and the business community and will empower southern Nevadans into employment in a diversity of job sectors.

Mission: To deliver quality services with coordinated workforce, education and economic development programs for southern Nevadans and area businesses through an integrated system including required partners and access to additional resources and services.

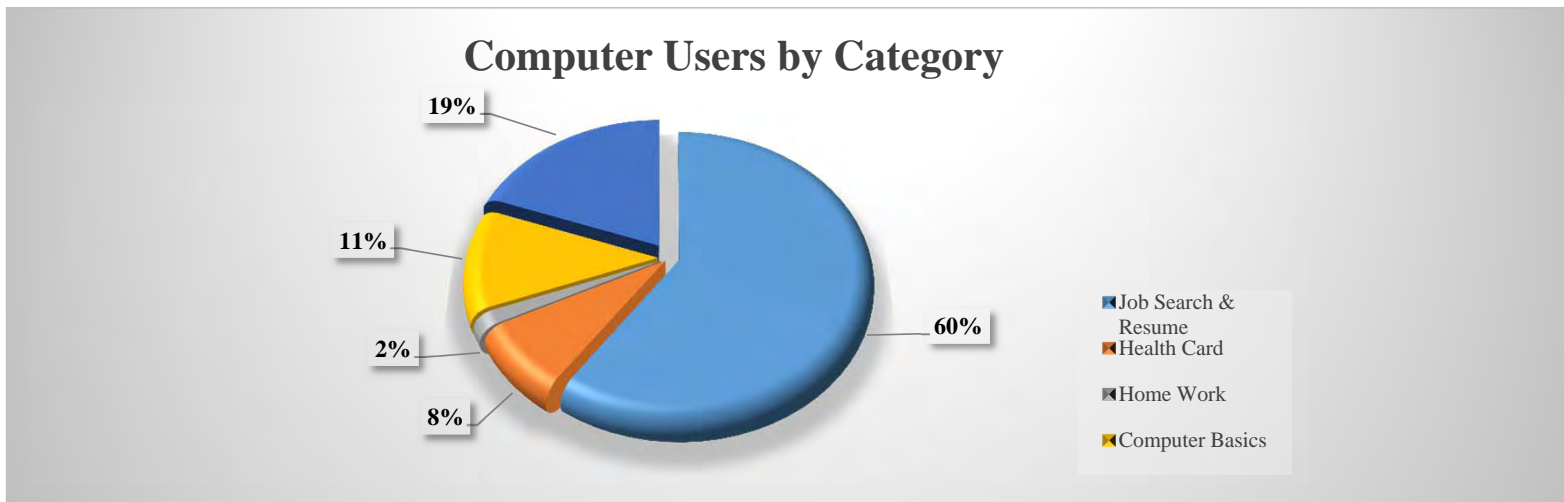
Agenda Item 21. INFORMATION: One-Stop Reports

b. One-Stop Affiliate Update: Academy of Human Development

workforce CONNECTIONS
Academy of Human Development Computer Lab Metrics
 August through May, 2014

	Usage by Month										August through February Usage		
	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Aug - Feb	Avg. per Day	Est. Annual
Days	31	30	31	30	31	31	28	31	30	31	304		
Health Cards	65	70	125	35	38	23	11	6	14	5	392	1	471
Job Search	103	96	102	52	42	180	207	268	237	260	1,547	5	1,857
Notary	9	5	15	4	0	0					33	0	40
Resumes	8	15	50	9	20	8	32	16	50	58	266	1	319
Tam Cards	2	12	15	0	4	0	4			1	38	0	46
Computer Basics	10	23		3	22	12	10	19	17	6	122	0	146
Total	197	221	307	103	126	223	264	309	318	330	2,398	8	2,879

Annual Contract \$ 150,000
Average Cost per Use \$52.10



Agenda Item 21. INFORMATION: One-Stop Reports

c. One-Stop Affiliate Update: Las Vegas Clark County Urban League

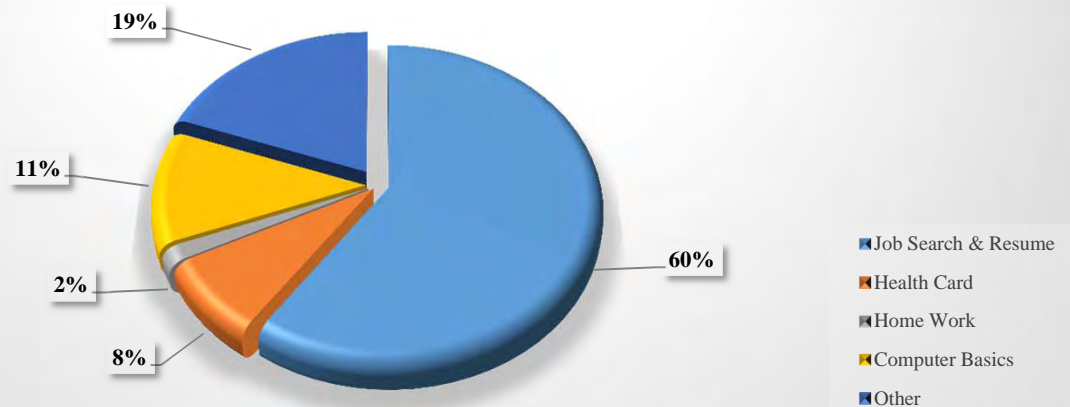
workforce CONNECTIONS
Las Vegas Urban League Computer Lab Metrics
April 1 - May 31, 2014

Computer Usage

	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>Jul</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Apr - May</u>	<u>Avg. per Day</u>	<u>Est. Annual</u>
# of Days	30	31	30	31	31	30	31	30	31	31	28	31	30	31	426		
Job Search & Resume	350	522	679	499	480	667	475	481	462	508	438	286	113	104	6,064	14	5,196
Health Card	400	178	75	50	11	19	7	4	4	10	6	6	10	24	804	2	689
Home Work	50	60	10	10				1	0	6	0	0	2	21	160	0	137
Computer Basics	132	207	215	155	0	12	43	30	32	98	61	52	57	79	1,173	3	1,005
Other	341	277	150	170	426	372	46	6	19	30	21	30	20	60	1,968	5	1,686
Total	1,273	1,244	1,129	884	917	1,070	571	522	517	652	526	374	202	288	10,169	24	8,713

Annual Contract \$ **\$150,000**
 Average Cost per Use **\$17.22**

Computer Users by Category



Agenda Item 22. INFORMATION:

Youth Council meeting minutes of June 11, 2014 (draft)

**WORKFORCE CONNECTIONS
YOUTH COUNCIL
MINUTES**

**June 11, 2014
11:00 a.m.**

*Workforce Connections
6330 W. Charleston Blvd., Ste. 150
Bronze Conference Room
Las Vegas, NV 89146*

Members Present

Sonja Holloway	Willie J. Fields	Dan Rose	Mujahid Ramadan
Tommy Rowe	Vida Chan Lin	Debbie Tomasetti	

Members Absent

Stavan Corbett	Lt. Jack Owen	Rudee Bagsby
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Staff Present

Ardell Galbreth	Heather DeSart	Suzanne Potter	Jim Kostecki
Ricardo Villalobos	Carol Turner	Clentine January	Shawonda Nance
Brett Miller			

Others Present

Dr. Tiffany Tyler, Nevada Partners	Elizabeth McDaniels, Goodwill of Southern Nevada
Donna Bensing, New Horizons CLC	Dan Winter, New Horizons CLC
Helicia Thomas, GNJ Family Life Center	Berenice Castaneda, Workforce Connections' Intern
Miguel Macias, Workforce Connections' Intern	Pamela Posten, HELP of Southern Nevada
Jeramey Pickett, Nevada Partners, Inc.	Denise Gee, HELP of Southern Nevada
Will Reed, HELP of Southern Nevada	Stacey Bostwick, SNRHA
Sharon Morales, LCCCF	Kristi Siegmund, Goodwill of Southern Nevada
Kelli Mosley, Olive Crest	Neosha Smith, Youth Advocate Program
Fabian King, Jr., Youth Advocate Program	Doug Coombs, 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 11:10 a.m. by Chair Sonja Holloway. Staff confirmed the meeting had been properly posted in accordance with the Nevada Open Meeting Law; roll call was taken and a quorum was present.

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

A motion to approve the agenda as presented was made by Willie J. Fields and seconded by Debbie Tomasetti. Motion carried.

3. FIRST PUBLIC COMMENT SESSION:

Kristi Siegmund, ELITE Youth Program Manager at Goodwill of Southern Nevada distributed a brochure and highlighted the following program outcomes:

- 55 youth have gained successful employment
- 50 youth completed through occupational skills training
- 14 youth enrolled in higher education at CSN or UNLV

- 10 youth obtained a High School Diploma or GED
- 20 youth completed six week work experience in various field; six were offered jobs upon completion

The ELITE Youth Program strives to help disabled youth gain confidence so they can achieve their goals and goes to great lengths to help these individuals overcome barriers. Ms. Siegmund shared a couple stories regarding participants who have overcome their barriers to success through the ELITE Youth Program. Ms. Siegmund thanked the Youth Council and stated that Goodwill is excited for this next program year with positive outcomes and really making a difference in these individuals' lives. Willie J. Fields inquired about the average wage earned and cost per youth, whereby Ms. Siegmund replied, youth earn a wage of \$8.25 to \$15.00 per hour and the cost per youth average is \$3,700.

Kelli Mosley, Program Supervisor of Project Independence at Olive Crest, serving transitioning foster youth ages 17 – 21, introduced youth participants, Jamal and Jai, who shared their stories and successes with the Project Independence program. Ms. Mosley thanked the Youth Council for funding Olive Crest's transitioning foster youth program and helping serve a nationally underserved population.

4. **DISCUSSION AND POSSIBLE ACTION: Approve the Youth Council Meeting Minutes of May 14, 2014**

A motion to approve the Youth Council Meeting Minutes of May 14, 2014 as presented was made by Mujahid Ramadan and seconded by Tommy Rowe. Motion carried.

5. **DISCUSSION AND POSSIBLE ACTION: Approve staff's recommendation to amend Olive Crest's PY2012 contract for an additional year in an amount not to exceed \$500,000 and extend the date to June 30, 2015 to serve 150 new foster youth**

Chair Holloway presented the agenda item. Ricardo Villalobos, Youth Director provided background. Olive Crest's program scope is provided on page 11 of the agenda packet.

A motion to approve staff's recommendation to amend Olive Crest's PY2012 contract for an additional year in an amount not to exceed \$500,000 and extend the date to June 30, 2015 to serve 150 new foster youth was made by Willie J. Fields and seconded by Dan Rose. Motion carried.

6. **DISCUSSION AND POSSIBLE ACTION: Approve staff's recommendation to amend Goodwill of Southern Nevada's PY2012 contract for an additional year in an amount not to exceed \$500,000 and extend the date to June 30, 2015 to serve 134 new youth with disabilities**

Chair Holloway presented the agenda item. Mr. Villalobos provided background. Goodwill's program scope is provided on page 13 – 14 of the agenda packet.

A motion to approve staff's recommendation to amend Goodwill of Southern Nevada's PY2012 contract for an additional year in an amount not to exceed \$500,000 and extend the date to June 30, 2015 to serve 134 new youth with disabilities was made by Willie J. Fields and seconded by Tommy Rowe. Motion carried.

7. **DISCUSSION AND POSSIBLE ACTION: Approve staff's recommendation to amend HELP of Southern Nevada's PY2012 contract for an additional year in an amount not to exceed \$870,000 and extend the date to September 30, 2015 to serve 386 new youth**

Chair Holloway read the agenda item. Mr. Villalobos provided background. Part of this funding recommendation and the next is funds recaptured from the JAG program. Upon approval, HELP can immediately begin enrolling in-school youth (high school junior students who are credit deficient and/or have not passed the proficiency exams) for the Graduate Advocate Initiative program to commence on October 1, 2014. These funds are to serve youth specifically at seven of the GAI schools: Basic H.S., Bonanza H.S., Chaparral H.S., Cimarron-Memorial H.S., Clark H.S., Del Sol H.S., and Sunrise Mountain H.S. HELP's program scope is provided on page 16 of the agenda packet.

Debbie Tomasetti thanked staff for the foresight to fund this now to enable enrolling students early and get them the services they need quickly, and asked Mr. Villalobos to explain the difference in funding between

HELP (\$870,000) and the next agenda item for Nevada Partners, Inc. (\$880,000). Mr. Villalobos stated that the main difference is that HELP is serving seven high schools while Nevada Partners is serving eight high schools.

A motion to approve staff's recommendation to amend HELP of Southern Nevada's PY2012 contract for an additional year in an amount not to exceed \$870,000 and extend the date to September 30, 2015 to serve 386 new youth was made by Tommy Rowe and seconded by Willie J. Fields. Motion carried.

8. DISCUSSION AND POSSIBLE ACTION: Approve staff's recommendation to amend Nevada Partners Inc.'s PY2012 contract for an additional year in an amount not to exceed \$880,000 and extend the date to September 30, 2015 to serve 391 new youth

Chair Holloway presented the agenda item. Mr. Villalobos provided background. Nevada Partner's program scope is provided on page 18 of the agenda packet.

A motion to approve staff's recommendation to amend Nevada Partners Inc.'s PY2012 contract for an additional year in an amount not to exceed \$880,000 and extend the date to September 30, 2015 to serve 391 new youth was made by Mujahid Ramadan and seconded by Willie J. Fields. Motion carried.

9. DISCUSSION AND POSSIBLE ACTION: Approve staff's recommendation to amend Nevada Partners Inc.'s PY2012 contract for an additional year in an amount not to exceed \$250,000 and extend the date to May 30, 2015 to serve 125 new youth

Chair Holloway presented the agenda item. Mr. Villalobos provided background. A majority of this funding recommendation is the funds recaptured from the JAG program. The contract award recommendation is a result of the PY2014 Summer Component Year Round RFP process whereby Nevada Partners' proposal received the highest ranking. Discussion ensued regarding serving other high schools. Mr. Villalobos recommended that priority be placed on the eight GAI high schools currently being served by Nevada Partners, due to the fact that there are already GAI Coordinators in place who have established good working relationships with school personnel. Chair Holloway stated that this money should go toward serving other high schools as well. Ardell Galbreth, Executive Director reminded the Youth Council of the allowable action that can be taken per the Open Meeting Law. Heather DeSart, Deputy Director stated that staff can come back to the Youth Council with a new recommendation for additional schools if needed at a later date. Nevada Partner's program scope is provided on page 20 of the agenda packet.

A motion to approve staff's recommendation to amend Nevada Partners Inc.'s PY2012 contract for an additional year in an amount not to exceed \$250,000 and extend the date to May 30, 2015 to serve 125 new youth was made by Mujahid Ramadan and seconded by Vida Chan Lin. Motion carried.

