

WORKFORCE CONNECTIONS
LOCAL ELECTED OFFICIALS CONSORTIUM
AGENDA

Tuesday, June 28, 2016
1:00 p.m.

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

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

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

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

This Agenda is also available at www.nvworkforceconnections.org

COMMENTARY BY THE GENERAL PUBLIC

The Local Elected Officials Consortium complies with Nevada's Open Meeting Law, by taking Public Comment at the beginning of the meeting prior to the Consortium approving 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 Consortium 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 Consortium to give all citizens an opportunity to be heard.

Welcome to our meeting.

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

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

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

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

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

AGENDA

1. Call to order, confirmation of posting, roll call, and Pledge of Allegiance ~ *Chair Commissioner Lawrence Weekly*
2. **FIRST PUBLIC COMMENT SESSION:** Members of the public may now comment on any matter posted on this Agenda, which is before this Consortium for consideration and action today. Please clearly state and spell your name and state your address for the record. Each public comment will be limited to three (3) minutes..... 4
3. **DISCUSSION AND POSSIBLE ACTION:** Approve the agenda with inclusions of any emergency items and deletion of any items 5
4. **DISCUSSION AND POSSIBLE ACTION:** Approve the minutes of June 14, 2016..... 6
5. **DISCUSSION AND POSSIBLE ACTION:** Approve Board member appointment of Bill Regenhardt, 702 Regis Consulting to represent the Business category for a three year term. Upon approval, Mr. Regenhardt will serve on the Programs Committee. 22
6. **DISCUSSION AND POSSIBLE ACTION:**..... 27
 - a) Review and approve the Board’s decision to award a contract to Goodwill of Southern Nevada as a One-Stop Affiliate Site – East to deliver WIOA employment and training services to adults and dislocated workers in an amount not to exceed \$700,000 and WIOA Youth services in an amount not to exceed \$960,000. The total funding amount shall not exceed \$1,660,000. The contract period shall be a period of two years beginning July 1, 2016 through June 30, 2018 with annual funding based on Workforce Connections grant allocation;
 - Or, in the alternative
 - b) Review and approve the Board’s decision to award a contract to Goodwill of Southern Nevada as a One-Stop Affiliate Site – East to deliver WIOA employment and training services to adults and dislocated workers in an amount not to exceed \$700,000 and WIOA Youth services in an amount not to exceed \$960,000 with additional conditions to address program design adjustments as may be needed to ensure underserved eastside residents receive timely, comprehensive employment and

training services to the extent that these conditions do not materially alter the scope of services set forth in the applicable Request For Proposal. The total funding amount shall not exceed \$1,660,000. The contract period shall be a period of two years beginning July 1, 2016 through June 30, 2018 with annual funding based on Workforce Connections grant allocation

7. **INFORMATION:** LEO Consortium member comments..... 140
8. **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 Consortium. 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. 141
9. Adjournment

Agenda item 2. FIRST PUBLIC COMMENT:

Members of the public may now comment on any matter posted on this Agenda, which is before this Consortium 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 3.

DISCUSSION AND POSSIBLE ACTION:

Approve the agenda with inclusions of any emergency items and deletion of any items

Agenda item 4. DISCUSSION AND POSSIBLE ACTION:

Approve the minutes of June 14, 2016

**WORKFORCE CONNECTIONS
LOCAL ELECTED OFFICIALS CONSORTIUM
MINUTES**

**Tuesday, June 14, 2016
1:00 p.m.**

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

Members Present

Commissioner Lawrence Weekly, Clark County
Councilwoman Gerri Schroder, Henderson
Councilman Bob Beers, Las Vegas (phone)
Councilwoman Anita Wood, North Las Vegas
Commissioner Butch Borasky, Nye County (phone)
Commissioner Varlin Higbee, Lincoln County

Members Absent

Councilwoman Peggy Leavitt, Boulder City
Commissioner Ralph Keyes, Esmeralda County

Staff Present

Ardell Galbreth, Executive Director
Suzanne Benson, Board Administrator
Jim Kostecki, Chief Financial Officer
Jaime Cruz, Chief Strategy Officer
Ricardo Villalobos, Director, Workforce Development Programs
Kenadie Cobbin-Richardson, Director, Business Engagement & Communications
Brett Miller, Manager, Strategic Planning & Analysis

Others Present

Bethany Rudd Sanchez, Legal Counsel, City of North Las Vegas
Stephanie Garabedian, Parker Nelson Associates
Linda Montgomery, The Learning Center
Nield Montgomery, The Learning Center
Lynn Hoffman, ResCare Workforce Services/One-Stop Career Center
Ron Hilke, DETR
Trnee Stephenson, Easter Seals Nevada
LaaRee Drawantz, Easter Seals Nevada
LaNan Pasion, Easter Seals Nevada
Denise Gee, HELP of Southern Nevada
Jack Eslinger, City of Las Vegas
Howard Ostfeld, Easter Seals Nevada
April Guinsler, Easter Seals Nevada
Chris Parks, Easter Seals Nevada
Lyn Espinosa, Easter Seals Nevada
Janet Blumen, Foundation for an Independent Tomorrow
Michael Butler, Easter Seals Nevada
Robert Johnson, Easter Seals Nevada

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

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

The meeting was called to order by Vice Chair Councilwoman Anita Wood at 1:07 p.m. Staff confirmed the meeting had been properly posted in accordance with the Nevada Open Meeting Law. Roll call was taken and a quorum was present.

2. FIRST PUBLIC COMMENT SESSION

Vice Chair Wood opened the floor for public comment.

The following individuals provided testimony in support of Easter Seals Nevada:

Michael Butler, Chris Parks, Howard Ostfeld, Lyn Espinosa, and Robert Johnson

LaaRee Drawantz, director of assistive technology, Easter Seals Nevada demonstrated various assistive technology for individuals with disabilities available through Easter Seals Nevada's program and shared client success stories.

April Guinsler, director of employment solutions program, Easter Seals Nevada requested the Consortium reconsider the funding award to Goodwill of Southern Nevada as the One-Stop Affiliate Site – East and consider funding Easter Seals Nevada, in partnership with Southern Nevada Regional Housing Authority, Nevada Hospital Association and Olive Crest to provide these services. Ms. Guinsler reported that Easter Seals Nevada is number two for spending OJT money and is the one provider that has spent enough money on OJT's for dislocated workers so that they can now spend NEG training funds.

Chair Commissioner Weekly arrived at 1:13 p.m.

Hearing no other comments, Chair Weekly closed the Public Comment Session.

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

Executive Director Ardell Galbreth requested to remove agenda item five and stated that a new recommendation will be on July's agenda.

A motion was made by Councilwoman Anita Wood and seconded by Commissioner Varlin Higbee to approve the agenda with the deletion of agenda item five as presented. Motion carried.

4. DISCUSSION AND POSSIBLE ACTION: Approve Local Elected Officials Consortium minutes of April 12, 2016

Chair Weekly presented the minutes provided on page 9-16 of the agenda packet.

A motion was made by Councilwoman Gerri Schroder to approve Local Elected Officials Consortium minutes of April 12, 2016 as presented; Commissioner Butch Borasky abstained. Motion carried.

5. DISCUSSION AND POSSIBLE ACTION: Ratify Workforce Connections' contract award with Goodwill of Southern Nevada as a One-Stop Affiliate Site – East to deliver WIOA employment and training services to Adults and Dislocated Workers in an amount not to exceed \$700,000 and WIOA Youth services in an amount not to exceed \$960,000. The total funding amount shall not exceed \$1,660,000. The contract period shall be a period of two years beginning July 1, 2016 through June 30, 2018 with annual funding based on Workforce Connections grant allocation

Ricardo Villalobos provided background. One of the goals of the strategic plan is to expand the geographical footprint and increase access points for services throughout Southern Nevada so an RFP was released for a One-Stop Affiliate Site – East to serve adults, dislocated workers and youth from one location. There were three proposals received in response to this RFP that passed technical review: Goodwill Industries, Southern Nevada Regional Housing Authority (SNRHA) and Community Assistance Programs. WC contracted with Social Policy Research Associates (SPR) to evaluate and score the proposals (results on page 28 of the agenda packet). Two proposals, Goodwill (77.63%) and SNRHA (75.38%) met the minimum threshold of 75% outlined in the RFP. In addition, the bidders were interviewed and scored by a panel of subject matter experts (interview sheets are included in the agenda packet). SPR scoring methodology (p. 25-27) and score cards (p. 29-65) are provided as backup in the agenda packet.

Based on the information heard during public comment, discussion ensued regarding the status and outcome for Easter Seals Nevada. Mr. Villalobos clarified that Easter Seals Nevada did not submit a proposal; they were named as a partner on SNRHA's proposal and Easter Seals is not being awarded funds next program year. Councilwoman Wood inquired about partnerships. Mr. Villalobos stated that Easter Seals would have to establish a partnership with one of the funded partners on its own accord, but he is not aware of any such partnership at this time.

Ms. Guinsler clarified that Easter Seals partnered with SNRHA, Olive Crest, and the Nevada Hospital Association and submitted a proposal in response to the One-Stop Affiliate Site – East RFP process. In response to Commissioner Higbee's question as to why Easter Seals did not submit a proposal on its own, Ms. Guinsler replied that the RFP mentioned partnerships and SNRHA is a larger organization with other funding streams and has more experience as a workforce development funded partner. In this partnership, Easter Seals was the "provider of disability services" including assisting veterans with disabilities.

Councilwoman Schroder stated that she would be uncomfortable awarding SNRHA's proposal as Goodwill received the top score.

Chair Weekly inquired if organizations that are being recommended for funding are asked to attend these meetings to give the LEOs an opportunity to ask questions. Mr. Villalobos agreed that the organizations should be present; however, he is hesitant to take on the initiative because he does not want to give the perception of calling on any organization to attend and give testimony and for some reason or another forgetting to call the other one on the list; organizations should know to be here and take the initiative. Chair Weekly stated that it is the responsibility of Mr. Galbreth and the applicants should be present when being considered for funding because this board is not here to rubberstamp decisions.

Councilwoman Wood inquired about the possibility of other partnerships that will allow Easter Seals to continue to do the good work they do. Mr. Galbreth replied that Easter Seals or any other organization may partner with any of the funded partners; however, with the RFP process completed it would be difficult in the extreme for collaboration because partnerships have already been established as outlined in the proposals.

Mr. Galbreth stated that the only alternative would be to cancel the RFP process and publish a new RFP; however, the end result may not be any different.

Chair Weekly stated that it is difficult for the LEOs to be removed from the Board's discussions and decisions and he is appalled that the recommended contract recipient agencies are not here today to address the Consortium's questions and concerns. He stated that the LEOs are caught between a rock and a hard place with its decision; awarding the other organization and/or cancelling the RFP process would not be fair to Goodwill. He stated that both Goodwill and Easter Seals are excellent organizations and have the LEOs support.

Councilwoman Schroder stated that she would have liked to have more information regarding the partnership with the other organization (SNRHA) and requested staff to provide this type of information in the future.

Councilman Bob Beers stated that he is going back to the tactical and looking at the strategic and wonders exactly what the role of the LEOs is under WIOA. The organization has decided to stand up a second administrative headquarters at the cost of some of our existing direct services, which is a pretty big strategic decision that he does not recall the LEOs having a discussion about. He asked if the LEO's approval is required for execution of contracts. Mr. Galbreth replied that about a year ago when WIOA was implemented, the LEOs elected, rather than having a large Board in excess of 30 individuals, to separate from the Board and charging the Executive Director with keeping the LEOs informed as to the actions and activities of the Board. The LEOs appointed the Board and gave it authority to approve contracts and funding recommendations with the understanding that the LEO Consortium had the responsibility to ratify what the Board approves. The intent is to keep the Consortium informed as well as understand the difference between the tactical and strategic planning of the Southern Nevada Workforce Development Area. Councilman Beers clarified that if the LEO Consortium does not ratify this contract, it is not a contract; Mr. Galbreth concurred and stated that staff would be required to go back to the Board, inform them of the LEO's position and then the Board would have to reassess its decision and perhaps come up with a different solution or bring it back to the Consortium for reconsideration.

Councilwoman Schroder asked if the LEOs choose not to ratify this and it goes back to the Board what would be different as far as the scoring. Chair Weekly replied that it may be the same and not be different at all; Mr. Galbreth concurred.

Councilman Beers stated that the LEOs can motion to not ratify this and return it back to the Board with a recommendation that the Board explore not standing up a second administrative headquarters and instead maximizing the expenditure of this money. Mr. Galbreth replied that if this was done, a new RFP process would be required and respondents would have to submit new proposals and there would be a delay in services in this area.

Commissioner Higbee asked if Easter Seals has the option to go back and partner with one of these organizations, such as Goodwill. Mr. Galbreth replied that Goodwill, Easter Seals and other organizations have the opportunity to collaborate. For example, if Easter Seals provides services in support of Goodwill's contract, then Goodwill can be reimbursed for these services. Chair Weekly stated that staff does not have the authority to direct Goodwill to work with Easter Seals.

Commissioner Higbee stated that during testimony, one individual commented that they were referred to Easter Seals by Goodwill for technical training that Goodwill does not offer. Councilman Beers stated that if these particular services are provided under WIOA, they will no longer be available if Easter Seals goes away.

Councilwoman Wood stated that no one is 100% happy with this situation and recommended moving forward with a motion to ratify the contract award to Goodwill as the One-Stop Affiliate Site – East and encouraged Easter Seals to reach out to Goodwill to see if there is a possible partnership to be made; Councilwoman Schroder concurred.

A motion was made by Councilwoman Anita Wood and seconded by Councilwoman Gerri Schroder to ratify contract award with Goodwill Industries as the One-Stop Affiliate Site – East. Chair Weekly called for a roll call vote.

Weekly - yea

Schroder - yea

Borasky - nay

Beers - nay

Wood - yea

Higbee - nay

Vote was 3 – 3 against; motion failed.

Chair Weekly referred back to staff. Mr. Galbreth stated that the process is to seek another motion or to go back to the Board and let them know that there was no decision at this level. Chair Weekly stated that another motion would be irrelevant because it will result in a 3-3 vote so this needs to go back to the Board.

Councilman Beers suggested that Mr. Galbreth inform the Board of the LEOs decision and provide the Board with the minutes of today's meeting so that they can review the discussion and the points made. Mr. Galbreth cautioned that this could interfere significantly with the service delivery of the clients in the area because funds would not be available by July 1. If this goes back to the Board, the Board would have to then decide what differently they will do in order to get their recommendation back to the Consortium for ratification. The only way the Board can do that is to re-evaluate or come up with a different process because the scores are what they are and the Board cannot change those.

Chair Weekly stated that this is a difficult decision that none of us are 100% happy with and looking at the process and the legal language we have before us, the LEOs are stuck between a rock and a hard place. So, if the LEOs are saying to move forward it is not anything against Easter Seals, rather it is the process.

Chair Weekly called for any reconsideration from the votes against:

Beers – nay

Borasky – nay

Higbee – nay

Chair Weekly confirmed motion failed.

6. DISCUSSION AND POSSIBLE ACTION: Ratify Workforce Connections' contract award with Hope for Prisoners to deliver pre- and post-release re-entry services to WIOA eligible Adults in an amount not to exceed \$600,000. The contract period shall be a period of two years beginning July 1, 2016 through June 30, 2018 with annual funding based on Workforce Connections grant allocation.

Mr. Villalobos provided background and noted that there was extensive discussion regarding this item at both the Programs Committee and Board meetings, in fact there were two Programs Committee meetings addressing this particular item. Detailed scoresheets for each proposal is provided on page 71-92 of the agenda packet.

Mr. Villalobos presented the score sheet (p. 69) showing Foundation for an Independent Tomorrow's (FIT) score of 79.04% and HOPE for Prisoners 75.68% and clarified that the proposal with the highest score will not necessarily be recommended for a contract award. The RFP specified that if a proposal meets the 75% threshold it will be qualified for funding; however, at the discretion of the Executive Director, one proposal can be suggested over the other proposal.

Chair Weekly asked what the purpose of a process is. Mr. Galbreth replied that according to Nevada Revised Statutes, the evaluation team cannot make a recommendation to the Committee or Board, rather the recommendation must be done by either the Executive Director or in some case this particular body as well. The evaluation team that was hired is an independent agency that staff believes to be as objective as possible to bring forth a raw score which then staff can use to make a recommendation. He further stated that just because a particular program looks good on paper, does not necessarily mean that particular program should receive a contract award so the proposal with the highest score may not be the one recommended for funding.

Councilwoman Schroder clarified that in the last agenda item Goodwill was not guaranteed an award based on their proposal receiving the highest score and asked if the LEOs could have gone with SNRHA. Mr. Galbreth referred to Legal Counsel. Bethany Rudd Sanchez, North Las Vegas stated that it depends on the criteria for making the evaluation but the legal criteria for evaluating and recommending a proposal should be the same for this item and the previous item. It is up to staff to explain why Goodwill was recommended opposed to the Housing Authority and why HOPE for Prisoners is recommended opposed to Foundation for an Independent Tomorrow; Chair Weekly concurred and stated that it is not a matter of picking and choosing what set of rules will apply and when.

Councilman Beers reiterated Councilwoman Schroder's question and asked if the LEO's role is to ratify or not ratify what the Board has submitted or does the LEO's authority extend to selecting another bidder. Mr. Galbreth stated that the LEO's role is to ratify or not ratify what the Board recommends. Councilman Beers stated that it is his understanding then that the LEO Consortium does not have the authority to choose any other alternative other than to ratify or not what the Board puts before the LEOs; Ms. Sanchez, Legal Counsel said yes to Councilman Beers' statement and referring to the Open Meeting Law, she noted that agenda was publicized to say ratification and did not let the public know there was a possibility that an alternate motion could be considered from scratch.

Commissioner Higbee stated that the LEO Consortium is being asked to ratify a \$1,000,000 and assume responsibility for it in one form or another, but the LEOs have no real input, which does not set well with him. Councilwoman Wood replied that she understands where the Commissioner is coming from and to some extent she agrees, but for the sake of argument and to give the other side, she believes that staff put together what they think is as fair a process as is possible using an independent third party as the reviewer and then staff making the ultimate recommendation after reviewing all of the documentation. Councilwoman Wood agreed that the process is reasonable, unbiased and fair and the recommendation is fairly reasonable. Chair Weekly respectfully disagreed with Councilwoman Wood.

A motion was made by Councilwoman Gerri Schroder and seconded by Commissioner Butch Borasky to ratify Workforce Connections' contract award with Hope for Prisoners to deliver pre-and post-release re-entry services to WIOA eligible Adults in an amount not to exceed \$600,000. The contract period shall be a period of two years beginning July 1, 2016 through June 30, 2018 with annual funding based on Workforce Connections grant allocation. Motion carried.

7. DISCUSSION AND POSSIBLE ACTION: Ratify Workforce Connections' contract award with the agencies listed below to deliver WIOA career and training services to Adults and Dislocated Workers. The contract period shall be July 1, 2016 through June 30, 2017

Sub-Recipient (in alphabetical order)	Amount Not To Exceed
a. HELP of Southern Nevada (One-Stop Affiliate Site - South)	\$1,200,000
b. Lincoln County Grants Administration (Lincoln County)	\$150,000
c. Nevada Partners, Inc. (One-Stop Affiliate Site – North)	\$1,200,000
d. Nye Communities Coalition (Nye and Esmeralda Counties)	\$575,000
e. ResCare Workforce Services (One-Stop Career Center)	\$3,000,000

Mr. Villalobos provided background. A Scope of Work for each of the above agencies is provided on page 95-119 of the agenda packet.

Chair Weekly inquired about the higher contract award for ResCare. Mr. Villalobos replied that when the original RFP was announced the amount of the One-Stop Career Center award was up to \$3,000,000 and the difference between this and the affiliate sites is because the One-Stop Career Center is the only comprehensive center requiring all four core partners to be there and requiring additional partners to be there as well whereas the One-Stop Affiliate Sites are just required to have one partner at this time. Chair Weekly inquired about outcomes for ResCare. Mr. Villalobos replied that ResCare submits a monthly outcome report which staff can forward to the LEOs.

Jim Kostecki, Chief Financial Officer explained that ResCare's contract is made up of three components, one that works with the Business Engagement Team for OJTs, an Operator component and a Career Services component for clients at the One-Stop Center; therefore, ResCare's contract is larger because of the three components in addition to being the Comprehensive One-Stop Center and having to see all clients that come through the center.

Councilwoman Wood asked if the proposals were evaluated by an independent third party. Mr. Kostecki replied that these contracts were procured and awarded last year, so this recommendation is to extend the contracts for the another year.

A motion was made by Councilwoman Anita Wood and seconded by Councilwoman Gerri Schroder to ratify Workforce Connections' contract award with the agencies listed below to deliver WIOA career and training services to Adults and Dislocated Workers. The contract period shall be July 1, 2016 through June 30, 2017. Motion carried.

<i>Sub-Recipient (in alphabetical order)</i>	<i>Amount Not To Exceed</i>
<i>a. HELP of Southern Nevada (One-Stop Affiliate Site - South)</i>	<i>\$1,200,000</i>
<i>b. Lincoln County Grants Administration (Lincoln County)</i>	<i>\$150,000</i>
<i>c. Nevada Partners, Inc. (One-Stop Affiliate Site – North)</i>	<i>\$1,200,000</i>
<i>d. Nye Communities Coalition (Nye and Esmeralda Counties)</i>	<i>\$575,000</i>
<i>e. ResCare Workforce Services (One-Stop Career Center)</i>	<i>\$3,000,000</i>

8. DISCUSSION AND POSSIBLE ACTION: Ratify Workforce Connections' contract award with the agencies listed below to deliver WIOA Youth services. The contract period shall be July 1, 2016 through June 30, 2017.

<i>Sub-Recipient (in alphabetical order)</i>	<i>Amount Not To Exceed</i>
<i>a. HELP of Southern Nevada (Drop Out Recovery)</i>	<i>\$500,000</i>
<i>b. Lincoln County Grants Administration (Lincoln County)</i>	<i>\$212,000</i>
<i>c. Nevada Partners, Inc. (One-Stop Affiliate Site – North)</i>	<i>\$800,000</i>
<i>d. Nye Communities Coalition (Nye and Esmeralda Counties)</i>	<i>\$350,000</i>
<i>e. Southern Nevada Regional Housing Authority (One-Stop Affiliate Site – East)</i>	<i>\$800,000</i>

Mr. Villalobos provided background. A Scope of Work for each of the above agencies is provided on page 121-165 of the agenda packet.

Chair Weekly asked if SNRHA partnered with Easter Seals to serve youth with disabilities under this contract. Mr. Villalobos replied that he was not aware of any partnerships. Chair Weekly called on April Guinsler for more information. Ms. Guinsler stated that after this meeting she will be in contact with Bonita Fahy, SNRHA to discuss a partnership.

A motion was made by Councilwoman Gerri Schroder and seconded by Commissioner Varlin Higbee to ratify Workforce Connections' contract award with the agencies listed below to deliver WIOA Youth services. The contract period shall be July 1, 2016 through June 30, 2017. Motion carried.

<i>Sub-Recipient (in alphabetical order)</i>	<i>Amount Not To Exceed</i>
<i>a. HELP of Southern Nevada (Drop Out Recovery)</i>	<i>\$500,000</i>
<i>b. Lincoln County Grants Administration (Lincoln County)</i>	<i>\$212,000</i>
<i>c. Nevada Partners, Inc. (One-Stop Affiliate Site – North)</i>	<i>\$800,000</i>
<i>d. Nye Communities Coalition (Nye and Esmeralda Counties)</i>	<i>\$350,000</i>
<i>e. Southern Nevada Regional Housing Authority (One-Stop Affiliate Site – East)</i>	<i>\$800,000</i>

9. DISCUSSION AND POSSIBLE ACTION: Ratify Workforce Connections' no-cost contract award with Olive Crest to ensure the continuation of WIOA Youth services to foster care youth. The contract extension shall be from July 1, 2016 through February 28, 2017

Mr. Villalobos provided background. A letter from Olive Crest's requesting a no-cost contract extension is provided as backup on page 167 of the agenda packet.

A motion was made by Councilwoman Anita Wood and seconded by Councilwoman Gerri Schroder to ratify Workforce Connections' no-cost contract award with Olive Crest to ensure the continuation of WIOA Youth services to foster care youth. The contract extension shall be from July 1, 2016 through February 28, 2017. Motion carried.

10. DISCUSSION AND POSSIBLE ACTION: Ratify Board's recommendation to designate Goodwill Industries of Southern Nevada and Dress for Success as primary Clothing Service Providers. Workforce Connections' programs and service providers will refer WIOA eligible Adult, Dislocated Worker, Youth and YouthBuild participants for job interview clothing and employment related clothing for business, construction, healthcare, and hospitality/gaming occupations. The designation period will be July 1, 2016 through June 30, 2017 with an option to renew annually for an additional three years based on performance and available funding.

Mr. Galbreth provided background. The Clothing Services RFP Proposal Ratings sheet is provided as backup on page 169 of the agenda packet.

A motion was made by Councilwoman Gerri Schroder and seconded by Councilwoman Anita Wood to ratify Board's recommendation to designate Goodwill Industries of Southern Nevada and Dress for Success as primary Clothing Service Providers. Workforce Connections' programs and service providers will refer WIOA eligible Adult, Dislocated Worker, Youth and YouthBuild participants for job interview clothing and employment related clothing for business, construction, healthcare, and hospitality/gaming occupations. The designation period will be July 1, 2016 through June 30, 2017 with an option to renew annually for an additional three years based on performance and available funding. Motion carried.

11. INFORMATION: ADW Training by Industry Sector Report for the period July 1, 2015 through March 31, 2016. ~ Brett Miller, Manager, Strategic Planning & Analysis

Brett Miller summarized the ADW Training by Industry Sector Report (p. 171):

- Total Training Spend by Sector - \$2,028,054
- Number of Trainings by Sector - 962

12. INFORMATION: Foster youth outgrowing the foster care system

Staff presented a video highlighting an organization called A Sense of Home, which is a non-profit organization born out of social media supported by people who want to repurpose household goods and help create a safe environment for youth who have aged out of the foster care system. Following the presentation, Mr. Galbreth asked the Consortium to consider future initiatives supporting foster youth. Brief discussion ensued.

13. DISCUSSION AND POSSIBLE ACTION: Review, discuss, accept and approve reports ~ Jim Kostecki, Chief Financial Officer

Chair Weekly read the items into the record and requested that the items be taken in one vote. Mr. Kostecki presented the reports.

a. PY2015 WIOA Formula Budget July 1, 2015 through June 30, 2016

Revenue increase in PY15 ADW funding streams in the amount of \$22,037 due to funds received back from DOL (p. 175). Line item budgets trued up through June 30th affecting following line item changes:

- Workforce Connections Operations Budget (p. 176)

7050 Training and Seminars (Staff) – decreased by \$20,000 due to staff attending numerous WIOA training during the year where the registration for the training is a much smaller cost compared to the travel component. This funding is transferred to account 7055 Travel and Mileage.

7055 Travel and Mileage (Staff) – increased by \$20,000. See above. Funds transferred from account 7050 Training and Seminars.

7070 Rent (Offices) – increased by \$2,500 due to rent increase miscalculation for the formulation of the budget and the beginning of the year

7095 Board Meetings and Travel – increased by \$3,000 based on spend rates during the year

- One-Stop Center – Charleston Budget (p. 181)

7000 Accounting and Auditing – increased by \$1,200 due to allocating the final audit costs based on the expenditures of the program. One-Stop Center expenditures were a higher percentage of all operations costs than the prior year.

7045 Systems Communications – increased by \$9,500 due to having an outside operator run the One-Stop Center. In the past the bills were allocated based on headcount because WC has staff located in the One-Stop Center. Since ResCare took over operating the One-Stop Center, the allocation method switched to square footage which brings more allocated costs.

7200 Equipment – Operating Leases – increased by \$2,000 due to increases in printing usage over the year

- One-Stop System Budget (p. 184)

7045 Systems Communications – increased by \$3,690 due to increase (approximately \$2,500) in the annual renewal of the HRM Direct applicant tracking software

b. PY2016 WIOA Formula Budget July 1, 2016 through June 30, 2017

PY15 carry forward is approximately \$1,900,000 less than previous year's carry forward demonstrating a more timely spend rate. PY16 revenues are approximately \$160,000 more than previous year. Net reduction in overall budget is \$1,800,000 reducing community resource allocations by \$1,454,342 and WC Operations by \$334,980. A new Dislocated Worker funding allocation methodology was approved in the state plan. WC will receive an additional \$240,000 in DW funding based on the new methodology.

- Workforce Connections Operations Budget (p. 189)

6500 Salaries – decreased by \$292,533 due to the removal of vacancies from the position list and an adjustment to the paid time off (PTO) pool

7000 Accounting and Auditing – decreased by \$70,000 due to the reduced renewal amount of the accounting services contract:

A-133	\$80,000
Auditing Services	\$25,900
Accounting Services	\$95,000

7070 Rent (Offices) – increased by \$3,086 due to the scheduled rent escalation of 3% during the year

7075 Facilities Maintenance – increased by \$3,800 due to anticipated vehicle maintenance costs

7085A Program Support Contracts – increased by \$5,000 due to bringing the budget to anticipated executed contract amounts for services

7090 Non-Board Meetings and Outreach – decreased by \$8,000 based on historical spend analysis

7095 Board Meetings and Travel – increased by \$2,000 based on historical spend analysis

7100-7120 Employee Fringe Benefits – decreased by \$30,140 due to position adjustments to the salary line above

7125 Employer Payroll Taxes – decreased by \$3,777 due to position adjustments to salary line above

8500 Capital-Equipment and Furniture – decreased by \$2,450 based on historical spend analysis

CAP Cost Allocation to One-Stop (\$35,000) costs allocated to the One-Stop Center and System based on operations staff time spent and charged to those activities

- One-Stop Center Budget (p. 194)

6500 Salaries – increased by \$821 for position adjustment

7035 Printing and Reproduction – decreased by \$500 based on historical spend analysis

7040 Office Supplies – increased by \$500 based on historical spend analysis

7050 Training and Seminars (Staff) – decreased by \$3,000. These are staff related line items and the One-Stop Center does not have Board staff.