10. DISCUSSION AND POSSIBLE ACTION: Approve staff's recommendation to award St. Jude's Ranch a PY2014 contract in an amount not to exceed \$400,000 with an end date of June 30, 2015 to serve 100 youth in Boulder City and Laughlin

Chair Holloway presented the agenda item. Mr. Villalobos provided background. Mr. Villalobos noted that St. Jude's Ranch is a new partner and upon approval In-School and Out-of-School Youth services in Boulder City and Laughlin will begin immediately. St. Jude's Ranch program scope is provided on page 22 of the agenda packet.

A motion to approve staff's recommendation to award St. Jude's Ranch a PY2014 contract in an amount not to exceed \$400,000 with an end date of June 30, 2015 to serve 100 youth in Boulder City and Laughlin was made by Tommy Rowe and seconded by Mujahid Ramadan. Motion carried.

11. DISCUSSION AND POSSIBLE ACTION: Approve staff's recommendation to contract with Lincoln County as the new fiscal agent for all Lincoln County WIA Youth Programs effective July 1, 2014

Chair Holloway presented the agenda item. Mr. Villalobos provided background. In response to Mr. Fields question regarding the number of youth currently served, Mr. Villalobos replied, approximately 31 youth are being served in all of Lincoln County.

Tommy Rowe read the response from Lincoln County School District's Assistant Superintendent regarding the reasons they gave for terminating their contract as fiscal agent:

First, the district has never been the administrator for the grants, the Workforce Connections' grants; the administrator is the Nevada Cooperative Extension under UNR, under Holly Gatzke. The district was the fiscal agent because the Nevada Cooperative Extension didn't have the financial system to handle the money with the proper financial requirements. We were just the flow through and provide the documents for accountability. This will now be the role of the county. Workforce Connections provided more services for the people of the county than specifically the school district so it was more appropriate that the county be the physical agent.

Secondly, we've never received any money to oversee this grant. The grant flowed through are system, but no money was ever retained by the district to oversee the grant. Over the past year we have received many accountability requirements, corrective action mandates, and audits, exception requests from Workforce Connections requiring many hours of research and financial reviews by our office staff, none of which were ever paid for.

Mr. Villalobos stated that he understands that the current staff, including Ms. Gatzke, will be transferred to work with the county regarding this grant; however, WC does not control their staffing decisions. Ms. DeSart stated that Ms. Gatzke was on the phone this morning at the ADW Committee meeting and she reported that the current office and staff will not change, the clients will continue to be served with this funding, and it is strictly the fiscal agent that is changing.

Lincoln County Grants Administration's letter accepting the role as fiscal agent is provided on page 24 and Lincoln County School District's letter stepping down as fiscal agent is provided on page 25 of the agenda packet.

A motion to approve staff's recommendation to contract with Lincoln County as the new fiscal agent for all Lincoln County WIA Youth Programs effective July 1, 2014 was made by Dan Rose and seconded by Tommy Rowe. Motion carried.

12. INFORMATION: Awards & Expenditures Report ~ Jim Kostecki

Jim Kostecki, Finance Manager provided an overview of the Youth Awards & Expenditures Report through April invoices provided on page 27 of the agenda packet and reported that any unspent funds will be recaptured and rolled into contracts for next funding year. Latin Chamber of Commerce Community Foundation was issued a pink paper to expedite the hiring of a fiscal staff. LCCCF lost both of its fiscal staff members and hired a new fiscal staff member, but that individual left on sick leave. WC staff has been provided technical assistance; however, there are no qualified individuals to receive the training, so the pink paper was issued to urgently request that they get some temporary help until permanent staff is hired. WC staff provided accounting firms to contact for temporary help. Ms. DeSart added that technical assistance was provided to the program staff and interim director and a letter was sent to LCCCF giving them until Friday (June 13th) to submit their plan to WC due to the importance of having a fiscal staff to look after the funds. These were the interim steps taken prior to issuing the pink paper. Mr. Kostecki stated that LCCCF responded in a timely manner and is in the process of hiring new staff; therefore, WC staff will be issuing a closure letter regarding the pink paper. Staff will report the pink paper, corrective action, and pink paper closure letter to the Board at their next meeting.

13. INFORMATION: Youth Funding Plan ~ Carol Turner

Carol Turner, Financial Consultant provided an overview of the Youth Funding Plan provided on page 29 of the agenda packet. The PY2013 carry forward is \$4,000,000. The current year budget for In-School contracts (for 15 schools) is \$1,750,000. The estimated PY2015 In-School contract funding will decrease to approximately \$1,200,000, so adding additional GAI high schools at this time would not be viable. Much of the PY2014 funding is considered one-time only funding. The funding plan includes all funding recommendations approved today. Remaining funds (uncommitted) is \$239,755 (.12 months).

14. INFORMATION: Program Year 2013 3rd Quarter Performance Report

Ricardo Villalobos presented the PY2013 3rd Quarter Performance Report provided on page 31 of the agenda packet and highlighted the following Youth measures:

- Placement in Employment/Educated (61.4%) – meeting performance
- Attainment of a Degree/Certificate (59.9%) – exceeding performance
- Literacy and Numeracy Gains (38.5%) - meeting performance

15. INFORMATION: Program Year 2013 Summary of Monitoring Findings

Ricardo Villalobos presented the PY13 Monitoring Findings report provided on page 33 of the agenda packet and provided examples of possible compliance issues regarding eligibility documentation, data entry, client files/documentation, Individual Service Strategy, etc.

16. INFORMATION: WIA Youth Client Demographics Report

The WIA Youth Client Demographics report is provided on page 35 and 36 of the agenda packet.

17. INFORMATION: HELP of Southern Nevada Youth Presentation

Denise Gee, W.O.R.C Program Director, HELP of Southern Nevada introduced Pamela Posten, WIA Youth Manager, who provided an overview of HELP's WIA In-School and Out-of-School Youth Program and highlights from program year 2013-2014. A handout was provided to the Youth Council and public. HELP participants, Donna Hunter and Antonia Castaneda shared their individual stories and positive experience with the program. Ms. Hunter passed the high school proficiency exams, graduated high school, and is working as the community outreach assistant for HELP of Southern Nevada. Ms. Hunter's career goal is to become a doctor of psychology. Mr. Castaneda obtained his high school diploma from Del Sol H.S., completed a work experience opportunity in homeless services, and gained part-time employment as a data entry specialist. Mr. Castaneda's future plans are to attend college, become a music producer, and eventually start his own record label. Ms. Gee thanked the Youth Council for giving HELP the opportunity to serve youth in the community. Ms. Gee acknowledged Ms. Posten for her hard work and achievements and regretfully announced that Ms. Posten will be leaving HELP this Thursday to begin a new adventure. Ms. Posten's successor, Will Reed was introduced.

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

Ricardo Villalobos welcomed the ten Workforce Connections' summer interns, and introduced those present.

19. SECOND PUBLIC COMMENT SESSION

Kristi Siegmund, Goodwill of Southern Nevada thanked the Youth Council for allowing Goodwill to serve youth in the community and announced Goodwill's upcoming Youth Council presentation in September.

Dr. Tiffany Tyler, Nevada Partners, Inc. thanked the Youth Council for allowing NPI to continue serving youth in the community and expressed excitement for upcoming graduations taking place this week.

Doug Coombs, Executive Director, Olive Crest thanked the Youth Council for supporting Olive Crest and the youth they serve.

20. INFORMATION: Youth Council Member Comments

Mujahid Ramadan announced the 105th NAACP National Convention and the 36th National ACT-SO competition on July 17 – 23, 2014 at the Mandalay Bay Hotel Las Vegas. Mr. Ramadan extended an invitation to Youth Council members to volunteer on the judge panel for the ACT-SO competition. Detailed information will be e-mailed to staff and forwarded to the Board.

Willie J. Fields inquired about the former summer youth program and suggested establishing a petition for raising funds to restart the program.

21. ACTION: Adjournment

A motion was made to adjourn the meeting at 12:25 p.m. by Mujahid Ramadan and seconded by Tommy Rowe. Motion carried.

Agenda Item 23. DISCUSSION AND POSSIBLE ACTION:

Approve Youth Council's recommendation to amend Olive Crest's PY2012 contract for an additional year in an amount not to exceed \$500,000 and extend the date to June 30, 2015 to serve 150 new foster youth



Program Year:	PY2012
Program/Agency Name:	Olive Crest
Location:	4435 S. Jones Blvd Las Vegas, NV 89103 3825 W. Cheyenne Blvd Suite 604, North Las Vegas, NV 89032
Program Type: <i>(Please note the funding stream)</i>	WIA Youth Formula
Program Dates:	July 1, 2014 – June 30, 2015
Amount Recommended:	\$500,000
Cost Per:	\$3,333
# to Serve:	150
Target Population:	Foster Youth and Former Foster Youth
Program Description:	<p>Project Independence will address barriers and assist youth in graduating from High School. For those considered “out of school,” the focus will be on helping them with obtaining employment and/or enrolling in post-secondary education, attain their GED, High School Diploma and/or a certification from an approved institution for a specialized field, and improve in their basic skills level of functioning. Project Independence will assist youth by improving their self-esteem, enhancing independent living and interpersonal skills, promoting leadership development, addressing mental health needs and will help in their transition into adulthood by offering individualized services. Delivery of services will incorporate Olive Crest’s “One Life at a Time” ® philosophy. Youth, who would otherwise fall victim to the “system” have an opportunity to develop a personalized plan that will help them on their road to self-sufficiency.</p>
Contact Person & Info.:	Jennifer Bevacqua, Regional Program Director 702-221-6224 ext 1801 Jennifer-bevacqua@olivecrest.org

Agenda Item 24. DISCUSSION AND POSSIBLE ACTION:

Approve Youth Council's recommendation to amend Goodwill of Southern Nevada's PY2012 contract for an additional year in an amount not to exceed \$500,000 and extend the date to June 30, 2015 to serve 134 new youth with disabilities



Program Year:	PY2012
Program/Agency Name:	Goodwill of Southern Nevada
Location:	North Las Vegas Center: 1280 W. Cheyenne, Las Vegas, NV 89030 Las Vegas Center: 3345 E. Tropicana, Las Vegas, NV 89121
Program Type: <i>(Please note the funding stream)</i>	WIA Youth Formula
Program Dates:	July 1, 2014 – June 30, 2015
Amount Recommended:	\$500,000
Cost Per:	\$3,731
# to Serve:	134
Target Population:	Youth with Disabilities
Program Description:	<p>Our program design incorporates best practices developed by the National Collaborative on Workforce and Disability for Youth (NCWD/Youth) and the Office of Disability Policy (ODEP). Based on a comprehensive review of relevant literature, research and evidence-based practices, NCWD/Youth and the ODEP developed the Guideposts for Success for transition-age youth, which is a comprehensive framework that identifies what all youth, including youth with disabilities, need to succeed during the critical transition years. The Guideposts are based on the following assumptions:</p> <ul style="list-style-type: none"> • High expectations for all youth, including youth with disabilities, • Equality of opportunity for everyone, including nondiscrimination, individualization, inclusion, and integration, • Full participation through self-determination, informed choice, and decision making, • Independent living, including skills development and long-term supports and services, • Competitive employment and economic self-sufficiency, which includes supports, and • Individualized, person-driven, and culturally appropriate transition planning. <p>The five Guideposts for Success include:</p> <ul style="list-style-type: none"> • Guidepost # 1: School-Based Preparatory Experiences • Guidepost #2: Career Preparation and Work-Based Learning Experiences • Guidepost #3: Youth Development and Leadership • Guidepost #4: Connecting Activities • Guidepost #5: Family Involvement and Supports <p>Drawing from the aforementioned five <i>Guideposts for Success</i>, we will deliver individualized and holistic transition services to help youth with disabilities to be successful on their journey to live independent and fulfilling lives.</p> <p>Youth program services will be delivered in the following four phases: a) Recruitment, Intake, Assessment and Development of Individualized Service Strategy - ISS; b) Career Readiness and Skill Training; c) Job Placement; and d) Follow-up Services and Job Retention.</p>



	Our program design also incorporates ten required WIA Youth program components, as applicable to each participant.
Contact Person & Info.:	Elizabeth McDaniels, Director of Mission Services (702) 214-2007, elizabethm@sngoodwill.org

Agenda Item 25. DISCUSSION AND POSSIBLE ACTION:

Approve Youth Council's recommendation to award St. Jude's Ranch a PY2014 contract in an amount not to exceed \$400,000 for the contract period of July 1, 2014 through June 30, 2015 to serve 100 In-School and Out-of-School Youth in Boulder City and Laughlin



Program Year:	PY2014
Program/Agency Name:	St. Jude's Ranch Life Sculpt
Location:	100 St. Jude's Street, Boulder City, NV 89005
Program Type: <i>(Please note the funding stream)</i>	WIA Youth Formula
Program Dates:	July 1, 2014 – June 30, 2015
Amount Awarded:	\$400,000.00
Number to be Served:	100
Target Population:	In-School & Out-of-School Youth in Boulder City and Laughlin
Program Description:	<p>St. Jude's Ranch Life Sculpt program will focus on and address the needs of both eligible in-school and out-of-school youth in Boulder City and Laughlin areas. Recruitment and outreach will consist of targeting youth identified in the Workforce Investment Act; however, there will be an emphasis on foster and/or former foster youth and homeless youth. In-school youth will be prepared to transition into the workforce by exposing them to career opportunities and pathways, development of soft skills, providing them valuable summer work experiences, and exposure to post-secondary education and vocational training. In-school youth facing educational barriers will receive tutoring and additional assistance through affiliate partners. Out-of-school youth will be prepared to enter the workforce by addressing basic skill deficiencies, a lack in work readiness, and career alignment. Out-of-school youth who lack a high school diploma or GED, will be equipped with GED preparation and tutoring in order to be fully prepared to pass the exam. St. Jude's Ranch Life Sculpt will also focus on occupational skills training, mentoring, follow-up services, and financial literacy programs. Personalized plans will benefit each youth to reach their full potential and will assist with stabilizing each youth for independent living.</p>
Contact Person & Information:	<p>Myesha Wilson 702-294-7101 (office) 702-768-3076 (cell) myeshaw@stjudesranch.org</p>

Agenda Item 26. INFORMATION:

Executive Committee approved Youth Council's recommendation to contract with Lincoln County as the new fiscal agent for all Lincoln County WIA Youth programs effective July 1, 2014



Lincoln County Grants Administration
Lincoln County, Nevada

P.O. Box 539 – Pioche, Nevada 89043
Telephone (775) 962-8058
Fax (775) 962-5120

Ardell Galbreth
Executive Director
Workforce Connections
6330 W. Charleston Blvd.
Las Vegas, NV 89146

June 4, 2014

Dear Mr. Galbreth,

Please accept this letter of support from Lincoln County to serve as the fiscal agent for the Lincoln County Workforce Program starting July 1, 2014. It is with great pleasure that we support this important initiative by serving as the fiscal agent for the current youth contract # 11 YOU-WIA-TRIC-LCSD-03 ending September 30, 2014, and the recently approved new applications for next year's adult and youth programs in Lincoln County, Nevada. We look forward to working with the Workforce Connections team to ensure that the Lincoln County Workforce Program is successful in allocating funds for this project and supporting the needs of the community.

Thank you,

A handwritten signature in blue ink that reads "Elaine Zimmerman". The signature is fluid and cursive.

Elaine Zimmerman
Lincoln County Grants Administrator
ezimmerman@lincolnnv.com

cc:

Heather Desart
Jeannie Kuennen
Shawonda Nance
Jim Kostecki
Holly Gatzke
Darby Porter

Agenda Item 27. INFORMATION:

Executive Committee approved Youth Council's recommendation to amend HELP of Southern Nevada's PY2012 contract for an additional year in an amount not to exceed \$870,000 and extend the date to September 30, 2015 to serve 386 new In-School Youth



Program Year:	PY2012
Program/Agency Name:	HELP of Southern Nevada
Location:	1640 E Flamingo Rd #100 Las Vegas, NV 89119
Program Type: <i>(Please note the funding stream)</i>	WIA Youth Formula
Program Dates:	October 1, 2014 – September 30, 2015
Amount Recommended:	\$870,000
Cost Per:	\$2,250
# to Serve:	386
Target Population:	In School Youth
Program Description:	<p>HELP will provide services to WIA-eligible students who are enrolled at the following seven (7) high schools targeted for the Graduate Advocate Initiative:</p> <ul style="list-style-type: none"> • Basic • Bonanza • Chaparral • Cimarron-Memorial • Clark • Del Sol • Sunrise Mountain. <p>The services will target, but not be limited to, the following:</p> <ul style="list-style-type: none"> • High School seniors who have two (2) to three (3) credit deficiencies; • students who have been identified as unsuccessful in passing the Nevada High School Proficiency Exam; and/or; • students who face other barriers to graduation.
Contact Person & Info.:	Denise Gee, WORC Director 1640 E Flamingo Rd #100 Las Vegas, NV 89119 dgee@helpsonv.org

Agenda Item 28. INFORMATION:

Executive Committee approved Youth Council's recommendation to amend Nevada Partners, Inc.'s PY2012 contract for an additional year in an amount not to exceed \$880,000 and extend the date to September 30, 2015 to serve 391 new In-School Youth



Program Year:	PY2012
Program/Agency Name:	Nevada Partners, Inc.
Location:	710 W. Lake Mead Blvd., North Las Vegas, NV 89030
Program Type: <i>(Please note the funding stream)</i>	WIA Youth Formula
Program Dates:	October 1, 2014 – September 30, 2015
Amount Recommended:	\$880,000
Cost Per:	\$2,250
# to Serve:	391
Target Population:	In School Youth
Program Description:	<p>NPI will provide services to WIA-eligible students who are enrolled at the following eight (8) high schools targeted for the Graduate Advocate Initiative:</p> <ul style="list-style-type: none"> • Canyon Springs • Cheyenne • Desert Pines • Legacy • Mojave • Rancho • Valley • Western <p>The services will target, but not be limited to, the following:</p> <ul style="list-style-type: none"> • High School seniors who have two (2) to three (3) credit deficiencies; • students who have been identified as unsuccessful in passing the Nevada High School Proficiency Exam; and/or; • students who face other barriers to graduation.
Contact Person & Info.:	<p>Tiffany Tyler, Ph.D. 710 W. Lake Mead Boulevard, North Las Vegas, NV 89030 ttyler@nevadapartners.org</p>

Agenda Item 29. INFORMATION:

Executive Committee approved Youth Council's recommendation to amend Nevada Partners, Inc.'s PY2012 contract for an additional year in an amount not to exceed \$250,000 for the contract period July 1, 2014 through May 31, 2015 to serve 125 new In-School youth



Program Year:	PY2012
Program/Agency Name:	Nevada Partners, Inc.
Location:	710 W. Lake Mead Blvd., North Las Vegas, NV 89030
Program Type: <i>(Please note the funding stream)</i>	WIA Youth Formula
Program Dates:	July 1, 2014 – May 31, 2015
Amount Recommended:	\$250,000
Cost Per:	\$2,000
# to Serve:	125
Target Population:	In School Youth
Program Description:	<p>NPI will provide services to WIA-eligible students who are enrolled at the following eight (8) high schools targeted for the Graduate Advocate Initiative:</p> <ul style="list-style-type: none"> • Canyon Springs • Cheyenne • Desert Pines • Legacy • Mojave • Rancho • Valley • Western <p>The services will target, but not be limited to, the following:</p> <ul style="list-style-type: none"> • High School seniors who have two (2) to three (3) credit deficiencies; • students who have been identified as unsuccessful in passing the Nevada High School Proficiency Exam; and/or; • students who face other barriers to graduation.
Contact Person & Info.:	<p>Tiffany Tyler, Ph.D. 710 W. Lake Mead Boulevard, North Las Vegas, NV 89030 ttyler@nevadapartners.org</p>

Agenda Item 30. INFORMATION:

Budget & Finance Committee meeting minutes of June 11, 2014
(draft)

**WORKFORCE CONNECTIONS
MINUTES**

of the meeting of the

BUDGET & FINANCE COMMITTEE

The Budget & Finance Committee held a public meeting on Wednesday, June 11, 2014 beginning at 2:04 p.m. at the following location:

At its principal office at 6330 W. Charleston Blvd., Ste. 150
Bronze Conference Room,
Las Vegas, Nevada

The public was invited to attend at this location. The site has speakerphone and voice-stream link capability.

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

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

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). Staff members of Workforce Connections (WC) and members of the public were asked to sign in. (Sign in sheets are attached to the original minutes).

2. Discussion and Possible Action: Approval of the Agenda with inclusions of any emergency items or deletion of any items

A motion to approve the agenda presented by staff, made by Hannah Brown and seconded by Councilwoman Gerri Schroder. 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.

Hearing no comments, Dan Gouker, Chair closed the Public Comment Session.

4. Discussion and Possible Action: Approve the minutes of the previous Budget & Finance Committee meeting held on May 14, 2014.

Hannah Brown moved to approve the minutes of the May 14, 2014. Councilwoman Gerri Schroder seconded the motion. Motion carried.

5. Discussion and Possible Action: Review, Discuss, Accept, and Approve Reports

A. PY2013 WIA Formula Budget July 1, 2013 through June 30, 2014

Jim Kostecki reported on the current year-end budget with three requests on page 6 of the agenda packet, requesting funds to support these line items through the end of June.

- Line item 7050 - The budget is slightly over with last minute trainings.
- Line item 7055 - Travel and mileage. Mr. Kostecki sent out a notice to all staff requesting staff to submit their travel and mileage reports to finance prior to month-end. Finance then received reports with 4-6 months of mileage. Mr. Kostecki stated a formal policy on submission of travel and mileage expenditure reports would be forwarded to staff to alleviate a reoccurrence.
- Line item 7200 - Equipment-Operating Leases. There are copying costs included with the upcoming Anniversary of the One-Stop Career Center.

Hannah Brown moved to accept and approve the PY2013 WIA Formula Budget July 1, 2013 through June 30, 2014 report, and Councilman Bob Beers seconded the motion. Motion carried.

B. PY2014 WIA Formula Budget July 1, 2014 through June 30, 2015

Jim Kostecki reported at the last Budget & Finance Committee meeting the PY2014 budget had projected allocations of roughly \$19,300,000. Since that reporting, WC has received their true allocations from the State with an approximate \$96,000 increase over projections with the \$96,000 placed in Strategic Initiatives. Carol Turner interjected the fund in Strategic Initiative it is just enough to cover the first quarter of PY2015.

Councilwoman Gerri Schroder moved to accept and approve the PY2014 WIA Formula Budget July 1, 2014 through June 30, 2015 report and Councilman Bob Beers seconded the motion. Motion carried.

C. Budget vs. Actual Finance Report (Workforce Connections' Operations) for the period July 1, 2013 through June 30, 2014 (Formula WIA)

Mr. Kostecki presented and reported on the Budget vs. Actual Finance Report (Workforce Connections' Operations) for the period of July 1, 2013 through June 30, 2014 (Formula WIA) with expenditure rates through April 2014. Mr. Kostecki identified the two areas in yellow indicating:

- Line item 7050-Tuition, Training and Seminars expenses running high due to the Executive Director encouraging staff to attend relevant workforce and leadership training to support WC initiatives
- Line item 7100-Insurance due to WC paying all insurance upfront

Mr. Kostecki presented the new report for the One-Stop Career Center with expenditure rates through April 2014. Mr. Kostecki identified the two areas in yellow indicating:

- Line item 7050-Tuition, Training and Seminars is fully spent with no new additional trainings expected
- Line item 7100-Insurance due to WC paying all insurance upfront

Councilman Bob Beers moved to accept and approve the Budget vs. Actual Finance Report (Workforce Connections' Operations) for the period July 1, 2013 through June 30, 2014 (Formula WIA) report, and seconded by Councilwoman Gerri Schroder. Motion carried.

D. Awards & Expenditures – Monthly Update (Compliance and Operational Status of Service Providers)

Mr. Kostecki presented and reported on the Awards & Expenditures for invoicing through February 2014 on pages 25-27 of the agenda packet. Mr. Kostecki identified Latin Chamber of Commerce Communities Foundation highlighted in pink. Mr. Kostecki stated LCCCF had turnover in their fiscal staff. A pink paper was issued in an effort to initiate and expedite action by the LCCCF to seek temporary assistance for an interim period to support their fiscal accounting. This would allow WC staff to provide technical assistance to an interim fiscal department until permanent employees were hired, then further technical assistance as needed going forward. LCCCF has since brought in an accounting firm, and after an initial meeting, WC fiscal staff provided technical assistance on minimum requirements to continue funding to pay their bills, and technical assistance on completing month-end invoicing (April invoicing to be submitted to WC).

Ardell Galbreth reported Workforce Connections has two outstanding findings with the Department of Employment, Training and Rehabilitation (DETR) associated with questioned costs on the action taken by WC awarding contracts to the Las Vegas Urban League and the Academy for Human Development. The findings are a result of WC sole sourcing the two contracts where it should have initiated an RFP. WC has submitted justification and appropriate citations in reference to the findings, and awaiting response from DETR.

Councilman Beers queried the scope of the dollars for the two findings. Mr. Kostecki responded at the time of the monitoring it was \$191,000. WC terminated both contracts as of June 30, 2014 due to lack of additional funding, and Las Vegas Urban League moved out of their original location where WC had justified the support. Technically, DETR could question all of the funds spent up to June 30, 2014. To date, \$298,000 in April, and the expenditures of May/June are yet to be determined.

	Expenditures		% Spent	Remaining Balance
	Adult	DW		
WIA PY2011 One-Stop	2,129,326	1,191,850	66.22%	1,694,323
WIA PY2011 Home Office	2,707,376	1,060,669	74.40%	1,296,445
WIA PY11-PY12-PY13 Other (Disabilities, Re-Entry, Rural)	2,647,481	816,268	70.02%	1,483,251
WIA PY12-PY13 MOU's	149,838	148,980	63.58%	171,181
WIA PY2013 NEG		75,600	6.87%	1,024,400
Total PY11/PY12 Adult & Dislocated Worker	7,634,021	3,293,368	65.84%	5,669,611
	In-School	Out-of-School		
WIA PY2012 Youth General	3,014,608	512,030	68.33%	1,634,859
WIA PY12-13 Youth Re-Entry	52,040	377,206	71.54%	170,754
WIA PY2013 Youth Out-of-School	0	503,711	30.90%	1,126,289
WIA PY2013 Youth Rural and Tri-County	72,163	74,613	48.93%	153,224
Total Youth	3,138,811	1,467,561	59.89%	3,085,125
Direct Grants	Total Expended		% Spent	Remaining Balance
	1,430,604		62.88%	844,706

Councilwoman Gerri Schroder disclosed she serves on the Las Vegas Urban League's board of directors.

Councilman Bob Beers moved to accept and approve the Awards & Expenditures – Monthly Update (Compliance and Operational Status of Service Providers) report, and seconded by Councilwoman Gerri Schroder. Motion carried.

E. Funding Plans Adult/Dislocated Worker and Youth

Ms. Turner reported on the Adult and Dislocated Worker funding plan on page 28 of the agenda packet. WC has committed every dollar with a remaining balance of \$2,987. Ms. Turner stated there is a large amount of carry forward projecting \$5,300,000 for Adult and Dislocated Worker and \$1,295,000 National Emergency Grant (NEG) going forward. WC has set aside for next program year \$2,849,000 to ensure WC has funds for the first quarter of PY2015.

Ms. Turner reported on the Youth funding plans on page 29 of the agenda packet. Most of the youth contracts end September 30, 2014 with the carry forward expected at \$4,000,000, and higher than anticipated with a remaining balance (funds not committed) of \$239,755, and an additional \$250,000 for the PY2011 Youth contracts (Summer Component) not approved at the Youth Council.

Pending Projects or Contracts - ADW	Projection PY2014 Budget	Remaining Available Funds
PY2014 New Rural Contracts (Laughlin)	100,000	
PY2014 Higher Education Training/Pre-Apprenticeship (UNLV/CSN)	304,000	
Next Year Projections - First Quarter Obligations		1,800,000
Pending Contracts - Youth		
*PY2011 Youth contracts (Summer Component)	250,000	
PY2014 New Rural Contracts (Boulder City/Laughlin)	400,000	
PY2014 New Rural Contracts (Mesquite)	150,000	
Total		9,684,940

*PY2011 Youth contracts (Summer Component) - not approved at the Youth Council.

Hannah Brown moved to accept and approve the Funding Plans Adult, Dislocated Worker, and Youth report, and seconded by Councilwoman Gerri Schroder. Motion carried.

6. Discussion and Possible Action: Cancellation of the July 9, 2014 Budget & Finance Committee meeting.

Discussion ensued with the committee's pleasure to cancel the July 9, 2014 Budget & Finance Committee. After discussion, the Committee concurred to cancel the July 9, 2014 meeting; however, should there be the need for a July meeting of the Budget & Finance Committee, the meeting will be conducted via telephone.

Hannah Brown moved to approve the cancellation of the July 9, 2014 Budget & Finance Committee meeting, and seconded by Councilwoman Gerri Schroder. Motion carried.

7. Second Public Comment Session

Members of the public may now comment on any matter or topic, which is relevant to or within the authority or jurisdiction of the 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.

Hearing no comments, Dan Gouker, Chair closed the Public Comment Session.

8. Committee Comments

Councilman Beers commented that it appears that DETR is surprised by the per seat cost at the One-Stop Career Center, and requested a report for the August meeting, a comparison of major elements of equation, what's different, and what WC can do to decrease the cost. Carol Turner responded that DETR has known for 3-4 months, with Mr. Galbreth meeting with the DETR Leadership and DETR providing an informal approval. Staff will provide additional detail to explain that the majority of the cost was due to the depreciation of tenant improvements. WC is maintaining compliance with regard to the TAG Manual (Technical Assistance Guide) for how to fund One-Stop Career Centers. Those that benefit have to pay the cost, and charging the depreciation is required. If WC fills all thirty-eight seats (currently 33 seats), there is a potential reduction.