7055 Travel and Mileage (Staff) – decreased by \$2,000. These are staff related line items and the One-Stop Center does not have Board staff.

7065 Telephone – increased by \$300 based on historical spend analysis

7070 Rent (Offices) – increased by \$2,000 due to scheduled rent escalation of 3% during the year

7075 Facilities Maintenance – increased by \$675 based on historical spend analysis

7085A Program Support Contracts – decreased by \$10,000 based on historical spend analysis

7090 Non-Board Meetings and Outreach increased by \$200 based on historical spend analysis

7100 Insurance – increased by \$2,100 based on historical spend analysis

7100-7120 Employee Fringe Benefits – increased by \$387 to account for a position adjustment

7125 Employer Payroll Taxes – increased by \$105 to account for a position adjustment

7130-7135 Bank/Payroll Services – decreased by \$350 based on historical spend analysis

8500 Capital-Equipment and Furniture – increased by \$250 based on historical spend analysis

CAP Cost Allocation to One-Stop - \$25,000 costs allocated to the One-Stop Center based on operations staff time spent and charged to those activities

- One-Stop System Budget (p. 198)

6500 Salaries – decreased by \$68,158 due to the removal of vacancies from the position list and an adjustment to the paid time off (PTO) pool

7020 Licenses and Permits – increased by \$500 based on historical spend analysis

7035 Printing and Reproduction – decreased by \$500 based on historical spend analysis

7050 Training and Seminars (Staff) – increased by \$244 based on historical spend analysis

7055 Travel and Mileage (Staff) – increased by \$1,520 based on historical spend analysis

7065 Telephone – increased by \$280 based on historical spend analysis

7075 Facilities Maintenance – increased by \$10,000 due to anticipated gas, repairs and maintenance and other costs to maintain the Mobile One-Stop units

7080 Admin Support Contracts – decreased by \$2,000 based on historical spend analysis

7085A Program Support Contracts – decreased by \$9,500 based on historical spend analysis

7090 Non-Board Meetings and Outreach – decreased by \$500 based on historical spend analysis

7100-7120 Employee Fringe Benefits – decreased by \$6,087 to account for a position adjustment

7125 Employer Payroll Taxes – increased by \$892 to account for a position adjustment and on historical spend analysis

7500 Participant Training – decreased by \$200,000 due to expired tutoring contracts that were not renewed

8500 Capital-Equipment and Furniture, Tenant Improvements – decreased by \$50 based on historical spend analysis

CAP Cost Allocation to One-Stop - \$10,000 costs allocated to the One-Stop System based on operations staff time spent and charged to those activities

c. **Budget vs. Actual Finance Report (Workforce Connections' Operations) for the period July 1, 2015 through June 30, 2016 (Formula WIOA)**

The Budget vs. Actual Finance Report (p. 203) shows all budget line items are in the green (good).

d. **Awards & Expenditures Report - Monthly Update (Status of Service Providers)**

The Awards & Expenditures Report is provided on page 205-209 of the agenda packet.

e. **WIOA Expenditure Tracking Report – YTD PY15 Actuals vs. Expected Expenditures – Adult, Dislocated Worker and Youth**

Brett Miller presented the WIOA Expenditure Tracking report provided on page 211 of the agenda packet.

f. **Workforce Connections' Professional Services Contracts (Please note: any pending contract presented for approval may be reviewed and examined in its entirety by any board member upon request).**

- i. Allied Barton Security Services – This is the fifth amendment to the original contract which provides security services at Workforce Connection’s main office and One-Stop Career Center as well as driver support for the Mobile One-Stop deployment. This amendment of \$170,000.00 represents the fourth and final annual contract renewal under the existing procurement action and increases the maximum contract not to exceed amount to \$525,000.00.
- ii. John Chamberlin – This is the second amendment to the original contract which provides WIOA technical assistance and strategic Board development. This amendment of \$20,000.00 represents the third annual contract renewal under the existing procurement and increases the maximum contract not to exceed amount to \$69,000.00.
- iii. Integrity Imaging Solutions – This is the second amendment to the original contract which provides document scanning services for Workforce Connections and all of its partners. This is a no cost extension request with a date modification for a second year with the maximum contract not to exceed amount remaining at \$75,000.00.
- iv. Joy Huntsman – This is the fourth amendment to the original contract which provides counseling services funded under the AARP Back to Work 50+ grant. This amendment of \$32,000.00 represents the third annual contract renewal under the existing procurement and increases the maximum contract not to exceed amount to \$85,795.00.
- v. Taka Kajiyama – This is the sixth amendment to the original contract which provides ongoing support for the State’s automated Eligible Training Partner List (ETPL). This amendment of \$50,000.00 represents the fourth and final annual contract renewal under the existing procurement action and increases the maximum contract not to exceed amount to \$252,400.00.
- vi. Parker, Nelson & Associates – This is the first amendment to the original contract which provides legal services to the Board on an as needed basis. This amendment of \$100,000.00 represents the second annual contract renewal under the existing procurement and increases the maximum contract not to exceed amount to \$200,000.00.
- vii. Piercy, Bowler, Taylor & Kern – This is the first amendment to the original contract which provides A-133 auditing services to the Board. This amendment of \$80,000.00 represents the second annual contract renewal under the existing procurement and increases the maximum contract not to exceed amount to \$160,000.00.
- viii. Macey Prince Consulting – This is the first amendment to the original contract which provides fiscal and procurement technical assistance to Board staff and partners. This amendment of \$25,000.00 represents the second annual contract renewal under the existing procurement and increases the maximum contract not to exceed amount to \$60,000.00.
- ix. Red 7 Communications – This is the second amendment to the original contract which provides outreach services for Workforce Connections and the One-Stop delivery system. This amendment of \$30,000.00 represents the third annual contract renewal under the existing procurement and increases the maximum contract not to exceed amount to \$84,000.00.

- x. Sin City Mad Men – This represents a new contract procured under the solicited bid process for website development services. This initial contract is for an amount not to exceed \$50,000.00.
- xi. Sin City Mad Men – This represents a new contract procured under the solicited bid process for outreach collateral material design services. This initial contract is for an amount not to exceed \$50,000.00.

The Professional Services Contract report is provided on page 214-220 of the agenda packet.

A motion was made by Councilwoman Anita Wood and seconded by Councilwoman Gerri Schroder to accept and approve reports as presented. Motion carried.

14. INFORMATION: Business Engagement and Communications Report ~ Kenadie Cobbin Richardson, Director, Business Engagement & Communications

- a. In-Demand Jobs Report
- b. Pre-Screening & Referral Stats Report
- c. Workforce Connections' Compacts
- d. Metro Initiative

Kenadie Cobbin Richardson presented the Business Engagement and Communications Reports for March and April 2016 provided on page 222-227 of the agenda packet.

15. INFORMATION: Strategic Initiatives Report ~ Jaime Cruz, Chief Strategy Officer

- a. Status Update on WIOA Compliance Assurance Initiatives
- b. Status Update on Workforce Development Continual Improvement Initiatives

Jaime Cruz presented the Strategic Initiatives report (p. 229) Strategic Work Plan Goals Matrix quarterly update (p. 230-238) and reported that he will be making a presentation at the next LEO Consortium meeting.

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

- a. Workforce Development Area – General Update
- b. Rural Counties Employment and Training Services
- c. Staff Development and Service Providers/Workforce Development Partners Training
- d. Highlighted Workforce Initiatives

Mr. Galbreth presented the Executive Director's Report (p. 240-254) and highlighted the approval of the Statewide WIOA funding formula allocation modification. Since May 2013, WC has requested a change to the DW formula. It is estimated that the Southern Nevada Workforce Development Area may have been short changed \$2.7 million over this three year period (p. 250).

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

17. INFORMATION: LEO Consortium member comments

Commissioner Borasky reported on the Spring Mountain Raceway opening, the ARES project, and 2016 Annual NACO Conference.

Councilwoman Schroder reported on the completion of the Stephanie Street Bridge project and progress on the Union Village construction project.

Councilwoman Wood reported on the opening of the Carey Street flyover bridge extending the North 5th Street corridor and connecting Carey and Cheyenne.

Chair Weekly reported on the Riviera Casino implosion ceremony early this morning with the Las Vegas Convention and Visitors Authority, thanked WC for supporting the Clark County Summer Business Institute, announced the Father's Day Initiative this Saturday, and encouraged everyone to vote today.

18. SECOND PUBLIC COMMENT SESSION

Chair Weekly opened the floor to public comment.

April Guinsler thanked the LEO Consortium for hearing Easter Seals today and understanding the value of the services provided by Easter Seals. She stated that at the last Board meeting Easter Seals had twice as many supporters speak on behalf of the program and there was not even a third of the discussion that happened today. She will meet with SNRHA to see if Easter Seals can partner with them for the WIOA Youth program as well as contact Goodwill. Ms. Guinsler asked if Easter Seals is able to request an extension on their current program. Chair Weekly suggested she speak directly with staff after the meeting and thanked her for appearing today with the individuals that provided testimony. However, providers should not think that this is the way to change a board's mind; rather providers need to take initiative to find out what they need to do to be competitive in the bidding process.

Ardell Galbreth reported that he will be reaching out to the LEOs to schedule a meeting to address the One-Stop Affiliate Site – East contract award. Commissioner Higbee stated that he understands that staff does a great amount of work and maybe it was wrong to put this on hold but it is not personal and he appreciates the work staff does in Lincoln County and the rural areas.

Hearing no other comments, Chair Weekly closed the Public Comment Session.

19. ADJOURNMENT

The meeting adjourned at 3:30 p.m.

Agenda item 5. DISCUSSION AND POSSIBLE ACTION:

Approve Board member appointment of Bill Regenhardt, 702 Regis Consulting to represent the Business category for a three year term. Upon approval, Mr. Regenhardt will serve on the Programs Committee.

General Section

Name: Bill Regenhardt

Address: _____

City, State, ZIP: _____

Phone Number: _____ Alt Phone Number: _____

Email Address: _____

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

- ☒ Programs Committee
☐ Finance and Budget Committee

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

☒ Yes ____ No

If yes, please define.

I have been involved in the administration/oversight for WIA funds while serving on both the SNWIB and Workforce Connections Board

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

☒ Yes ____ No

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

As a member of the Adult and Dislocated Worker Committee, I have personal experience with the funding of employment and training funds allocated to service providers for these specific areas.

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

As an owner of a business that focuses on strategic planning, business organization and corporate governance, I bring the ability to assist in furthering the mission of the Workforce Connections Board and the Governor's mission to provide employment and training to our state's population.

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

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

Section A-1 (Business)

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

☒ Yes ☐ No

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

Company/Business: **Regis 702 Consulting Group, Inc.**

Title: **President/CEO**

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

☒ Yes ☐ No

If yes, how many are hired annually? **2**

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

☒ Yes ☐ No

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

- | |
|--|
| <input type="checkbox"/> Aerospace and Defense |
| <input type="checkbox"/> Agriculture |
| <input type="checkbox"/> Clean Energy |
| <input type="checkbox"/> Health & Medical Services |
| <input type="checkbox"/> Information Technology |
| <input checked="" type="checkbox"/> Logistics and Operations |
| <input type="checkbox"/> Manufacturing |
| <input type="checkbox"/> Mining |
| <input type="checkbox"/> Tourism, Gaming and Entertainment |



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

☒ Yes ___ No

If yes, how many of the annual hires do you oversee? 4

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

☒ Yes ___ No

If yes, please check the range.

___ \$0 – 99,999

X \$100,000 – 999,999

___ \$1,000,000 and above

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

X 2-49

___ 50-249

___ 250 and above

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

☒ Yes ___ No

If yes, please describe your role.

As part of the senior management team, I am responsible to ensure that as potential federal subcontractors, affirmative action must be taken to recruit and advance qualified minorities, women, persons with disabilities, and covered veterans. Affirmative actions include training programs, outreach efforts.



Conflict of Interest Guidance and Acknowledgement Certification

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

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

Conflict of Interest

A member of a local board may not:

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

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

☐ Yes ☒ No

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

Agenda item 6. DISCUSSION AND POSSIBLE ACTION:

- a) Review and approve the Board's decision to award a contract to Goodwill of Southern Nevada as a One-Stop Affiliate Site – East to deliver WIOA employment and training services to adults and dislocated workers in an amount not to exceed \$700,000 and WIOA Youth services in an amount not to exceed \$960,000. The total funding amount shall not exceed \$1,660,000. The contract period shall be a period of two years beginning July 1, 2016 through June 30, 2018 with annual funding based on Workforce Connections grant allocation;

Or, in the alternative

- b) Review and approve the Board's decision to award a contract to Goodwill of Southern Nevada as a One-Stop Affiliate Site – East to deliver WIOA employment and training services to adults and dislocated workers in an amount not to exceed \$700,000 and WIOA Youth services in an amount not to exceed \$960,000 with additional conditions to address program design adjustments as may be needed to ensure underserved eastside residents receive timely, comprehensive employment and training services to the extent that these conditions do not materially alter the scope of services set forth in the applicable Request For Proposal. The total funding amount shall not exceed \$1,660,000. The contract period shall be a period of two years beginning July 1, 2016 through June 30, 2018 with annual funding based on Workforce Connections grant allocation

To: Ardell Galbreth, Executive Director, Workforce Connections
From: Vinz Koller, Jessie Oettinger, Social Policy Research Associates
Date: April 25, 2016
Subject: TA support for the 2016 OSAS East and Pre- and Post Release Reentry Program RFPs

Background and Context

Workforce Connections (WC) contracted with Social Policy Research Associates (SPR) for assistance with the agency's 2016 procurement process. Specifically, SPR was asked to adapt its impartial scoring rubric to two new sets of RFPs and score incoming proposals.

The SPR Team

SPR's most experienced procurement expert worked with our new project lead on adapting the analysis of the procurement process to the two new RFPs. Together they trained two scorers to provide two completely independent scores of each proposal.

Reviewing Existing Materials and Current Effective Practices

SPR adapted the scoring rubrics and tools that were developed for the 2015 RFPs:

- Adults and Dislocated Workers One-Stop Affiliate Site Services
- Adults with Disabilities Services
- Adult Re-Entry Post-Release Services
- Youth One-Stop Affiliate Site Services
- Youth Dropout Recovery Services
- One-Stop Operator Services

For comparison purposes, SPR had also reviewed recently completed procurement processes involving comparable services by ten government agencies and major foundations, and reviewed several academic papers on effective practices in procurement and scoring methodologies.

Developing the Scoring Rubric

SPR prepared two scoring rubrics – one for each of the RFP types for which services were requested. Each rubric comprised the three main sections corresponding to those contained in the RFPs: Demonstrated Performance, Program Narrative, and Fiscal Narrative/Budget. Each section of the rubrics include subsections corresponding to the respective RFP.

SPR developed indicators for each subsection of each type of RFP – again, similar in concept but specific to the corresponding RFP. Each indicator was scored on a 4-point scale using the following scoring guide:

4 = Exceeds criteria. Proposal also offers insight, capacity, observations, or ideas beyond what was expected.

3 = Criteria is fully met: Response meets all requirements in the RFP.

2 = Criteria is partially met.

1 = Criteria is not met.

SPR employed this universal four-point scale for the following reasons:

- Universal scoring tends to be simpler for scorers to understand and therefore less prone to error than a mix of scales on a single score sheet.
- A four-point scale avoids the problem of “moving to the middle.” When objective scorers have the option of a three on a five-point scale, or a two on a three-point scale, they tend to overuse these middle scores. A four-point scale tends to encourage a closer reading and a stronger commitment to a score.
- Given the total number of questions and possible points, SPR determined that a four-point scale would offer a sufficient range of total scores to allow for a clear ranking of the submitted proposals. In addition, using this scoring approach, failure to answer one or even a few questions would not – on its own – eliminate an otherwise qualified proposal from consideration.

In addition, because the definitions of each numerical score will be strictly related to meeting the criteria in the RFP, evaluators are discouraged from the use of more subjective interpretations as a qualitative definition (such as “excellent”) might do.

Rating Proposals

Workforce Connections staff conducted an initial RFP compliance screening of all submitted proposals, eliminating any that are incomplete.

Section on Demonstrated Ability and Program Narrative

The first two sections of each proposal were read and scored fully by two members of the evaluation team. The two scores were averaged to determine the final score.

Panel Interview (Subject Matter Experts)

As a part of the application process, bidders were interviewed by a panel selected by Workforce Connections. Scores from the interviews were added to the overall score sheet. The panel interview was worth up to 15% of the total score.

Section on Fiscal Narrative/Budget

The Fiscal Narrative and Budget were scored separately from the narrative proposals by the senior team member with experience in workforce procurement and in budgeting for workforce services. The Fiscal Narrative and Budget were scored on four indicators with a focus on compliance – the degree to which bidders provided precisely the information requested in the

narrative, and in the summary budget and expense categories affiliated with the budget and RFP. They were scored using the same four-point scale as described above.

Quality Control

As noted, each proposal was read in its entirety by two SPR team members and all scores were reviewed by a third reviewer, to ensure interrater consistency in scoring.

Post-scoring consultation

The SPR team will participate in pre- and post scoring conference calls to discuss preliminary and final findings with WC staff in preparation of the release of the scores and of the WDB appearances.

Appearances before the sub-committees and the WDB

As in the previous round, the SPR project director will be available for subcommittee meetings via phone and the WDB meeting in person.

Comments on Proposal Strengths and Weaknesses **OSAS East Proposals**

- All OSAS East Proposals scored relatively close to the 75% range which indicates the proposals generally met the criteria outlined in the RFP. Where bidders struggled with their scores was in not addressing elements of the RFP with clarity or at all.
- OSAS East bidders generally demonstrated good experience in administering federal grants, programs, and budgets.
- OSAS East bidders generally demonstrated good experience with leveraging partnerships.
- A point of weakness in several proposals was addressing STEM fields with enough specificity or clarity.

Pre- and Post-Release Reentry Services Proposals

- Both proposals demonstrated knowledge of and experience with the incarcerated population.
- What differentiated these proposals was demonstrated experience in administering federal programs/dollars and organizational capacity.
- As with the OSAS East Proposals, where bidders failed to achieve passing scores was in not meeting or addressing RFP criteria.



REQUEST FOR PROPOSAL

One-Stop Affiliate Site - East

Workforce Innovation and Opportunity Act

Published February 26, 2016

Submission Deadline

March 30, 2016 @ 2:00 PM

Late submissions will not be accepted.

Workforce Connections is an Equal Opportunity Employer/Program.

Auxiliary aids and services are available upon request for individuals with disabilities. Nevada

Relay 711 or (800) 326-6868

Workforce Connections' hours of operation are Monday - Friday, 8:00 AM to 5:00 PM.

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Request for Proposal Timeline
 (*All dates are subject to change)
 (All times noted in this RFP are Pacific Time)

Request for Proposal (RFP) Release	February 26, 2016
Mandatory Bidders' Conference Workforce Connections 6330 W. Charleston Blvd., Suite 150 Las Vegas, NV 89146	March 3, 2016 @ 2:00 PM
Statement of Qualifications (SOQ) Due	March 11, 2016 by 2:00 PM
Notification(s) of SOQ Approval	No later than March 18, 2016
Last day to submit RFP Questions	March 23, 2016 by 5:00 PM
Proposals Due	March 30, 2016 by 2:00 PM
Public Proposal Opening	March 30, 2016 @ 2:30 PM
Evaluation of Proposals and Panel Interviews	April 4, 2016 through April 22, 2016
Recommendation(s) Presented for Approval	May 11, 2016 – Programs May 24, 2016 – Board
Negotiations	June 1-30, 2016
Program Commences	July 1, 2016

SECTION 1 RFP INTRODUCTION

1.1 Solicitation

The purpose of this solicitation is to select a sub-awardee who will deliver career and training services to eligible adults, dislocated workers and youth under the Workforce Innovation and Opportunity Act of 2014 (WIOA). The goal is to receive a wide variety of high quality innovative proposals that “connect employers to a ready workforce” and meet the needs of the Southern Nevada Workforce Development Area. Respondents are invited to submit a proposal for the following:

Target Population:	Adults, Dislocated Workers and Youth (80% Out-of-School and 20% In-School)
Geographic Area:	East Service Area
Start Date:	July 1, 2016
End Date:	June 30, 2018
Type of Sub-Award:	Cost-Reimbursement Sub-Award
Option to Extend (if applicable):	Two-year initial term with the option to extend up to two additional one-year terms.
Estimated Total Adult and Dislocated Worker Funding Available for this RFP:	An amount not to exceed \$840,000 in incremental funding for the first twelve (12) month period.
Estimated Total Youth Funding Available for this RFP:	An amount not to exceed \$960,000 in incremental funding for the first twelve (12) month period.
Estimated Total Funding Available for this RFP:	An amount not to exceed \$1,800,000 in incremental funding for the first twelve (12) month period.
Estimated Number of Sub-Awards:	One (1) Sub-Awardee for all Funding Streams

Workforce Connections (WC) is soliciting proposals from qualified organizations to direct federal Department of Labor (DOL) WIOA Title I funds towards career and training services using evidence-based practices. Eligible respondents may include:

- For profit organizations;
- Non-profit organizations;
- Faith-based organizations;
- Community-based organizations;
- Public agencies; and/or
- A collaboration of these organizations.

WC encourages the participation of respondents who are certified as small businesses, minority-owned firms, and women's business enterprises. WC is committed to Equal Opportunity in its procurement process.

A consortium, joint venture, or collaboration of organizations with complementary skills and experience is permitted to respond to this RFP, however, the proposal must clearly demonstrate that **all contractual responsibility rests solely with one legal entity serving as the fiscal agent.** The fiscal agent must retain documentation, such as meeting minutes and preliminary budgets, regarding the consortium that documents the partnership(s). This documentation will be used to establish a partner relationship for procurement purposes.

Organizations that have not previously been awarded a Workforce Investment Act (WIA) or WIOA sub-award but have managed other federal, state, or local funds to deliver a similar program design, population served, and have participated in a collaborative service delivery approach are encouraged to apply.

This RFP contains the requirements that respondents must meet in order to submit a responsive proposal. A responsive proposal is one that complies with all format and content requirements and amendments of the RFP. This RFP provides information regarding eligibility and the format requirements in which proposals must be submitted.

Successful respondents will serve as sub-awardees of WIOA funds administered by DOL, Nevada Department of Employment Training and Rehabilitation (DETR) and WC.

1.2 Mandatory Bidders Conference

Organizations that intend to submit proposals must attend a mandatory bidder's conference in order for their proposals to be considered. The bidder's conference will convene at the following date, time and location:

Date:	March 3, 2016
Time:	2:00 PM
Location:	Workforce Connections 6330 W. Charleston Blvd., Suite 150 Las Vegas, NV 89146

The RFP process will be explained during this conference. Questions and answers from the bidder's conference will be posted on WC's website, www.nvworkforceconnections.org.

1.3 RFP Questions

To ensure a fair and objective evaluation, questions related to the RFP that arise after the mandatory bidder's conference must be submitted via e-mail.

Written questions will be accepted via the email provided below through the following date:

Date:	March 23, 2016
Time:	5:00 PM
Email:	OSASEastRFP@snvwc.org

Questions that are received after the deadline will not be answered. The respondent must include the RFP title in the email subject line (e.g., "*One-Stop Affiliate Site - East*"). Written responses to questions received by WC will be posted on the website only. **It is the respondent's responsibility to check the website on a regular basis for updated information and written responses to all questions submitted.**

PLEASE NOTE: With the exception of the Mandatory Bidders Conference, oral questions will **NOT** be accepted.

Only the responses on the website are considered clarifications to the instructions contained in this RFP. In the event that responses modify any of the terms, conditions, or provisions of this RFP, documentation will be given via a subsequent amendment to the RFP.

No other sources of responses or clarification are considered valid.

1.4 Addenda to this RFP

At the discretion of WC, if it becomes necessary to revise any part of this RFP, an addendum will be posted on WC's website, www.nvworkforceconnections.org.

Respondents are responsible for checking the website frequently to remain informed about the procurement process, receive addenda to the RFP, read responses to questions, and remain updated on other information that may affect this RFP.

Each respondent, upon receiving notification by WC via a published addendum, must insert the information indicated in the RFP package. Failure to acknowledge any addenda will result in disqualification and rejection of the proposal.

1.5 Ex-Parte Communication

It is the policy of WC to prohibit ex-parte communication with any board member (Local Elected Officials, Programs Committee, Budget & Finance Committee, etc.), WC staff, consultants or other persons serving as an evaluator during the procurement process. Respondents that directly contact board members or evaluators risk elimination of their proposals from further consideration.

Any communication by telephone, email, letter, face-to-face conversation, or other off-the-record contact is strictly prohibited. Any discovered ex-parte communication will be provided to WC's Executive Director for review and appropriate action. Respondents who improperly influence the proposal review and evaluation process in any way will be subject to disqualification.

NOTE: Under no circumstances may an individual who is an evaluator collaborate and/or communicate with any respondent. Evaluators will be asked to sign the "Conflict of Interest Certification for Request for Proposal" stating they have not communicated or collaborated with any respondent.

1.6 Right to Cancel

WC reserves the right to delay, amend, reissue, or cancel, all or any part of this RFP at any time without prior notice. WC also reserves the right to modify the RFP process and timeline as deemed necessary.

This RFP does not commit WC to accept any proposal, nor is WC responsible for any costs incurred by the respondent in the preparation of responses to this RFP. WC reserves the right to reject any or all proposals, to accept or reject any or all items in the proposal, and to award the sub-award in whole or in part as is deemed to be in the best interest of WC. WC reserves the right to negotiate with any respondent after proposals are reviewed, if such action is deemed to be in the best interest of WC.

1.7 Termination due to Non-Availability of Funds

When funds are not appropriated or otherwise made available by WC to support continuation of this RFP or any sub-award(s) therein, they shall be cancelled as of the effective date set forth in the termination notice. The sub-awardee shall be reimbursed for the reasonable value of any nonrecurring cost incurred but not yet recovered under this sub-award.

1.8 Protests

Any respondent who has a protest in connection with this request shall have the right to submit, in writing, their protest to WC. Untimely protests will not be considered. The written protest must be submitted to:

**Ardell Galbreth, Executive Director
Workforce Connections
6330 W. Charleston Blvd., Suite 150
Las Vegas, NV 89146**

The protest must be in a format as outlined in WC's Procurement Grievance policy 5.07. This policy is located at: www.nvworkforceconnections.org.

Failure by the respondent to request clarification of any inadequacy, omission, or conflict will not relieve the respondent of this responsibility. The signing of **Form 4 – Proposal Affirmation, Certification, and Conflict of Interest** will be considered as implicitly denoting that the respondent has a thorough comprehension of the full intent and scope of this RFP.

1.9 Statement of Qualifications (SOQ)

WC will require a Statement of Qualifications (SOQ) to establish an organization's qualifications to bid for WIOA funds. The SOQ determines an organization's legal, administrative, and fiscal capacity to meet local, state, and federal government requirements. The SOQ allows the organization to be eligible to respond to this RFP and to be awarded a sub-award with WC. Organizations that have had an SOQ approved prior to January 1, 2016 must re-submit an updated SOQ in order to be eligible to compete. All respondents will be notified in writing regarding approval to the email address that submitted the SOQ. **One (1) electronic SOQ file in PDF format for each respondent must be submitted via email and is due no later than:**

Due Date:	March 11, 2016
Time:	2:00 PM
Location:	SOQ@snvwc.org
Notification Date:	No later than March 18, 2016

If multiple SOQs are submitted from the same entity, only the last SOQ submission received prior to the deadline will be reviewed.

Detailed information and the necessary forms will be available for download from WC’s website at www.nvworkforceconnections.org. Please email any questions regarding the SOQ template to: SOQ@snvwc.org.

1.10 Submittal of Proposals

All proposals shall be time-stamped by WC upon receipt. Please provide **one (1) electronic PDF copy submitted on a USB flash drive with the name of the organization clearly labeled on the USB flash drive**. Each respondent’s USB flash drive will be inspected at the technical review to ensure a PDF file is found on the device submitted. **Proposals will not be accepted via facsimile or email.**

Each respondent is required to submit their proposal in a format that is easy to read and understand. The respondent must avoid repetitious material. Each proposal should clearly demonstrate the respondent’s ability to effectively manage and operate a program under WIOA and provide the services requested. **All proposals must delivered on or before:**

Date:	March 30, 2016
Time:	2:00 PM
Location:	Workforce Connections 6330 W. Charleston Blvd., Suite 150 Las Vegas, NV 89146

All USB flash drives must be submitted in a **sealed** envelope and plainly marked, “**Request for Proposal**”, with the RFP title and the name and address of the respondent clearly marked on the outside in the upper left hand corner of the sealed envelope.

If a respondent sends their proposal via U.S. Postal Service, UPS, or any other type of delivery service, the respondent is responsible for requesting proof of delivery date and time from their chosen carrier.

Respondents who wish to amend a proposal previously submitted must re-submit the entire proposal prior to the deadline noted in this RFP. In the event that multiple proposals are submitted by the same entity, only the last RFP submission received prior to the deadline will be reviewed.

Proposals received after the denoted closing date and time will not be considered.

1.11 Proposal Preparation Costs

The entire cost for the preparation of a proposal, and any related costs shall be borne by the respondent.

1.12 Assurances

Each application for financial assistance under Title I of WIOA, as defined in Title 29 of the Code of Federal Regulations Part 38, must include the following assurances:

As a condition to the award of financial assistance from DOL under Title I of WIOA, the grant respondent assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

1. Section 188 of WIOA, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex (including pregnancy, childbirth and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I financially assisted program or activity;
2. Title VI of the Civil Rights act of 1964, as amended, which prohibits discrimination on the basis of race, color and national origin;
3. Section 504 of the rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
4. The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and
5. Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.
6. The grant respondent also assures that, as a recipient of WIOA Title I financial assistance, it will comply with 29 CFR part 38 and all other regulations implementing the laws listed above. This assurance applies to the grant respondent's operation of the WIOA Title I financially assisted program or activity, and to all agreements the grant respondent makes to carry out the WIOA Title I financially assisted program or activity. The grant respondent understands that the United States has the right to seek judicial enforcement of this assurance.