9. Adjournment unanimously approved at 2:35 p.m.

Respectfully submitted,
Dianne Tracy

Agenda Item 31. DISCUSSION AND POSSIBLE ACTION: REVIEW, DISCUSS, ACCEPT, AND APPROVE REPORTS

- a. PY2013 WIA Formula Budget July 1, 2013 through June 30, 2014 and Budget Narrative

workforceCONNECTIONS
PY2013 WIA Formula Budget
July 1, 2013 - June 30, 2014
(Budget - Last Revised - June 1, 2014)

Revenue by Funding Stream	Approved Budget PY2013	Proposed Budget PY2013	\$ Change	Available for LWIB Operations		Community Resource Allocations	TOTAL
				10% Admin	10% Program		
PY2013 Adult	10,665,753	10,665,753	-	1,066,575	1,066,575	8,532,603	10,665,753
PY2013 Dislocated Worker	4,140,823	4,140,823	-	414,082	414,082	3,312,659	4,140,823
PY2013 Youth	6,564,523	6,564,523	-	656,452	656,452	5,251,619	6,564,523
PY2011 Dislocated Worker - Addl. DETR Allocation Apr	557,139	557,139	-	66,977	66,978	423,184	557,139
PY2012 Dislocated Worker - Addl. DETR Allocation Apr	1,312,962	1,312,962	-	135,827	135,827	1,041,308	1,312,962
PY2011/2012 Adult Carry Forward	4,568,885	4,568,885	-	813,108	327,273	3,428,504	4,568,885
PY2011/2012 Dislocated Worker Carry Forward	231,085	231,085	-	110,089	-	120,996	231,085
PY2011/2012 Youth Carry Forward	3,695,991	3,695,991	-	473,789	241,825	2,980,377	3,695,991
Other Revenues (Interest)	25	25	-		25	-	25
Total Revenue by Funding Stream	\$ 31,737,186	\$ 31,737,186	\$ -	\$ 3,736,899	\$ 2,909,037	\$ 25,091,250	\$ 31,737,186
				Subtotal Board Operations \$ 6,645,936			

Notes:

1. PY2013 Estimated Revenues include WIA funding in the total amount of \$21,371,099
2. Carry forward funds have been estimated for PY2012 in the amount of \$10,366,062.
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 PY2013	Proposed Budget PY2013	\$ Change	One-Stop Center	One-Stop System	Community Resource Allocation	TOTAL
Adult Services	11,961,107	11,961,107	-	465,651	1,207,508	10,287,948	11,961,107
Dislocated Worker Services	4,898,147	4,898,147	-	199,565	517,504	4,181,078	4,898,147
Youth Services	8,231,996	8,231,996	-			8,231,996	8,231,996
Subtotal Community Resource Allocations	\$ 25,091,250	\$ 25,091,250	\$ -	\$ 665,216	\$ 1,725,012	\$ 22,701,022	\$ 25,091,250

Board Operations	Approved Budget PY2013	Proposed Budget PY2013	\$ Change	Admin	Program	Total
Subtotal Operating Expenditures	6,645,936	6,645,936	-	2,366,882	4,279,054	6,645,936
Total Expenditures	\$ 31,737,186	\$ 31,737,186		\$ 2,366,882	\$ 4,279,054	
Fund Balance	\$ -	\$ -		\$ 1,370,017	\$ (1,370,017)	\$ -

NOTE: PY2013 funding period is available July 1, 2013 through June 30, 2015 (after two years, funds revert to the State for one additional year)
PY2012 funding period is available July 1, 2012 through June 30, 2014 (after two years, funds revert to the State for one additional year)

workforceCONNECTIONS
PY2013 WIA Formula Budget
July 1, 2013 - June 30, 2014
(Budget - Last Revised - June 1, 2014)

Board Operations	Authorized FTE	Actual FTE	Original Budget PY2013	Proposed Budget PY2013	\$ Change	Admin	Program	Total
6500 Salaries	33.18	28.75	2,692,533	2,692,533	-	807,760	1,884,773	2,692,533
7000 Accounting and Auditing			300,000	300,000	-	300,000	-	300,000
7005 Legal Fees			50,000	50,000	-	50,000	-	50,000
7010 Legal Publication Advertising			18,000	18,000	-	6,480	11,520	18,000
7020 Licenses and Permits			3,000	3,000	-	1,080	1,920	3,000
7025 Dues and Subscriptions			15,000	15,000	-	5,400	9,600	15,000
7030 Postage and Delivery			6,000	6,000	-	2,160	3,840	6,000
7035 Printing and Reproduction			6,000	6,000	-	2,160	3,840	6,000
7040 Office Supplies			24,000	24,000	-	8,640	15,360	24,000
7045 Systems Communications			80,000	80,000	-	28,800	51,200	80,000
7050 Tuition, Training, and Seminars - Staff			40,000	45,000	5,000	16,200	28,800	45,000
7055 Travel and Mileage - Staff			42,000	47,000	5,000	16,920	30,080	47,000
7060 Utilities			30,000	30,000	-	10,800	19,200	30,000
7065 Telephone			30,000	30,000	-	10,800	19,200	30,000
7070 Rent (Offices)			264,723	264,723	-	95,300	169,423	264,723
7075 Facilities Repairs & Maintenance			50,000	50,000	-	18,000	32,000	50,000
7080 Admin Support Contracts			135,000	135,000	-	135,000	-	135,000
7085 Program Support Contracts			210,000	210,000	-	-	210,000	210,000
7085 Program Support Contracts - IT NVTrac/Web			121,800	121,800	-	-	121,800	121,800
7090 Non-Board Meetings and Outreach			43,000	43,000	-	15,480	27,520	43,000
7095 Board Meetings and Travel			18,000	18,000	-	-	18,000	18,000
7100 Insurance			47,500	47,500	-	17,100	30,400	47,500
7100-7120 Employee Fringe Benefits			846,140	846,140	-	253,842	592,298	846,140
7125 Employer Payroll Taxes			80,777	80,777	-	24,233	56,544	80,777
7130/7135 Payroll Services and Bank Fees			11,000	11,000	-	11,000	-	11,000
7200 Equipment - Operating Leases			25,000	30,000	5,000	10,800	19,200	30,000
8500 Capital - Equipment and Furniture			202,000	202,000	-	72,720	129,280	202,000
8900 Strategic Initiative - WIA			54,463	39,463	(15,000)	14,207	25,256	39,463
8900 Strategic Initiative - WIA (1st Quarter PY2014)			1,200,000	1,200,000	-	432,000	768,000	1,200,000
Subtotal Board Operations			6,645,936	6,645,936	-	2,366,882	4,279,054	6,645,936

**Workforce Connections
Program Year 2013
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 PY2013 allotted funds are in the amount of \$21,371,099. Funding is allocated among the three funding streams: Adult - \$10,665,753, Dislocated Worker - \$4,140,823, Youth - \$6,564,523.

Overall funding for PY2013 is projected to increase by \$1,868,559 (10%), compared to the PY 2012 WIA allocation which was \$19,502,540.

Other anticipated funding includes operating carry forward funds from PY2012 WIA allocation of \$10,366,062 and interest at \$25.

Total budgeted revenues for PY2013 are \$31,737,186.

Expenditures – Community Resource Allocation:

In May 2014, the Board approved contracts totaling \$4,500,000 of WIA Adult & Dislocated Worker and NEG funds for the One-Stop Center partners; \$4,430,000 of WIA Adult & Dislocated Worker and NEG funds for the Home Office partners; and \$450,000 of WIA Youth and \$700,000 of WIA Adult & Dislocated Worker contracts for rural services. The contracts funded by WIA Adult & Dislocated Worker funds will begin July 1, 2014 and October 1, 2014 for the WIA Youth funded contracts. In addition, \$800,000 of WIA Adult funds were awarded to the Nevada Department of Corrections for pre-release training and employment services to incarcerated individuals to begin October 1, 2014. Finally, \$700,000 of WIA Adult funds were awarded to Foundation for an Independent Tomorrow's Re-entry program for training and employment services to the re-entry population and to serve post-release individuals who are released from the Nevada Department of Corrections.

Administrative and Program Operating Expenditures – Board Staff:

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

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

- 6500 - Salaries: \$2,692,533** –Allocated costs for administrative and program staff salaries.
- 7000 - Accounting and Auditing: \$300,000** –Allocated costs for the A-133 audit as well as extended accounting, financial consulting, and technical support.
- | | |
|---------------------|-----------|
| A-133 Audit | \$ 80,000 |
| Auditing Services | \$ 55,000 |
| Accounting Services | \$165,000 |
- 7005 Legal Fees: \$50,000** –Allocated costs for legal services in areas such as board and official open meetings preparation including review of agendas, contract agreements, RFPs, and policies.
- 7010 Legal Publication Advertising: \$18,000** – Allocated costs for legal publications including job postings, Request for Proposals notices, and controlled advertisements.
- 7020 Licenses and Permits: \$3,000** – Allocated costs for software licenses and permits associated with new computers or purchased upgrades for current software.
- 7025 Dues and Subscriptions: \$15,000** – Allocated costs for memberships in trade and technical associations that benefit Workforce Connections’ outreach and oversight initiatives. They offer valuable key contacts for workforce/economic development and technical information support.
- 7030 Postage and Delivery: \$6,000** –Allocated costs for postage and mail delivery including such activities as routine postage, courier delivery service, and Federal Express delivery.
- 7035 Printing and Reproduction: \$6,000** – 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: \$24,000** – Allocated costs for various office supplies needed for daily operations.
- 7045 Systems Communications: \$80,000** – Allocated costs for support systems such as data backup, T-1 computer lines, and web hosting for internal e-mail support.
- 7050 Tuition, Training, and Seminars (Staff): \$45,000 – An increase of \$5,000 – The increase is requested to fund additional training opportunities.** – Allocated costs for local and out-of-town staff training and seminars for both local and out-of-town locations for fiscal, program, and systems management.
- 7055 Travel and Mileage (Staff): \$47,000 – An increase of \$5,000 – The increase is requested based on an analysis of spending April.** Allocated costs for local mileage and out-of-town

staff travel for grant related matters, State and USDOL sponsored training and conferences. Mileage includes an array of programmatic and fiscal activities, local and rural areas site reviews and monitoring visits to ensure compliance with WIA initiatives and work plans.

- 7060 Utilities: A new line item \$30,000** – Allocated costs for utilities for the new location. Utilities are included in our current lease agreement.
- 7065 Telephone: \$30,000** – Allocated costs for all activities related to telephone services including local and long distance phone charges and wireless communication.
- 7070 Rent (Offices): \$264,723** – Allocated costs for Workforce Connections’ office space for staff in support of the Board’s administrative and programmatic functions.
- 7075 Facilities Maintenance: \$50,000** – Allocated costs for equipment or facility repairs and maintenance.
- 7080 Admin Support Contracts: \$135,000** – Allocated costs for administrative support agreements and temporary staffing with focus on administrative, fiscal, and personnel management.
- 7085 Program Support Contracts: \$210,000** – Allocated costs for program support training agreements and security guard costs.
- 7085 Program Support Contracts – IT NVTrac and Web: \$121,800** – Allocated costs for temporary staffing to support program and data support activities.
- 7090 Non-Board Meetings and Outreach: \$43,000** – Allocated costs for business and employer outreach initiatives to attract businesses and establish partnerships for workforce development and employer services.
- 7095 Board Meetings and Travel: \$18,000** – Allocated costs for facility and event related charges tied to board and committee meetings and Board travel to grant activities.
- 7100 Insurance: \$47,500** – 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.
- 7100-7120 Employee Fringe Benefits: \$846,140** – Allocated costs for employee benefits including medical, dental, life insurance, and Public Employees Retirement System (PERS) contributions. A rate of 35% of the total salaries is used to calculate the fringe benefits.
- 7125 - Employer Payroll Taxes: \$80,777** – Allocated costs for employer payroll taxes which are calculated at 3% of total salaries.
- 7130-7135 Bank/Payroll Services: \$11,000** – Allocated costs for various banking services which include wire transfers, ACH payments, and payroll services.
- | | |
|------------------|---------|
| Bank Fees | \$6,000 |
| Payroll Services | \$5,000 |

- 7200 Equipment – Operating Leases: \$30,000 – An increase of \$5,000 – The increase is requested based on an analysis of spending through April.** 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: \$202,000** – Allocated costs for equipment and furniture including computers, servers, and furniture for administrative and programmatic support staff.
- 8900 Strategic Initiatives: \$1,239,463 – A decrease of \$15,000 – The decrease is a result of the requested reallocations to support the line items above.** This account line was created to utilize and track strategic projects in support of workforce initiatives with detailed tactics and strategies in response to unanticipated high demand workforce needs. These funds are available to be allocated for future workforce initiatives approved by the Board.

workforceCONNECTIONS
PY 2013 WIA Formula Budget
One Stop Center - Charleston
(Budget - Last Revised - June 1, 2014)

One-StopCenter	Authorized FTE	Actual FTE	Approved Budget PY2013	Proposed Budget PY2013	\$ Change	Admin	Program	Total
6500 Salaries	3.95	2.95	267,361	267,361	-		267,361	267,361
7000 Accounting and Auditing					-		-	-
7005 Legal Fees					-		-	-
7010 Legal Publication Advertising					-		-	-
7020 License and Permits					-		-	-
7025 Dues and Subscriptions			1,000	1,000	-		1,000	1,000
7030 Postage and Delivery			2,820	2,820	-		2,820	2,820
7035 Printing and Reproduction			6,000	6,000	-		6,000	6,000
7040 Office Supplies			20,000	20,000	-		20,000	20,000
7045 Systems Comm./Telephone Support			25,500	25,500	-		25,500	25,500
7050 Tuition, Training, and Seminars - Staff					-		-	-
7055 Travel and Mileage - Staff			2,000	2,000	-		2,000	2,000
7060 Utilities			13,800	13,800	-		13,800	13,800
7065 Telephone			2,700	2,700	-		2,700	2,700
7070 Facility Rent/Lease			64,032	64,032	-		64,032	64,032
7075 Facilities Repairs and Maintenance			16,082	16,082	-		16,082	16,082
7080 Admin Support Contracts					-		-	-
7085 Program Support Contracts			14,000	14,000	-		14,000	14,000
7085 Program Support Contracts - IT NVTrac/Web					-		-	-
7090 Non-Board Meetings and Outreach			1,800	1,800	-		1,800	1,800
7095 Board Meetings and Travel					-		-	-
7100 Insurance			12,900	12,900	-		12,900	12,900
7100-7120 Employee Fringe Benefits			85,177	85,177	-		85,177	85,177
7125 Employer Payroll Taxes			8,021	8,021	-		8,021	8,021
7130/7135 Payroll Services and Bank Fees			450	450	-		450	450
7200 Equipment - Operating Leases			18,000	18,000	-		18,000	18,000
8500 Capital - Equipment and Furniture			5,750	5,750	-		5,750	5,750
8510 Capital - Software NVTrac - Data System					-		-	-
8900 Strategic Initiative - WIA			12,823	12,823	-		12,823	12,823
GASB Depreciation			85,000	85,000	-		85,000	85,000
Subtotal One-Stop Center			665,216	665,216	-	-	665,216	665,216
Per Partner Cost - 38 Total			\$ 17,505.68	\$ 17,505.68				

workforceCONNECTIONS
PY 2013 WIA Formula Budget
One Stop System
(Budget - Last Revised - June 1, 2014)