The assurance is considered incorporated by operation of law in the grant, cooperative agreement, contract or other arrangement whereby Federal financial assistance under Title I of WIOA is made available, 29 CFR Subpart B §38.25 (a)(2).

SECTION 2 PROPOSAL REVIEW AND EVALUATION PROCESS

2.1 Public Proposal Opening

All proposals submitted will remain sealed until the public proposal opening which will be held on:

Date:	March 30, 2016
Time:	2:30 PM
Location:	Workforce Connections 6330 W. Charleston Blvd., Suite 150 Las Vegas, NV 89146

2.2 Technical Review

All proposals submitted will first undergo a technical review using **Attachment A – Technical Review Requirements**. Organizations that submit proposals that do not pass the technical review will be notified no later than:

Notification Date: March 18, 2016

2.3 Selection Process

The proposal review and evaluation process will be conducted utilizing a fair and objective process that adheres to WC's Procurement Policy and all other applicable state and federal regulations.

All proposals that pass the technical review will be evaluated by impartial evaluators and scored using a scoring rubric. Proposals receiving an overall rating of at least 75% of the total available points will be considered as qualified to receive an award. Proposals determined to be most advantageous to the Local Area per the discretion of WC's Executive Director as well as overall costs and other factors may be considered in this assessment. Priority may be given to those proposals that offer the most promising approaches to meeting the needs of the target population identified in this RFP.

WC may select a proposal based on the initial information received; however, WC reserves the right to request additional data, conduct panel interviews, and conduct site visits. WC staff will schedule the time and location for panel interviews and site visits, if applicable. The objectives of the panel interviews and site visits are to address areas of proposals that may need additional clarification and/or to ensure that the respondent has the requisite ability, capacity, etc.

NOTE: Handouts, promotional materials, videos, overheads, etc., are not permitted at panel interviews.

Respondents will also be evaluated on their demonstrated ability to provide services for the targeted population as indicated in this RFP as well as:

- The successful submission, review and approval of a Statement of Qualifications (SOQ);
- The ability to meet the minimum eligibility requirements associated with the technical review process. Ineligible proposers will be informed in writing;
- Their participation in a panel interview if deemed applicable by WC. The results of the panel interview will be considered when determining final funding recommendations; and
- Their participation in pre-award interviews, site inspections, and/or telephone conferences if deemed appropriate by WC.

If the results of any review indicate, in the opinion of WC, that the proposed sub-awardee may not be able to fulfill sub-award expectations, WC reserves the right not to enter into a sub-award agreement with the organization, regardless of the ranking and/or approval of the respondent's proposal.

Note: Any bids may be rejected if it is determined to be in the best interest of the Local Area.

2.4 Award Process

Each respondent submitting a proposal will be notified in writing of WC's decision concerning their proposal. Formal notification to award sub-awards and the actual execution of a sub-award are subject to the following conditions:

- Approval by the Programs Committee, WC Board and ratification by the Local Elected Officials (LEOs);
- Receipt of WIOA funds from federal and state administering agencies; and
- Continued availability of WIOA funds.

WC will require the sub-awardee to participate in negotiations and modify their proposals based on the outcome of those negotiations. WC may decide not to fund part, or all, of a proposal even though it is found to be in the competitive range if in the opinion of WC the services proposed are not needed, the goals of the proposal do not align with goals of WC, or the costs are higher than WC finds reasonable in relation to the overall funds available.

WC reserves the right to modify or alter the requirements and standards as set forth in this RFP based on program requirements mandated by state or federal agencies. In such instances, WC will not be held liable for provisions in the RFP package that become invalid.

Additional funds received by WC may be used to expand existing sub-awards or to fund competitively rated proposals not initially funded under this RFP. These decisions shall be at the discretion of WC.

Respondents are encouraged to utilize evidence-based, promising practices, best practices and/or research in developing the program designs. The activities and services described in the proposals can be provided through a lead agency or through partnerships.

SECTION 3 OVERVIEW

3.1 Workforce Innovation and Opportunity Act

On July 22, 2014 President Barack Obama signed into law the Workforce Innovation and Opportunity Act (WIOA). WIOA is designed to improve and streamline access to federally funded employment, education, training, and support services. Congress passed the WIOA by a wide bipartisan majority and it is the first legislative reform in 15 years of the public workforce system.

Every year the key programs forming the pillars of WIOA help tens of millions of job seekers and workers to connect to good jobs and acquire the skills and credentials needed to obtain them. The enactment of WIOA provides opportunity for reforms to ensure the One-Stop Delivery System (also known as the American Job Center System) is job-driven, responding to the needs of employers and preparing workers for jobs that are available now and in the future.

WIOA supersedes WIA and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973. In general, WIOA takes effect on July 1, 2015, the first full program year after enactment, unless otherwise noted. DOL will issue further guidance on the timeframes for implementation of these changes and proposed regulations reflecting the changes in WIOA soon after enactment.

The terms and conditions of this RFP may change based on WIOA legislation. Sub-awardees will be expected to remain informed on WIOA regulations and requirements.

For more information on WIOA and specific information on the seven WIOA job-driven elements found in Training and Employment Guidance Letter (TEGL) 3-14, please visit <http://www.doleta.gov/wioa/>.

3.2 Roles and Responsibilities of WC

Roles and responsibilities of WC include:

- Oversee and evaluate the management and operations of all programs funded by WC;

- Allocate and award funds;
- Monitor sub-awardee performance, quality of service, cost effectiveness, and report on performance to the Board;
- Develop and provide technical assistance to sub-awardee staff including providing standardized forms;
- Inform sub-awardees of federal and state policies, procedures, and rules that may impact the operations of the program(s), and give assistance as needed to implement them accordingly;
- Maintain local Management Information System (MIS);
- Ensure compliance with all rules, regulations, and procedures issued by all funding sources; and
- Process payments for selected training expenditures including all occupational skills training, on-the-job training, incumbent worker training and customized training payments.

3.3 One-Stop Affiliate Site Responsibilities

In ensuing years the sub-awardee may be required to operate as a One-Stop Affiliate Site. Roles and responsibilities of the sub-awardee may include but are not limited to:

- Providing all required WIOA services to participants including meeting minimum enrollment benchmarks for at-risk populations (e.g., participants with disabilities, ex-offenders, veterans, foster youth, etc.);
- Utilizing of standardized forms provided by WC (e.g., initial assessment, objective assessment, individual employment plan, individual service strategy, individual training account (ITA), on-the-job training (OJT) contract, worksite agreement, budget, invoice, etc.);
- Being branded as a One-Stop Affiliate Site;
- Conducting all services at the One-Stop Affiliate Site as described in the proposal. Any requests to provide services outside of the One-Stop Affiliate Site location must be approved by WC;
- Accommodating WIOA mandated partners at the One-Stop Affiliate Site(s) with a cost sharing agreement, as needed and upon request by WC;
- Ensuring proper certifications for staff that may be required for any assessment tools;
- Coordinating services with mandatory partners in collaboration with the One-Stop Operator;
- Documenting participant services and activities in WC's Management Information System (MIS); and
- Managing fiscal responsibilities.

3.4 Responsibility Revisions

The roles and responsibilities of WC and the One-Stop Affiliate Sites may be refined and changed as:

- Federal and State law or requirements are enacted and implemented covering the workforce development system;
- Regulations and procedures are developed or changed by DOL;
- WC's governing boards adopt local direction and procedures; and
- WC develops and coordinates mandatory strategic initiatives for the local workforce development area (e.g., Business Engagement activities, Mobile One-Stop, Workforce Development Academy, etc.).

SECTION 4 REQUIRED PROPOSAL CONTENT

The proposal shall clearly demonstrate the respondent's ability to provide the requested services. A responsive proposal is one that complies with the format and content requirements of the RFP. The RFP provides information regarding the format in which proposals must be submitted, the requirements that must be met to be eligible for consideration, the respondents' responsibilities, and the documents to be included.

In order to simplify the review process and obtain the maximum degree of comparison the proposal **must** be organized as follows:

Title Page	Form 1 – RFP Title Page
Table of Contents	Form 2 – Table of Contents
Executive Summary	One (1) page summary that must include an organizational overview related to workforce development and qualifications.
Proposal Narrative	Demonstrated Ability, Program Narrative, and Fiscal Narrative. <u>The total cannot exceed twenty-five (25) pages (excluding the executive summary, required attachments, and budget forms). Tables and graphs are not allowed in this section.</u> Label each section and applicable subsection with the section number and title.
Budget Forms	Form 3a – Adult Budget Template Form 3b – Youth Budget Template
Memorandums of Understanding (MOU)	Include MOUs detailing partner roles, responsibilities, and resources provided. (This does not count toward the 25 page narrative limit.)

Resumes/Job Descriptions for Program Staff	Include resumes or job descriptions of all staff, funded in whole or in-part, for this project. (This does not count toward the 25 page narrative limit.)
Signature Sheet	Form 4 – Proposal Affirmation, Certification, and Conflict of Interest

Proposal Format Requirements:

Font	12 Point – Times New Roman
Pages	Single-Sided
Margins	One (1) Inch – This applies to <u>ALL</u> margins.
Spacing	Double-Spaced
Footer	The name of the organization submitting the proposal and the page number on each page.

SECTION 5 PROGRAM DESCRIPTION

5.1 Background

Clark County, Nevada, the region housing the largest, urban communities of southern Nevada, has long suffered from high levels of unemployment. Census reports for the metropolitan area detail a workforce that is poorly educated and struggling to climb back into a competitive workforce following the Great Recession. Over 16% of workers do not have the equivalent of a HS education, and less than a quarter of the population has a 4-year degree. (US Census Bureau, 2015) Employers in Nevada's fast growing private sector will need to fill 134,000 jobs by 2017 in occupations that require secondary education (HS Diploma) and some degree of higher education. (State of Nevada, 2014)

While the unemployment rate has decreased with recovery efforts, Nevada is striving to better connect those workers most in need with the valuable services offered by WIOA. Nevada has the highest rate of labor underutilization in the nation, which means that not only do we have high unemployment, workers are taking part time jobs in lieu of full-time opportunities and workers are giving up and leaving the labor force. (U.S. Department of Labor, 2014) Sites providing WIOA services must be able to establish dynamic partnerships with employers and the community to connect employment, education and job training opportunities.

References

State of Nevada. (2014, December 16). *Department of Employment, Training and Rehabilitation*. Retrieved from Research and Analysis Bureau: <http://nevadaworkforce.com>

U.S. Department of Labor. (2014, April 2). *Bureau of Labor Statistics*. Retrieved from Alternative Measures of Labor Underutilization, Nevada: www.bls.gov/regions/west/

US Census Bureau. (2015, January 26). *Las Vegas QuickFacts*. Retrieved from USA Quick Facts Web Site: <http://quickfacts.census.gov>

5.2 Statement of Need

Nevadans are in need of career services to align their skills with those needed by today's employers. To address this need, WC is seeking programs that organize and deliver some or all of the following career services to meet the individual needs of customers in our workforce system:

- Workforce Preparation Services;
- Occupational Training Opportunities, including full range of secondary and post-secondary options;
- Supportive Service Assistance;
- Career Counseling;
- Career Pathways grounded in Employer Partnerships;
- Ensure access to and participation in the Affiliate site by mandated partners;
- Actively participate in WC strategic initiatives for the system; and
- Maintain administrative and program obligations associated with receipt of WIOA funds.

One-Stop Affiliate Sites serving adult, dislocated workers and youth in the East service area are expected to focus their program delivery to residents of the zip codes outlined in the targeted geographic area and serve those most in need of career services including those formerly involved with the justice system, adults with disabilities and veterans of our military forces. In addition, sub-recipients operating a One-Stop Affiliate Site must ensure the facility and services are correspondingly branded representing the workforce system of southern Nevada.

In order to meet the needs of our workforce and the employers in our community, WC is soliciting proposals to fund adult, dislocated worker and youth One-Stop Affiliate site in the East service area. Selected proposal(s) responding to this One-Stop Affiliate Sites - East RFP must demonstrate organizational capacity to design and execute an evidence-based program in the defined service area that addresses the needs of the system and meets all of the requirements outlined in this RFP.

5.3 Targeted Geographic Area

Respondent must have a service facility within the targeted geographic area. Zip codes being targeted are: 89101, 89156, 89110, 89104, 89142, 89122, 89011, 89121, and 89015. Refer to Attachment B – East Service Area Map detailing these zip codes.

Service providers may enroll up to 20% of participants outside the targeted geographic area.

5.4 WIOA Programmatic Elements

The following details WIOA or local process requirements related to direct service delivery and operational oversight of WC funded programs. WC provides technical assistance and training on these elements to sub-awardees and their staff prior to sub-award execution and on an on-going basis.

Required Programmatic Elements: Refer to the policies on WC's website (www.nvworkforceconnections.org) regarding WIOA required programmatic elements.

Outreach and Communications: The sub-awardee must work to inform the greater community of services, resources and programs funded by WC. Activities will include:

- **Community Outreach:** The sub-awardee shall establish and maintain key community relationships to ensure that their funded programs are known by the general public. These relationships include, but are not limited to, media representatives, elected officials, training providers, professional associations and community organizations.
- **Specific Population Outreach:** The sub-awardee will be required to do outreach to the following special populations to ensure workforce development services are provided to individuals facing significant barriers to employment and training:
 - Veterans
 - Individuals with Disabilities – Youth & Adults
 - Re-Entry Populations – Youth & Adults
 - Foster Youth
- **Online Presence:** The sub-awardee shall be visible and proactive with an online presence through an updated website and appropriate social media. The tagline “Funded by Workforce Connections” should appear on any and all communications for any WC funded programs.
- **Special Events:** The sub-awardee shall view special events as a viable strategy for increasing the recognition of the services, programs and resources funded by WC, especially with regional employers. Special events may include, but are not limited to, graduation ceremonies for training participants, open houses, press conferences, media tours, career panels and job fairs.
- **Priority of Service to Veterans and Eligible Spouses:** WIOA programs are required to implement Veterans' Priority of Service because they are the delivery point for a significant percentage of qualified job and training programs and services. Projects must be conducted in accordance with the Veterans' Priority Provisions of the “Jobs for Veterans' Act,” Public Law 107-288. The Training and Employment Guidance Letter 10-09, November 10, 2009, provides general guidance regarding the implementation of the Veterans' priority and how this priority will affect current

business practices. Respondents must be familiar with Veterans Benefits Title 38, US Code (U.S.C.), Section 101 (2).

WC provides technical assistance and training on the following elements to the sub-awardees and their staff prior to sub-award execution and on an on-going basis:

Youth Program Elements: The program must provide services to youth in accordance with the fourteen (14) WIOA youth program elements noted in **Attachment C – WIOA Youth Program Elements**.

Timely & Accurate Data Entry: The sub-awardee will be required to utilize the Management Information System (MIS) selected by WC. This includes the entry of individual participant data such as eligibility, demographics, enrollment, activities, case notes and outcomes. **Sub-awardees will be required to enter all participant data within eight (8) business days from the date of the service into WC's MIS.** WC will provide training on this system upon approval of funding and will conduct ongoing monitoring to evaluate the sub-recipient's use of the MIS.

Education/Experience Requirement: At a minimum, all staff funded by this project including program managers, career coaches, job developers, etc., must have at least an associate's degree in social work, psychology, education or a related field. Equivalent work experience and/or an industry recognized credential may be substituted for education. Any staff that lacks the necessary education/experience must have a plan on how they are working towards the required education/experience/credential.

Professional Development Requirements: WC is requiring that all One-Stop Affiliate Sites implement a WIOA Professional Development Training Plan for all direct staff. All direct staff must complete a minimum of thirty (30) hours each program year of facilitated learning opportunities including formal coursework, continuing education credit (CEUs), conferences, modules, workshops, webinars, and online learning classes. All training and learning opportunities must align with the staff's current position, with an aim to increase effectiveness and improve results in WIOA programming. WC may also mandate professional development opportunities throughout the program year that may be counted towards the required number of hours.

5.5 Required Performance Measures

The respondent must demonstrate in their project narrative how their programs will be able to help all enrolled clients meet the following long-term mandatory DOL performance accountability standards known as Common Measures. See **Attachment D – Department of Labor (DOL) Performance Measures** for detailed information on the required outcomes set forth for WIOA.

All required performance measures are subject to change at any time and WC may implement additional measures due to regulations or local need.

5.6 System Partnerships & Programs

WIOA lists several types of populations that are to be targeted for employment and training services. Accordingly, partnerships are an effective strategy for serving these required populations. These include, but are not limited to, the following populations facing barriers to employment: public assistance recipients; displaced homemakers; low-income individuals; individuals with disabilities, including youth; ex-offenders; homeless; long-term unemployed; older individuals; individuals who are English language learners; individuals who have low levels of literacy; foster youth; parenting or pregnant youth; and/or other populations facing barriers to employment and/or education.

Specifically, sub-awardees will be required to do specific outreach to special populations facing significant barriers to employment and training. These include veterans, youth & adult re-entry populations, youth and adults with disabilities, and foster youth.

It is not expected that any single organization can provide effective and efficient services to all aforementioned populations. As such, system partnerships will be required for purposes of outreach, recruitment, leveraging resources, continuity of services, etc.

As a WIOA Title I adult, dislocated worker and youth core program, the One-Stop Affiliate Site sub-awardee will be **required** to be a party to any partnerships, formal or informal, that WC establishes with the following:

- The following WIOA Core One-Stop Partner Programs:
 - Title II Adult Education and Family Literacy;
 - Title III Employment Service (Wagner-Peyser); and/or
 - Title IV Vocational Rehabilitation.
- Any of the following System Partners targeting respective populations:
 - Department of Veterans Affairs;
 - Department of Corrections;
 - Department of Juvenile Justice;
 - Department of Family Services; and/or
 - Department of Health & Human Services.

- Any of the WIOA Service Delivery Partners/Programs, such as:
 - Career & Technical Education;
 - Community Services Block Grant;
 - Indian & Native American Programs;
 - Housing & Urban Development Employment & Training Programs;
 - Job Corps;
 - Local Veterans' Employment Representatives (LVER)/ Disabled Veterans' Outreach Program (DVOP);
 - Senior Community Service Employment Program (SCSEP);
 - Second Chance Act;
 - TANF Employment & Training Programs;
 - Trade Adjustment Assistance;
 - Unemployment Insurance; and/or
 - YouthBuild.

5.7 Subject Matter Expertise

In order to ensure the utmost quality of services, One-Stop Affiliate Sites will be required to have staff with subject matter expertise in providing employment and training services to the following WIOA special populations:

- Veterans;
- Individuals with Disabilities – Youth & Adults;
- Re-Entry Populations – Youth & Adults; and
- Foster Youth.

The following should be taken into consideration when staffing the One-Stop Affiliate Site with the required subject matter expertise:

- Specialization (i.e., with specific population);
- Educational background (e.g., degrees, certifications, credentials, etc.); and/or
- Experiential background (e.g., work experience, history, etc.).

Staff with subject matter expertise at One-Stop Affiliate Site will:

- Promote the participation of respective populations in employment and training programs;
- Provide and coordinate the provision of services to respective populations, including career counseling, assessments, identifying training and employment opportunities, recognizing additional services;
- Monitor job listings opportunities for respective populations;

- Establish employer outreach-strategies and eventual working partnerships with employers that hire the respective populations;
- Monitor complaints from respective populations; and
- Cooperate with respective system partners to identify and aid in work-specific needs and services to improve employability of respective populations.

5.8 Career Coach

For the purposes of this RFP, a Career Coach is an individual that has expertise in career development, career counseling techniques, administration and interpretation of assessments, career information resources, etc. Career Coaches were formerly known as Case Managers under WIA. Career Coaches must be able to explain the employment and training services as related to adult, dislocated worker, and youth populations, including particular populations noted above.

Career Coaches at the One-Stop Affiliate Site will provide assistance to adults, dislocated workers and youth by, but not limited to, the following:

- Assisting with educational and occupational choices;
- Assessing interests, abilities, and aptitudes;
- Evaluating educational and occupational backgrounds;
- Addressing educational and/or occupational skills gaps;
- Advising about occupational training and/or educational programs needed for particular careers;
- Addressing barriers related to employability (e.g., soft skills, technical skills, social skills, behavioral skills, etc.);
- Locating resources and sources of career information;
- Identifying training and employment opportunities; and
- Recognizing any needs for additional services.

The following should be taken into consideration when staffing the One-Stop Affiliate Site with Career Coaches:

- Educational background (e.g., degrees, certifications, credentials, etc.); and/or
- Experiential background (e.g., work experience, history, etc.).

5.9 Job Developers

For the purposes of this RFP, a Job Developer is an individual that has expertise in creating job opportunities for adults, dislocated workers, and youth by researching, identifying, and soliciting possible sources of employment. Job Developers must be able to explain the process and practices

for gainful employment as related to adults, dislocated workers, and youth including special populations noted in this RFP.

Respondents are required to budget for a minimum of one full-time job developer whose activities shall be dedicated exclusively to engaging industry and coordinating work related activities for program participants.

Job Developers at One-Stop Affiliate Site will provide assistance to adults, dislocated workers, and youth including but not limited to the following:

- Meet with career coaches to identify job-ready candidates and/or to provide status reports regarding participant's job search progress and follow up on employed participant for job retention;
- Assess the participant's current ability and skill level in order to properly determine job readiness;
- Provide direct job matching of current openings to participants;
- Offer qualified job candidates the opportunity to interview for posted jobs;
- Promote and develop employment and on-the-job training opportunities for participants;
- Engage with potential employers to secure internships, job shadow opportunities, apprenticeships, work experiences, and unsubsidized job placements for program participants while also explaining benefits and employment support services provided to employers including addressing each employer's special needs;
- Assist participants with job search skills, such as resume writing, interviewing, networking, etc.;
- Perform career counseling and help job seekers make appropriate career decisions;
- Contact participants via telephone, email and/or correspondence to follow-up on their job searching activities;
- Match participants with labor market demand;
- Plan, coordinate, conduct job fairs and on-site recruitment events;
- Provide One-Stop Affiliate Site participants with information on upcoming job fairs, job leads and other sources that will assist them in their search for employment; and
- Regularly interface with WC's Business Engagement Specialist Team (BEST) for job placement with BEST employers, participate in BEST job fairs and pre-screening days and/or other recruitment activities.

The following should be taken into consideration when staffing the One-Stop Affiliate Site with a Job Developer:

- Educational background (e.g., degrees, certifications, credentials, etc.);

- Experiential background (e.g., work experience, history, sales experience, 2-5 years' experience dealing with individuals and facilitating groups of harder to employ clients facing multiple barriers to employment, etc.); and/or
- Familiarity with return-to-work strategies, life-skills, employment training and counseling.

SECTION 6 SCORING ELEMENTS: ORGANIZATIONAL CAPACITY AND PAST PERFORMANCE – 30% of Total Score

All respondents must respond to the following questions and instructions. Questions must be answered in concrete language, using quantifiable measurements whenever possible, and be specific about the role of each collaborator. All narrative responses must be limited to a maximum of **twenty-five (25) pages total** (excluding required attachments).

6.1 Demonstrated Ability

- Describe your organization's past experience in administering WIA/WIOA programs and any experience in other employment and training programs, state or federally funded programs, or other workforce support programs. Include the name of program, amount of funding, location, type, and scope of the programs and services, and the role of your agency as it relates to program operations. Demonstrate and provide examples of how you were performance-driven, flexible, innovative, and creative in the delivery of services.
- Describe your organization's experience in serving diverse participants including, but not necessarily limited to: economically disadvantaged individuals with little or no work experience, individuals with low educational attainment or low literacy proficiencies, veterans, individuals with disabilities, those with limited English ability, minorities, ex-offenders, dislocated workers or those who may have experience and skills but have not worked for an extended period. Discuss with performance numbers your success with these or similar populations.
- Describe your organization's experience (numbers annually achieved) with job development and job placement. Discuss business services you have delivered and how these built relationships with employer partners. Describe your organization's strategy and achievements in retaining placements in their employment. Give the timeframe of these programs and percentage of successful retentions.
- Describe how you have collaborated and executed a project with multiple stakeholders. Include the distinct roles of each partner and the steps taken to achieve positive outcomes.

6.2 Panel Interview

All respondents will be required to address questions from a panel consisting of subject matter experts in providing workforce development services, including serving at-risk populations (e.g., individuals with disabilities, ex-offenders, veterans and foster youth).

SECTION 7 SCORING ELEMENTS: PROGRAM NARRATIVE – 50% of Total Score

All respondents must respond to the following questions and instructions. Questions must be answered in concrete language, using quantifiable measurements whenever possible, and be specific about the role of each collaborator. All narrative responses must be limited to a maximum of **twenty-five (25) pages total** (excluding required attachments).

7.1 Approach

- Describe how your program design will provide comprehensive programmatic services for participants. Include the progression from enrollment through exit to follow-up including all service options.
- Discuss how you will ensure that those participants receive services that appropriately address their barriers and result in positive outcomes.
- Describe your program's unique and innovative approaches to workforce development program design and leveraging partner resources that will benefit the workforce development area.
- Describe your plan to access the services of the required core partners and other recommended partners. Please attach letters of support and/or memorandums of understanding (MOUs) detailing partner roles, responsibilities, and resources provided. (Letters of support and MOUs do not count as part of the 25 page narrative.)

7.2 Program Staffing and Case Management Strategy

- Discuss your program staffing structure from program manager to front line staff, including career coaches and job developers. Describe the roles of each position and the education/experience that existing staff members have in administering projects of similar size and scope. Include resumes or job descriptions of all staff, funded in whole or in-part, for this project.
- Discuss how subject matter expertise will be provided to serve special populations and your organization's strategy to best serve those participants.
- Discuss the anticipated case load that career coaches funded by this project, in whole or in-part, will have.
- Discuss your strategy to reduce staff turnover.

- Describe how you will ensure that front-line program staff have sufficient time and support to provide the highest quality programmatic services.
- Describe your strategy to ensure that staff will meet the professional development requirements specified in this RFP.

7.3 Outreach, Eligibility and Assessment

- Describe your outreach and recruitment methods for adults, dislocated workers and youth participants as well as special populations including: adults and youth with disabilities, ex-offenders, veterans, and foster youth. Clearly specify how many adults, dislocated workers, and youth participants you plan to serve.

For each special population listed below, specify the percentage of the combined adult and dislocated worker enrollments that will be served:

- Adults with Disabilities;
- Re-Entry Adults; and
- Veterans.

For each special population listed below, specify the percentage of youth enrollments that will be served:

- Youth with Disabilities;
- Re-Entry Youth; and
- Foster Care Youth.

- Describe your intake process including eligibility determination and how WIOA required eligibility documents will be obtained.
- Discuss how assessments will be structured to identify academic, employability and occupational interests, aptitudes and skill levels, personal development, and supportive service needs. Assessments for each program participant are mandatory, and necessary to construct a proper IES/ISS. At a minimum, each program participant must take the two-minute Woofound Career Mapping Assessment Tool provided to WIOA sub-awardees at no cost by WC. Special exceptions will be allowed for participants with special circumstances (e.g. already has job offer, etc.). Respondents will be allowed to use any other supplementary assessments in addition to Woofound.

7.4 Adult and Dislocated Workers - Individual Employment Plan (IEP)

- Describe your strategy for developing the IEP for adults and dislocated workers. Describe how you will address barriers to employment, set unique, specific, and realistic objectives, and prepare participants for work by developing and improving work readiness skills.
- Describe detailed strategies for training adult and dislocated worker participants to ensure positive outcomes. Consider any related supportive services (transportation, childcare, work cards, etc.). Describe how these will be leveraged through other community resources or provided through this project.

- Describe how adult and dislocated worker participants will progress through the program design and describe an effective method for ensuring participants remain engaged and committed to accomplishing the goals and objectives outlined in the IEP.
- Describe how your program will help participants build sustainable STEM-driven career pathways in the nine (9) industry sectors as designated by the Governor of Nevada that focus on long-term career goals and upward mobility and not just short-term employment needs.
- Describe what tools or activities will you utilize (e.g., seminars, workshops, on-line career and industry-sector focused research) to expose program participants to long-term sustainable career goals.

7.5 Youth - Individual Service Strategy (ISS)

- Describe your strategy for developing the ISS for all youth participants. Describe how you will address barriers to education and employment, set unique, specific, and realistic objectives, and prepare participants for post-secondary education, vocational training, and/or employment by developing and improving academic and/or work readiness skills.
- Describe how youth participants will progress through the program design and describe an effective method for ensuring participants remain engaged and committed to accomplishing the goals and objectives outlined in the ISS.
- Describe detailed strategies for training youth participants to ensure positive outcomes. Consider any related supportive services (transportation, childcare, work cards, etc.,) and describe how these will be leveraged through other community resources or provided through this project.
- Describe how your program will help participants build sustainable STEM-driven career pathways in the nine (9) industry sectors as designated by the Governor of Nevada that focus on long-term career goals and upward mobility and not just short-term employment needs.
- Describe what tools or activities you will utilize (e.g., seminars, workshops, on-line career and industry-sector focused research) to expose program participants to long-term sustainable career goals.

7.6 Training and Development Activities

- Describe your approach towards offering a wide range of training services to participants, such as occupational skills training and on-the-job training, which will result in positive outcomes. Describe how your proposed education/training programs will lead to jobs with livable wages.
- Describe your approach towards offering a wide range of work-based learning activities, such as apprenticeships, internships and work experiences to appropriate participants. Discuss how you will identify which participants are appropriate for these activities. Describe how you will ensure that at least 30% of expenditures will be for work-based learning activities, including work experience, on-the-job training and pre-apprenticeship activities.

- Describe how you plan to incorporate mentoring for program participants.
- Describe leadership development opportunities, including community service and peer-centered activities encouraging responsibility, and other positive social and civic behaviors for youth participants.
- Describe what evidence-based Science, Technology, Engineering and Math (STEM) activities, workshops and trainings you will implement into your program design that will:
 - Expose participants to the importance of STEM skills in the job market
 - Expose participants to STEM occupations/skill-sets in Nevada's Key Industry Sectors.
 - Achieve the training, education, employment goals listed in the IEP/ISS
 - Integrate STEM-related activities into a work experience, paid or unpaid internship, occupational skills training, on-the-job training
 - Identify the number and type of STEM-focused activities/resources to be implemented, as well as the expected outcomes.

Based on total enrollment, identify the percentage of participants that will receive STEM-focused employment and training services. The sub-awardee will be required to have demonstrable internal staff capacity to successfully integrate STEM-focus into their program design.

- Describe how you will determine the appropriateness of activities for each program participant (e.g., what activities will further their career pathway) and what will be the developmental flow.

7.7 Performance Management

- Describe what methods the project will employ to manage performance as a participant progresses through the program from enrollment, employment placement and retention.
- Describe your approach to job placement and how the job developer will be used to identify employment and work-based learning opportunities for program participants. Specifically describe how the job developer will engage industries that will hire special populations.
- Describe your internal quality assurance method to monitor performance including participant file review, data validation, customer service survey, required performance goals.
- Describe your exit strategy to ensure participants will achieve required performance measures.
- Describe how you will identify, develop and maintain relationships with employers and other partners, which will result in positive outcomes for employment and retention, especially for special populations.

7.8 Follow-Up Strategies

- Discuss your follow-up services for a minimum of 12 months after the participants exit from the program and include how mentoring will be incorporated during the follow-up period.
- Discuss how you will ensure that participants remain on their targeted career path after exiting from the program.

SECTION 8 FISCAL ELEMENTS

8.1 Budget and Budget Narrative

Each respondent is required to submit **two** project budgets using **Form 3a – Adult Budget Template** and **Form 3b – Youth Budget Template**.

Each budget template has a summary page and 11 budget detail pages that require line item detail, for a total of 12 pages. There are lines identified at the bottom of each budget detail page for a narrative, and each line item is required to have a concise narrative description justifying the charges. Each budget detail section should not exceed one page including the narrative. Any separate budget narratives submitted will not be reviewed.

There are detailed instructions contained in each budget template as Excel comments that are revealed by hovering with a mouse over the red triangles. The budget summary page is locked and auto-populates based on information entered on the budget detail pages. All charges are to be rounded to the nearest whole dollar.

On the budget summary page identify the name and contact information for the staff person who may be contacted for any questions regarding your budget submission.

8.2 Budget Period and Amount

The Total Project Expenses of this line-item budget must be less than or equal to the estimated total funding available for this RFP for the initial funding period:

Initial Funding Start Date:	July 1, 2016
Initial Funding End Date:	June 30, 2017
Initial Funding Period:	Twelve (12) months
Estimated Total Adult and Dislocated Worker Funding Available for this RFP:	An amount not to exceed \$840,000 in incremental funding for the first twelve (12) month period.
Estimated Total Youth Funding Available for this RFP:	An amount not to exceed \$960,000 in incremental funding for the first twelve (12) month period.
Estimated Total Funding Available for this RFP:	An amount not to exceed \$1,800,000 in incremental funding for the first twelve (12) month period.
Estimated Number of Sub-Awards:	One (1) Sub-Awardee for all Funding Streams

8.3 Budget Requirements

For the adult budget (**Form 3a**), training (budget tab A.) must comprise at least 40% of the Total Project Expenses.

For the youth budget (**Form 3b**), work experience, on-the-job training, and pre-apprenticeship activities must compromise at least 30% of the Total Project Expenses.

Respondents are required to budget for a minimum of one full-time job developer whose activities shall be dedicated exclusively to engaging industry and coordinating work related activities for program participants. The job developer may be shared between the adult and youth budgets as long as the total time dedicated to job development functions meets the minimum requirement.

Each budget has formulas built into the summary page that will flag an error message if any of the above requirements are not met.

8.4 Required Match

In lieu of a percentage match requirement, **WC will not reimburse for any rent, depreciation, or building usage expenditures.** Any expenditure projected for the project should be reported as matching resources.

8.5 Training Expenditures

WC will process all payments for the following participant expenditures: occupational skills training, on-the-job training, customized training and incumbent worker training. The sub-awardee will be required to submit documentation to WC in order for payments to be processed. All liability will remain with the sub-awardee for any payments determined to be disallowed for any reason. Budgeted funds for the above training expenditures will be reserved by WC.

8.6 Allocated Direct Costs

Respondents are required to describe their “Allocation Base” (e.g. Direct Hours Worked, Square Footage Usage, etc.) on several budget detail pages. This allocation base describes the existing or anticipated methodology that will be used to prorate common or shared **direct** operating costs among projects. Examples of shared direct costs are infrastructure/operating costs (e.g., rent and copier machines), as well as personnel (e.g., program manager) providing benefits to multiple funding sources. Computation columns are provided on the budget detail pages to aid in this calculation.

8.7 Indirect Costs

Indirect costs are costs incurred by an organization that do not directly benefit any one program or project, but indirectly support all aspects of the organization. For organizations awarded funds, any indirect costs billed must be supported by an indirect cost rate agreement with a federal cognizant agency, or the organization must negotiate an indirect rate with WC after the award of funds. Cost allocation plans are no longer allowable to substantiate the billing of indirect costs.

8.8 Profit

Only commercial for-profit organizations may incorporate profit into their budget. Profit must be contained in a single line item on the Other Overhead budget tab and may not exceed 10% of the Total Contractor Paid section of the budget, less any direct participant expenditures such as supportive services.

8.9 Subcontracts

All subcontracts must be procured according to WC procurement requirements and approved by WC. An award of funds or approval of a budget does not exempt procurement requirements.

8.10 Fiscal Requirements

The funds awarded under this sub-award are federal WIOA funds. The sub-awardee of these funds will be subject to the Federal provisions contained in 2 CFR 200 (the Omni-Circular), as well as State and local policies and procedures. WC's fiscal policies are located at www.nvworkforceconnections.org.

8.11 Audit Requirements

Organizations expending at least \$750,000 in Federal funds during any fiscal year starting on or after December 26, 2014 are subject to a Single-Act audit per the provisions contained in 2 CFR 200 Subpart F. Audit expenses may only be billed to WC sub-awards when the audit work is performed, or accrued, regardless of the period being audited. Single-act audits must be submitted to WC within 30 days of the audit report date, or by nine months after the end of the auditee's fiscal year, whichever is sooner.

SECTION 9 SCORING ELEMENTS: FISCAL NARRATIVE AND BUDGET – 20% of Total Score

All respondents must respond to the following questions and instructions. Questions must be answered in concrete language, using quantifiable measurements whenever possible, and be specific about the role of each collaborator. All narrative responses must be limited to a maximum of **twenty-five (25) pages total** (excluding required attachments).

9.1 Fiscal Narrative

- Describe the organization's experience with managing federal funds and the experience that fiscal staff employed by the organization have in administering federal funds.
- Describe the organization's familiarity with federal financial management standards. Discuss how the organization ensures compliance with those standards.
- Describe how the organization has resolved any monitoring and audit findings or any other issues raised in the audit reports, management letters, and any related corrective action plans for each of the last two years.
- Describe how your organization would manage funds to ensure that spending levels are met but not exceeded; and, to ensure that these services remain available throughout the program year.

9.2 Budget

The respondent must complete two budgets using **Form 3a – Adult Budget Template** and **Form 3b – Youth Budget Template** and submit as part of the proposal.

Workforce Connections PY 2016 Proposals				
Program/ Organization	Demonstrated Ability (30%)	Program Narrative (50%)	Fiscal Narrative /Budget (20%)	% Score*
OSAS East				
Goodwill Industries	23.82%	37.56%	16.25%	77.63%
Southern Nevada Housing Authority	23.75%	38.33%	13.75%	75.83%
Community Assistance Programs	22.34%	36.22%	15.00%	73.56%
Pre- and Post-Release Reentry Services				
Foundation for an Independent Tomorrow	23.82%	38.97%	16.25%	79.04%
HOPE for Prisoners	25.03%	35.65%	15.00%	75.68%

* May contain rounding error

Scoring Process and Details

- Each proposal is scored by two reviewers. The reviewers each award a score of 1-4 for each criteria under a given scoring element.
 - 4 = Exceeds criteria: Response is excellent. Proposal also offers insight, capacity, observations, or ideas beyond what was expected.
 - 3 = Criteria is fully met: Response meets all expectations in the RFP.
 - 2 = Criteria is partially met: Response is satisfactory.
 - 1 = Criteria is not met: Response is unsatisfactory.
- Scores are averaged and then summed and divided by the total possible point value of the scoring element (number of sub bullets X 4 = total possible points).
- Score is then weighted by weights determined by the organization – see below summary score card for weights.

OSAS EAST SCORECARD

	Goodwill Industries	Score	Total Possible Score
6.1	Demonstrated Ability	12.19%	15.00%
6.2	Panel Interview	11.63%	15.00%
7.1	Approach	3.75%	5.00%
7.2	Program Staffing and Case Management Strategy	8.13%	10.00%
7.3	Outreach, Eligibility and Assessment	7.50%	10.00%
7.4	ADW Individual Employment Plan	3.54%	5.00%
7.5	Youth ISS	3.75%	5.00%
7.6	Training and Development Activities	3.38%	5.00%
7.7	Performance Management	5.63%	7.50%
7.8	Follow-Up Strategies	1.88%	2.50%
9.1	Fiscal Narrative (2)	8.75%	10.00%
9.2	Budget	7.50%	10.00%
	TOTAL	77.63%	100.00%

Demonstrated Ability (6)	Program Narrative (7)	Fiscal Narrative and Budget (9)
23.82%	37.56%	16.25%

OSAS East SCORECARD - DETAILED					
Goodwill		Rater 1	Rater 2	AVG	Score
6.1A	Evidence bidder has experience in administering WIA/WIOA programs and any experience in other employment and training programs, state or federally funded programs, or other workforce support programs. Has provided the name of program, amount of funding, location, type, and scope of the programs and services, and the role of its agency as it relates to program operations. Has demonstrated and provided examples of how they were performance-driven, flexible, innovative, and creative in the delivery of services.	3	3	3	12.19%
Comment: Though it is clear that the agency has experience administering other training programs (includes names of the program, amount of funding, doesn't include location or state the scope of programs and services of each program), it is less clear what role the agency played in each. Furthermore, doesn't provide concrete examples of how the agency was performance-driven in delivery of services. Unclear how past programs were performance-driven, flexible, and innovative in service delivery.					
6.1B	Clear description of how services will be provided to diverse groups in target neighborhood/area with performance numbers with these or similar populations.	3	3	3	
Comment: Bidder meets criteria.					
6.1C	Evidence of bidder's organization's experience (numbers annually achieved) with job development and job placement. Includes discussion of business services delivered and relationships with employer partners. Includes bidder's strategy and achievements in retaining placements in their employment and provides timeframe of these programs and percentage of successful retentions.	3	3	3	
Comment: Does a good job of describing job development and job placement numbers achieved for different target populations. However, doesn't provide annual numbers for each target population. Does provide retention rate and briefly talks about relationship with employer partners. Excellent description of past collaboration and extensive list of stakeholders.					
6.1D	Evidence of bidder's successful collaboration and execution in the delivery of a project or program, including description of stakeholder roles and contributions to positive outcomes in the collaborative project described.	4	4	4	11.63%
Comments: Discusses who they collaborated with and the role that partners played. States how many people were served. Includes success story of a veteran who found a job and housing through collaboration of multiple stakeholders.					
6.2	Respondents must be prepared to address questions from a panel consisting of, but not limited to, representatives from the local workforce development board staff and apprenticeship programs.	11.63%			
7.1A	Clear description of how program design will provide comprehensive programmatic services for participants. Includes the progression from enrollment through exit to follow-up including all service options.	3	3	3	3.75%
Comment: Proposal clearly describes the progression from enrollment through exit to follow-up for program participants. Unclear progression of career pathways for the three industries outside of hospitality.					
7.1B	Evidence that program will ensure that those participants receive services	3	3	3	

	that appropriately address their barriers and result in positive outcomes.				
	Comment: All WIOA-eligible participants will receive intensive services but vague on how it will ensure that participant will receive services. Proposal describes the types of supportive services. Not clear how org will ensure that participants receive services.				
7.1C	Evidence of program's unique and innovative approaches to workforce development program design and leveraging partner resources that will benefit the workforce development area.	3	3	3	
	Proposal describes partner resources that will be leveraged.				
7.1D	Clear description of plan to access the services of other partners, including Registered Apprenticeship Programs and other providers of wrap around services.	3	3	3	
	Comment: MOUs attached detail partner roles and description of plan to access the services of other partners.				
7.2A	Evidence of program staffing structure from program manager to front line staff, including career coaches and job developers. Includes description of the roles of each position and the education/experience that existing staff members have in administering projects of similar size and scope. Include resumes or job descriptions of all staff, funded in whole or in-part, for this project. Includes discussion how subject matter expertise will be provided to serve special populations and your organization's strategy to best serve those participants.	3	3	3	8.13%
	Comment: Doesn't describe the education/experience of existing staff members in the proposal.				
7.2B	Discusses the anticipated case load that career coaches funded by this project, in whole or in- part, will have. Discusses strategy to reduce staff turnover. Describes how program will ensure that front-line program staff have sufficient time and support to provide the highest quality programmatic services. Describes strategy to ensure that staff will meet the professional development requirements specified in this RFP.	3	4	3.5	
	Comments: Doesn't describe strategy. State staff turnover is not at an issue so they don't describe a strategy to reduce turnover. Excellent description of prior staffing issues and how those were resolved, along with the institutional changes that happened that will benefit staff on this project				
7.3A	Describes outreach and recruitment methods for adults, dislocated workers and youth participants as well as special populations including: adults and youth with disabilities, ex- offenders, veterans, and foster youth. Clearly specifies how many adults, dislocated workers, and youth participants are planned. For each special population listed below, specifies the percentage of the combined adult and dislocated worker enrollments that will be served: Adults with Disabilities; Re-Entry Adults; and Veterans. For each special population listed below, specify the percentage of youth enrollments that will be served: Youth with Disabilities; Re-Entry Youth; and Foster Care Youth. Provides percentage breakdowns of all populations listed above.	3	3	3	7.5%
	Comment: Bidder meets criteria.				
7.3B	Provides a description of intake process including eligibility determination and how WIOA required eligibility documents will be obtained and	3	3		

	discusses how assessments will be structured to identify academic, employability and occupational interests, aptitudes and skill levels, personal development, and supportive service needs.				
	Comments: Provides clear description of intake process as well as different assessments (e.g., CASAS measures numeracy and literacy, BESI identify barriers).				
7.4A	Description of strategy for developing the IEP for adults and dislocated workers. Describe how you will address barriers to employment, set unique, specific, and realistic objectives, and prepare participants for work by developing and improving work readiness skills.	3	3	3	
	Comment: Bidder meets criteria.				
7.4B	Detailed strategies for training participants to ensure positive outcomes including how related supportive services (transportation, childcare, work cards, etc.) will be leveraged through other community resources or provided through this project. Has 13 different workshops available for participants. Description of how adult and dislocated worker participants will progress through the program design and describe an effective method for ensuring participants remain engaged and committed to accomplishing the goals and objectives outlined in the IEP.	3	2	2.5	
	Comment: Also states that they will leverage WC funds and grants obtained by Goodwill. Will use extensive case management – through face to face meetings and work readiness workshops. Provide incentives to ensure participants return to workshops. Alluded to but not fully explained. How do “incentives” ensure that participants remain engaged?				3.54%
7.4C	Description of how program will help participants build sustainable STEM-driven career pathways in the nine (9) industry sectors as designated by the Governor of Nevada that focus on long-term career goals and upward mobility and not just short-term employment needs. Description of tools or activities you will utilize (e.g., seminars, workshops, on-line career and industry-sector focused research) to expose program participants to long-term sustainable career goals.	3	3	3	
	Comment: Will deliver vocational and technical skills training. Will rely on Career Coaches to help identify career pathways.				
7.5A	Approach to identifying and addressing employment barriers, setting specific and unique goals, and supporting progression to work readiness/work for individual participants is described.	3	3	3	
	Comment: Describes the framework for developing the ISS. The ISS is developed in partnership with the youth.				
7.5B	Detailed strategies for training participants to ensure positive outcomes including how related supportive services (transportation, childcare, work cards, etc.) will be leveraged through other community resources or provided through this project.	3	3	3	
	Comment: While it does list strategies that will be used to support youth (e.g., leadership opps through eXtreme Success program) doesn't detail how supportive services will be leveraged through partnerships				3.75%
7.5C	Description of how program will help participants build sustainable STEM-driven career pathways in the nine (9) industry sectors as designated by the Governor of Nevada that focus on long-term career goals and upward mobility and not just short-term employment needs. Description of tools or activities you will utilize (e.g., seminars, workshops, on-line career and industry-sector focused research) to expose program	3	3	3	

	participants to long-term sustainable career goals.				
	Comments: Describes the different activities available to promote STEM career pathways for youth but doesn't do this for non-youth.				
7.6A	Description of approach towards offering a wide range of training services to participants, such as occupational skills training and on-the-job training, which will result in positive outcomes. Description of how proposed education/training programs will lead to jobs with livable wages.	3	2	2.5	
	Comment: No logical flow from work-based learning experiences to employment				
7.6B	Description of approach towards offering a wide range of work-based learning activities, such as apprenticeships, internships and work experiences to appropriate participants. Discuss how you will identify which participants are appropriate for these activities. Describe how you will ensure that at least 30% of expenditures will be for work-based learning activities, including work experience, on-the-job training and pre-apprenticeship activities. Description of plan to incorporate mentoring for program participants.	3	3	3	
	Comment: Bidder meets criteria.				
7.6C	Description of leadership development opportunities, including community service and peer- centered activities encouraging responsibility, and other positive social and civic behaviors for youth participants.	3	3	3	
	Comment: Bidder meets criteria.				
7.6D	Evidence of integration of STEM-focused content in program components.	2	2	2	
	Comment: Only does so for youth participants and vaguely describes an example but doesn't tie it back to the program components. STEM focus not evident throughout programmatic elements.				
7.6E	Description of appropriateness of activities for each program participant (e.g., what activities will further their career pathway) and what will be the developmental flow.	3	3	3	
	Comment: Bidder meets criteria.				
7.7A	Description of methods the project will employ to manage performance as a participant progresses through the program from enrollment, employment placement and retention. Description of approach to job placement and how the job developer will be used to identify employment and work-based learning opportunities for program participants. Specifically describes how the job developer will engage industries that will hire special populations.	3	3	3	
	Comment: Describes the job developer's duties but is vague/doesn't provide examples of how job developer will engage industries that will hire special populations.				
7.7B	Description of internal quality assurance method to monitor performance including participant file review, data validation, customer service survey, required performance goals. Description of exit strategy to ensure participants will achieve required performance measures.	3	3	3	
	Comment: Bidder meets criteria.				
7.7C	Description of development and maintenance of relationships with employers and other partners, which will result in positive outcomes for employment and retention, especially for special populations.	3	3	3	
	Comment: Bidder meets criteria.				
					3.38%
					5.63%

7.8A	Description of follow up strategies (to occur for at least 12 months) is provided.	3	3	3	1.88%
	Comment: Bidder meets criteria.				
7.8B	Emphasis on participants' progress along career pathways is evident in approach to follow-up services.	3	3	3	
	Comment: Bidder meets criteria.				
9.1A	Bidder describes organizational experience - and that of fiscal staff – in managing federal funds Bidder describes organizational familiarity with federal financial management standards and ability to comply with them.	4			8.75%
	Comment: Staff are very experienced with fiscal policies and controls (1-2 decades per staff), staff regularly update knowledge through WC-specific and other trainings				
9.1B	Bidder describes how the organization has resolved any monitoring and audit findings or any other issues raised in the audit reports, management letters, and any related corrective action plans for each of the last two years.	3			
	Bidder describes how organization would manage funds to ensure that spending levels are met but not exceeded; and, to ensure that these services remain available throughout the program year.				
	Comment: Bidder describes financial controls and policies				
9.2A	Budget (Form 2, Budget Template) is complete and does not contain obvious significant errors.	3			7.5%
	Comment: Bidder meets criteria				
9.2B	Budget items are justified (explained in budget narrative).	3			
	Total Proposed Budget: \$1,708,358 Total Planned Enrollment: 110 adults + 85 Youth=195 Cost Per: \$ 8760.81 Match/value of leverages dollars \$401,457				
	Comment: Job developer salary is less than \$40,000				
TOTAL		77.60%			

workforce CONNECTIONS

PEOPLE. PARTNERSHIPS. POSSIBILITIES.

Panel Interview: One-Stop Affiliate Site – East

Organization: Goodwill Industries Southern Nevada

Presenters: Terri Conway, Sherry Ramsey

Date/Time: April 13, 2011 1:15

Questions	Comments	*Score
1. Please provide a brief summary of your organization's history & its experience with workforce development.	Partner with since '09, / one stop partner - career connections / Veterans programs / Hospitality Youth w/ Disabilities program / Adults w/ disabilities	1 2 3 (4)
2. "Connecting Employers to a Ready Workforce" is WCs mission. Please explain how your organization shares this mission and how?	Business Success Program - 700 business partners Already conducting employer surveys On the job training program / Danny's partnership Training & professional development.	1 2 (3) 4
3. High-quality excellent customer service is WCs top priority. How will you ensure every level of your OSAS ensures this top priority?	Hold employees accountable through evaluations Working Olive Crest and would have them at OSAS. Has staff assigned to veteran organizations.	1 2 (3) 4
4. How does your OSAS plan on partnering with a WIOA Core Partner(s) & System Partners serving special populations? Discuss your collaboration plans.	Case Managers - Youth - Veterans - Dislocated workers - Re-entry	1 2 (3) 4
5. How will your OSAS ensure subject matter expertise is provided for special populations (e.g., Veterans, individuals with disabilities, re-entry, foster youth, etc.)? a. Discuss your staffing plan.	Trap & Petros	1 2 (3) 4
6. Where will your OSAS be located in the overall geographic service area? How is positioned to best serve this area and do		1 2 (3) 4

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PEOPLE. PARTNERSHIPS. POSSIBILITIES.

6. Outreach to youth, adults, & special populations?		
7. How will your OSAS specifically address the education, training & employment needs for adults & dislocated workers? a. For Youth?	Strong Assessments	1 ② 3 4
8. How will your OSAS ensure the following fiscal requirements: a. 40% total expenses for Adult training? b. 30% total expenses for Youth work-based learning (e.g., WEX, OJT, & pre-apprenticeship)?	History of managing grants team monitors progress of program weekly.	1 ② 3 4
9. How will your program implement quality controls and methods to manage performance? a. Which additional benchmarks will be used to determine your OSAS success besides the WIOA performance measures?	- Monthly deliverables and strong managing. They have recently hired staff w/ expertise. - CRM software	1 2 3 ④
10. Tell us the top 3 attributes of your OSAS which will set it apart, and how this will lend to your unique success?	- Community Presence - Experience - Partnerships	1 2 3 ④
Raw Score		27
Total of 15%		10.13

***Score:**

- 4 = Exceeds criteria: Response is excellent. Response also offers insight, capacity, or ideas beyond what was expected.
 3 = Criteria is fully met: Response is excellent.
 2 = Criteria is partially met: Response is satisfactory.
 1 = Criteria is not met: Response is unsatisfactory.

Panel Member: Michael Flores / Michael Flores
 (Signature/Print Name)

Date: 4/13/16

workforce CONNECTIONS

PEOPLE. PARTNERSHIPS. POSSIBILITIES.

①

Panel Interview: One-Stop Affiliate Site – East

Organization: Associated Industries Southern Nevada

Presenters: Doni Conway & Sherry Ramsey

Date/Time: April 13, 2016 - 1:15 PM

Questions	Comments	*Score
1. Please provide a brief summary of your organization's history & its <u>experience with workforce development</u> .	1975 CEO 20 yrs. Youth to Opportunity Program 2009 partnering with our agency Partnership made from our agency found on website 3 years ago is established Voc Rehab	1 2 3 ④
2. * <u>"Connecting Employers to a Ready Workforce"</u> is WCs mission. Please explain how your organization shares this mission and how?	Provide job opportunities Partnering business team Deming Partnership	1 2 ③ 4
3. High-quality excellent <u>customer service</u> is WCs top priority. How will you ensure every level of your OSAS ensures this top priority?	Adult training, to core values (customer service) recruit, partners development, adult performance circle as relative to core values	1 2 3 ④
4. How does your OSAS plan on <u>partnering</u> with a WIOA Core Partner(s) & System Partners serving special populations? Discuss your collaboration plans.	already started, BEST team funding opportunities under budget, plus grant - better results Urban League, Veterans, YIA, public works community relations	1 2 ③ 4
5. How will your OSAS ensure <u>subject matter expertise</u> is provided for special populations (e.g., Veterans, individuals with disabilities, re-entry, foster youth, etc.)? a. Discuss your staffing plan.	Cost sharing is specific experts: Veterans, youth adult, disabilities matter, adults re- educated - all categories covered Adult trainees are specific experts in their regulate	1 2 ③ 4
6. Where will your OSAS be located in the overall <u>geographic service area</u> ? How is positioned to best serve this area and do	Shop - Corner Lake rents through auto intermediate	1 2 ③ 4

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PEOPLE. PARTNERSHIPS. POSSIBILITIES.

6. Outreach to youth, adults, & special populations?			
7. How will your OSAS specifically address the <u>education, training & employment needs</u> for adults & dislocated workers? a. For Youth?	Care managers, advisors, referred curriculum, then to any plan, employee review prep, labor studies, employee certification, advisors to work	1. 2. 3. 4.	2
8. How will your OSAS ensure the following <u>fiscal requirements</u> : a. 40% total expenses for Adult training? b. 30% total expenses for Youth work-based learning (e.g., WEX, OJT, & pre-apprenticeship)?	educative team based, monitor budget monthly meeting, budget clearly monitor and adjust as needed, open access to current expense monitoring	1. 2. 3. 4.	3
9. How will your program implement <u>quality controls</u> and methods to manage <u>performance</u> ? a. Which <u>additional benchmarks</u> will be used to determine your OSAS success besides the WIOA performance measures?	# advisors received, physical, workshop additional meetings from new re-entrants to CRM - data input, time from time employment, average cost/ training time, advisors - job - receive more info, quality of life - provide large meeting area	1. 2. 3. 4.	3
10. Tell us the <u>top 3 attributes</u> of your OSAS which will set it apart, and how this will lend to your unique success?	Disadvantaged, the covered, through time effective monetary and other all-year ability to provide for other capacity (advisors)	1. 2. 3. 4.	4
		Raw Score	32
		Total of 15%	12.0%

***Score:**

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 2 = Criteria is partially met: Response is satisfactory.
 1 = Criteria is not met: Response is unsatisfactory.

Panel Member:

(Signature/Print Name)

Date:

4/13/16

Organization: Stockwell

Presenters: Teri Conner & Sheri Ramsey

Date/Time: 4/13 1:15 PM

Questions	Comments	*Score
1. Please provide a brief summary of your organization's history & its experience with workforce development.	Since 175-196 CEO - CFO 108-1094 WD Growth - YWD 3yrs ago - pt of one stop til last yr - AWB + YWD now. Outside in VR 15yrs Career Conn - a ssos, w/ dcsd w/ MSBets, Yets, a ssos	1 2 3 ④
2. "Connecting Employers to a Ready Workforce" is WCs mission. Please explain how your organization shares this mission and how?	Some at (SW) Bus services team - 12 hrs events a with - DOTs, Wk exper- ytt - 700 business in first y-5yrs, Ex. Danny's - held all their hiring events - hired 100.	1 2 ③ 4
3. High-quality excellent customer service is WCs top priority. How will you ensure every level of your OSAS ensures this top priority?	staff - training to core values - cost sav/pt ext - hires - New Direct focus - Core values on evals	1 2 ③ 4
4. How does your OSAS plan on partnering with a WIOA Core Partner(s) & System Partners serving special populations? Discuss your collaboration plans.	New Dir started - BES team partnering - other pvt can piece w/ bus as employer - plan 2 w/ Olive Crest (yostery) - Urban League, Vets career navigator monthly - long keynotes partnership	1 2 3 ④
5. How will your OSAS ensure subject matter expertise is provided for special populations (e.g., Veterans, individuals with disabilities, re-entry, foster youth, etc.)? a. Discuss your staffing plan.	staffing - CMSnet expert y Olive Crest - y - 2 AJ BIS1 working re-entry job - Related VR - team w/ expertise work up.	1 2 ③ 4
6. Where will your OSAS be located in the overall geographic service area? How is positioned to best serve this area and do	Top store - Career connect 108 - make stop at office - already known	1 2 ③ 4

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<p>outreach to youth, adults, & special populations?</p>		
<p>7. How will your OSAS specifically address the education, training & employment needs for adults & dislocated workers? a. For Youth?</p>	<p>CM approach - set strategy in left - when staff training & we also plan on site workshop basics for OS - 'soft' might finish h. 100 trade, OSN,</p>	<p>1 2 ③ 4</p>
<p>8. How will your OSAS ensure the following fiscal requirements: a. 40% total expenses for Adult training? b. 30% total expenses for Youth work-based learning (e.g., WEX, OJT, & pre-apprenticeship)?</p>	<p>dedicated team - include grant cost - must since OS - seasonal reports no on line item - month - report weekly - monthly in admin - implementation & ops - budget quarterly - monitor time - report all - include monthly - report accels to monthly measures - ex # several placed, training, employer shops... strong inst of On beach OSU connect in CH is now part of U, QEM system - make sure data col in system - finally, when come y advisory employed & auto train - cost per ely - OSN - 40% of its add info - employees presence in comm - strength of OSN home - expenses (w/ 100% of years, A, Y, dis), & ability 2 partner</p>	<p>1 2 ③ 4</p>
<p>9. How will your program implement quality controls and methods to manage performance? a. Which additional benchmarks will be used to determine your OSAS success besides the WIOA performance measures?</p>		<p>1 2 3 ④</p>
<p>10. Tell us the top 3 attributes of your OSAS which will set it apart, and how this will lend to your unique success?</p>		<p>1 2 3 ④</p>
	<p>Raw Score 34 Total of 15% 12.75</p>	

***Score:**

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2 = Criteria is partially met: Response is satisfactory.