One-Stop System	Authorized FTE	Actual FTE	Approved Budget PY2013	Proposed Budget PY2013	\$ Change	Admin	Program	Total
6500 Salaries	10.08	9.08	655,204	655,204	-		655,204	655,204
7000 Accounting and Auditing					-			-
7005 Legal Fees					-			-
7010 Legal Publication Advertising			1,000	1,000	-		1,000	1,000
7020 License and Permits			500	500	-		500	500
7025 Dues and Subscriptions			1,000	1,000	-		1,000	1,000
7030 Postage and Delivery			3,180	3,180	-		3,180	3,180
7035 Printing and Reproduction			4,500	4,500	-		4,500	4,500
7040 Office Supplies			7,500	7,500	-		7,500	7,500
7045 Systems Comm./Telephone Support			11,310	11,310	-		11,310	11,310
7050 Tuition, Training, and Seminars - Staff			6,256	6,256	-		6,256	6,256
7055 Travel and Mileage - Staff			13,480	13,480	-		13,480	13,480
7060 Utilities			16,200	16,200	-		16,200	16,200
7065 Telephone			3,720	3,720	-		3,720	3,720
7070 Facility Rent/Lease			75,168	75,168	-		75,168	75,168
7075 Facilities Repairs and Maintenance			19,898	19,898	-		19,898	19,898
7080 Admin Support Contracts					-			
7085 Program Support Contracts			390,159	390,159	-		390,159	390,159
7085 Program Support Contracts - IT NVTrac/Web			37,200	37,200	-		37,200	37,200
7090 Non-Board Meetings and Outreach			25,000	25,000	-		25,000	25,000
7095 Board Meetings and Travel					-			
7100 Insurance			9,000	9,000	-		9,000	9,000
7100-7120 Employee Fringe Benefits			208,321	208,321	-		208,321	208,321
7125 Employer Payroll Taxes			19,656	19,656	-		19,656	19,656
7130-7135 Payroll Services and Bank Fees			500	500	-		500	500
7200 Equipment - Operating Leases			8,000	8,000	-		8,000	8,000
8500 Capital - Equipment and Furniture			208,260	208,260	-		208,260	208,260
8510 Capital - Software NVTrac - Data System					-		-	-
8900 Strategic Initiative - WIA			-	-	-		-	-
GASB Depreciation					-		-	-
Subtotal One-Stop System			1,725,012	1,725,012	-	-	1,725,012	1,725,012

Agenda Item 31. DISCUSSION AND POSSIBLE ACTION: REVIEW, DISCUSS, ACCEPT, AND APPROVE REPORTS

- b. PY2014 WIA Formula Budget July 1, 2014 through June 30, 2015 and Budget Narrative

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

Revenue by Funding Stream	Approved Budget PY2013	Proposed Budget PY2014	\$ Change	Available for LWIB Operations		Community Resource Allocations	TOTAL
				10% Admin	10% Program		
PY2013 Adult	4,280,000	4,280,000	-	530,000	530,000	3,220,000	4,280,000
PY2013 Dislocated Worker	1,020,000	1,020,000	-	-	-	1,020,000	1,020,000
PY2013 Youth	4,000,000	4,000,000	-	350,000	350,000	3,300,000	4,000,000
PY2014 Adult	8,900,000	7,763,005	(1,136,995)	776,301	776,301	6,210,403	7,763,005
PY2014 Dislocated Worker	4,500,000	5,706,078	1,206,078	570,608	570,608	4,564,862	5,706,078
PY2014 Youth	5,900,000	5,927,060	27,060	592,706	592,706	4,741,648	5,927,060
Other Revenues (Program Income and Interest)	60,025	60,025	-		25	60,000	60,025
Total Revenue by Funding Stream	\$ 28,660,025	\$ 28,756,168	\$ 96,143	\$ 2,819,615	\$ 2,819,640	\$ 23,116,913	\$ 28,756,168
			0.3%	Subtotal Board Operations	\$ 5,639,255		

Notes:

1. PY2014 Estimated Revenues include WIA funding in the total amount of \$19,396,143.
2. Carry forward funds have been estimated for PY2013 in the amount of \$9,300,000.
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 PY2013	Proposed Budget PY2014	\$ Change	One-Stop Centers	One-Stop System	Community Resource Allocations	TOTAL
Adult Services	10,340,000	9,430,403	(909,597)	484,485	1,210,327	7,735,591	9,430,403
Dislocated Worker Services	4,680,000	5,644,862	964,862	207,636	518,712	4,918,514	5,644,862
Youth Services	8,020,000	8,041,648	21,648			8,041,648	8,041,648
Subtotal Community Resource Allocations	\$ 23,040,000	\$ 23,116,913	\$ 76,913	\$ 692,121	\$ 1,729,039	\$ 20,695,753	\$ 23,116,913

Board Operations	Approved Budget PY2013	Proposed Budget PY2014	\$ Change	Admin	Program	Total
Subtotal Operating Expenditures	5,620,025	5,639,255	19,230	1,991,325	3,647,930	5,639,255
Total Expenditures	\$ 28,660,025	\$ 28,756,168		\$ 1,991,325	\$ 3,647,930	
Fund Balance	\$ -	\$ -		\$ 828,290	\$ (828,290)	\$ -

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

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

Board Operations	Authorized FTE	Actual FTE	Approved Budget PY2013	Proposed Budget PY2014	\$ Change	Admin	Program	Total
6500 Salaries	33.18	27.38	2,692,533	2,692,533	-	807,760	1,884,773	2,692,533
7000 Accounting and Auditing			273,000	273,000	-	273,000	-	273,000
7005 Legal Fees			70,000	70,000	-	70,000	-	70,000
7010 Legal Publication Advertising			18,000	18,000	-	6,480	11,520	18,000
7020 Licenses and Permits			3,000	3,000	-	1,080	1,920	3,000
7025 Dues and Subscriptions			15,000	15,000	-	5,400	9,600	15,000
7030 Postage and Delivery			6,000	6,000	-	2,160	3,840	6,000
7035 Printing and Reproduction			11,000	11,000	-	3,960	7,040	11,000
7040 Office Supplies			24,000	24,000	-	8,640	15,360	24,000
7045 Systems Communications			80,000	80,000	-	28,800	51,200	80,000
7050 Tuition, Training, and Seminars - Staff			40,000	40,000	-	14,400	25,600	40,000
7055 Travel and Mileage - Staff			42,000	42,000	-	15,120	26,880	42,000
7060 Utilities			30,000	30,000	-	10,800	19,200	30,000
7065 Telephone			30,000	30,000	-	10,800	19,200	30,000
7070 Facilities Rent/Lease			189,414	189,414	-	68,189	121,225	189,414
7075 Facilities Repairs and Maintenance			40,000	40,000	-	14,400	25,600	40,000
7080 Admin Support Contracts			112,000	112,000	-	112,000	-	112,000
7085 Program Support Contracts			210,000	210,000	-	-	210,000	210,000
7085 Program Support Contracts - IT NVTrac/Web			105,000	105,000	-	-	105,000	105,000
7090 Non-Board Meetings and Outreach			43,000	43,000	-	15,480	27,520	43,000
7095 Board Meetings and Travel			18,000	18,000	-	-	18,000	18,000
7100 Insurance			50,000	50,000	-	18,000	32,000	50,000
7100-7120 Employee Fringe Benefits			846,140	846,140	-	253,842	592,298	846,140
7125 Employer Payroll Taxes			80,777	80,777	-	24,233	56,544	80,777
7130/7135 Payroll Services and Bank Fees			11,000	11,000	-	11,000	-	11,000
7200 Equipment - Operating Leases			25,000	25,000	-	9,000	16,000	25,000
8500 Capital - Equipment and Furniture			72,500	72,500	-	26,100	46,400	72,500
8500 Capital - Tenant Improvements			19,950	19,950	-	7,182	12,768	19,950
8900 Strategic Initiative - WIA			462,711	481,941	19,230	173,499	308,442	481,941
Subtotal Board Operations			5,620,025	5,639,255	19,230	1,991,325	3,647,930	5,639,255

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

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

Revenues:

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

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

Other anticipated funding includes estimated operating carry forward funds from PY2013 WIA allocation of \$9,300,000 and program income/interest at \$60,025.

Total budgeted revenues for PY2014 are \$28,756,168.

Expenditures – Community Resource Allocation:

In May 2014, the Board approved contracts totaling \$4,500,000 of WIA Adult & Dislocated Worker and NEG funds for the One-Stop Center partners; \$4,430,000 of WIA Adult & Dislocated Worker and NEG funds for the Home Office partners; and \$450,000 of WIA Youth and \$700,000 of WIA Adult & Dislocated Worker contracts for rural services. The contracts funded by WIA Adult & Dislocated Worker funds will begin July 1, 2014 and October 1, 2014 for the WIA Youth funded contracts. In addition, \$800,000 of WIA Adult funds were awarded to the Nevada Department of Corrections for pre-release training and employment services to incarcerated individuals to begin October 1, 2014. Finally, \$700,000 of WIA Adult funds were awarded to Foundation for an Independent Tomorrow's Re-entry program for training and employment services to the re-entry population and to serve post-release individuals who are released from the Nevada Department of Corrections.

Administrative and Program Operating Expenditures – Board Staff:

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

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

6500 - Salaries: \$2,692,533 –Allocated costs for administrative and program staff salaries.

7000 - Accounting and Auditing: \$273,000 – Allocated costs for the A-133 audit as well as extended accounting, financial consulting, and technical support.

A-133 Audit	\$ 80,000
Auditing Services	\$ 28,000
Accounting Services	\$165,000

7005 Legal Fees: \$70,000 – Allocated costs for legal services in areas such as board and official open meetings preparation including review of agendas, contract agreements, RFPs, and policies.

7010 Legal Publication Advertising: \$18,000 – Allocated costs for legal publications including job postings, Request for Proposals notices, and controlled advertisements.

7020 Licenses and Permits: \$3,000 – Allocated costs for software licenses and permits associated with new computers or purchased upgrades for current software.

7025 Dues and Subscriptions: \$15,000 – Allocated costs for memberships in trade and technical associations that benefit Workforce Connections’ outreach and oversight initiatives. They offer valuable key contacts for workforce/economic development and technical information support.

7030 Postage and Delivery: \$6,000 –Allocated costs for postage and mail delivery including such activities as routine postage, courier delivery service, and Federal Express delivery.

7035 Printing and Reproduction: \$11,000 – Allocated costs for monthly copier per copy charges and other ancillary copying and printing costs associated with Board administration and daily operations.

7040 Office Supplies: \$24,000 – Allocated costs for various office supplies needed for daily operations.

7045 Systems Communications: \$80,000 – Allocated costs for support systems such as data backup, T-1 computer lines, and web hosting for internal e-mail support.

- 7050 Tuition, Training, and Seminars (Staff): \$40,000** –Allocated costs for local and out-of-town staff training and seminars for both local and out-of-town locations for fiscal, program, and systems management.
- 7055 Travel and Mileage (Staff): \$42,000** – Allocated costs for local mileage and out-of-town staff travel for grant related matters, State and USDOL sponsored training and conferences. Mileage includes an array of programmatic and fiscal activities, local and rural areas site reviews and monitoring visits to ensure compliance with WIA initiatives and work plans.
- 7060 Utilities: A new line item \$30,000** – Allocated costs for utilities for the new location. Utilities are included in our current lease agreement.
- 7065 Telephone: \$30,000** – Allocated costs for all activities related to telephone services including local and long distance phone charges and wireless communication.
- 7070 Rent (Offices): \$189,414** – Allocated costs for Workforce Connections’ office space for staff in support of the Board’s administrative and programmatic functions.
- 7075 Facilities Maintenance: \$40,000** – Allocated costs for equipment or facility repairs and maintenance.
- 7080 Admin Support Contracts: \$112,000** – Allocated costs for administrative support agreements and temporary staffing with focus on administrative, fiscal, and personnel management.
- 7085 Program Support Contracts: \$210,000** – Allocated costs for program support training agreements and security guard costs.
- 7085 Program Support Contracts – IT NVTrac and Web: \$105,000** – Allocated costs for temporary staffing to support program and data support activities.
- 7090 Non-Board Meetings and Outreach: \$43,000** – Allocated costs for business and employer outreach initiatives to attract businesses and establish partnerships for workforce development and employer services.
- 7095 Board Meetings and Travel: \$18,000** –Allocated costs for facility and event related charges tied to board and committee meetings and Board travel to grant activities.
- 7100 Insurance: \$50,000** – Allocated costs for Board anticipated liability insurance costs for workers’ compensation, general business liability, auto, and Board of Directors’ and officers’ omission and errors liability.
- 7100-7120 Employee Fringe Benefits: \$846,140** –Allocated costs for employee benefits including medical, dental, life insurance, and Public Employees Retirement System (PERS) contributions. A rate of 35% of the total salaries is used to calculate the fringe benefits.
- 7125 - Employer Payroll Taxes: \$80,777** –Allocated costs for employer payroll taxes which are calculated at 3% of total salaries.

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

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

7200 Equipment – Operating Leases: \$25,000 – 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: \$92,450 – Allocated costs for equipment and furniture including computers, servers, and furniture for administrative and programmatic support staff.

8900 Strategic Initiatives: \$481,941 – An increase of \$19,230 – The increase is a result of receiving our actual PY2014 funding allotment versus using previously estimated numbers. These funds are available to be allocated for future workforce initiatives approved by the Board.