1 = Criteria is not met: Response is unsatisfactory.

Panel Member:

Kim Cantero
(Signature/Print Name)

Date:

4/13/16

Goodwill of Southern Nevada Proposal – OSAS East**Memorandums of Understanding (MOUs)**

Partner(s)	Will provide the following:
Community Counseling Center	Substance abuse and mental health services
Las Vegas Urban League	Participant referrals
Office of District Attorney, Family Support Division	WIOA services to non-custodial and custodial parents (review of MOU in progress)
Olive Crest	Subject matter expertise – foster care youth (MOU pending grant award)
Opportunity Village	Work experience sites
State of Nevada, Department of Health and Human Services, Division of Welfare and Supportive Services, Employment and Supportive Services Unit	Subject matter expertise – public assistance recipients.
The Shade Tree	Emergency housing, job readiness classes and mental health services
Three Square	SNAP Outreach Program
U.S. Vets	Subject matter expertise – veteran services
United Labor Agency of Nevada, HELP of Southern Nevada, Health Services Coalition and Financial Guidance Center	Wrap around services – public assistance recipients and financial literacy classes

Scoring Process and Details

- Each proposal is scored by two reviewers. The reviewers each award a score of 1-4 for each criteria under a given scoring element.
 - 4 = Exceeds criteria: Response is excellent. Proposal also offers insight, capacity, observations, or ideas beyond what was expected.
 - 3 = Criteria is fully met: Response meets all expectations in the RFP.
 - 2 = Criteria is partially met: Response is satisfactory.
 - 1 = Criteria is not met: Response is unsatisfactory.
- Scores are averaged and then summed and divided by the total possible point value of the scoring element (number of sub bullets X 4 = total possible points).
- Score is then weighted by weights determined by the organization – see below summary score card for weights.

OSAS EAST SCORECARD

	Southern Nevada Housing Authority	Score	Total Possible Score
6.1	Demonstrated Ability	11.25%	15.00%
6.2	Panel Interview	12.50%	15.00%
7.1	Approach	4.53%	5.00%
7.2	Program Staffing and Case Management Strategy	7.50%	10.00%
7.3	Outreach, Eligibility and Assessment	7.50%	10.00%
7.4	ADW Individual Employment Plan	3.75%	5.00%
7.5	Youth ISS	3.96%	5.00%
7.6	Training and Development Activities	3.75%	5.00%
7.7	Performance Management	5.31%	7.50%
7.8	Follow-Up Strategies	2.03%	2.50%
9.1	Fiscal Narrative (2)	7.50%	10.00%
9.2	Budget	6.25%	10.00%
	TOTAL	75.83%	100.00%

Demonstrated Ability (6)	Program Narrative (7)	Fiscal Narrative and Budget (9)
23.75%	38.33%	13.75%

OSAS East SCORECARD - DETAILED					
SNHA		Rater 1	Rater 2	AVG	Score
6.1A	Evidence bidder has experience in administering WIA/WIOA programs and any experience in other employment and training programs, state or federally funded programs, or other workforce support programs. Has provided the name of program, amount of funding, location, type, and scope of the programs and services, and the role of its agency as it relates to program operations. Has demonstrated and provided examples of how they were performance-driven, flexible, innovative, and creative in the delivery of services.	4	3	3.5	11.25%
	Comment: Clear description of experience with WIA programs and partnerships, as well as very clear description of how service delivery is flexible and asset-oriented. Bidder demonstrates experience administering WIA/WIOA and clearly states name of program, amount of funding, location, type, and scope of programs and services, and the role that the agency had operating the program. Provides examples on how they've been creative and innovative – involving youth to improve program operations.				
6.1B	Clear description of how services will be provided to diverse groups in target neighborhood/area with performance numbers with these or similar populations.	3	3	3	
	State that they have worked with a number of target populations, but only provide examples and numbers for two of them. For example, what work has been done (and with how many) people who are limited English speakers, ex-offenders, dislocated workers?				
6.1C	Evidence of bidder's organization's experience (numbers annually achieved) with job development and job placement. Includes discussion of business services delivered and relationships with employer partners. Includes bidder's strategy and achievements in retaining placements in their employment and provides timeframe of these programs and percentage of successful retentions.	3	3	3	
	Clearly answered the question. States that it has assisted 500 participants with job development and placement but not specific about how many participants have been placed at a job. Clearly discusses services that have been delivered. And also includes retention rates.				
6.1D	Evidence of bidder's successful collaboration and execution in the delivery of a project or program, including description of stakeholder roles and contributions to positive outcomes in the collaborative project described.	3	2	2.5	12.5%
	It is unclear what SNRHA's role was in the Section 3 program. Do they make referrals, are they the granting agency? Vaguely describes positive outcomes. Are there any measurable outcomes? (e.g., number of participants whom were placed in jobs after receiving job training).				
6.2	Respondents must be prepared to address questions from a panel consisting of, but not limited to, representatives from the local workforce development board staff and apprenticeship programs.				
7.1A	Clear description of how program design will provide comprehensive programmatic services for participants. Includes the progression from enrollment through exit to follow-up including all service options.	4	3	3.5	4.53%
	Clearly shows how program design will provide services to participants. And the progression from intake to follow up.				
7.1B	Evidence that program will ensure that those participants receive services that appropriately address their barriers and result in positive outcomes.	3	3	3	

	Comments: Describes partnership with 32 community partners but vague about how it has addressed barriers in the past.				
7.1C	Evidence of program's unique and innovative approaches to workforce development program design and leveraging partner resources that will benefit the workforce development area.	3	4	3.5	
	Excellent overview of partnerships and how the program will ensure that participants receive services.				
7.1D	Clear description of plan to access the services of other partners, including Registered Apprenticeship Programs and other providers of wrap around services.	4	4	4	
	Clear description of plan to access new partners. Comments: Excellent description on how program will ensure that those participants receive services that appropriately address their barriers and result in positive outcomes.				
7.2A	Evidence of program staffing structure from program manager to front line staff, including career coaches and job developers. Includes description of the roles of each position and the education/experience that existing staff members have in administering projects of similar size and scope. Include resumes or job descriptions of all staff, funded in whole or in-part, for this project. Includes discussion how subject matter expertise will be provided to serve special populations and your organization's strategy to best serve those participants.	3	2	2.5	
	Comments: No staff resumes included/attached. Good description of the subject matter expertise of their partners, but it is unclear what expertise the staff bring to the program.				7.5%
7.2B	Discusses the anticipated case load that career coaches funded by this project, in whole or in- part, will have. Discusses strategy to reduce staff turnover. Describes how program will ensure that front-line program staff have sufficient time and support to provide the highest quality programmatic services. Describes strategy to ensure that staff will meet the professional development requirements specified in this RFP.	3	4	3.5	
	Excellent plan for staff development and sufficient time for casework				
7.3A	Describes outreach and recruitment methods for adults, dislocated workers and youth participants as well as special populations including: adults and youth with disabilities, ex- offenders, veterans, and foster youth. Clearly specifies how many adults, dislocated workers, and youth participants are planned. For each special population listed below, specifies the percentage of the combined adult and dislocated worker enrollments that will be served: Adults with Disabilities; Re-Entry Adults; and Veterans. For each special population listed below, specify the percentage of youth enrollments that will be served: Youth with Disabilities; Re-Entry Youth; and Foster Care Youth. Provides percentage breakdowns of all populations listed above.	3	3	3	
	Comments: Doesn't describe outreach and recruitment methods for foster youth.				7.5%
7.3B	Provides a description of intake process including eligibility determination and how WIOA required eligibility documents will be obtained and discusses how assessments will be structured to identify academic, employability and occupational interests, aptitudes and skill levels, personal development, and supportive service needs.	3	3	3	

	Comments: Isn't clear about how the different assessments will be used to identify academic, employability and other skill levels.				
7.4A	Description of strategy for developing the IEP for adults and dislocated workers. Describe how you will address barriers to employment, set unique, specific, and realistic objectives, and prepare participants for work by developing and improving work readiness skills.	3	3	3	3.75%
	Comments: Meets all criteria.				
7.4B	Detailed strategies for training participants to ensure positive outcomes including how related supportive services (transportation, childcare, work cards, etc.) will be leveraged through other community resources or provided through this project. Has 13 different workshops available for participants. Description of how adult and dislocated worker participants will progress through the program design and describe an effective method for ensuring participants remain engaged and committed to accomplishing the goals and objectives outlined in the IEP.	3	3	3	
	Clear understanding of how community resources will be leveraged and how adults will progress through the program. It is unclear how they will ensure that participants remain engaged, outside of updating their IEP periodically.				
7.4C	Description of how program will help participants build sustainable STEM-driven career pathways in the nine (9) industry sectors as designated by the Governor of Nevada that focus on long-term career goals and upward mobility and not just short-term employment needs. Description of tools or activities you will utilize (e.g., seminars, workshops, on-line career and industry-sector focused research) to expose program participants to long-term sustainable career goals.	3	3	3	
	Comments: Describes partnerships with educational institutions to build career pathways for participants.				
7.5A	Approach to identifying and addressing employment barriers, setting specific and unique goals, and supporting progression to work readiness/work for individual participants is described.	3	3	3	3.96%
	Comments: Meets all criteria.				
7.5B	Detailed strategies for training participants to ensure positive outcomes including how related supportive services (transportation, childcare, work cards, etc.) will be leveraged through other community resources or provided through this project.	4	3	3.5	
	Comments: Is specific about community partners it will leverage resources from and the types of resources/services that will be leveraged.				
7.5C	Description of how program will help participants build sustainable STEM-driven career pathways in the nine (9) industry sectors as designated by the Governor of Nevada that focus on long-term career goals and upward mobility and not just short-term employment needs. Description of tools or activities you will utilize (e.g., seminars, workshops, on-line career and industry-sector focused research) to expose program participants to long-term sustainable career goals.	3	3	3	
	Much of the description is theoretical or lacks concreteness. For example, they refer to a "STEM tour" that they have arranged; what is entailed in the tour? What are the STEM classes about? "Exposure to financial literacy" does not necessarily mean anything STEM-related. Not detailed about the topics that workshops will cover and how they relate back to STEM career pathways.				
7.6A	Description of approach towards offering a wide range of training services to participants, such as occupational skills training and on-the-job training, which will result in positive outcomes. Description of how proposed	3	3	3	3.75%

	education/training programs will lead to jobs with livable wages.				
	Comments: Meets all criteria.				
7.6B	Description of approach towards offering a wide range of work-based learning activities, such as apprenticeships, internships and work experiences to appropriate participants. Discuss how you will identify which participants are appropriate for these activities. Describe how you will ensure that at least 30% of expenditures will be for work-based learning activities, including work experience, on-the-job training and pre-apprenticeship activities. Description of plan to incorporate mentoring for program participants.	3	3	3	
	Comments: Doesn't describe how they will ensure that at least 30% of expenditures will be for work-based learning activities. Did not answer how they will ensure the 30% of expenditures but answered everything else.				
7.6C	Description of leadership development opportunities, including community service and peer- centered activities encouraging responsibility, and other positive social and civic behaviors for youth participants.	3	3	3	
	Comments: Meets all criteria.				
7.6D	Evidence of integration of STEM-focused content in program components.	3	3	3	
	Comments: Meets all criteria.				
7.6E	Description of appropriateness of activities for each program participant (e.g., what activities will further their career pathway) and what will be the developmental flow.	3	3	3	
	Comments: Meets all criteria.				
7.7A	Description of methods the project will employ to manage performance as a participant progresses through the program from enrollment, employment placement and retention. Description of approach to job placement and how the job developer will be used to identify employment and work-based learning opportunities for program participants. Specifically describes how the job developer will engage industries that will hire special populations.	3	2	2.5	5.31%
	Comments: Unclear what the performance metrics are and how they are assessed, also unclear how the job developer with specifically engage with industries.				
7.7B	Description of internal quality assurance method to monitor performance including participant file review, data validation, customer service survey, required performance goals. Description of exit strategy to ensure participants will achieve required performance measures.	3	3	3	
	Comments: Vague description of participant file review.				
7.7C	Description of development and maintenance of relationships with employers and other partners, which will result in positive outcomes for employment and retention, especially for special populations.	3	3	3	
	Comments: Meets all criteria.				2.03%
7.8A	Description of follow up strategies (to occur for at least 12 months) is provided.	4	3	3.5	
	Comments: Excellent job on describing follow up strategies.				
7.8B	Emphasis on participants' progress along career pathways is evident in approach to follow-up services.	3	3	3	
	Comments: Meets all criteria.				

	Bidder describes organizational experience - and that of fiscal staff – in managing federal funds Bidder describes organizational familiarity with federal financial management standards and ability to comply with them.	3		7.5%
	Comment: Comments: Bidder has strong financial experience and is held to high fiscal standards by other Federal partners. Bidder could have received a 4 if more detail on staffing was shared.			
9.1B	Bidder describes how the organization has resolved any monitoring and audit findings or any other issues raised in the audit reports, management letters, and any related corrective action plans for each of the last two years. Bidder describes how organization would manage funds to ensure that spending levels are met but not exceeded; and, to ensure that these services remain available throughout the program year.	3		
	Comments: Meets all criteria.			
9.2A	Budget (Form 2, Budget Template) is complete and does not contain obvious significant errors.	3		6.25%
	Comments: Meets all criteria.			
9.2B	Budget items are justified (explained in budget narrative). Total Proposed Budget: \$1,800,000.00 Total Planned Enrollment: 0 Adults, 160 Youth Cost Per: \$11,250 Match/value of leverages dollars \$ 0	2		
	Comments: <ul style="list-style-type: none">Number adults expected to serve is 0? Significant part of budget to exclude.Competitive pay (\$50K+) for job developer senior career coach, questionable pay (\$36k annual/\$19.hr) for career coachesNo matching funds reported, but no building/rent costs			
TOTAL		75.83%		

workforce CONNECTIONS

PEOPLE, PARTNERSHIPS, POSSIBILITIES

Panel Interview: One-Stop Affiliate Site – East

Organization: Southern NV Housing Authority

Presenters: Bonita Fahy, Carol Hunter

Date/Time: 4/18/16 3:15

Questions	Comments	*Score
1. Please provide a brief summary of your organization's history & its experience with workforce development.	- 70 yrs of training in residents - took one stop career center	1 2 ③ 4
2. "Connecting Employers to a Ready Workforce" is WCs mission. Please explain how your organization shares this mission and how?	- Working with both employer and client	1 2 ③ 4
3. High-quality excellent customer service is WCs top priority. How will you ensure every level of your OSAS ensures this top priority?	- Internal staffs understanding of programming - Surveys	1 2 ③ 4
4. How does your OSAS plan on partnering with a WIOA Core Partner(s) & System Partners serving special populations? Discuss your collaboration plans.	- Partnering with DOE, DSTR, V A, Welfare & supportive services. Every sector	1 2 3 ④
5. How will your OSAS ensure subject matter expertise is provided for special populations (e.g., Veterans, individuals with disabilities, re-entry, foster youth, etc.)? a. Discuss your staffing plan.	Partners will serve as experts in different areas.	1 2 ③ 4
6. Where will your OSAS be located in the overall geographic service area? How is positioned to best serve this area and do	East Flamingo & Boulder Hwy	1 2 3 ④

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<p>outreach to youth, adults, & special populations?</p>		
<p>7. How will your OSAS specifically address the education, training & employment needs for adults & dislocated workers?</p> <p>a. For Youth?</p>	Partnerships	<p>1 2 ③ 4</p>
<p>8. How will your OSAS ensure the following fiscal requirements:</p> <p>a. 40% total expenses for Adult training? b. 30% total expenses for Youth work-based learning (e.g., WEX, OJT, & pre-apprenticeship)?</p>	Bi-weekly updates w/ staff on where they are at with budget.	<p>1 2 ③ 4</p>
<p>9. How will your program implement quality controls and methods to manage performance?</p> <p>a. Which additional benchmarks will be used to determine your OSAS success besides the WIOA performance measures?</p>	<p>- Real time data tracking</p> <p>- Satisfied customers</p>	<p>1 ② 3 4</p>
<p>10. Tell us the top 3 attributes of your OSAS which will set it apart, and how this will lend to your unique success?</p>	<p>- Youth Employment</p> <p>- Work around services</p> <p>- Staff - Responsiveness</p> <p>- Outside the box thinking</p>	<p>1 2 ③ 4</p>
	<p>Raw Score</p> <p>Total of 15%</p>	<p>31</p> <p>1163</p>

*Score:

- 4 = Exceeds criteria: Response is excellent. Response also offers insight, capacity, or ideas beyond what was expected.
 3 = Criteria is fully met: Response is excellent.
 2 = Criteria is partially met: Response is satisfactory.
 1 = Criteria is not met: Response is unsatisfactory.

Panel Member:

(Signature/Print Name)

Date:

workforce CONNECTIONS

PEOPLE, PARTNERSHIPS, POSSIBILITIES

Panel Interview: One-Stop Affiliate Site – East

Organization: Eastern Nevada Regional Housing Authority

Presenters: Bonita Foy & Carol Buxton

Date/Time: April 13, 2016 - 3:15 PM

Questions	Comments	*Score
1. Please provide a brief summary of your organization's history & its <u>experience with workforce development</u> .	WFOD Mission 70%+ current new youth/ship WIOA new 2010 career center housing policies	1, 2, ③ 4
2. <u>"Connecting Employers to a Ready Workforce"</u> is WCs mission. Please explain how your organization shares this mission and how?	Employers + potential users as bridge across barriers, challenge, knowledge, organizations also, OJT, WEX DETA, Marinos, Hospitals, most workers are currently	1, 2, 3 ④
3. High-quality excellent <u>customer service</u> is WCs top priority. How will you ensure every level of your OSAS ensures this top priority?	Atch answer from FWD - state to managers are all cause to customer service, clients, delivered at all levels, being in in house, managers, feedback	1, 2, ③ 4
4. How does your OSAS plan on <u>partnering</u> with a WIOA Core Partner(s) & System Partners serving special populations? Discuss your collaboration plans.	Right to correct, WIOA, clients, WIOA, Marinos, VOT, jobs, WIOA, jobs, other clients, correct, in DETA, Marinos, feedback, correct, VA, (OJT) looking correct	1, 2, 3 ④
5. How will your OSAS ensure <u>subject matter expertise</u> is provided for special populations (e.g., Veterans, individuals with disabilities, re-entry, foster youth, etc.)? a. Discuss your staffing plan.	Positive step - VA, both years, Buxton, DETA, corrections - agencies can help then, correction to the table, work together, in all agencies -	1, 2, ③ 4
6. Where will your OSAS be located in the overall <u>geographic service area</u> ? How is positioned to best serve this area and do	Marinos, about 3 years, new 2010, Buxton - high, priority, new, East, always, before, San, down, Marinos, to think, outside, the, left	1, 2, 3, ④

Workforce CONNECTIONS

PEOPLE. PARTNERSHIPS. POSSIBILITIES.

outreach to youth, adults, & special populations?		
7. How will your OSAS specifically address the education, training & employment needs for adults & dislocated workers? a. For Youth?	Eleg. broader program that providing a CCSB - Post-Voc High Sch CCS, NSC, UNIV, referral, convert to employer in county, having existing college	1 2 3 ④
8. How will your OSAS ensure the following fiscal requirements: a. 40% total expenses for Adult training? b. 30% total expenses for Youth work-based learning (e.g., WEX, OJT, & pre-apprenticeship)?	State University budgets, program expenses in youth training convert to pre-apprenticeship	1 2 ③ 4
9. How will your program implement quality controls and methods to manage performance? a. Which additional benchmarks will be used to determine your OSAS success besides the WIOA performance measures?	Good to have performance mostly negative, the outcome of workers performance measures, convert/career level charts for employment success, STEM, attainment of HS diploma.	1 2-③-4
10. Tell us the top 3 attributes of your OSAS which will set it apart, and how this will lend to your unique success?	Youth employment, keep them attached to work, provide service, create employer, innovative.	1 2 3 ④
	Raw Score Total of 15%	35 12.13%

*Score:

- 4 = Exceeds criteria: Response is excellent. Response also offers insight, capacity, or ideas beyond what was expected.
 3 = Criteria is fully met: Response is excellent.
 2 = Criteria is partially met: Response is satisfactory.
 1 = Criteria is not met: Response is unsatisfactory.

Panel Member:

(Signature/Print Name)

Date:

April 13, 2016

PEOPLE. PARTNERSHIPS. POSSIBILITIES.

Presenters: Benita Hay & Carol Hunter

Date/Time: 4/13/16 3:55 PM

Questions	Comments	*Score
1. Please provide a brief summary of your organization's history & its experience with workforce development.	WLD Tourist with since 1980 - Family sent SAT Oct 3 - employ w/ exper - have youth mostly career orient.	1 (2) 3 4
2. "Connecting Employers to a Ready Workforce" is WCs mission. Please explain how your organization shares this mission and how?	with employ participants - bridge - ex: HR - remove barriers - training w/ ex dis - CHS - train w/ signat skills - childcare, w/ exper & OUT. EX - DETE - w/ exper by DETE, Marias mkt, IT, companies. Most from community not hard.	1 2 (3) 4
3. High-quality excellent customer service is WCs top priority. How will you ensure every level of your OSAS ensures this top priority?	Cost seen when we're thru - front desk stop training - most - top priority - hands on - no open door - custom's addressed immediat, - every level of highest level, monthly staff meet, surveys feedback	1 2 3 (4)
4. How does your OSAS plan on partnering with a WIOA Core Partner(s) & System Partners serving special populations? Discuss your collaboration plans.	Many - Det Connect - (WV) DETE, Vets (Boys) all as per RFP - Vt housing, det care - w/ out prov in RFP Easter Seals Olive Crest, WV Hosp Assoc, Vt - thv Easter Seals - Htr in RFP	1 2 3 (4)
5. How will your OSAS ensure subject matter expertise is provided for special populations (e.g., Veterans, individuals with disabilities, re-entry, foster youth, etc.)?	* When (e.g. vet - vets, olive crest - foster Easter Seals - WLB, re-entry - and connect allows these not funded bring their expertise to table - olive crest - Y) Easter Seals & * ASA - Cedar coast to get it - STL - housing with - a over 50 partnerships w/ use as employment ANY since 10 years ago this yr, the poverty level Y & b's lived - the better they have bldg. E plan -	1 2 (3) 4
6. Where will your OSAS be located in the overall geographic service area? How is positioned to best serve this area and do		1 2 3 (4)

PEOPLE PARTNERSHIPS POSSIBILITIES

outreach to youth, adults, & special populations?			
7. How will your OSAS specifically address the education, training & employment needs for adults & dislocated workers? a. For Youth?	How list - all 32 areas of need - partner in OSAS adult ed - W.C.S.N. W. State Coll. UNLV mentor program CSN, College towns w/ aft. school program for employment - ETR's local, contractors their hands.	1	2 3 4
8. How will your OSAS ensure the following fiscal requirements: a. 40% total expenses for Adult training? b. 30% total expenses for Youth work-based learning (e.g., WEX, OJT, & pre-apprenticeship)?	50% - 70% - directly send funds - if not spend note - how budget - grants & income 40% - nonfederal capital fund grants Comm ramps up deposits where are.	1	2 3 4
9. How will your program implement quality controls and methods to manage performance? a. Which additional benchmarks will be used to determine your OSAS success besides the WIOA performance measures?	1) to track - who need test reemployment monthly youth 4 pay ment, to find track venture grow kids feed - then feedback - they don't want leave - hang out - common in pay staff - regular back sheets - Rdy. invs - starting stories, STEM, H.S. diploma	1	2 3 4
10. Tell us the top 3 attributes of your OSAS which will set it apart, and how this will lend to your unique success?	1) Youth oriented 2) bring around sources ex. mt consult, reg. hours, budget 3) partners - set up by phone or come in - not so expensive 3) state engaged in own money	1	2 3 4
	Raw Score		
	Total of 15%		

4 = Exceeds criteria. Response is excellent. Response also offers insight, capacity, or ideas beyond what was expected.
3 = Criteria is fully met: Response is excellent.
2 = Criteria is partially met: Response is satisfactory.
1 = Criteria is not met: Response is unsatisfactory.

Date:

Southern Nevada Regional Housing Authority Proposal – OSAS East

Memorandums of Understanding (MOUs)

Partner(s)	Will provide the following:
State of Nevada, Department of Health and Human Services, Division of Welfare and Supportive Services, Employment and Supportive Services Unit	Community Work Experience Program (CWEP)
U.S. Department of Veterans Affairs	Subject matter expertise – Veteran Services

Scoring Process and Details

- Each proposal is scored by two reviewers. The reviewers each award a score of 1-4 for each criteria under a given scoring element.
 - 4 = Exceeds criteria: Response is excellent. Proposal also offers insight, capacity, observations, or ideas beyond what was expected.
 - 3 = Criteria is fully met: Response meets all expectations in the RFP.
 - 2 = Criteria is partially met: Response is satisfactory.
 - 1 = Criteria is not met: Response is unsatisfactory.
- Scores are averaged and then summed and divided by the total possible point value of the scoring element (number of sub bullets X 4 = total possible points).
- Score is then weighted by weights determined by the organization – see below summary score card for weights.

OSAS EAST SCORECARD

	Community Assistance Partners	Score	Total Possible Score
6.1	Demonstrated Ability	11.72%	15.00%
6.2	Panel Interview	10.62%	15.00%
7.1	Approach	3.28%	5.00%
7.2	Program Staffing and Case Management Strategy	6.88%	10.00%
7.3	Outreach, Eligibility and Assessment	8.13%	10.00%
7.4	ADW Individual Employment Plan	3.54%	5.00%
7.5	Youth ISS	3.54%	5.00%
7.6	Training and Development Activities	3.50%	5.00%
7.7	Performance Management	5.63%	7.50%
7.8	Follow-Up Strategies	1.72%	2.50%
9.1	Fiscal Narrative (2)	7.50%	10.00%
9.2	Budget	7.50%	10.00%
	TOTAL	73.56%	100.00%

Demonstrated Ability (6)	Program Narrative (7)	Fiscal Narrative and Budget (9)
22.34%	36.22%	15.00%

OSAS East SCORECARD - DETAILED					
RFP Section, Prompt, and Comment - CAP		Rater 1	Rater 2	AVG	Score
6.1A	Evidence bidder has experience in administering WIA/WIOA programs and any experience in other employment and training programs, state or federally funded programs, or other workforce support programs. Has provided the name of program, amount of funding, location, type, and scope of the programs and services, and the role of its agency as it relates to program operations. Has demonstrated and provided examples of how they were performance-driven, flexible, innovative, and creative in the delivery of services.	3	3	3	11.72%
	Comments: Meets criteria				
6.1B	Clear description of how services will be provided to diverse groups in target neighborhood/area with performance numbers with these or similar populations.	3	3	3	
	Comments: Meets criteria				
6.1C	Evidence of bidder's organization's experience (numbers annually achieved) with job development and job placement. Includes discussion of business services delivered and relationships with employer partners. Includes bidder's strategy and achievements in retaining placements in their employment and provides timeframe of these programs and percentage of successful retentions.	3	4	3.5	
	Comments: Very thorough and detailed description of how relationships with employer partners are navigated and maintained.				
6.1D	Evidence of bidder's successful collaboration and execution in the delivery of a project or program, including description of stakeholder roles and contributions to positive outcomes in the collaborative project described.	3	3	3	10.62%
	Comments: Meets criteria				
6.2	Respondents must be prepared to address questions from a panel consisting of, but not limited to, representatives from the local workforce development board staff and apprenticeship programs.				
7.1A	Clear description of how program design will provide comprehensive programmatic services for participants. Includes the progression from enrollment through exit to follow-up including all service options.	3	3	3	
	Comments: Meets criteria				
7.1B	Evidence that program will ensure that those participants receive services that appropriately address their barriers and result in positive outcomes.	3	2	2.5	3.28%
	Comments: Was not clear that the program is set up to ensure participants receive services – how are those barriers identified and how will they ensure that that participants receive the necessary services?				
7.1C	Evidence of program's unique and innovative approaches to workforce development program design and leveraging partner resources that will benefit the workforce development area.	3	2	2.5	
	Comments: Have a plan in place to work with local partners, but unclear what services those partners will offer.				
7.1D	Clear description of plan to access the services of other partners, including Registered Apprenticeship Programs and other providers of wrap around services.	3	2	2.5	

	Comments: Have a plan in place to work with local partners, but unclear what services those partners will offer. Clear description of how program will ensure that those participants receive services that appropriately address their barriers and result in positive outcomes.				
7.2A	Evidence of program staffing structure from program manager to front line staff, including career coaches and job developers. Includes description of the roles of each position and the education/experience that existing staff members have in administering projects of similar size and scope. Include resumes or job descriptions of all staff, funded in whole or in-part, for this project. Includes discussion how subject matter expertise will be provided to serve special populations and your organization's strategy to best serve those participants.	3	3	3	6.88%
	Comments: Though they don't have existing staff in the area, they do include job descriptions for the positions they plan to hire.				
7.2B	Discusses the anticipated case load that career coaches funded by this project, in whole or in- part, will have. Discusses strategy to reduce staff turnover. Describes how program will ensure that front-line program staff have sufficient time and support to provide the highest quality programmatic services. Describes strategy to ensure that staff will meet the professional development requirements specified in this RFP.	3	2	2.5	
	Comments: No discussion of professional development for staff.				
7.3A	Describes outreach and recruitment methods for adults, dislocated workers and youth participants as well as special populations including: adults and youth with disabilities, ex- offenders, veterans, and foster youth. Clearly specifies how many adults, dislocated workers, and youth participants are planned. For each special population listed below, specifies the percentage of the combined adult and dislocated worker enrollments that will be served: Adults with Disabilities; Re-Entry Adults; and Veterans. For each special population listed below, specify the percentage of youth enrollments that will be served: Youth with Disabilities; Re-Entry Youth; and Foster Care Youth. Provides percentage breakdowns of all populations listed above.	3	3	.	8.13%
	Comments: Meets criteria				
7.3B	Provides a description of intake process including eligibility determination and how WIOA required eligibility documents will be obtained and discusses how assessments will be structured to identify academic, employability and occupational interests, aptitudes and skill levels, personal development, and supportive service needs.	3	4	3.5	
	Comments: Very thorough and clear linear progression of steps.				
7.4A	Description of strategy for developing the IEP for adults and dislocated workers. Describe how you will address barriers to employment, set unique, specific, and realistic objectives, and prepare participants for work by developing and improving work readiness skills.	3	3	3	3.54%
	Comments: Meets criteria				
7.4B	Detailed strategies for training participants to ensure positive outcomes including how related supportive services (transportation, childcare, work cards, etc.,) will be leveraged through other community resources or provided through this project. Has 13 different workshops available for participants.	3	3	3	