**WORKFORCE CONNECTIONS
PY2014 WIA Formula Budget
One Stop Center - Charleston
(Budget Revision - June 1, 2014)**

One-StopCenter	Authorized FTE	Actual FTE	Approved Budget PY2013	Proposed Budget PY2014	\$ Change	Admin	Program	Total
6500 Salaries	3.95	3.95	267,361	267,361	-	8,021	259,340	267,361
7000 Accounting and Auditing			12,000	12,000	-	12,000	-	12,000
7005 Legal Fees					-			-
7010 Legal Publication Advertising					-			-
7020 Licenses and Permits					-			-
7025 Dues and Subscriptions			1,000	1,000	-		1,000	1,000
7030 Postage and Delivery			2,820	2,820	-		2,820	2,820
7035 Printing and Reproduction			6,000	6,000	-		6,000	6,000
7040 Office Supplies			20,000	20,000	-		20,000	20,000
7045 Systems Communications			25,500	25,500	-		25,500	25,500
7050 Tuition, Training, and Seminars - Staff					-			-
7055 Travel and Mileage - Staff			2,000	2,000	-		2,000	2,000
7060 Utilities			13,800	13,800	-		13,800	13,800
7065 Telephone			2,700	2,700	-		2,700	2,700
7070 Facility Rent/Lease			65,160	65,160	-		65,160	65,160
7075 Facilities Repairs and Maintenance			16,082	16,082	-		16,082	16,082
7080 Admin Support Contracts			6,600	6,600	-	6,600	-	6,600
7085 Program Support Contracts			14,000	14,000	-		14,000	14,000
7085 Program Support Contracts - IT NVTrac/Web					-			-
7090 Non-Board Meetings and Outreach			1,800	1,800	-		1,800	1,800
7095 Board Meetings and Travel					-			-
7100 Insurance			12,900	12,900	-		12,900	12,900
7100-7120 Employee Fringe Benefits			85,177	85,177	-		85,177	85,177
7125 Employer Payroll Taxes			8,021	8,021	-		8,021	8,021
7130/7135 Payroll Services and Bank Fees			450	450	-	450	-	450
7200 Equipment - Operating Leases			18,000	18,000	-		18,000	18,000
7200 Non-capitalized Equipment and Furniture			5,750	5,750	-		5,750	5,750
GASB Depreciation			85,000	85,000	-		85,000	85,000
8900 Strategic Initiative - WIA			20,000	20,000	-		20,000	20,000
Subtotal One-Stop Center			692,121	692,121	-	27,071	665,050	692,121

Per Partner Seat Cost

33 \$ 20,973.36

**WORKFORCE CONNECTIONS
PY2014 WIA Formula Budget
One Stop System
(Budget Revision - June 1, 2014)**

One-Stop System	Authorized FTE	Actual FTE	Approved Budget PY2013	Proposed Budget PY2014	\$ Change	Admin	Program	Total
6500 Salaries	10.08	9.08	655,204	655,204	-	19,656	635,548	655,204
7000 Accounting and Auditing			15,000	15,000	-	15,000	-	15,000
7005 Legal Fees			30,000	30,000	-	30,000	-	30,000
7010 Legal Publication Advertising			1,000	1,000	-		1,000	1,000
7020 Licenses and Permits			500	500	-		500	500
7025 Dues and Subscriptions			1,000	1,000	-		1,000	1,000
7030 Postage and Delivery			3,180	3,180	-		3,180	3,180
7035 Printing and Reproduction			4,500	4,500	-		4,500	4,500
7040 Office Supplies			7,500	7,500	-		7,500	7,500
7045 Systems Communications			11,310	11,310	-		11,310	11,310
7050 Tuition, Training, and Seminars - Staff			6,256	6,256	-		6,256	6,256
7055 Travel and Mileage - Staff			13,480	13,480	-		13,480	13,480
7060 Utilities			16,200	16,200	-		16,200	16,200
7065 Telephone			3,720	3,720	-		3,720	3,720
7070 Facility Rent/Lease			74,964	74,964	-		74,964	74,964
7075 Facilities Repairs and Maintenance			19,898	19,898	-		19,898	19,898
7080 Admin Support Contracts			16,400	16,400	-	16,400	-	16,400
7085 Program Support Contracts			288,400	288,400	-		288,400	288,400
7085 Program Contracts - Workforce Dev. Academy			200,000	200,000	-		200,000	200,000
7085 Program Contracts - IT NVTrac/Web			15,000	15,000	-		15,000	15,000
7090 Non-Board Meetings and Outreach			25,000	25,000	-		25,000	25,000
7095 Board Meetings and Travel			-	-	-		-	-
7100 Insurance			9,000	9,000	-		9,000	9,000
7100-7120 Employee Fringe Benefits			208,321	208,321	-		208,321	208,321
7125 Employer Payroll Taxes			19,656	19,656	-		19,656	19,656
7130-7135 Payroll Services and Bank Fees			500	500	-	500	-	500
7200 Equipment - Operating Leases			8,000	8,000	-		8,000	8,000
8500 Capital - Equipment and Furniture			10,000	10,000	-		10,000	10,000
8510 Capital - Tenant Improvements			15,050	15,050	-		15,050	15,050
8900 Strategic Initiative - WIA			50,000	50,000	-		50,000	50,000
Subtotal One-Stop System			1,729,039	1,729,039	-	81,556	1,647,483	1,729,039

Agenda Item 31. DISCUSSION AND POSSIBLE ACTION: REVIEW, DISCUSS, ACCEPT, AND APPROVE REPORTS

- c. Budget vs. Actual Finance Report (Workforce Connections' Operations) for the period July 1, 2013 through June 30, 2014 (Formula WIA)

For the Period : July 1, 2013 through June 30, 2014

PY2013 WIA Formula Expenses
Administrative and Program Operating Budget

											% of Program Year Concluded		83.30%
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	807,760	1,884,773	2,692,533	381,547	1,480,731	1,862,278	426,213	404,042	830,255	47.24%	78.56%	69.16%
7000	Accounting and Auditing	300,000	0	300,000	220,790	0	220,790	79,210	0	79,210	73.60%	0.00%	73.60%
7005	Legal Fees	50,000	0	50,000	14,086	0	14,086	35,914	0	35,914	28.17%	0.00%	28.17%
7010	Legal Publication Advertising	6,480	11,520	18,000	1,254	4,703	5,957	5,226	6,817	12,043	19.35%	40.83%	33.09%
7020	Licenses and Permits	1,080	1,920	3,000	44	205	250	1,036	1,715	2,750	4.11%	10.70%	8.33%
7025	Dues and Subscriptions	5,400	9,600	15,000	1,801	6,870	8,671	3,599	2,730	6,329	33.35%	71.56%	57.81%
7030	Postage & Delivery	2,160	3,840	6,000	527	2,009	2,537	1,633	1,831	3,463	24.41%	52.32%	42.28%
7035	Printing and Reproduction	2,160	3,840	6,000	902	2,751	3,654	1,258	1,089	2,346	41.78%	71.65%	60.90%
7040	Office Supplies	8,640	15,360	24,000	5,228	14,630	19,858	3,412	730	4,142	60.51%	95.25%	82.74%
7045	System Communications	28,800	51,200	80,000	15,459	47,036	62,495	13,341	4,164	17,505	53.68%	91.87%	78.12%
7050	Tuition, Training and Seminars	14,400	25,600	40,000	8,237	31,323	39,561	6,163	-5,723	439	57.20%	122.36%	98.90%
7055	Travel and Mileage (Staff)	15,120	26,880	42,000	7,744	29,670	37,415	7,376	-2,790	4,585	51.22%	110.38%	89.08%
7060	Utilities	10,800	19,200	30,000	4,212	16,068	20,280	6,588	3,132	9,720	39.00%	83.69%	67.60%
7065	Telephone	10,800	19,200	30,000	3,532	13,176	16,708	7,268	6,024	13,292	32.71%	68.63%	55.69%
7070	Rent	95,300	169,423	264,723	41,670	169,545	211,216	53,630	-122	53,507	43.73%	100.07%	79.79%
7075	Facilities Maintenance	18,000	32,000	50,000	7,116	31,617	38,733	10,884	383	11,267	39.53%	98.80%	77.47%
7080/7085	Support Contracts	135,000	331,800	466,800	71,532	243,770	315,302	63,468	88,030	151,498	52.99%	73.47%	67.55%
7090	Non-Board Meetings & Outreach	15,480	27,520	43,000	4,882	21,278	26,160	10,598	6,242	16,840	31.53%	77.32%	60.84%
7095	Board Meetings and Travel	0	18,000	18,000	0	13,887	13,887	0	4,113	4,113	0.00%	77.15%	77.15%
7100	Insurance	17,100	30,400	47,500	8,789	35,334	44,123	8,311	-4,934	3,377	51.40%	116.23%	92.89%
7120	Employee Fringe Benefits	253,842	592,298	846,140	123,903	473,010	596,913	129,939	119,288	249,227	48.81%	79.86%	70.55%
7125	Employer Payroll Taxes	24,233	56,544	80,777	10,006	37,420	47,426	14,227	19,124	33,351	41.29%	66.18%	58.71%
7130/7135	Payroll Services and Bank Fees	3,960	7,040	11,000	4,563	0	4,563	-603	7,040	6,437	115.22%	0.00%	41.48%
7200	Equipment - Operating Leases	9,000	16,000	25,000	4,331	17,396	21,727	4,669	-1,396	3,273	48.12%	108.73%	86.91%
8500	Equipment and Furniture	72,720	129,280	202,000	20,715	73,589	94,303	52,005	55,691	107,697	28.49%	56.92%	46.68%
8900	Strategic Initiative (Operations)	451,607	802,856	1,254,463	0	0	0	451,607	802,856	1,254,463	0.00%	0.00%	0.00%
	Total	2,359,842	4,286,094	6,645,936	962,872	2,766,020	3,728,892	1,396,970	1,520,074	2,917,044	40.80%	64.53%	56.11%

Legend	
Correct Now	
Watch	
OK	

April-Budget to Actual Variances

- 1. Account 7050 – Tuition, Training and Seminars – Expenses are running high because the Executive Director encourages staff to attend relevant workforce and leadership training to support Workforce Connections initiatives. We are requesting a budget reallocation from strategic initiative of \$5,000 in a prior agenda item.**
- 2. Account 7100 – Insurance – This account is running high because we pay all of our insurance upfront. For the end of June we then prepay the portion that pertains to next year. This account will be in line by the end of June.**

ONE STOP

APRIL 2014 YTD REPORT

PY2013 WIA Formula Expenses
Center Operating Budget

For the Period : July 1, through June 30, 2014

Line Item Number	Operating Expenses	Budget			Actual			Remaining			% Expended			83.00%
		CENTER	SYSTEM	Total	CENTER	SYSTEM	Total	CENTER	SYSTEM	Total	CENTER	SYSTEM	Total	
6500	Salaries	267,361	655,204	922,565	73,358	285,954	359,313	194,003	369,250	563,252	27.44%	43.64%	38.95%	
7000	Accounting and Auditing	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	
7005	Legal Fees	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	
7010	Legal Publication Advertising	0	1,000	1,000	0	0	0	0	1,000	1,000	0.00%	0.00%	0.00%	
7020	Licenses and Permits	0	500	500	0	0	0	0	500	500	0.00%	0.00%	0.00%	
7025	Dues and Subscriptions	1,000	1,000	2,000	407	200	607	593	800	1,393	40.69%	20.00%	30.35%	
7030	Postage & Delivery	2,820	3,180	6,000	972	224	1,197	1,848	2,956	4,804	34.48%	7.05%	19.94%	
7035	Printing and Reproduction	6,000	4,500	10,500	3,955	898	4,853	2,045	3,602	5,647	65.92%	19.95%	46.22%	
7040	Office Supplies	20,000	7,500	27,500	16,086	5,424	21,510	3,914	2,076	5,990	80.43%	72.32%	78.22%	
7045	System Communications	25,500	11,310	36,810	21,434	9,535	30,969	4,066	1,775	5,841	84.06%	84.30%	84.13%	
7050	Tuition, Training and Seminars	0	6,256	6,256	0	6,224	6,224	0	32	32	0.00%	99.49%	99.49%	
7055	Travel and Mileage (Staff)	2,000	13,480	15,480	0	2,561	2,561	2,000	10,919	12,919	0.00%	19.00%	16.54%	
7060	Utilities (Included in Rent)	13,800	16,200	30,000	9,471	10,831	20,303	4,329	5,369	9,697	68.63%	66.86%	67.68%	
7065	Telephone	2,700	3,720	6,420	2,529	1,676	4,205	171	2,044	2,215	93.67%	45.05%	65.50%	
7070	Rent	64,032	75,168	139,200	52,452	60,348	112,800	11,580	14,820	26,400	81.92%	80.28%	81.03%	
7075	Facilities Maintenance	16,082	19,898	35,980	8,970	11,920	20,890	7,112	7,978	15,090	55.77%	59.91%	58.06%	
7080/7085	Support Contracts	14,000	427,359	441,359	12,875	346,656	359,531	1,125	80,703	81,828	91.97%	81.12%	81.46%	
7090	Non-Board Meetings & Outreach	1,800	25,000	26,800	0	12,275	12,275	1,800	12,725	14,525	0.00%	49.10%	45.80%	
7095	Board Meetings and Travel	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%	
7100	Insurance	12,900	9,000	21,900	10,106	11,622	21,728	2,794	-2,622	172	78.34%	129.13%	99.22%	
7120	Employee Fringe Benefits	85,177	208,321	293,498	19,474	93,711	113,184	65,703	114,610	180,314	22.86%	44.98%	38.56%	
7125	Employer Payroll Taxes	8,021	19,656	27,677	3,295	11,072	14,367	4,726	8,584	13,310	41.08%	56.33%	51.91%	
7130/7135	Payroll Services and Bank Fees	450	500	950	166	578	744	284	-78	206	36.96%	115.59%	78.34%	
7200	Equipment - Operating Leases	18,000	8,000	26,000	13,160	2,969	16,129	4,840	5,031	9,871	73.11%	37.11%	62.03%	
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	5,750	208,260	214,010	5,709	115,761	121,470	41	92,499	92,540	99.28%	55.58%	56.76%	
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)	12,823	0	12,823	0	0	0	12,823	0	12,823	0.00%	0.00%	0.00%	
GASB	DEPRECIATION	85,000	0	85,000	0	0	0	85,000	0	85,000	0.00%	0.00%	0.00%	
	Total	665,216	1,725,012	2,390,228	254,420	990,439	1,244,859	410,796	734,573	1,145,369	38.25%	25.69%	52.08%	

April-Budget to Actual Variances One-Stop

- 1. Account 7050 – Tuition, Training and Seminars – The budget has been fully spent and no new additional trainings are expected on the One-Stop budget prior to the end of June.**
- 2. Account 7100 – Insurance – This account is running high because we pay all of our insurance upfront. For the end of June we then prepay the portion that pertains to next year. This account will be in line by the end of June.**

Agenda Item 31. DISCUSSION AND POSSIBLE ACTION: REVIEW, DISCUSS, ACCEPT, AND APPROVE REPORTS

- d. Awards & Expenditures (Compliance and Operational Status of Service Providers/Funded Partners) - Monthly Update

**Workforce Connections
Awards and Expenditures
Program Year 2011/2012/2013 Adult/Dislocated Worker Programs
May 31, 2014**

Amounts for Providers reflect invoiced allowable expenditures through April 2014. Starred lines only reflect expenditures through March 2014.

Providers highlighted in red are on high risk status.

Providers highlighted in pink have an active pink paper.

WIA PY11 One-Stop

Provider	Contract Dates	Contract Award	Adult Expenditures	DW Expenditures	Total Invoiced	% Spent	Remaining Balance
Bridge Counseling Associates	6/1/13-6/30/14	\$ 400,000	\$ 124,794	\$ 87,769	\$ 212,564	53.14%	\$ 187,436
Foundation for an Independent Tomorrow	6/1/13-6/30/14	\$ 850,000	\$ 417,939	\$ 222,921	\$ 640,860	75.40%	\$ 209,140
GNJ Family Life Center	6/1/13-6/30/14	\$ 550,000	\$ 233,364	\$ 142,859	\$ 376,222	68.40%	\$ 173,778
Goodwill of Southern Nevada	6/1/13-6/30/14	\$ 400,000	\$ 183,791	\$ 67,418	\$ 251,209	62.80%	\$ 148,791
Latin Chamber Foundation *	6/1/13-6/30/14	\$ 800,000	\$ 245,298	\$ 126,086	\$ 371,385	46.42%	\$ 428,615
Nevada Hospital Association	6/1/13-6/30/14	\$ 400,000	\$ 137,465	\$ 140,547	\$ 278,012	69.50%	\$ 121,988
Nevada Partners, Inc	6/1/13-6/30/14	\$ 1,215,500	\$ 660,465	\$ 255,684	\$ 916,149	75.37%	\$ 299,351
So. NV Regional Housing Authority	6/1/13-6/30/14	\$ 400,000	\$ 126,211	\$ 148,566	\$ 274,777	68.69%	\$ 125,223
Total		\$ 5,015,500	\$ 2,129,326	\$ 1,191,850	\$ 3,321,177	66.22%	\$ 1,694,323

WIA PY11 Home Office

Provider	Contract Dates	Contract Award	Adult Expenditures	DW Expenditures	Total Invoiced	% Spent	Remaining Balance
Bridge Counseling Associates	7/1/13-6/30/14	\$ 600,000	\$ 271,048	\$ 81,213	\$ 352,260	58.71%	\$ 247,740
Foundation for an Independent Tomorrow	7/1/13-6/30/14	\$ 650,000	\$ 285,188	\$ 235,000	\$ 520,188	80.03%	\$ 129,812
GNJ Family Life Center	7/1/13-6/30/14	\$ 800,000	\$ 418,172	\$ 238,816	\$ 656,988	82.12%	\$ 143,012
Goodwill of Southern Nevada	7/1/13-6/30/14	\$ 600,000	\$ 390,000	\$ 91,992	\$ 481,992	80.33%	\$ 118,008
Latin Chamber Foundation *	7/1/13-6/30/14	\$ 600,000	\$ 250,407	\$ 113,844	\$ 364,251	60.71%	\$ 235,749
Nevada Hospital Association	7/1/13-6/30/14	\$ 600,000	\$ 388,717	\$ 244,854	\$ 413,203	68.87%	\$ 186,797
Nevada Partners, Inc	7/1/13-6/30/14	\$ 614,500	\$ 372,226	\$ 152,918	\$ 525,143	85.46%	\$ 89,357
So. NV Regional Housing Authority	7/1/13-6/30/14	\$ 600,000	\$ 331,619	\$ 122,401	\$ 454,020	75.67%	\$ 145,980
Total		\$ 5,064,500	\$ 2,707,376	\$ 1,060,669	\$ 3,768,045	74.40%	\$ 1,296,455

WIA PY11/12/13 Other (Disabilities, Re-Entry, Rural, Veterans)

Provider	Contract Dates	Contract Award	Adult Expenditures	DW Expenditures	Total Invoiced	% Spent	Remaining Balance
Easter Seals Nevada - Disabilities	4/1/13-6/30/14	\$ 800,000	\$ 325,648	\$ 65,974	\$ 391,622	48.95%	\$ 408,378
Foundation for an Independent Tomorrow - Re-Entry	7/1/12-6/30/14	\$ 1,400,000	\$ 1,240,422	\$ -	\$ 1,240,422	88.60%	\$ 159,578
Las Vegas Clark County Urban League - Veterans	2/1/14-6/30/15	\$ 800,000	\$ 10,371	\$ 60,235	\$ 70,606	8.83%	\$ 729,394
Lincoln County School District - Rural	10/1/12-6/30/14	\$ 142,000	\$ 60,642	\$ 25,453	\$ 86,095	60.63%	\$ 55,905
Nye Communities Coalition - Rural	7/1/11-6/30/14	\$ 1,805,000	\$ 1,010,398	\$ 664,607	\$ 1,675,004	92.80%	\$ 129,996
Total		\$ 4,947,000	\$ 2,647,481	\$ 816,268	\$ 3,463,749	70.02%	\$ 1,483,251

WIA PY12/13 MOUs

Provider	Contract Dates	Contract Award	Adult Expenditures	DW Expenditures	Total Invoiced	% Spent	Remaining Balance
Academy of Human Development	8/1/13-10/31/14	\$ 150,000	\$ 60,952	\$ 60,952	\$ 121,904	81.27%	\$ 28,096
Las Vegas Clark County Urban League	2/1/13-1/31/14	\$ 150,000	\$ 73,631	\$ 73,631	\$ 147,262	98.17%	\$ 2,738
Las Vegas Clark County Urban League	2/1/14-6/30/15	\$ 170,000	\$ 15,255	\$ 14,398	\$ 29,653	17.44%	\$ 140,347
Total		\$ 470,000	\$ 149,838	\$ 148,980	\$ 298,819	63.58%	\$ 171,181

WIA PY13 NEG

Provider	Contract Dates	Contract Award	Adult Expenditures	DW Expenditures	Total Invoiced	% Spent	Remaining Balance
Easter Seals Nevada	12/1/13-6/30/14	\$ 100,000	\$ -	\$ -	\$ -	0.00%	\$ 100,000
Foundation for an Independent Tomorrow	12/1/13-6/30/14	\$ 150,000	\$ -	\$ -	\$ -	0.00%	\$ 150,000
Latin Chamber Foundation	1/1/14-6/30/14	\$ 100,000	\$ -	\$ 21,707	\$ 21,707	21.71%	\$ 78,293
GNJ Family Life Center	12/1/13-6/30/14	\$ 150,000	\$ -	\$ 5,895	\$ 5,895	3.93%	\$ 144,105
Goodwill of Southern Nevada	12/1/13-6/30/14	\$ 150,000	\$ -	\$ 4,250	\$ 4,250	2.83%	\$ 145,750
Nevada Hospital Association	12/1/13-6/30/14	\$ 150,000	\$ -	\$ 24,290	\$ 24,290	16.19%	\$ 125,710
Nevada Partners, Inc	12/1/13-6/30/14	\$ 150,000	\$ -	\$ -	\$ -	0.00%	\$ 150,000
So. NV Regional Housing Authority	12/1/13-6/30/14	\$ 150,000	\$ -	\$ 19,458	\$ 19,458	12.97%	\$ 130,542
Total		\$ 1,100,000	\$ -	\$ 75,600	\$ 75,600	6.87%	\$ 1,024,400

Total PY11-PY12 Adult/DW	\$ 16,597,000	\$ 7,634,021	\$ 3,293,368	\$ 10,927,389	65.84%	\$ 5,669,611
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70%

30%

**Workforce Connections
Awards and Expenditures
Program Year 2011/2012/2013 Youth Programs
May 31, 2014**

Amounts for Providers reflect invoiced allowable expenditures through April 2014. Starred lines only reflect expenditures through March 2014.

Providers highlighted in red are on high risk status.

Providers highlighted in pink have an active pink paper.

WIA PY12 Youth General

Provider	Contract Dates	Contract Award	Youth In-School Expenditures	Youth Out-Of-School Expenditures	Total Invoiced	% Spent	Remaining Balance
Goodwill of So. Nevada-PY12 Youth with Disabilities	3/1/13-6/30/14	\$ 500,000	\$ 55,180	\$ 251,774	\$ 306,954	61.39%	\$ 193,046
HELP of So. Nevada-PY12 Youth In School	7/1/12-9/30/14	\$ 1,820,903	\$ 1,253,017	\$ -	\$ 1,253,017	68.81%	\$ 567,886
Nevada Partners, Inc-PY12 Youth In School	7/1/12-9/30/14	\$ 1,940,594	\$ 1,357,957	\$ -	\$ 1,357,957	69.98%	\$ 582,637
Olive Crest-PY12 Foster Youth	3/1/13-6/30/14	\$ 500,000	\$ 196,684	\$ 153,113	\$ 349,796	69.96%	\$ 150,204
So. NV Regional Housing Authority PY12 Youth Housing	5/1/13-9/30/14	\$ 400,000	\$ 151,770	\$ 107,144	\$ 258,914	64.73%	\$ 141,086
Total		\$ 5,161,497	\$ 3,014,608	\$ 512,030	\$ 3,526,638	68.33%	\$ 1,634,859
			85%	15%			

WIA PY12-13 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	7/1/12-9/30/14	\$ 600,000	\$ 52,040	\$ 377,206	\$ 429,246	71.54%	\$ 170,754
Total		\$ 600,000	\$ 52,040	\$ 377,206	\$ 429,246	71.54%	\$ 170,754
			12%	88%			

WIA PY13 Youth Out-of-School

Provider	Contract Dates	Contract Award	Youth In-School Expenditures	Youth Out-Of-School Expenditures	Total Invoiced	% Spent	Remaining Balance
GNJ Family Life Center-PY13 Youth Out of School	10/1/13-9/30/14	\$ 720,000	\$ -	\$ 262,212	\$ 262,212	36.42%	\$ 457,788
HELP of So. Nevada-PY13 Youth Out of School	10/1/13-9/30/14	\$ 660,000	\$ -	\$ 232,857	\$ 232,857	35.28%	\$ 427,143
Latin Chamber Foundation *	2/1/14-9/30/14	\$ 250,000	\$ -	\$ 8,643	\$ 8,643	3.46%	\$ 241,357
Total		\$ 1,630,000	\$ -	\$ 503,711	\$ 503,711	30.90%	\$ 1,126,289
			0%	100%			

WIA PY13 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	10/1/13-9/30/14	\$ 100,000	\$ 25,265	\$ 13,006	\$ 38,271	38.27%	\$ 61,729
Nye Communities Coalition-PY11 Year Round	10/1/13-9/30/14	\$ 200,000	\$ 46,898	\$ 61,607	\$ 108,505	54.25%	\$ 91,495
Total		\$ 300,000	\$ 72,163	\$ 74,613	\$ 146,776	48.93%	\$ 153,224
			49%	51%			
Total Youth		\$ 7,691,497	\$ 3,138,811	\$ 1,467,561	\$ 4,606,372	59.89%	\$ 3,085,125
			68%	32%			

**Workforce Connections
Awards and Expenditures
Program Year 2011/2012/2013 Direct Programs
May 31, 2014**

Amounts for Internal Programs reflect expenditures as of May 31, 2014.

Amounts for Providers reflect invoiced allowable expenditures through April 2014. Starred lines only reflect expenditures through March 2014.

Direct Grants

Program	WC FTE	Contract Dates	Contract Award	Total Expended	% Spent	Remaining Balance
Americorps YouthBuild PY12		8/15/12-8/14/13	23,820	\$ 23,820	100.00%	-
Americorps YouthBuild PY13	0.13	8/15/13-8/14/14	25,000	\$ 14,766	59.06%	10,234
US Fish & Wildlife - WC		6/28/11-12/31/16	27,500	\$ 25,330	92.11%	2,170
Youth Build PY11 - WC	1.78	6/1/11-5/31/14	1,100,000	\$ 1,081,004	98.27%	18,996
Youth Build PY13 - WC	3.28	7/15/13-11/14/16	940,406	\$ 246,362	26.20%	694,044
Youth Build PY13 - CCSD DRHS		10/1/13-9/30/15	158,584	\$ 39,322	24.80%	119,262
Total	5.18		2,275,310	1,430,604	62.88%	844,706

Agenda Item 31. DISCUSSION AND POSSIBLE ACTION: REVIEW, DISCUSS, ACCEPT, AND APPROVE REPORTS

- e. Funding Plans – Monthly Update

Workforce Connections Adult and Dislocated Worker Funding Plan PY 2014 Projections													
	Prior Year PY2013 Budget	Carry Forward PY2013 Budget	Projection PY2014 Budget	Remaining Available Funds	Projections Based on Monthly Invoices							Projected PY2014 TOTAL	Remaining
					Jul-Sep 2014 3 Months	Oct-Dec 2014 3 Months	Jan-Mar 2015 3 Months	Apr-Jun 2015 3 Months	Next Program Year	Next Program Year	Next Program Year		
REVENUES (Estimated July 1, 2014)													
PY2011/2012 Incentive Funding for Performance	Unknown												
PY2012 Adult and DW Funding	6,670,071												
PY2013 Adult and DW Funding	14,806,576	5,300,000		5,300,000	3,829,274	1,470,726					5,300,000	-	
PY2013/2014 DW Natl Emergency Grant (NEG) Funding	1,400,000	1,295,000		1,295,000	323,750	323,750	323,750	323,750			1,295,000	-	
PY2014 Adult and DW Funding (Estimate)			13,469,083	13,469,083		2,483,549	4,054,274	4,079,273	2,849,000		13,466,096	2,987	
PY2014 Program Income (One-Stop Billing) and Interest			60,025	60,025	15,006	15,006	15,006	15,007	-		60,025	-	
TOTAL REVENUES	22,876,647	6,595,000	13,529,108	20,124,108 -12.03%	4,168,030	4,293,030	4,393,030	4,418,030	2,849,000		20,121,121	2,987	
EXPENDITURES												0.00 Months	
Community Resources													
Home Office ADW Contracts (RFP Award)	5,833,950		3,605,000	3,605,000	901,250	901,250	901,250	901,250			3,605,000		
Home Office NEG Contracts	1,330,000	825,000		825,000	206,250	206,250	206,250	206,250			825,000		
One-Stop Consortium ADW Contracts (RFP Award)	5,045,000		3,860,000	3,860,000	965,000	965,000	965,000	965,000			3,860,000		
One-Stop Consortium NEG Contracts		400,000		400,000	100,000	100,000	100,000	100,000			400,000		
Rural ADW Contracts (RFP Award)	678,446		700,000	700,000	175,000	175,000	175,000	175,000			700,000		
PY2014 New Adult and DW Contracts (Pre-Release Corrections)			800,000	800,000		100,000	200,000	200,000	300,000		800,000		
Adults with Disabilities Home Office - No Cost Extension	729,448	320,000		320,000	80,000	80,000	80,000	80,000			320,000		
Reentry Home Office Extension	782,573		700,000	700,000	175,000	175,000	175,000	175,000			700,000		
Veterans One-Stop Partner	800,000	600,000		600,000	150,000	150,000	150,000	150,000			600,000		
One-Stop System Operations	1,675,012		1,729,039	1,729,039	400,000	400,000	400,000	400,000			1,600,000		
One-Stop Center Operations (Charleston)	665,216		692,121	692,121	173,030	173,030	173,030	173,030			692,121		
Operations													
Administration and Programs	4,617,394	1,060,000	2,693,818	3,753,818	749,000	749,000	749,000	749,000	749,000		3,745,000		
PY2013/2014 Administration and Programs (NEG)	70,000	70,000		70,000	17,500	17,500	17,500	17,500			70,000		
Pending Contracts													
PY2014 New Rural Contracts (Laughlin)			100,000	100,000		25,000	25,000	50,000			100,000		
PY2014 Higher Education Training/Pre-Apprenticeship (UNLV/CSN)			304,000	304,000	76,000	76,000	76,000	76,000			304,000		
Next Year Projection - First Quarter Obligations	2,003,865								1,800,000		1,800,000		
TOTAL	24,230,904	3,275,000	15,183,978	18,458,978	4,168,030	4,293,030	4,393,030	4,418,030	2,849,000		20,121,121		