	Description of how adult and dislocated worker participants will progress through the program design and describe an effective method for ensuring participants remain engaged and committed to accomplishing the goals and objectives outlined in the IEP.				
	Comments: Meets criteria				
7.4C	Description of how program will help participants build sustainable STEM-driven career pathways in the nine (9) industry sectors as designated by the Governor of Nevada that focus on long-term career goals and upward mobility and not just short-term employment needs. Description of tools or activities you will utilize (e.g., seminars, workshops, on-line career and industry-sector focused research) to expose program participants to long-term sustainable career goals.	2	3	2.5	
	Comments: Vague about how the program will help participants build sustainable STEM-driven career pathways.				
7.5A	Approach to identifying and addressing employment barriers, setting specific and unique goals, and supporting progression to work readiness/work for individual participants is described.	3	3	3	
	Comments: Meets criteria				
7.5B	Detailed strategies for training participants to ensure positive outcomes including how related supportive services (transportation, childcare, work cards, etc.,) will be leveraged through other community resources or provided through this project.	3	3	3	
	Comments: Meets criteria				
7.5C	Description of how program will help participants build sustainable STEM-driven career pathways in the nine (9) industry sectors as designated by the Governor of Nevada that focus on long-term career goals and upward mobility and not just short-term employment needs. Description of tools or activities you will utilize (e.g., seminars, workshops, on-line career and industry-sector focused research) to expose program participants to long-term sustainable career goals.	2	3	2.5	3.54%
	Comments: Does not address how program will support and expose youth to STEM-driven career pathways. Score was boosted from a 1 to a 2, because it does talk about STEM activities and tools in section 7.6.				
7.6A	Description of approach towards offering a wide range of training services to participants, such as occupational skills training and on-the-job training, which will result in positive outcomes. Description of how proposed education/training programs will lead to jobs with livable wages.	3	3	3	
	Comments: Meets criteria				
7.6B	Description of approach towards offering a wide range of work-based learning activities, such as apprenticeships, internships and work experiences to appropriate participants. Discuss how you will identify which participants are appropriate for these activities. Describe how you will ensure that at least 30% of expenditures will be for work-based learning activities, including work experience, on-the-job training and pre-apprenticeship activities. Description of plan to incorporate mentoring for program participants.	3	3	3	3.5%
	Comments: States that at least 30% of budget will be procured for work-based learning activities, but doesn't explain how they will make this happen.				
7.6C	Description of leadership development opportunities, including community service and peer- centered activities encouraging responsibility, and other	1	3	2	

	positive social and civic behaviors for youth participants.				
	Comments: Doesn't describe leadership development opportunities for participants.				
7.6D	Evidence of integration of STEM-focused content in program components.	3	3	3	
	Comments: Discusses how they will integrate STEM workshops in program and assess participants' STEM capacity during intake/enrollment.				
7.6E	Description of appropriateness of activities for each program participant (e.g., what activities will further their career pathway) and what will be the developmental flow.	3	3	3	
	Comments: Meets criteria				
7.7A	Description of methods the project will employ to manage performance as a participant progresses through the program from enrollment, employment placement and retention. Description of approach to job placement and how the job developer will be used to identify employment and work-based learning opportunities for program participants. Specifically describes how the job developer will engage industries that will hire special populations.	3	3	3	
	Comments: Does a good job at describing how it will manage participants' performance as they progress through the program.				
7.7B	Description of internal quality assurance method to monitor performance including participant file review, data validation, customer service survey, required performance goals. Description of exit strategy to ensure participants will achieve required performance measures.	3	3	3	
	Comments: Meets criteria				
7.7C	Description of development and maintenance of relationships with employers and other partners, which will result in positive outcomes for employment and retention, especially for special populations.	3	3	3	
	Comments: Meets criteria				
7.8A	Description of follow up strategies (to occur for at least 12 months) is provided.	3	3	3	
	Comments: Meets criteria				
7.8B	Emphasis on participants' progress along career pathways is evident in approach to follow-up services.	2	3	2.5	
	Comments: It is not clear how follow up strategies will track participants' progress along career pathways				
9.1A	Bidder describes organizational experience - and that of fiscal staff – in managing federal funds Bidder describes organizational familiarity with federal financial management standards and ability to comply with them.	3			
	Comments: SNAP provider, HUD block grants. Did not mention any specific accounting principles, but did mention experience administering federal funds. Financial staff are (relatively) less experienced (avg 10 years).				
9.1B	Bidder describes how the organization has resolved any monitoring and audit findings or any other issues raised in the audit reports, management letters, and any related corrective action plans for each of the last two years. Bidder describes how organization would manage funds to ensure that spending levels are met but not exceeded; and, to ensure that these services remain available throughout the program year.	3			
	Comments: Generally there were quite a few typos/ grammar issues in this section, but bidder provides evidence that they are experienced and competent to handle public funds and pass				

5.63%

1.72%

7.5%

	audits.		
9.2A	Budget (Form 2, Budget Template) is complete and does not contain obvious significant errors.	3	7.5%
	Comments: Meets criteria		
9.2B	Budget items are justified (explained in budget narrative). Total Proposed Budget: \$ 1,800,000.00 Total Planned Enrollment: 550 Cost Per: \$3272 Match/value of leverages dollars \$344,250	3	
	Comment: Lowest cost per participant, Salaries for staff are mid-range for this RFP group		
TOTAL		73.55%	

Workforce CONNECTIONS

PEOPLE. PARTNERSHIPS. POSSIBILITIES.

Panel Interview: One-Stop Affiliate Site – East**Organization:** Community Assistance Programs**Presenters:** Sheryl Holman, Latonya Anderson**Date/Time:** 4/13/16 2:15

Questions	Comments	*Score
1. Please provide a brief summary of your organization's history & its experience with workforce development.	- 1999 - work exclusively in low income communities - 82% job placement	1 2 ③ 4
2. "Connecting Employers to a Ready Workforce" is WCs mission. Please explain how your organization shares this mission and how?	Train based off of workforce needs	1 2 3 ④
3. High-quality excellent customer service is WCs top priority. How will you ensure every level of your OSAS ensures this top priority?	Program evaluations by clients Customer service training programs	1 2 ③ 4
4. How does your OSAS plan on partnering with a WIOA Core Partner(s) & System Partners serving special populations? Discuss your collaboration plans.	Referrals used for client support Monthly meetings with partners	1 2 ③ 4
5. How will your OSAS ensure subject matter expertise is provided for special populations (e.g., Veterans, individuals with disabilities, re-entry, foster youth, etc.)? a. Discuss your staffing plan.	SSA contract Foster youth experience in Chicago Veterans Counselors will be assigned to every area.	1 ② 3 4
6. Where will your OSAS be located in the overall geographic service area? How is positioned to best serve this area and do	- Valley View & 95	1 ② 3 4

workforce CONNECTIONS

PEOPLE. PARTNERSHIPS. POSSIBILITIES.

6. Outreach to youth, adults, & special populations?		
7. How will your OSAS specifically address the education, training & employment needs for adults & dislocated workers? a. For Youth?	Counselors will meet one-on-one to identify needs	1 2 3 ④
8. How will your OSAS ensure the following fiscal requirements: a. 40% total expenses for Adult training? b. 30% total expenses for Youth work-based learning (e.g., WEX, OJT, & pre-apprenticeship)?	WORK based experience critical to education	1 ② 3 4
9. How will your program implement quality controls and methods to manage performance? a. Which additional benchmarks will be used to determine your OSAS success besides the WIOA performance measures?	Strong system and database tracking work,	1 2 ③ 4
10. Tell us the top 3 attributes of your OSAS which will set it apart, and how this will lend to your unique success?	Employer driven recruitment process whole process	1 2 ③ 4
Raw Score		29
Total of 15%		10,88

***Score:**

4 = Exceeds criteria: Response is excellent. Response also offers insight, capacity, or ideas beyond what was expected.

3 = Criteria is fully met: Response is excellent.

2 = Criteria is partially met: Response is satisfactory.

1 = Criteria is not met: Response is unsatisfactory.

Panel Member:

Michael Flores

(Signature/Print Name)

Date:

4/13/16

workforce CONNECTIONS

PEOPLE, PARTNERSHIPS, POSSIBILITIES.

Panel Interview: One-Stop Affiliate Site – East

Organization: Community Assistance Programs

Presenters: Sheryl Gorman & Anthony Anderson

Date/Time: April 13 2016 - 2:15 pm

Questions	Comments	*Score
1. Please provide a brief summary of your organization's history & its <u>experience with workforce development</u> .	Open market 2,000 per year discouraged, economic challenges discourage, state growth, 2 yr to 3 months 8900 potential 500 per year	1 2 3 4
2. <u>"Connecting Employers to a Ready Workforce"</u> is WCs mission. Please explain how your organization shares this mission and how?	clients + employer, Mayhouse based on the avoidable problems, 3700 employees, then have on client material and employer needs 2000+ positions in LV, recruiting employees every year in LV	1 2 3 4
3. High-quality excellent <u>customer service</u> is WCs top priority. How will you ensure every level of your OSAS ensures this top priority?	intensive intervention, online resources, direct resources to customers - meeting to all clients (weekly) get resources, training, customer, customer review training, train the trainers	1 2 3 4
4. How does your OSAS plan on <u>partnering</u> with a WIOA Core Partner(s) & System Partners serving special populations? Discuss your collaboration plans.	network employer plan: partners w/ on plant to address the employer are performance based contractors helped process	1 2 3 4
5. How will your OSAS ensure <u>subject matter expertise</u> is provided for special populations (e.g., Veterans, individuals with disabilities, re-entry, foster youth, etc.)? a. Discuss your staffing plan.	SSA contract for autism is another (10 yrs) foster youth, veterans, disabilities, housing for employer population, or is it all population - starting - each is have employer concerns to identify needs (work related class services, + PD	1 2 3 4
6. Where will your OSAS be located in the overall <u>geographic service area</u> ? How is positioned to best serve this area and do	820 Valley View - parking + office + classes approx 80 hr training modules near middle	1 2 3 4

workforce CONNECTIONS

PEOPLE. PARTNERSHIPS. POSSIBILITIES.

outreach to youth, adults, & special populations?		
7. How will your OSAS specifically address the education, training & employment needs for adults & dislocated workers? a. For Youth? <i>noted as required by WIOA - targeted</i>	<i>get medium outreach to adult civil cycle Employee placement program dislocated - based on their goals program 80% made for youth - get medium outreach</i>	1 2 3 4
8. How will your OSAS ensure the following fiscal requirements : a. 40% total expenses for Adult training? b. 30% total expenses for Youth work-based learning (e.g., WEX, OJT, & pre-apprenticeship)?	<i>to address training - more adults for training resources must be available currently have this through partnerships plans are comprehensive significant based on needs of those served go to clients</i>	1 2 3 4
9. How will your program implement quality controls and methods to manage performance ? a. Which additional benchmarks will be used to determine your OSAS success besides the WIOA performance measures?	<i>own internal database for tracking of every client - what employees? experience Core competency, keep it current, any feedback for various service to clients on individual needs of client track outcome</i>	1 2 3 4
10. Tell us the top 3 attributes of your OSAS which will set it apart, and how this will lend to your unique success?	<i>Employee success, and available recruitment program - get them out notate success - cohort of clients</i>	1 2 3 4
	Raw Score Total of 15%	29 10.83%

***Score:**

- 4 = Exceeds criteria: Response is excellent. Response also offers insight, capacity, or ideas beyond what was expected.
 3 = Criteria is fully met: Response is excellent.
 2 = Criteria is partially met: Response is satisfactory.
 1 = Criteria is not met: Response is unsatisfactory.

Panel Member:

(Signature/Print Name)

Date:

Organization: Community Assistance Programs

Presenters: Sheryl Holman & Lotaya Anderson

Date/Time: 4/13 2:15 PM

100 of 141

workforce CONNECTIONS

PEOPLE. PARTNERSHIPS. POSSIBILITIES.

outreach to youth, adults, & special populations?		
7. How will your OSAS specifically address the education, training & employment needs for adults & dislocated workers? a. For Youth?	<p>En One Stop - TR instructor - goals of connecting school/ train, Employ placement spec - D's first steps - select employers should be workers - lowest - various type should be more CM, they would get at least extra 1 offer</p>	<p>1 2 3 4</p>
8. How will your OSAS ensure the following fiscal requirements: a. 40% total expenses for Adult training? b. 30% total expenses for Youth work-based learning (e.g., WEX, OJT, & pre-apprenticeship)?	<p>Work-based has 150% of total - some more of more more - no 40% of total - keep done their job - 50% funds to 40% - keep on job - load on front end, keep engaged - orient - 15% of total - not know what way to do - has plans not narrative of achievable - their plan</p>	<p>1 2 3 4</p>
9. How will your program implement quality controls and methods to manage performance? a. Which additional benchmarks will be used to determine your OSAS success besides the WIOA performance measures?	<p>O am database - track every hr of every CT activity - goals for employers - elaborate formula - let's see what needed achieve - CM, support employ encourage - 4 treatment</p>	<p>1 2 3 4</p>
10. Tell us the top 3 attributes of your OSAS which will set it apart, and how this will lend to your unique success?	<p>1) employer driven - demand 2) recruitment process - let know here? 3) holistic process - cohorts - emp to job roles - partner - offer soc services pay in 4) agreed needs/what need</p>	<p>1 2 3 4</p>
	Raw Score	27
	Total of 15%	10.13

*Score:

- 4 = Exceeds criteria: Response is excellent. Response also offers insight, capacity, or ideas beyond what was expected.
 3 = Criteria is fully met: Response is excellent.
 2 = Criteria is partially met: Response is satisfactory.
 1 = Criteria is not met: Response is unsatisfactory.

Panel Member: 
 (Signature/Print Name)

Date: 4/13/16

WORKFORCE CONNECTIONS

BOARD MEETING MINUTES

May 24, 2016

10:00 a.m.

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

Members Present

Bart Patterson	Charles Perry	Janice John
Ken Evans	Leo Bletnitsky	Liberty Leavitt
Lou DeSalvio	Louis Loupias	Marvin Gebers
Michael Gordon	Paul Brandt (phone)	Peter Guzman
Renee Olson (phone)	Rob Mallery	Tobias Hoppe
Tommy Rowe	Valerie Murzl	

Members Absent

Brad Deeds	Jack Martin	Jerrie Merritt
Mark Keller	Rebecca Henry	

Staff Present

Ardell Galbreth	Suzanne Benson	Jim Kostecki
Jaime Cruz	Brett Miller	Kenadie Cobbin Richardson
Emilio Pias	Debra Collins	Norma Fernandez

Others Present

Stephanie Garabedian, Parker Nelson Associates	Vinz Koller, SPRA (phone)
Jessie Oettinger, SPRA (phone)	Terry Conway, Goodwill of Southern Nevada
Judy Tartan, CQES student	Shane Taylor, Division of Welfare
Gina Garcia, Goodwill of Southern Nevada	Ron Hilke, DETR
Brian Harris, Las Vegas Blackbook	Brooke Shlisky, Angels of Joy
Gretchen Batis, CQES	Stacey Stoddard, Amada Senior Care
Bonita Fahy, SNRHA	Virginia T. Street, CQES student
Tracey Torrence, SNRHA	Nikole Mendoza, Diamond Resorts International
Magda Hirsch, Goodwill of Southern Nevada	Ellis Capehart, Nevada Partners, Inc.
Jill Hersha, LVCCCLD	Chris Brown, College of Southern Nevada
Edward Bevilacqua, Larson Training Centers	Holly Gatzke, Lincoln Workforce
Stephanie Hill, The Help Me Foundation	Denise Gee, HELP of Southern Nevada
Jennifer Casey, FIT	Janet Blumen, FIT
Christina Sewell, HELP of Southern Nevada	Paula McDonald, HELP of Southern Nevada
Destiny Beavers, EMG	Andre Haynes, EMG
LaNan Pasion, Easter Seals Nevada	Julie Tate, ResCare Workforce Services
Trnee Stephenson, Easter Seals Nevada	Tammi Odegard, Nye Communities Coalition
Marcia Turner, NV System of Higher Ed (NSHE)	Bill Teel, Las Vegas Metro Police Department
Neal Kelso, Las Vegas Metro Police Department	April Guinsler, Easter Seals Nevada
Freley Hosana, College of Southern Nevada	Sharon Schroeder, Easter Seals Nevada client
Lynda Espinosa, Easter Seals Nevada client	Diana Rothschild, Easter Seals Nevada client
Flerida Franklin, Easter Seals Nevada client	Arcadio Bolanos, Academy of Human Development
Jon Ponder, HOPE for Prisoners	Dr. Lonnie Wright, Hospitality International Training
Teresa Butt, Legal Shield	Dr. Tiffany Tyler, Nevada Partners, Inc.

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

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

The meeting was called to order by Chair Valerie Murzl at 10:02 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.

2. INFORMATION: Welcome New Board Members

Chair Murzl introduced and welcomed new Board members, Peter Guzman, Latin Chamber of Commerce and Michael Gordon, Las Vegas Global Economic Alliance (LVGEA).

3. FIRST PUBLIC COMMENT SESSION:

Bonita Fahy, Southern Nevada Regional Housing Authority went over some talking points regarding the One-Stop Affiliate East Site RFP process:

- 1.8% difference in scoring between SNRHA and Goodwill of Southern Nevada
- SNRHA collaborated with agencies including Easter Seals Nevada (serving clients with disabilities, Assistive Technology), Olive Crest (serving foster youth), and Nevada Hospital Association (specializes in medical field)
- SNRHA is the existing One-Stop Affiliate East Site provider for youth
- SNRHA's collaboration will bring together expertise, combine knowledge, skills, experience, and resources
- Increased and improved outcomes
- Cross training of staff to work with special populations
- Multi-agency working group with common financial arrangements, sharing of administrator data, best practices, resources and joint decision making
- Existing community partnerships will remain in tact
- Allow existing case managers to continue serving clients and the community

Ms. Fahy noted that at the last Programs Committee meeting it was stated that SNRHA did not put in their RFP how many adults they will serve; however, in the narrative it was stated that they would serve 200 adults and 75 dislocated workers.

The following individuals spoke in support of SNRHA:

- Brian Harris, Las Vegas Blackbook
- Teresa Butt, Legal Shield
- Shane Taylor, Division of Welfare
- Marcia Turner, Nevada System of Higher Education
- Dr. Lonnie Wright, Hospitality International Training
- Andre Haynes, EMG
- Edward Bevilacqua, Larson Training Centers
- Stephanie Hill, The Help Me Foundation

April Guinsler, Easter Seals Nevada provided a brief history and described in depth the different programs offered at ESN, including the Assistive Technology program for individuals with disabilities. Ms. Guinsler asked the Board to consider ESN for the One-Stop Affiliate Site East.

The following individuals spoke in support of Easter Seals Nevada:

- Christopher Brown, College of Southern Nevada
- Lynda Espinoza, ESN client
- Flerida Franklin, ESN client
- Diana Rothschild, ESN client
- Sharon Schroeder, assistant to April Guinsler, ESN
- M. Wesley, All Computer Needs
- Trnee Stephenson, employment specialist, ESN (read client testimonies)
- Nikole Mendoza, training manager, Diamond Resorts International (employees an ESN client)

Gretchen Batiste, owner, Center for Quality Eldercare Services (CQES) commented that all of CQES' brochures were removed from the One-Stop Center and CQES was not notified or given the chance to recover their items nor was asked to give their opinion regarding the issue. Ms. Batiste commented regarding the lengthy administrative process and procedures and stated that it in itself is a barrier to employment, especially when students already have letters of intent to hire and yet still have to go through the lengthy process.

Judy Tartan, CQES student commented that she first learned about CQES through the brochures at the One-Stop and described the lengthy administrative process (2 ½ months) that she went through to receive caregiver training, including multiple trips to the One-Stop. Ms. Tartan spoke in favor of CQES training program.

Virginia Street, CQES student commented regarding her positive experience with CQES. Ms. Street's goal is to open a group home and believes that CQES will provide her the experience and qualifications to reach her goal and highly recommends CQES as a training provider.

Brook Shlisky, co-owner, Angels of Joy commented regarding the need to improve and streamline the funding process for CQES training due to the high demand for eldercare providers. Ms. Shlisky spoke in high regard for the excellent training CQES provides.

Stacy Stoddard, owner, Amada Senior Care spoke in favor of CQES and stated that she hires CQES trainees for her growing business. She requested that the funding process be streamlined and suggested that the background checks be done at the front end to save time because some individuals cannot pass a background check.

Julie Tate, ResCare Workforce Services provided a One-Stop Center update: 8,489 jobseekers served, 622 new enrollments, 256 ITAs, 137 OJTs, 332 individuals employed, 99.5% customer service satisfaction rating, 1,012 unique visitors, 674 visitors used the resource room, 215 individuals met with a Talent Development Specialist, and 22 veterans served. Last month's job fair had 11 employers, 101 jobseekers and 10 individuals employed.

Tracey Torrence, director of supportive services, SNRHA clarified that the individuals who spoke in support of SNRHA were advocating on behalf of SNRHA's Youth and Adult and Dislocated Worker programs. She stated that although SNRHA does not target sectors anymore, they have a great partnership with Nevada Hospital Association to place more qualified individuals in the healthcare system. In the past year, SNRHA has made great strides in establishing their One-Stop Youth program. SNRHA was scheduled to receive an award for best practices for STEM but that has been postponed. Ms. Torrence asked the Board to consider adding adults to SNRHA's program.

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

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

5. DISCUSSION AND POSSIBLE ACTION: Approve the minutes of March 22, 2016

Chair Murzl presented the minutes on page 11-19 of the agenda packet.

A motion was made by Charles Perry and seconded by Lou DeSalvio to approve the minutes of March 22, 2016 as presented. Motion carried.

Bart Patterson, Programs Committee Chair was not present at the last meeting and requested staff to present the items.

6. DISCUSSION AND POSSIBLE ACTION: Accept Programs Committee's recommendation to award and execute a contract with Goodwill of Southern Nevada as a One-Stop Affiliate Site – East to deliver WIOA employment and training services to Adults and Dislocated Workers in an amount not to exceed \$700,000 and WIOA Youth services in an amount not to exceed \$960,000. The total funding amount shall not exceed \$1,660,000. The contract period shall be a period of two years beginning July 1, 2016 through June 30, 2018 with annual funding based on Workforce Connections grant allocation.

Ardell Galbreth, Executive Director provided background. Social Policy Research Associates (SPRA) scored the proposals for the One-Stop Affiliate Site – East RFP process. A summary of the scoring process, scorecards, and scores/narratives from the interview panel of subject matter experts is provided as backup on page 21-60 of the agenda packet.

Mr. Patterson requested the evaluators to comment regarding the differential in score for the fiscal narrative budget portion of Goodwill's proposal.

Jessie Oettinger, SPRA addressed the issue about whether or not Goodwill's budget and fiscal narrative addressed the question regarding the number of adults to be served. She stated that the budget template did not include the number of adult participants and therefore Goodwill received a score of three (meets all expectations).

Mr. Patterson inquired about whether or not Goodwill uses Assistive Technology. Gina Garcia, director of mission services of Goodwill Industries confirmed that they do provide Assistive Technology. Goodwill works in conjunction with BBR and has a CBT program that year to date has assessed 168 individuals. Ms. Garcia confirmed that Goodwill serves both youth and adults with disabilities. Discussion ensued.

A motion was made by Charles Perry and seconded by Lou DeSalvio to accept Programs Committee's recommendation to award and execute a contract with Goodwill of Southern Nevada as a One-Stop Affiliate Site – East to deliver WIOA employment and training services Adults and Dislocated Workers in an amount not to exceed \$700,000 and WIOA Youth services in an amount not to exceed \$960,000. The total funding amount shall not exceed \$1,660,000. The contract period shall be a period of two years beginning July 1, 2016 through June 30, 2018 with annual funding based on Workforce Connections grant allocation. Motion carried.

7. DISCUSSION AND POSSIBLE ACTION: Accept Programs Committee's recommendation to award and execute a contract with HOPE for Prisoners to deliver pre- and post-release re-entry services to WIOA eligible adults in an amount not to exceed \$600,000. The contract period shall be a period of two years beginning July 1, 2016 through June 30, 2018 with annual funding based on Workforce Connections grant allocation.

Mr. Galbreth provided background. Two competitive proposals were received in response to this RFP, one from Foundation for an Independent Tomorrow (FIT) and one from HOPE for Prisoners. HOPE for Prisoners is being recommended for an award today. At the next Programs Committee meeting, staff will recommend an additional \$600,000 award to FIT. A summary of the scoring process, scorecards, and scores/narratives from the interview panel of subject matter experts is provided as backup on page 62-88 of the agenda packet.

Mr. Galbreth reported on guidance received from DOL regarding funding agencies whose principal officer(s) (CEO, President, etc.) are ex-offenders. He stated that DOL wrote in an e-mail that they do not see anything particularly wrong in this matter but would like to provide additional information, which he expects to receive in the next couple of days. He further stated that staff is recommending approval of this award to HOPE for Prisoners in the amount of \$600,000 with the condition that prior to July 1, 2016 Executive Director Galbreth receives confirmation from the U.S. Department of Labor.

Peter Guzman stated that he will be voting in favor of HOPE for Prisoners and is offended and embarrassed that the Board had to go down this road. Chair Murzl echoed Guzman's comments, but is happy to find resolution and that DOL seems to be progressive, not regressive.

Charles Perry suggested that to avoid any confusion, future RFPs should specify that the highest scored proposal does not guarantee a contract award.

A motion was made by Lou DeSalvio and seconded by Charles Perry to accept with conditions, Programs Committee's recommendation to award and execute a contract with HOPE for Prisoners to deliver pre- and post-release re-entry services to WIOA eligible adults in an amount not to exceed \$600,000. The contract period shall be a period of two years beginning July 1, 2016 through June 30, 2018 with annual funding based on Workforce

Connections grant allocation. Condition: prior to July 1, 2016 Executive Director Galbreth receives confirmation from the U.S. Department of Labor. Motion carried.

8. **DISCUSSION AND POSSIBLE ACTION: Accept Programs Committee's recommendation to extend and execute a contract with the agencies listed below to deliver WIOA career and training services to Adults and Dislocated Workers. The contract period shall be July 1, 2016 through June 30, 2017.**

Sub-Recipient (in alphabetical order)	Amount Not To Exceed
a. HELP of Southern Nevada (One-Stop Affiliate Site - South)	\$1,200,000
b. Lincoln County Grants Administration (Lincoln County)	\$150,000
c. Nevada Partners, Inc. (One-Stop Affiliate Site – North)	\$1,200,000
d. Nye Communities Coalition (Nye and Esmeralda Counties)	\$575,000
e. ResCare Workforce Services (One-Stop Career Center)	\$3,000,000

Mr. Galbreth provided background. The sub-recipients' scope of work is provided as backup on page 90-115 of the agenda packet.

A motion was made by Tommy Rowe and seconded by Lou DeSalvio to accept Programs Committee's recommendation to extend and execute a contract with the agencies listed below to deliver WIOA career and training services to Adults and Dislocated Workers. The contract period shall be July 1, 2016 through June 30, 2017. Motion carried.

Sub-Recipient (in alphabetical order)	Amount Not To Exceed
a. <i>HELP of Southern Nevada (One-Stop Affiliate Site - South)</i>	<i>\$1,200,000</i>
b. <i>Lincoln County Grants Administration (Lincoln County)</i>	<i>\$150,000</i>
c. <i>Nevada Partners, Inc. (One-Stop Affiliate Site – North)</i>	<i>\$1,200,000</i>
d. <i>Nye Communities Coalition (Nye and Esmeralda Counties)</i>	<i>\$575,000</i>
e. <i>ResCare Workforce Services (One-Stop Career Center)</i>	<i>\$3,000,000</i>

9. **DISCUSSION AND POSSIBLE ACTION: Accept Programs Committee's recommendation to extend and execute a contract with the agencies listed below to deliver WIOA Youth services. The contract period shall be July 1, 2016 through June 30, 2017.**

Sub-Recipient (in alphabetical order)	Amount Not To Exceed
a. HELP of Southern Nevada (Drop Out Recovery)	\$500,000
b. Lincoln County Grants Administration (Lincoln County)	\$212,000
c. Nevada Partners, Inc. (One-Stop Affiliate Site – North)	\$800,000
d. Nye Communities Coalition (Nye and Esmeralda Counties)	\$350,000
e. Southern Nevada Regional Housing Authority (One-Stop Affiliate Site – East)	\$800,000

Mr. Galbreth provided background. The sub-recipients' scope of work is provided as backup on page 117-161 of the agenda packet.

A motion was made by Charles Perry and seconded by Tommy Rowe to accept Programs Committee's recommendation to extend and execute a contract with the agencies listed below to deliver WIOA Youth services. The contract period shall be July 1, 2016 through June 30, 2017. Motion carried.

<i>Sub-Recipient (in alphabetical order)</i>	<i>Amount Not To Exceed</i>
<i>a. HELP of Southern Nevada (Drop Out Recovery)</i>	<i>\$500,000</i>
<i>b. Lincoln County Grants Administration (Lincoln County)</i>	<i>\$212,000</i>
<i>c. Nevada Partners, Inc. (One-Stop Affiliate Site – North)</i>	<i>\$800,000</i>
<i>d. Nye Communities Coalition (Nye and Esmeralda Counties)</i>	<i>\$350,000</i>
<i>e. Southern Nevada Regional Housing Authority (One-Stop Affiliate Site – East)</i>	<i>\$800,000</i>

10. **DISCUSSION AND POSSIBLE ACTION: Accept Programs Committee's recommendation to award and execute a no-cost extension to Olive Crest to ensure the continuation of WIOA Youth services to Foster Care Youth. The contract extension shall be from July 1, 2016 through February 28, 2017.**

Mr. Galbreth provided background. He stated that staff hopes to soon make a funding recommendation to the Programs Committee meeting for additional funds for Olive Crest. Olive Crest's letter of request for a no-cost extension is provided as backup on page 163 of the agenda packet.

A motion was made by Louis Loupias and seconded by Lou DeSalvio to accept Programs Committee's recommendation to award and execute a no-cost extension to Olive Crest to ensure the continuation of WIOA Youth services to Foster Care Youth. The contract extension shall be from July 1, 2016 through February 28, 2017. Motion carried.

11. **DISCUSSION AND POSSIBLE ACTION: Accept Programs Committee's recommendation to designate Goodwill Industries of Southern Nevada and Dress for Success as primary Clothing Service Providers. Workforce Connections' programs and service providers will refer WIOA eligible Adult, Dislocated Worker, Youth and YouthBuild participants for job interview clothing and employment related clothing for business, construction, healthcare, and hospitality/gaming occupations. The designation period will be July 1, 2016 through June 30, 2017 with an option to renew annually for an additional three years based on performance and available funding.**

Mr. Patterson disclosed his relationship as chair of the Dress for Success board and abstained from any discussion and/or voting.

Mr. Galbreth provided background. The Clothing Services RFP Proposal Rating document is provided as backup on page 165 of the agenda packet.

A motion was made by Ken Evans and seconded by Lou DeSalvio to accept Programs Committee's recommendation to designate Goodwill Industries of Southern Nevada and Dress for Success as primary Clothing Service Providers. Workforce Connections' programs and service providers will refer WIOA eligible Adult, Dislocated Worker, Youth and YouthBuild participants for job interview clothing and employment related clothing for

business, construction, healthcare, and hospitality/gaming occupations. The designation period will be July 1, 2016 through June 30, 2017 with an option to renew annually for an additional three years based on performance and available funding. Bart Patterson abstained. Motion carried.

12. INFORMATION: ADW Training by Industry Sector Report for the period July 1, 2015 through March 31, 2016.

Brett Miller, Manager, Strategic Planning & Analysis presented the ADW Training by Industry Sector report provided on page 167 of the agenda packet. He reported 962 trainings at a total of \$2,028,054.

Ken Evans inquired about the impact of the Governor's Office of Economic Development's number shift in sector councils from nine to seven sector councils. Mr. Miller replied that WC will continue to emphasize all sectors and simply the Governor is reshaping the sector councils but has not changed the designation of any sectors.

13. INFORMATION: USA Today article on Apprenticeships

Louis Loupias presented USA Today article titled Apprenticeships: "College without the debt" (p. 169-172) and provided key information regarding apprenticeships. Discussion ensued regarding program requirements and qualifications. Mr. Loupias will provide staff a PowerPoint presentation regarding the history of the apprenticeship program.

Mr. DeSalvio reported that Local 872 employs ex-offenders and they will continue to provide new opportunities for interested individuals.

Marvin Gebers reported information regarding a website www.unionapprenticeship.org with all 17 different building construction trade programs represented that employers and applicants can access for information regarding those programs, including application procedures and program requirements.

14. DISCUSSION AND POSSIBLE ACTION: Review, accept and approve reports:

Jim Kostecki, Chief Financial Officer summarized the following reports:

a. PY2015 WIOA Formula Budget July 1, 2015 through June 30, 2016

Revenue increase in PY15 ADW funding streams in the amount of \$22,037 due to funds received back from DOL (p. 166). Line item budgets trued up through June 30th affecting following line item changes:

- Workforce Connections Operations Budget (p. 177)

7050 Training and Seminars (Staff) – decreased by \$20,000 due to staff attending numerous WIOA training during the year where the registration for the training is a much smaller cost compared to the travel component. This funding is transferred to account 7055 Travel and Mileage.

7055 Travel and Mileage (Staff) – increased by \$20,000. See above. Funds transferred from account 7050 Training and Seminars.

7070 Rent (Offices) – increased by \$2,500 due to rent increase miscalculation for the formulation of the budget and the beginning of the year

7095 Board Meetings and Travel – increased by \$3,000 based on spend rates during the year

- One-Stop Center – Charleston Budget (p. 182)

7000 Accounting and Auditing – increased by \$1,200 due to allocating the final audit costs based on the expenditures of the program. One-Stop Center expenditures were a higher percentage of all operations costs than the prior year.

7045 Systems Communications – increased by \$9,500 due to having an outside operator run the One-Stop Center. In the past the bills were allocated based on headcount because WC has staff located in the One-Stop Center. Since ResCare took over operating the One-Stop Center, the allocation method switched to square footage which brings more allocated costs.

7200 Equipment – Operating Leases – increased by \$2,000 due to increases in printing usage over the year

- One-Stop System Budget (p. 185)

7045 Systems Communications – increased by \$3,690 due to increase (approximately \$2,500) in the annual renewal of the HRM Direct applicant tracking software

b. PY2016 WIOA Formula Budget July 1, 2016 through June 30, 2017

PY15 carry forward is approximately \$1,900,000 less than previous year's carry forward demonstrating more timely spend rate. PY16 revenues are approximately \$160,000 more than previous year. Net reduction in overall budget is \$1,800,000 reducing community resource allocations by \$1,454,342 and WC Operations by \$334,980.

- Workforce Connections Operations Budget (p. 190)

6500 Salaries – decreased by \$292,533 due to the removal of vacancies from the position list and an adjustment to the paid time off (PTO) pool

7000 Accounting and Auditing – decreased by \$70,000 due to the reduced renewal amount of the accounting services contract:

A-133	\$80,000
Auditing Services	\$25,900
Accounting Services	\$95,000

7070 Rent (Offices) – increased by \$3,086 due to the scheduled rent escalation of 3% during the year

7075 Facilities Maintenance – increased by \$3,800 due to anticipated vehicle maintenance costs

7085A Program Support Contracts – increased by \$5,000 due to bringing the budget to anticipated executed contract amounts for services

7090 Non-Board Meetings and Outreach – decreased by \$8,000 based on historical spend analysis

7095 Board Meetings and Travel – increased by \$2,000 based on historical spend analysis

7100-7120 Employee Fringe Benefits – decreased by \$30,140 due to position adjustments to the salary line above

7125 Employer Payroll Taxes – decreased by \$3,777 due to position adjustments to salary line above

8500 Capital-Equipment and Furniture – decreased by \$2,450 based on historical spend analysis

CAP Cost Allocation to One-Stop (\$35,000) costs allocated to the One-Stop Center and System based on operations staff time spent and charged to those activities

- One-Stop Center Budget (p. 195)

6500 Salaries – increased by \$821 for position adjustment

7035 Printing and Reproduction – decreased by \$500 based on historical spend analysis

7040 Office Supplies – increased by \$500 based on historical spend analysis

7050 Training and Seminars (Staff) – decreased by \$3,000. These are staff related line items and the One-Stop Center does not have Board staff.

7055 Travel and Mileage (Staff) – decreased by \$2,000. These are staff related line items and the One-Stop Center does not have Board staff.

7065 Telephone – increased by \$300 based on historical spend analysis

7070 Rent (Offices) – increased by \$2,000 due to scheduled rent escalation of 3% during the year

7075 Facilities Maintenance – increased by \$675 based on historical spend analysis

7085A Program Support Contracts – decreased by \$10,000 based on historical spend analysis

7090 Non-Board Meetings and Outreach increased by \$200 based on historical spend analysis

7100 Insurance – increased by \$2,100 based on historical spend analysis

7100-7120 Employee Fringe Benefits – increased by \$387 to account for a position adjustment

7125 Employer Payroll Taxes – increased by \$105 to account for a position adjustment

7130-7135 Bank/Payroll Services – decreased by \$350 based on historical spend analysis

8500 Capital-Equipment and Furniture – increased by \$250 based on historical spend analysis

CAP Cost Allocation to One-Stop - \$25,000 costs allocated to the One-Stop Center based on operations staff time spent and charged to those activities

- One-Stop System Budget (p. 199)

6500 Salaries – decreased by \$68,158 due to the removal of vacancies from the position list and an adjustment to the paid time off (PTO) pool

7020 Licenses and Permits – increased by \$500 based on historical spend analysis

7035 Printing and Reproduction – decreased by \$500 based on historical spend analysis

7050 Training and Seminars (Staff) – increased by \$244 based on historical spend analysis

7055 Travel and Mileage (Staff) – increased by \$1,520 based on historical spend analysis

7065 Telephone – increased by \$280 based on historical spend analysis

7075 Facilities Maintenance – increased by \$10,000 due to anticipated gas, repairs and maintenance and other costs to maintain the Mobile One-Stop units

7080 Admin Support Contracts – decreased by \$2,000 based on historical spend analysis

7085A Program Support Contracts – decreased by \$9,500 based on historical spend analysis

7090 Non-Board Meetings and Outreach – decreased by \$500 based on historical spend analysis

7100-7120 Employee Fringe Benefits – decreased by \$6,087 to account for a position adjustment

7125 Employer Payroll Taxes – increased by \$892 to account for a position adjustment and on historical spend analysis

7500 Participant Training – decreased by \$200,000 due to expired tutoring contracts that were not renewed

8500 Capital-Equipment and Furniture, Tenant Improvements – decreased by \$50 based on historical spend analysis

CAP Cost Allocation to One-Stop - \$10,000 costs allocated to the One-Stop System based on operations staff time spent and charged to those activities

A new Dislocated Worker funding allocation methodology is written into the state plan. If approved, WC will see an additional \$240,000 - \$250,000 in DW funding. Brief discussion ensued.

- c. Budget vs. Actual Finance Report (Workforce Connections' Operations) for the period July 1, 2015 through June 30, 2016 (Formula WIOA)

The Budget vs. Actual Finance Report (p. 204) shows all budget line items are green (good).

- d. Awards & Expenditures Report – Monthly Update (Status of Service Providers)

The Awards & Expenditures report is provided on page 206-210 of the agenda packet. Brief discussion ensued regarding the training payment process.

- e. WIOA Expenditure Tracking Report – YTD PY15 Actuals vs. Expected Expenditures - Adult, Dislocated Worker and Youth

Brett Miller presented the WIOA Expenditure Tracking Report provided on page 212 of the agenda packet. Adult contracts are tracking nicely with timely spend out as projected and Youth contracts are following overall trend with spend out a little lower than expected.

Mr. Kostecki noted that there was overlapping Youth contracts in the first quarter.

- f. Workforce Connections' Professional Services Contracts Report. *(Please note: any pending contract presented for approval may be reviewed and examined in its entirety by any board member upon request).*

- i. Allied Barton Security Services – This is the fifth amendment to the original contract which provides security services at Workforce Connection's main office and One-Stop Career Center as well as driver support for the Mobile One-Stop deployment. This amendment represents the annual renewal of the contract and increases the maximum amount by \$170,000.00.
- ii. John Chamberlin – This is the second amendment to the original contract which provides WIOA technical assistance and strategic Board development. This amendment represents the annual renewal of the contract and increases the maximum amount by \$20,000.00.
- iii. Integrity Imaging Solutions – This is the second amendment to the original contract which provides document scanning services for Workforce Connections and all of its partners. This is a no cost extension request with a date modification for an additional year.
- iv. Joy Huntsman – This is the fourth amendment to the original contract which provides counseling services funded under the AARP Back to Work 50+ grant. This

amendment represents the annual renewal of the contract and increases the maximum amount by \$32,000.00.

- v. Taka Kajiyama – This is the sixth amendment to the original contract which provides ongoing support for the State’s automated Eligible Training Partner List (ETPL). This amendment represents the annual renewal of the contract and increases the maximum amount by \$50,000.00.
- vi. Parker, Nelson & Associates – This is the first amendment to the original contract which provides legal services to the Board on an as needed basis. This amendment represents the annual renewal of the contract and increases the maximum amount by \$100,000.00.
- vii. Piercy Bowler Taylor & Kern – This is the first amendment to the original contract which provides A-133 auditing services to the Board. This amendment represents the annual renewal of the contract and increases the maximum amount by \$80,000.00.
- viii. Macey Prince Consulting – This is the first amendment to the original contract which provides fiscal and procurement technical assistance to Board staff and partners. This amendment represents the annual renewal of the contract and increases the maximum amount by \$25,000.00.
- ix. Red 7 Communications – This is the second amendment to the original contract which provides outreach services for Workforce Connections and the One-Stop delivery system. This amendment represents the annual renewal of the contract and increases the maximum amount by \$30,000.00.
- x. Sin City Mad Men – This represents a new contract procured under the solicited bid process for website development services. This contract is for an amount not to exceed \$50,000.00.
- xi. Sin City Mad Men – This represents a new contract procured under the solicited bid process for outreach collateral material design services. This contract is for an amount not to exceed \$50,000.00.

A motion was made by Charles Perry and seconded by Lou DeSalvio to accept and approve reports as presented. Motion carried.

15. INFORMATION: Business Engagement and Communications Report

- a. In-Demand Jobs Report
- b. Pre-Screening & Referral Stats Report
- c. Workforce Connections’ Compact
- d. Metro Initiative

Kenadie Cobbin-Richardson, Director, Business Engagement & Communications summarized the Business Engagement and Communications reports provided on page 223-228. The Industry Hires

report (p. 223) shows 33 new hires for March and new employers including: Aliante Casino, Allied Flooring Services, Caesars Entertainment, I-HOP, PLI, and Shetakis Wholesalers. The Industry Hires report for the month of April (p. 225) shows 120 new hires and one new employer, Broward Factory Services. New Workforce Connections' Compact employers (p. 227) are Goodwill of Southern Nevada, Healthcare Partners Nevada, My Next Career Path Staffing, and Simon Protection Group.

A special Town Hall Meeting is scheduled on Thursday, June 2, 2016 at the Clark County Government Center to support Metro Police Department's recruitment of 360 new police and/or corrections officers. This event is in partnership with Clark County Commissioner Lawrence Weekly, Workforce Connections and Nevada Partners, Inc. The flyer is provided on page 228 of the agenda packet.

16. INFORMATION: Strategic Initiatives Report

- a. Status Update on WIOA Compliance Assurance Initiatives
- b. Status Update on Workforce Development System Continual Improvement Initiatives

Jaime Cruz, Chief Strategy Officer reported that the best practices presentation on STEM initiatives from the Southern Nevada Regional Housing Authority will be rescheduled for a later date due to time constraints today. He presented the Strategic Initiatives Report (p. 230) and Strategic Work Plan Goals Matrix (p. 231-239) and noted new strategy 3.4 to Implement a Two-Generation Strategy to break the poverty cycle in Southern Nevada.

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

- a. Workforce Development Area - General Update
- b. Rural Counties Employment and Training Services
- c. Staff Development and Service Providers/Workforce Development Partners Training
- d. Highlighted Workforce Development Initiatives

Mr. Galbreth presented the Executive Director's report (p. 241-242) and Statewide WIOA Funding Formula Modification Distribution update (p. 243-250). He noted recent staff-attended conferences in Las Vegas including the National Association of Job Training Assistance (NAJA) Annual Conference and National Council of La Raza Workforce Development Forum.

A motion was made by Charles Perry and seconded by Lou DeSalvio to accept and approve Executive Director's Report as presented. Motion carried.

18. SECOND PUBLIC COMMENT SESSION

Terry Conway, Goodwill of Southern Nevada thanked the Board for its support on behalf of Goodwill's president, Steve Chartrand.

Ellis Capehart, NPI thanked the Board for its continued support.

John Ponder, Hope for Prisoners thanked the Board for its support on behalf of Hope for Prisoner's board of directors, advisory committee, staff and the men and women who will be participating in this initiative.

Bonita Fahy, SNRHA thanked the Board for its continued support and allowing SNRHA to continue serving youth in Southern Nevada. Ms. Fahy inquired, in light of agenda items six and nine being approved, which clearly indicates both Goodwill and Southern Nevada Regional Housing Authority are One-Stop Affiliate Sites – East, where do we stand in that as far as their name and branding. Mr. Galbreth confirmed that staff will be in contact with both agencies.

Paula Lawrence, Dress for Success of Southern Nevada thanked the Board for appointing Dress for Success as a clothing service provider to serve women over the next year.

Paula McDonald, HELP of Southern Nevada thanked the Board for the opportunity to serve clients and allowing HELP to be a part of process of moving forward with a new model.

19. INFORMATION: Board Member Comments

Louis Loupias commented regarding other funding Foundation for an Independent Tomorrow as discussed at the recent Programs Committee meeting. Chair Murzl replied, as mentioned earlier by Executive Director Galbreth, a proposal will be coming before this board in June to fund FIT additionally.

Chair Murzl requested staff to follow-up and research the following issues brought up during today's meeting:

1. CQES brochures removed from the One-Stop Center
2. Streamlining of the enrollment and training process at the One-Stop Center
3. Administer background checks on the front end of the screening process for homecare aides

20. ADJOURNMENT

The meeting adjourned at 12:20 p.m.

draft**WORKFORCE CONNECTIONS****BOARD MEETING
MINUTES****June 21, 2016****10:00 a.m.****Rosalie Boulware Conference Room
6330 W. Charleston Blvd., Suite 150
Las Vegas, NV 89146****Members Present**Bart Patterson
Jack Martin (phone)
Louis Loupias
Paul Brandt (phone)
Rob Mallery
Valerie MurzlBrad Deeds (phone)
Janice John (phone)
Marvin Gebers (phone)
Peter Guzman (phone)
Tobias Hoppe (phone)Charles Perry
Ken Evans (phone)
Michael Gordon (phone)
Renee Olson (phone)
Tommy Rowe**Members Absent**Jerrie Merritt
Lou DeSalvioLeo Bletnitsky
Mark KellerLiberty Leavitt
Rebecca Henry**Staff Present**Ardell Galbreth
Jaime Cruz
Jeramey PickettSuzanne Benson
Brett Miller
Carol PolkeRicardo Villalobos
Kenadie Cobbin Richardson
Shawonda Nance**Others Present**Stephanie Garabedian, Parker Nelson Associates
Armand Dodsworth III
Gina Garcia, Goodwill of Southern Nevada
Coralie Peterson, DETR
Bonita Fahy, SNRHA
Bianca Gutierrez, Goodwill of Southern Nevada
Devonte Yarbrough, Goodwill of Southern Nevada
Tenesha McCulloch, Goodwill of Southern Nevada
Trnee Stephenson, Easter Seals Nevada
Howard Ostfeld, Easter Seals Nevada
T. Williams, Easter Seals Nevada
Lyn Espinosa, Easter Seals NevadaMichael Oh, Henderson Legal
Terri Conway, Goodwill of Southern Nevada
Steve Chartrand, Goodwill of Southern Nevada
Esmeralda Rojas, DETR
Arcadio Bolanos, AHD
Sean Vanater, Goodwill of Southern Nevada
Jared Awerbach, Goodwill of Southern Nevada
April Guinsler, Easter Seals Nevada
Dantes Franklin, Easter Seals Nevada
Denise Gee, HELP of Southern Nevada
Ron Hilke, DETR

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

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

The meeting was called to order by Chair Valerie Murzl at 10:12 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.

2. FIRST PUBLIC COMMENT SESSION

Arcadio Bolanos, Academy of Human Development (AHD) expressed gratitude to the Board for trusting AHD with the opportunity to serve as the One-Stop Affiliate Site – East provider and provided some history regarding AHD's programs/contracts.

Howard Ostfeld commented in support of Easter Seals Nevada and requested the Board to consider funding Easter Seals and Southern Nevada Regional Housing Authority. Mr. Ostfeld is a participant of Easter Seals Nevada.

Bonita Fahy, resident program coordinator, Southern Nevada Regional Housing Authority (SNRHA)/Youth One-Stop Affiliate Site – East asked the Board to look at SNRHA's partnership with Easter Seals, Nevada Hospital Association, and Olive Crest and consider the return on investment if this partnership is allowed to combine its resources, best practices to benefit the community. SNRHA has been serving adults under WIA since 2010 and has over 75 years of workforce development experience serving the Las Vegas community. SNRHA has the facilities and the space and is donating over half its building to becoming a one-stop. Ms. Fahy inquired if WC researched the proposal site location and stated that it does not make sense for Goodwill who is located up the street from HELP of Southern Nevada to be a one-stop site. She inquired regarding Goodwill's capacity to hold workshops and hiring events. Ms. Fahy restated that SNRHA has the capacity and space to be a complete one-stop to serve everyone that walks through its doors.

April Guinsler, director of employment solutions, Easter Seals Nevada commented that Easter Seals' program offers Assistive Technology (AT), including assistive, adaptive and rehabilitative services, products and solutions for individuals with disabilities to fulfill their core roles and become gainfully employed. As a group, collectively Easter Seals' AT program has over 30 years experience. Ms. Guinsler demonstrated the Read-It wand, a tool for individuals with learning disabilities. An Easter Seals' client used this tool to assist with her reading comprehension while attending school to be an HVAC technician; she successfully graduated with straight As and yesterday, received a job offer. Ms. Guinsler stated that no other vendor in Las Vegas has the technology that delivers AT services like Easter Seals. She further stated that over a third of Easter Seals' candidates are qualified dislocated workers who are on public assistance, unemployment and are looking to get off these services and over 25% of Easter Seals' candidates are veterans and/or spouses of veterans. Ms. Guinsler asked the Board to engage in conversation and rethink the recommendation for Goodwill as the One-Stop Affiliate Site – East provider and award the grant to SNRHA partnership with Easter Seals, Olive Crest, Urban League and FITT, with whom Easter Seals has an MOU.

Lyn Espinosa spoke in favor of Easter Seals and shared about her personal disability and the employment challenges she faces. She asked the Board to consider individuals who need assistive devices to go to work. Ms. Espinosa is a client of Easter Seals.

Steve Chartrand, president, Goodwill of Southern Nevada thanked the Board for making time to attend this special meeting and for the initial approval for Goodwill to receive the grant. Mr. Chartrand gave the following reasons why Goodwill is the best choice for the One-Stop Affiliate Site – East provider:

- Goodwill is committed to meeting the unique needs of its clients.
- While Goodwill offers a wide variety of services, individuals that Goodwill does not have the services or the technology for are actively referred by Goodwill to agencies that do. Goodwill considers this as one of the key things of an affiliate one-stop; to know the available resources in the community and to be able to allocate that.
- Goodwill has a proven record of achieving incredible outcomes and leveraging resources.

- Goodwill has been in partnership with Workforce Connections since 2009.
- In the last seven years, Goodwill has been a steward of \$7.9 million dollars in grants from Workforce Connections and raised \$4.3 million for a combined total of \$12.2 million that Goodwill was entrusted to invest into the community. Goodwill has placed 11,800 southern Nevadans into jobs generating \$209 million in wages. The ROI of the \$12.2 million is over 1,700% and continues to grow everyday those people are employed.
- If selected for this grant, Goodwill will commit \$402,000 of in-kind services and labor in order to maximize the leverage of these resources.
- Goodwill has many effective community partnerships having run two Career Connection Centers in the valley for the past ten years working with over 800 local employers who hire Goodwill's clients.
- Goodwill has a very effective relationship with the Bureau of Vocational Rehabilitation; since 2009 Goodwill has provided services to 2,800 youth and adults who are disabled.
- Goodwill has a stellar veterans placement program working with many veteran organizations and 800 employers; since 2013 Goodwill has placed 720 veterans into employment.
- Goodwill is partners with many community organizations, such as the Veterans Administration, Clark County School District, Catholic Charities, Nevada Partners, Easter Seals, and more.
- With good business acumen and culture, Goodwill's retail stores have grown 106% since 2009 creating 547 new sustainable jobs.

Davonte Yarbrough (using an interpreter) shared his positive experience with Goodwill's Elite program, which he has been a client of since December 2015.

Sean Vanater shared his positive experience with Goodwill's Elite program. Since joining the program in October 2015, he has had the opportunity and resources to advance his education, gain valuable work experience, and develop professional relationships. He asked the Board to consider funding Goodwill this year and beyond.

Bianca Gutierrez shared about her positive experience with Goodwill. Ms. Gutierrez has been a client of Goodwill since January 2016 and is currently receiving training in the food service industry.

Michael Walter thanked Goodwill for the employment services he received through the veterans program that assisted him to find employment with Allied Barton Security Services and a part-time job in construction, and thanked Goodwill for assisting his two children get jobs, one in Goodwill's retail store.

Dantes Franklin commented regarding his experience with Easter Seals and Goodwill and spoke highly in favor of Easter Seals for its individual service and less favorable of Goodwill's one-size fits all approach. Mr. Franklin is a U.S. Airforce veteran.

Jared Awerbach spoke about his positive experience with Goodwill's Level Up program and the WIOA services he received for housing, education and employment. Mr. Awerbach is currently employed as a security guard and actively refers people to Goodwill.

Gina Garcia, director of mission services, Goodwill of Southern Nevada noted an error in the May 24th Board minutes on page nine of the agenda packet. She clarified that the minutes should reflect that Goodwill received a score of three (not two) referring to the scorecard on page 31 of the agenda packet and noted that SNRHA received a score of two per the scorecard on page 43.

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

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

4. DISCUSSION AND POSSIBLE ACTION: Approve the minutes of May 24, 2016

A motion was made by Charles Perry and seconded by Louis Loupias to approve the minutes of May 24, 2016 with noted correction. Motion carried.

5. DISCUSSION AND POSSIBLE ACTION: Review the Board's decision to award a contract to Goodwill of Southern Nevada as a One-Stop Affiliate Site – East to deliver WIOA employment and training services to Adults and Dislocated Workers in an amount not to exceed \$700,000 and WIOA Youth services in an amount not to exceed \$960,000. The total funding amount shall not exceed \$1,660,000. The contract period shall be a period of two years beginning July 1, 2016 through June 30, 2018 with annual funding based on Workforce Connections grant allocation. Provide the Southern Nevada Local Elected Officials Consortium with detailed information highlighting respondents' service delivery initiatives with established partnerships and the following options for ratification:

1. Confirm Workforce Connections' Board award to Goodwill of Southern Nevada in the total amount of \$1,660,000 as indicated above with the following impact:
 - Youth, Adult and Dislocated Worker employment and training services shall be delivered in the underserved eastside area as scheduled; or
2. Confirm Workforce Connections' Board award to Goodwill of Southern Nevada with conditions as noted by the Southern Nevada Local Elected Officials Consortium with the following impact:
 - Based on conditions outlined by the Southern Nevada Local Elected Officials Consortium, program design adjustments may be needed to ensure underserved eastside residents receive timely, comprehensive employment and training services

Ricardo Villalobos, Director, Workforce Development Programs provided background. This item went before the Local Elected Officials Consortium for ratification on June 14, 2016. After much discussion and a vote resulting in a tie (3-3) the item was not ratified and the LEOs directed staff to bring the item back to this board for review.

Mr. Villalobos noted the following key points:

- Goodwill was not at the LEO meeting to provide perspective and answer questions

- Easter Seals attended the meeting and provided compelling testimony on behalf of Easter Seals and SNRHA (Easter Seals was one of the partner organizations named in SNRHA's proposal)
- Service providers should be present for each step of the approval process and attend the Programs Committee, Board and LEO meetings
- Goodwill does not have Assistive Technology (AT) and referred clients to Easter Seals, the only vendor in the community with AT. Service providers should be making referrals and collaborating with community partners while building capacity to move toward a one-stop delivery system
- The LEOs want the opportunity to review, discuss, and modify items as needed before ratifying; they do not want to rubberstamp the Board's decisions
- Moving forward agendas will be modified to include staff's recommendations with options (provide example) to allow the LEOs the opportunity to make adjustments if necessary

Executive Director Ardell Galbreth noted that any modifications or adjustments made by the LEOs must be within the parameters of the scope of services set forth in the RFP.

Chair Murzl opened the floor for discussion.

Bart Patterson requested Mr. Villalobos to recap the scope of services in the RFP. Mr. Villalobos replied that this RFP is for the One-Stop Affiliate Site – East to provide services to both youth and adults specifically in the east area in the valley. The One-Stop Affiliate Site – East provider will be required to have at least one core partner under WIOA targeting specific populations, including but not limited to veterans, adults/youth with disabilities, re-entry, foster youth, and adjudicated youth.

Mr. Patterson noted that an issue was brought up in terms of space and asked Mr. Villalobos to address it in terms of the RFP. Mr. Villalobos replied that the RFP specifies that service delivery must target a specific geographical area based on zip codes, in this case the east and the One-Stop Affiliate Site – East provider must be located within this area.

Chair Murzl clarified that the question pertains to whether or not Goodwill has the space to accommodate a one-stop, not demographic location.

Terri Conway, chief culture officer, Goodwill replied that the One-Stop Affiliate Site – East will be located on the corner of Tropicana and Pecos and has plenty of space for individuals to work on the computers, have small workshops, and to speak with career coaches. There would be approximately five people staffed at the location and one veteran career coach, who would be a veteran themselves and another individual from Olive Crest on site to assist individuals from the foster youth community. There will also be someone who has expertise serving youth and adults. The larger workshops would be held approximately four miles away if needed.

Rob Mallery asked if site visits were conducted at the potential locations. Mr. Villalobos replied that he personally has not visited the sites nor have the interview panel members. Mr. Mallery asked if the board can recommend that staff visits these locations.

Mr. Galbreth replied that staff typically visits the site as part of the process for implementing the contract. For example, staff will visit a site to verify that it is ADA compliant as well as provide technical assistance to the provider as needed.

Mr. Villalobos stated that there are no concerns regarding Goodwill's capacity to deliver WIOA services at any of their locations.