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

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

Workforce Connections Youth Funding Plan PY 2014 Projections												
	Prior Year PY2013 Budget	Carry Forward PY2013 Budget	Current Year PY2014 Budget	Available Funds	Projections Based on Monthly Invoices							
					Jul-Sep 2014 3 Months	Oct-Dec 2014 3 Months	Jan-Mar 2015 3 Months	Apr-Jun 2015 3 Months	Next Program Year	Projected PY2014 TOTAL	Remaining	
REVENUES (Estimated July 1, 2014)												
PY2012 Youth Funding	3,695,991			-							-	-
PY2013 Youth Funding	6,564,523	4,000,000		4,000,000	1,896,988	2,103,012					4,000,000	-
PY2014 Youth Funding			5,924,695	5,924,695	-	(156,024)	1,946,988	1,946,988	1,946,988		5,684,940	239,755
TOTAL REVENUES	10,260,514	4,000,000	5,924,695	9,924,695	1,896,988	1,946,988	1,946,988	1,946,988	1,946,988		9,684,940	239,755
				-3.27%								
EXPENDITURES												0.12
Community Resource Contracts												Months
Youth In-School Contracts (15 School Locations)	2,540,866	525,000	1,750,000	2,275,000	525,000	437,500	437,500	437,500	437,500		2,275,000	
Out-of-School Youth Contracts	2,406,870	590,000	1,600,000	2,190,000	590,000	400,000	400,000	400,000	400,000		2,190,000	
PY2014 Youth Re-entry	402,097	87,500	300,000	387,500	87,500	75,000	75,000	75,000	75,000		387,500	
Youth with Disabilities	465,558		500,000	500,000		125,000	125,000	125,000	125,000		500,000	
Former Foster Care	445,093		500,000	500,000		125,000	125,000	125,000	125,000		500,000	
PY2014 Youth Rural Contracts (RFP Award July 1, 2014)	463,563	87,500	450,000	537,500	87,500	112,500	112,500	112,500	112,500		537,500	
PY2014 Youth Summer Component (Public Housing)	450,000	140,000	400,000	540,000	140,000	100,000	100,000	100,000	100,000		540,000	
Operations												
PY2014 Administration and Programs	2,296,141	700,000	1,184,940	1,884,940	376,988	376,988	376,988	376,988	376,988		1,884,940	
PY2014 Workforce Development Academy			70,000	70,000		17,500	17,500	17,500	17,500		70,000	
Pending Contracts												
PY2011 Youth Contracts (Summer Component)	350,000	250,000		250,000	50,000	50,000	50,000	50,000	50,000		250,000	
PY2014 New Rural Contracts (Boulder City/Laughlin)		400,000		400,000	40,000	90,000	90,000	90,000	90,000		400,000	
PY2014 New Rural Contracts (Mesquite)			150,000	150,000		37,500	37,500	37,500	37,500		150,000	
TOTAL	9,820,188	2,780,000	6,904,940	9,684,940	1,896,988	1,946,988	1,946,988	1,946,988	1,946,988		9,684,940	

PY2013 funding period is available April 1, 2013 through June 30, 2015 (after twenty seven months, funds revert to the State for one additional year)

PY2014 funding period is available April 1, 2014 through June 30, 2016 (after twenty seven months, funds revert to the State for one additional year)

Agenda Item 31. DISCUSSION AND POSSIBLE ACTION: REVIEW, DISCUSS, ACCEPT, AND APPROVE REPORTS

- f. Workforce Connections' Professional Services Contracts – Monthly Update

**WORKFORCE CONNECTIONS & ONE-STOP CAREER CENTER
PROFESSIONAL SERVICES CONTRACTS
As of 06/11/2014**

Contractor/Consultant Scope of Work Summary	Amount of Contract	Procurement Method & WISS/State Approval**	Renewal Status	Term of Contract
<p align="center">ALLIED BARTON SECURITY SERVICES One-Stop Center & WC Administrative Offices Security Services</p> <p align="center">Amendment #1 Contract Renewal</p>	<p align="center">\$80,000.00</p> <p align="center">\$80,000.00</p>	Competitive [State Procurement Process]	Recently renewed	7/1/2013 to 6/30/2015
<p align="center">JOHN CHAMBERLIN ARRA/WIA Program/Fiscal Attorney Technical Assistance</p> <p align="center">Amendment #1 Procurement Technical Assistance & SNWA LEO Technical Assistance</p> <p align="center">Amendment #2 Board & Staff Technical Assistance for Program Year 2012 Strategic Plan</p> <p align="center">Amendment #3 Board Strategic Planning</p> <p align="center">Amendment #4 Continuation of PY2013 Strategic Plan</p> <p align="center">Amendment #5 Legal Status of New Workforce Federal PY2013 Legislation & "SKILLS ACT"</p>	<p align="center">\$20,000.00</p> <p align="center">\$15,000.00</p> <p align="center">\$10,000.00</p> <p align="center">\$20,000.00</p> <p align="center">\$1,000.00</p> <p align="center">\$10,000.00</p>	Sole Source	Currently not being considered for renewal	4/1/2008 to 6/30/2014
<p align="center">COVERALL HEALTH BASED CLEANING SYSTEM SERVICES & SUPPLIES Cleaning & Maintenance of Administrative Offices & One-Stop Center</p>	\$38,412.00	Competitive	Based on performance, may be considered for renewal	12/13/2013 to 12/13/2014

Contractor/Consultant Scope of Work Summary	Amount of Contract	Procurement Method & WISS/State Approval**	Renewal Status	Term of Contract
<p>CST PROJECT CONSULTING Development of Responses to Clear PY2010 A-133 Audit findings</p> <p>Amendment #1 Development and Establishment of an Effective Cash Management System</p> <p>Amendment #2 Fiscal Technical Assistance for WC Cash Management System</p> <p>Amendment #3 Fiscal Technical Assistance</p>	<p>\$74,990.00</p> <p>\$163,184.00</p> <p>\$163,440.00</p> <p>\$163,440.00</p>	Sole Source	Based on performance, may be considered for renewal	9/15/2011 to 1/1/2015
<p>LAURA DIEKEN Software Development</p>	\$26,400.00	Competitive	Currently not being considered for renewal	8/7/2013 to 6/30/2014
<p>GREG NEWTON ASSOCIATES One-Stop System Planning Training</p> <p>Amendment # 1 Partners One-Stop System Training</p> <p>Amendment #2 One-Stop Training for New Partners</p> <p>Amendment #3 Business Services Procedures</p> <p>Amendment #4 Contract Renewal</p>	<p>\$25,200.00</p> <p>\$8,400.00</p> <p>\$10,000.00</p> <p>\$15,000.00</p> <p>No Cost Amendment</p>	Competitive	Recently renewed	8/1/2012 to 6/30/2015

Contractor/Consultant Scope of Work Summary	Amount of Contract	Procurement Method & WISS/State Approval**	Renewal Status	Term of Contract
<p>JANTEC Temporary Employment Services for Workforce Connections Temporary Employees</p> <p>Amendment# 1 Youth WEX Special discount</p> <p>Amendment# 2 Contract Renewal</p> <p>Amendment# 2 Contract Renewal</p> <p>Amendment #3 Contract Renewal</p>	32.4% overhead cost	Competitive	Based on performance, may be considered for award	2/12/2011 to 2/12/2015
<p>TAKA KAJIYAMA Software Development</p> <p>Amendment #1 Software Development</p>	<p>\$62,400.00</p> <p>\$60,000.00</p>	Competitive	Recently renewed	8/7/2013 to 6/30/2015
<p>MARQUIS AURBACH COFFING Board Legal Counsel</p>	\$100,000.00	Competitive	Recently renewed	1/31/2014 to 1/30/2015
<p>MICHAEL MEADE One-Stop Website Copywriting Services</p>	\$1,250.00	Competitive	Currently not being considered for renewal	1/2/2014 to 6/30/2014

Contractor/Consultant Scope of Work Summary	Amount of Contract	Procurement Method & WISS/State Approval**	Renewal Status	Term of Contract
<p>MACEY PRINCE CONSULTANTS</p> <p>Fiscal & Procurement Technical Assistance</p> <p>Amendment #1</p> <p>Funded Partners & DETR Fiscal Training</p> <p>Amendment #2</p> <p>Modification to hourly rate</p> <p>Amendment #3</p> <p>Development of Procurement Manual and Modifications and Revisions to Fiscal Policies and Procedures</p> <p>Amendment #4</p> <p>Staff & Workforce Community RFP Training</p> <p>Amendment #5</p> <p>Fiscal Aspects of High Risk Contracts & Procurement Manual</p>	<p>\$5,000.00</p> <p>\$20,000.00</p> <p>No cost amendment</p> <p>\$25,000.00</p> <p>\$20,000.00</p> <p>\$15,000.00</p>	<p>Competitive</p>	<p>Based on performance, will be renewed</p>	<p>9/23/2011 to 6/30/2014</p>
<p>PIERCY BOWLER TAYLOR & KERN</p> <p>A-133 AUDITING SERVICES–PY2010</p> <p>Contract Extension</p> <p>A-133 AUDITING SERVICES for Program Year 2011</p> <p>Amendment #1</p> <p>A-133 AUDITING SERVICES for Program Year 2012</p> <p>Amendment #2</p> <p>Change in Amendment #1 Terms</p> <p>Amendment #3</p> <p>Additional Work Performed</p>	<p>\$219,296.67</p> <p>\$75,724.00</p> <p>\$75,724.00</p> <p>No cost</p> <p>\$15,000.00</p>	<p>Competitive</p>	<p>Will be renewed</p>	<p>9/15/2011 to 3/31/2014</p>

Contractor/Consultant Scope of Work Summary	Amount of Contract	Procurement Method & WISS/State Approval**	Renewal Status	Term of Contract
PRISM GLOBAL MANAGEMENT GROUP HR Services Amendment #1 HR Services Amendment #2 HR Services Amendment #3 HR Services Amendment #4 HR Services	\$40,000.00 \$27,000.00 \$8,000.00 \$164,000.00 for 2 years \$72,000	Competitive	Recently renewed	9/22/2011 to 9/30/2015
PUNAM MATHER Staff Leadership/Organizational Training	\$25,000.00	Competitive	Currently not being considered for renewal	11/1/2013 to 6/30/2014
RED 7 COMMUNICATIONS One-Stop and WC Outreach Services Amendment #1 Continuation of Outreach Services New Contract Outreach Services	\$15,000.00 \$7,500.00 \$24,000	Competitive Competitive	Recently renewed	9/1/2013 to 5/31/2014 7/1/2014 To 6/30/2015

Contractor/Consultant Scope of Work Summary	Amount of Contract	Procurement Method & WISS/State Approval**	Renewal Status	Term of Contract
SIN CITY MAD MEN Web Development Services Amendment #1 Maintenance of WC Web Site Amendment #2 Maintenance of One-Stop Web Site Amendment #3 One-Stop Web Development Amendment #4 One-Stop Web Development Amendment #5 WC and One-Stop Web Development	\$8,000.00 \$26,120.00 \$61,500.00 \$7,200.00 \$5,444.00 \$60,000.00	Competitive	Recently renewed	11/5/2012 to 6/30/2015
STRATEGIC PROGRESS Research and Assistance in Grant Writing Amendment #1 Research & Assistance in Grant Writing	\$8,000.00 per grant (not to exceed \$24,000.00) No Cost	Competitive	Based on performance, may be considered for renewal	10/1/2012 to 10/31/2014
ANNIE V. WHITE, PHD Staff Team Building Training Amendment #1 Continuation of Staff Team Building	\$3,500.00 \$10,000.00	Competitive	Currently not being considered for renewal	4/5/2013 to 6/30/2014

Contractor/Consultant Scope of Work Summary	Amount of Contract	Procurement Method & WISS/State Approval**	Renewal Status	Term of Contract
WORKPLACE ESL SOLUTIONS Staff Training - Basic Office & Communications Skills Workshop Amendment #1 Staff Training-Basic Skills Monitoring Reports Amendment #2 Continuation of Improvement of Staff's Basic Writing Skills Amendment #3 Staff Writing Skills	\$2,000.00 \$5,000.00 \$10,000.00 \$5,000.00	Competitive	Currently not being considered for renewal	4/9/2013 to 6/30/2014

****All noted Professional Services contracts & the procurement process has been previously reviewed & approved by DETR and are in compliance with DETR's Policy 3.1 which states: Professional services with state prior authorization for the 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; 29 CFR 97.36 (d)(4)(i)(c)**

Agenda Item 32. DISCUSSION AND POSSIBLE ACTION:

Executive Director's Report ~ Ardell Galbreth

***Executive Director's Report
June 24, 2014***

Rural Counties Update

- **Nye County**
- In April 2014, Nye Community Coalition hosted a “Rapid Response Hiring Event”
 - Four employers represented at least 20 job openings in Pahrump
 - About 75 job seekers attended the event
- Nye Community Coalition has been constantly producing good quality employment and services numbers, e.g., client registration, delivery of core services, job readiness workshops, GED testing, etc.

- **Lincoln County**
- Great traction in all areas—particularly business/employer engagement
 - Because of active business/employer outreach efforts, there are more work experience worksites available to youth participants
 - From local are businesses to Lincoln County Courthouse, all are on board in hiring youth to employ over the summer and/or some on a permanent bases
- Recent staff changes and LEO support and involvement have made a difference
- Lincoln County School District—the current fiscal agent for the area’s WIA grant turned down the award
 - Staff sought and secured Lincoln County Grants Administration to accept the award and serve as an WIA fiscal agent for Lincoln County

Workforce Development Challenges

- Still waiting to hear back from DETR regarding failed youth measure – Literacy/ Numeracy Gains - from the prior program year
 - The state’s leadership has agreed to review Workforce Connections’ unreported data and information impacting performance measures
 - According to Workforce Connections’ data/information all performance measures were achieved or exceeded

New Initiatives in Support of Workforce Development

- AARP Back-to-Work 50+ Award--\$100,000 over a 2 year period
 - Funds will be leveraged with WIA dollars to better service older workers
- RTC donated Workforce Connections two 15 Passenger Vehicles for the purpose of transporting clients and/or job seekers to and from job sites and training facilities
 - Vehicles may also be used for the purpose of registering and enrolling clients, and initial service delivery to job seekers

Agenda Item 33. SECOND PUBLIC COMMENT:

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

Agenda Item 34. INFORMATION:

Board Member Comments