Louis Loupias stated that in the construction business, when an RFP is awarded, the other bidders cannot ask the awarding body to reconsider its decision, unless there were discrepancies in the contract and according to the LEO Consortium minutes, Easter Seals specifically asked the LEOs to reconsider the award, which is confusing because how can an entity who did not participate in the RFP process ask the board to reconsider the award?

Stefanie Garabedian, Parker Nelson Associates/Legal counsel, replied that after the RFP has been awarded, the party who did not win the contract is allowed to submit a protest pursuant to the guidelines set in the RFP. There is a technical process that has to be followed; however, Easter Seals would not be the organization allowed to do this, it would be SNRHA, the organization that submitted the RFP. Regarding the LEO minutes, the individual mentioned was providing public comment.

Mr. Loupias stated that the Board does not rush into these decisions. With this item alone, the Board has heard at least three hours of testimony and has had to make heart wrenching decisions. He stated that he relies heavily on staff's recommendations and knows that Mr. Villalobos and his staff does a lot of research so that the Board can make these decisions, but there is just not enough funding to help everyone and the only way to get more WIOA funding is through legislation.

Discussion ensued regarding the options attached to the agenda item.

Mr. Villalobos stated that staff is not recommending one option over another, but whichever option the Board recommends has to be approved by the LEOs.

Tommy Rowe stated that second option which gives the LEOs an opportunity to set conditions is probably the best option to ensure that services get out in the community the soonest.

Mr. Villalobos apologized for the confusion and clarified that the recommendation is to move forward both of the options to the LEOs, not one or the other, for the purpose of providing the LEOs an opportunity to provide conditions based on their perspective.

Jack Martin stated that he is uncomfortable putting forth a recommendation without knowing or having any idea what the conditions might be.

Mr. Galbreth stated that staff does not know specifically what conditions the LEOs will require; however, whatever they are they would have to be within the framework of the statement of work in the RFP that was published and pursuant to Workforce Connections' procurement policies as well as state laws and/or federal regulations required under WIOA. Chair Murzl asked if the LEOs have the authority to force Goodwill to partner with Easter Seals; Mr. Galbreth replied no, not at all.

Mr. Patterson made the following comments:

- In the minutes of the LEO meeting, a concern was raised about a one-stop affiliate concept. The Board went through a couple meeting cycles where it specifically talked about a new approach to provide more comprehensive services. It is very important for the LEOs to know that the Board went through this discussion in advance of issuing the RFP to signal that this is the direction the Board will go to provide more comprehensive services. If the Board decides at the end of the day in a year or two or whatever the evaluation process is, that it is not working as effectively as planned, then the Board can go in a new direction. It needs to be clear that this was a very deliberate conversation.
- It was mentioned that Goodwill was not present for the LEO meeting. The Board does not know the questions the LEOs had and so we cannot comment as to what the outcome of that would be, but obviously it would be good for Goodwill to be there at the next LEO meeting to answer whatever questions might have existed.
- There were only two real issues that have been raised in the process. The first is the issue with the Assistive Technology, which the Board already heard is a referral to Easter Seals. In the future when Workforce Connections issues an RFP, if it required specific Assistive Technologies, either in partnership or as part of a provider, that could be evaluated differently, but it is very difficult to back off of an RFP process that was not specifically evaluated. Goodwill's recognition that they need to provide that effective service is very important going forward because Easter Seals is a terrific organization that provides a terrific service. In the future, it's a learning experience for the Board that maybe we need to include that and make sure that it's scored in some way in the RFP.
- The second issue raised is regarding space. Staff is going to evaluate the space at some point and make sure it is adequate and appropriate. That could be something that potentially goes into the RFP process, where the space is actually evaluated. This is not a recommendation to hold back the process because there are additional things that could have been put in the RFP and it would not be fair to the clients or the RFP respondents to try to add additional conditions like that and so forth. Proposal scoring methodology and scorecards are provided on page 22-61 of the agenda packet.
- Going way back, the Board specifically went through external evaluators to avoid politicizing the process and to go back to those days where people negotiated or went into political postures to try and change results will not have a good outcome for this Board. It is very important to look at the external evaluators very carefully and if there is a reason that the scoring should be changed and there is a disagreement with the scoring metric that would be a reason to make a change in the decision, but there has been nothing presented yet why there should be a change in the scoring by the external evaluators, so there is no basis to change the recommendation. If the Board needs to add flexibility to the LEOs because they have some conditions they want to discuss, that is okay; however, it is not coming with a strong recommendation that the Board views those kinds of conditions imposed positively because there is a lot of concern on this Board about what are the conditions going to be. The item can go forward with this language as is but the record needs to be clear that the Board is not seeing what the conditions are going to be and therefore cannot express any opinion about what the LEOs decide to do or not do in connection with those issues.

Mr. Villalobos noted that one of the things staff has discussed internally is hosting in the fall an RFP session for decision makers, where staff will be requesting participation from Board members and Committee members and even potentially LEOs, so that everyone is informed and aware of the evaluation process from the beginning to the end.

Chair Murzl stated that she has a major problem and agrees 150% with Louis, Jack, Rob and Bart comments and the open-ended, based on conditions, no conditions defined, having to stay within the narrow window of having to stay within the RFP. In the LEO minutes, it clearly suggests to Easter Seals that they should speak with Goodwill and attempt to establish a partnership with them; as Goodwill clearly told the Board that they have partnerships with vets, Olive Crest and other community organizations. Easter Seals did not submit an RFP on their own, they partnered with the Housing Authority, who did not score as well as Goodwill so they were not awarded the contract. The Board has spent more than three hours between the Program Committee meetings and the Board meetings rehashing everything again but without clearly defined expectations of the LEOs and no real direction, but to send it back to the Board. She further stated that she is definitely opposed to putting conditions on a situation that is not defined.

Charles Perry stated that he does not like to be held hostage by the LEOs, but this item has to be moved forward one way or another and suggested a motion to send this back to the LEOs with option number one.

Mr. Villalobos stated that he did not take away an understanding or the implication that when the decision comes to the LEOs they would want to change the recommendation this way or that way, rather the spirit of it was that the LEOs wanted the opportunity to just have discussion and not just rubberstamp the Board's decision. They want the same opportunity presented to the Programs Committee and at the Board level to have discussion.

Chair Murzl agreed and stated that it is really Goodwill's fault because they failed to show up for the meeting and speak to the \$1.6 million award and they were remiss. The LEOs were up against a wall, they had nobody to talk to from Goodwill and Easter Seals was there, so the LEOs were certainly going to respect what Easter Seals was saying and without Goodwill representing themselves, it puts us back here in the boardroom. This is what happened and Goodwill needs to own it, deal with it and be there to answer the LEOs questions and address whatever concerns they have because the Board nor staff can answer on behalf of Goodwill.

Chair Murzl called for a motion.

Mr. Patterson suggested moving forward agenda item five as presented with both options, but with the record showing that the Board's recommendation is option number one. Legal counsel stated that the agenda says or, so the Board will need to select just one option. Mr. Villalobos clarified that the agenda item is to move forward both options for ratification and we can clarify with the LEOs the preference of the Board is option number one.

A motion was made by Charles Perry and seconded by Bart Patterson to award a contract to Goodwill of Southern Nevada as a One-Stop Affiliate Site – East to deliver WIOA employment and training services to Adults and Dislocated Workers in an amount not to exceed \$700,000 and WIOA Youth services in an amount not to exceed \$960,000. The total funding amount shall not exceed \$1,660,000. The contract period shall be a period of two

years beginning July 1, 2016 through June 30, 2018 with annual funding based on Workforce Connections grant allocation. Provide the Southern Nevada Local Elected Officials Consortium with detailed information highlighting respondents' service delivery initiatives with established partnerships and the following options for ratification:

- 1. Confirm Workforce Connections' Board award to Goodwill of Southern Nevada in the total amount of \$1,660,000 as indicated above with the following impact:*
 - Youth, Adult and Dislocated Worker employment and training services shall be delivered in the underserved eastside area as scheduled; or*
- 2. Confirm Workforce Connections' Board award to Goodwill of Southern Nevada with conditions as noted by the Southern Nevada Local Elected Officials Consortium with the following impact:*
 - Based on conditions outlined by the Southern Nevada Local Elected Officials Consortium, program design adjustments may be needed to ensure underserved eastside residents receive timely, comprehensive employment and training services*

For the record, the Board's preference is option number one. Motion carried.

6. INFORMATION: Board Member Comments

None

7. SECOND PUBLIC COMMENT SESSION

Steve Chartrand thanked the Board for its support and continued confidence in Goodwill. He stated that he owns that fact that Goodwill staff was not at the LEO Consortium meeting which was due to an internal communication problem, now resolved and promises to be at all future meetings.

8. ADJOURNMENT

The meeting adjourned at 11:30 a.m.

**WORKFORCE CONNECTIONS
PROGRAMS COMMITTEE MINUTES**

May 11, 2016 -- 9:30 a.m.

Rosalie Boulware Board Room (Bronze/Silver)
6330 W. Charleston Blvd., Ste. 150
Las Vegas, NV 89146

Members Present

Jack Martin
Liberty Leavitt
Janice John
Stavan Corbett
Valerie Murzl
Jill Hersha
Peter Guzman

Louis Loupias
Dr. Cecilia Maldonado
Tommy Rowe
Sonja Holloway
Charles Perry
Janice John
Mark Keller

Members Absent

Captain Jack Owen
Kenneth C. Evans
David McKinnis
Bart Patterson

Valerie Murzl
Patty Charlton
Leo Bletnitsky
Tommy Rowe

Staff Present

Ardell Galbreth
Jim Kostecki
Ricardo Villalobos
Jeramey Pickett
Shawonda Nance

Jeannie Kuennen
Kelly Ford
Jaime Cruz
Emilio Pias
Suzanne Benson

Others Present

Jonathan Cuevas, FIT
Frederick Ameen, FIT
Gina Garcia, Goodwill of Southern Nevada
Donna Lehmann, FIT
Anthony Garnes, FIT
Jessica Black, FIT
Gregory Anderson, FIT
Yvette Thomas, NPI
Paula McDonald, HELP of Southern Nevada
Anthony Gilyard, FIT
Andrew Lopez, FIT
Bill Zavatchin, Asher College
Bonita Fahy, SNRHA
Jill Hersha, LVCCCLD
Jose A Reyes, DETR
Amy Licht, Olive Crest
April Guinsler, ESN
Dr. Tiffany Tyler, Nevada Partners, Inc.
Chantil Burgess, Olive Crest
Maria Flores, ResCare OSCC
Lanan Pasion, Easter Seals
Sharon Morales, ResCare OSCC
Holly Gatzke, Lincoln Workforce
Jimmy Baker, ESN

Ortez Winfrey, FIT
Johnny Holmstrom, FIT
Janet Blumen, FIT
Schuyler Ritchie, FIT
Jennifer Casey, FIT
Kathryn R. Rouse, LVUL
Janice Rael, NPI
Janice John, DETR-VR
Christina Sewell, HELP of Southern Nevada
Sydni Sayles, SOE
Tom Bezek, Asher College
Maria Luevanos, SNRHA
Marcus Ettress, SNRHA/Youth
Sylvia Davis, NDOC
N. Montgomery, TLC
Millisa Green, SNRHA
Jon D. Ponder, Hope for Prisoners
Arcadio Bolanos, AHD
Lynn Hoffman, ResCare OSCC
Trnee Stephenson, Easter Seals
Bill Teel, LVMPD/DSD
Tammi Odegard, NYECC
Carl Dancer, DETR

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

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

Jack Martin, Vice-Chair, called the meeting to order at 9:42 a.m. Staff confirmed the meeting was properly posted in accordance with the Nevada Open Meeting Law. Roll call was taken and the quorum confirmed.

Agenda Item 2 – Welcome New Committee Member: The following individual has been appointed to the Programs Committee: Peter Guzman

Jack Martin, Vice-Chair, welcomed the new committee member, Peter Guzman to the Programs Committee.

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 address for the record. Each public comment will be limited to three (3) minutes.

Captain Bill Teel, LVMPD/DSD, spoke on behalf of Sheriff Lombardo expressing his appreciation for being given the opportunity to be a part of the review panel as it relates to the programs for service within the Clark County Detention Center.

Bonita Fahy, Program Manager, SNRHA. Ms. Fahy requested the Programs Committee reconsider the recommendation to fund SNRHA as the provider for the One-Stop Affiliate Site-East, and the following joined the request for award reconsideration:

- o Millisa Green. Youth participant for SNRHA at the One-Stop Affiliate Site-East
- o Marcus Ettress. Youth participant for SNRHA at the One-Stop Affiliate Site-East
- o Jimmy Baker. Support of an award reconsideration for Easter Seals
- o Tom Bezek, Campus Director/Finance Director, Asher College. Support of an award reconsideration for SNRHA as a training provider partnership with Easter Seals.
- o Bill Zavatchin, Director of Career Services, Asher College. Support of an award reconsideration for Easter Seals at the One-Stop Affiliate Site-East.
- o Jose Reyes, Nevada JobConnect. Support of an award reconsideration for Easter Seals
- o Carl Dancer, DETR Support of an award reconsideration for SNRHA
- o Maria Luevanos, SNRHA. Support of an award reconsideration for SNRHA

Jennifer Casey, Program Director, FIT. Ms. Casey requested the Programs Committee reconsider the recommendation to fund FIT as the provider for pre- and post-release re-entry services to WIOA eligible Adults, and the following joined the request for award reconsideration:

- o Anthony Gilyard. Support of an award reconsideration for FIT.
- o Greg Anderson, FIT. Support of an award reconsideration for FIT.
- o Johnny Holmstrom, FIT. Support of an award reconsideration for FIT.
- o Frederick Ameen, FIT. Support of an award reconsideration for FIT.
- o Johnathan Cuevas, FIT. Support of an award reconsideration for FIT.
- o Andrew Lopez, FIT. Support of an award reconsideration for FIT.
- o Ortez Winfrey, FIT. Support of an award reconsideration for FIT.
- o Anthony Garnes, FIT. Support of an award reconsideration for FIT.

Janet Blumen, Founder/CEO stated, “before the committee votes not to fund FIT, FIT scored 79% a higher score than any other proposal that includes Goodwill Industries, SNRHA, Hope for Prisoners, and Community Assistance Program. Why would you not award the grant to the proposal that scored the highest? Why would the Social Policy Research Associates, an organization that is highly vetted and with impeccable credentials, score FIT the highest, unless indeed FIT is the best choice, and for that matter why would you have spent \$40,000 to hire them if you were not going to follow their findings? FIT proposes to serve 110 people in the first year of this grant, the other entity proposed to serve 75. Why would you rather fund and enroll 75 then 110? Why would you let 30 southern Nevadans be deprived of a chance to change their life once and for all? FIT promised to keep per capita costs at \$5454. The other entity proposed to keep per capita costs at \$8000. Why would you not choose the most cost effective program?

WC records reflect that every single time since 2009, the competitive bid scoring the highest has been the recommended awardee and awarded the grant. FIT has a verified re-entry population employment number, verified by WC of three times the national average. Why would you not support a program that is amazingly and verifiably successful? FIT has consistently been a good steward of federal funds, distributed through your committee. At the May 3, 2013 meeting, this very committee, voted an extra \$700,000 in funding to FIT. In light of the fact that FIT continues to be the highest ranked performer, why would you not fund FIT? The \$1.2M in re-entry funding that you are about to award are federal funds. That means that award cannot be made for reasons that are capricious or arbitrary. This highly respected committee has been charged with a weighty fiduciary responsibility in the distribution of federal funds."

April Guinsler, Program Director, Employment Solutions Program Eastern Seals Nevada. Ms. Guinsler requested the Programs Committee reconsider the recommendation to fund Goodwill of Southern Nevada as the provider for the One-Stop Affiliate Site-East.

Mr. Galbreth requested a verification of quorum before proceeding with the action items of the meeting. Ms. Ford conducted roll call and a quorum was met.

Agenda Item 4 - DISCUSSION and POSSIBLE ACTION: Approve the Agenda with the inclusion of emergency items, and deletion of any items.

Ardell Galbreth, Executive Director confirmed no changes to the Agenda.

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

Agenda Item 5 - DISCUSSION and POSSIBLE ACTION: Approve the Programs Committee meeting minutes of March 9, 2016.

Jack Martin, Vice-Chair, presented the Programs Committee minutes of March 9, 2016 for approval.

A motion was made by Charles Perry and seconded by Cecilia Maldonado to approve the March 9, 2016 Programs Committee meeting minutes. The motion carried.

Agenda Item 6 – DISCUSSION and POSSIBLE ACTION: Accept staff's recommendation to award and execute a sub-award agreement with Goodwill of Southern Nevada as a One-Stop Affiliate Site - East to deliver WIOA employment and training services to Adults and Dislocated Workers in an amount not to exceed \$700,000 and WIOA Youth services in an amount not to exceed \$960,000. The total award amount shall not exceed \$1,660,000. Upon approval by the WC Board, the sub-award period shall be July 1, 2016 through June 30, 2018.

Ricardo Villalobos provided an overview for staff's recommendation to award and execute a sub-award agreement with Goodwill of Southern Nevada as a One-Stop Affiliate Site – East to deliver WIOA employment and training services to Adults, Dislocated Workers, and Youth. The recommendation is for a two year contract beginning July 1, 2016 through June 30, 2018, and one year funding not to exceed \$1,660,000.

Sonja Holloway queried why staff selected Goodwill of Southern Nevada instead of SNRHA since SNRHA already has the One-Stop Affiliate Site-East. Mr. Villalobos responded that Goodwill of Southern Nevada currently has a contract that will be ending, and they specifically work with individuals with disabilities. This is a contract based on a competitive procurement for a One-Stop Affiliate Site-East.

Liberty Leavitt queried when does the Programs Committee hear from the subject matter experts (panel) with their input in the scoring process? Ms. Leavitt expressed concern that the Committee is asked to vote on agenda items, where a panel of experts are not present.

Mr. Villalobos responded it was recommended by the Programs Committee to add all of the scores and detail for a qualitative perspective. The three subject matter experts (panel) had 10 questions to ask the agencies which were consistent from proposer to proposer. The interviews were scored by the subject matter experts, and the scores were

submitted to SPR for calculations to include the panel interviews. The information is a matter of public record and available for review at any time. Ms. Leavitt requested that the "Subject Matter Experts" (Panel) be present for questions by the Committee.

Mr. Guzman stated, as a new Committee member, he echoed the request for the panel experts to be present in the future to clarify any questions asked by the Committee members.

Mr. Martin stated that the Programs Committee is requesting the presence of the local subject matter experts in the future.

Stavan Corbett suggested a geographical map that identifies where the individuals are located to include past providers with their locations, identifying zip codes, and where the larger amount of services are being delivered.

Cecilia Maldonado stated she had advocated for more qualitative information in the scoring, but looking through the comments in the rubric, the highest weights went to demonstrated ability and programs. She further stated some of the concerns focused on lack of clarity in terms of performance driven results. With the programs there is a lack of clarity in terms of program issues and staffing. Did the panel interview include questions directly related to those concerns from the raters, and where is the information that addresses those targeted questions with the responses? Ms. Maldonado recommended that more information regarding staff capacity, staffing support, staffing development, and staffing credentials within a program should be implemented in the scoring process. Mr. Martin suggested this should be a process implemented through the subject matter experts.

Charles Perry queried the difference between the weighted score of Goodwill of Southern Nevada, and the lack of resumes versus job descriptions. Was everyone scored equally? Does SPR choose the awardee, or did the panel? Mr. Martin responded that staff makes the recommendation based on a combination of SPR scoring of the written proposals, and a combination of the structured interviews from the subject matter panelist.

Vinz Koller, Social Policy Research Associates, provided a concise methodology for the scoring process through SPR. Jessie Oettinger, Social Policy Research Associates, clarified that the panel score is built into the final scoring process.

Jill Hersha asked for clarification regarding whether the One-Stop Affiliate Site-East would be working with Adults and Youth. Mr. Villalobos responded both proposals are working with Adults and Youth with SNRHA as an expansion beyond the East (Agenda Item 9), but the recommendation today is for Goodwill of Southern Nevada as a One-Stop Affiliate Site-East. Ms. Hersha stated on page 28 of the agenda packet, SNRHA indicates a zero for adults expected to serve. If WC is expecting total planned enrollments for Adult and Youth, the proposal indicates zero Adult and 160 Youth.

Gina Garcia, Goodwill of Southern Nevada stated the uniqueness of Goodwill of Southern Nevada is serving people with disabilities which is one of the requirements. People work in the stores in seventeen locations in OJT's, which train them for full time employment. Goodwill promotes from within the company. Currently there are over 800 employees with 76 promotions as of last year. Goodwill is on target with WC, and holds 12 hiring events every month.

A motion was made by Charles Perry and seconded by Jill Hersha to accept staff's recommendation to award and execute a sub-award agreement with Goodwill of Southern Nevada as a One-Stop Affiliate Site - East to deliver WIOA employment and training services to Adults and Dislocated Workers in an amount not to exceed \$700,000 and WIOA Youth services in an amount not to exceed \$960,000. The total award amount shall not exceed \$1,660,000 for the first twelve months. Upon approval by the WC Board, the sub-award period shall be July 1, 2016 through June 30, 2018. Sonja Holloway and Lou Loupias opposed. The Motion carried.

Agenda Item 7 – DISCUSSION and POSSIBLE ACTION: Accept staff's recommendation to award and execute a sub-award agreement with Hope for Prisoners to deliver pre- and post-release re-entry services to WIOA eligible Adults. The award amount shall not exceed \$600,000. Upon approval by the WC Board, the sub-award period shall be July 1, 2016 through June 30, 2018.

Mr. Villalobos provided an overview of staff's recommendation to award and execute a sub-award agreement with Hope for Prisoners to deliver pre- and post-release re-entry services to WIOA eligible Adults on page 35 of the agenda packet. This is a two year contract with one year funding. Mr. Villalobos cited bullet points at the bottom of page 38 of the agenda packet.

Mr. Guzman queried if past awards have not always gone to the highest bidder, and is there a mandate that prevents an award to be split between two high scorers, or is it required to go to one organization. Mr. Martin responded that in the past, WC had split funding between programs, but that resulted in programs not having enough funds to do their best work.

Ardell Galbreth stated both proposers submitted excellent proposals, and in this case, FIT has demonstrated excellent performance throughout the partnership. Hope for Prisoners has a very good program and submitted a very good proposal, they have a good track record; however, their track record is not with WC. Mr. Galbreth stated he relied heavily on the panel interviews by the subject matter experts.

Ms. Leavitt reiterated her concern regarding a decision to be made by the Programs Committee without the panel experts present. She further queried if there were any biases with the panel experts. Do they have any ties to the organizations? And, her concern of not being knowledgeable enough to move forward on a vote.

Mr. Corbett stated with regard to the panel experts' determination what differentiated the proposals was the demonstrated experience in administering federal programs/dollars and organizational capacity. Mr. Corbett stated that Mr. Galbreth spoke directly about having a relationship with FIT, and deferred to Mr. Galbreth and staff in whether or not FIT had been able to demonstrate experience in administering federal programs/dollars and organizational capacity. Mr. Galbreth responded that FIT, without question, has been able to deliver training and services for any proposal or any grant contract that WC executed with them. He further stated that FIT has always met their performance measures, their initiatives have been good, and he has visited their areas on more than one occasion and would not say they have done anything but excellent work.

Mr. Perry stated he does not recall a time when WC awarded to proposers that had less than the highest score. Mr. Perry further queried that if WC is not going to do this, why is there a scoring process. Mr. Perry reiterated Ms. Leavitt's concern regarding a vote without the panel experts present to address questions, biases if any or ties to the organizations and would have to abstain from a vote.

Mark Keller expressed his concern that the scoring system is there for a reason, and stated he too would have to abstain from a vote.

Mr. Villalobos stated staff wants to ensure that the Programs Committee and the Board are informed as much as possible to make the best decision. If having the panel experts present is what the Committee chooses to ensure a comfort level with the recommendation than that will be done. He further stated this is a recommendation by staff, but the Committee makes the decision.

Jill Hersha said that her concern is Hope for Prisoners' lack of fiduciary responsibilities shown in the past. There is no evidence that Hope for Prisoners' uses QuickBooks, they do not have any internal controls, and when you speak of federal monies, the Committee needs to be responsible.

Mr. Martin requested Mr. Jon Ponder, Hope for Prisoners address the question of what experience they have in handling federal funds.

Jon Ponder, Hope for Prisoners stated although they did not have a history working with federal funding, there are financial mechanisms in place. Mr. Ponder stated there are some long standing individuals that sit on their Board with over 30 years in Certified Public Accounting that have the opportunity to review everything the organization does. The fiscal instruments are in place to ensure safeguards for funds to be used in their intended purpose.

Ms. Holloway queried since WC has had a long standing relationship with FIT, why the change? Mr. Galbreth reiterated his earlier comment that he relied heavily on the panel interviews by the subject matter experts.

A motion was made by Stavan Corbett not to accept staff's recommendation and seconded by Charles Perry to award and execute a sub-award agreement with Hope for Prisoners to deliver pre- and post-release re-entry services to WIOA eligible Adults. A vote was taken: 7 Aye and 3 No. The motion carried.

Mr. Galbreth recommended that the Committee call for another vote to award Foundation for an Independent Tomorrow (FIT), or table Agenda Item 7 and solicit additional proposals.

Mr. Martin stated additional discussion is required for this agenda item with the subject matter experts' opinions. The Committee can table agenda item 7, and have present the subject matter experts' testimony, or move forward with accepting FIT as the highest scorer.

A motion was made by Lou Loupias to table agenda item 7 until all questions have been answered by subject matter experts and seconded by Stavan Corbett. The motion carried.

Mr. Galbreth recommended a meeting be called before the next regularly scheduled Programs Committee meeting to ensure the award/contract is executed July 1, 2016. Mr. Galbreth recommended a meeting scheduled no later May 18, 2016 to ensure a recommendation to the Board meeting on May 24, 2016.

It was the consensus of the Programs Committee to meet on Tuesday, May 17, 2016 at 8:00a.m., regarding Agenda Item 7 for discussion and possible action, and to include the subject matter expert's presence.

Agenda Item 8 – DISCUSSION and POSSIBLE ACTION: Accept staff's recommendation to extend and execute sub-award agreements with the agencies listed below to deliver WIOA career and training services to Adults and Dislocated Workers. Upon approval by the WC Board, the sub-award period shall be July 1, 2016 through June 30, 2017.

Sub-Recipient (in alphabetical order)	Amount not to Exceed
a. HELP of Southern Nevada (One-Stop Affiliate Site - South)	\$1,200,000
b. Lincoln County Grants Administration (Lincoln County)	\$150,000
c. Nevada Partners, Inc. (One-Stop Affiliate Site - North)	\$1,200,000
d. Nye Communities Coalition (Nye and Esmeralda Counties)	\$575,000
e. ResCare Workforce Services (One-Stop Career Center)	\$3,000,000

Mr. Villalobos provided an overview of staff's recommendation to extend and execute sub-award agreements with the agencies listed below to deliver WIOA career and training services to Adults and Dislocated Workers. He further stated this is a second year of a four year RFP for incumbent providers for continuity of services.

Ms. Holloway noted that on page 51 for HELP of Southern Nevada (One-Stop Affiliate Site – South) states \$1,200,000, but on page 52 it states \$1,000,000. Mr. Villalobos clarified the amount is not to exceed \$1,200,000. The award is \$1,000,000.

A motion was made by Charles Perry and seconded by Peter Guzman to accept staff's recommendation to extend and execute sub-award agreements with the agencies listed below to deliver WIOA career and training services to Adults and Dislocated Workers for agenda items 8a, 8b, 8c, 8d, and 8e. Upon approval by the WC Board, the sub-award period shall be July 1, 2016 through June 30, 2017. The motion carried.

Agenda Item 9 – DISCUSSION and POSSIBLE ACTION: Accept staff's recommendation to extend and execute sub-award agreements with the agencies listed below to deliver WIOA Youth services. Upon approval by the WC Board, the sub-award period shall be July 1, 2016 through June 30, 2017.

Sub-Recipient (in alphabetical order)	Amount not to Exceed
a. HELP of Southern Nevada (Drop Out Recovery)	\$500,000
b. Lincoln County Grants Administration (Lincoln County)	\$180,000
c. Nevada Partners, Inc. (One-Stop Affiliate Site - North)	\$800,000
d. Nye Communities Coalition (Nye and Esmeralda Counties)	\$350,000
e. Southern Nevada Regional Housing Authority (One-Stop Affiliate Site – East)	\$800,000

Mr. Villalobos provided an overview of staff's recommendation to extend and execute sub-award agreements with the agencies listed below to deliver WIOA Youth services.

A motion was made by Stavan Corbett and seconded by Charles Perry to accept staff's recommendation to extend and execute sub-award agreements with the agencies listed below to deliver WIOA Youth services. Upon approval by the WC Board, the sub-award period shall be July 1, 2016 through June 30, 2017. The motion carried.

Agenda Item 10 – DISCUSSION and POSSIBLE ACTION: Accept staff's recommendation to award and execute a no-cost extension to Olive Crest to ensure the continuation of WIOA youth services to foster care youth. Upon approval by the WC Board, the current sub-award agreement will be extended with a sub-award period of July 1, 2015 to February 28, 2017.

Mr. Villalobos provided an overview of staff's recommendation to award and execute a no-cost extension to Olive Crest to ensure the continuation of WIOA youth services to foster care youth.

A motion was made by Charles Perry and seconded by Sonja Holloway to accept staff's recommendation to award and execute a no-cost extension to Olive Crest to ensure the continuation of WIOA youth services to foster care youth. Upon approval by the WC Board, the current sub-award agreement will be extended with a with a sub-award period of July 1, 2015 to February 28, 2017.

Agenda Item 11 – DISCUSSION and POSSIBLE ACTION: Accept staff's recommendation to designate Goodwill Industries of Southern Nevada and Dress for Success as primary clothing services providers. WC programs and service providers will refer WIOA eligible (Adult, Dislocated Worker and Youth) and YouthBuild participants for job interview clothing and employment-related clothing for business, construction, healthcare and hospitality/gaming occupations. Upon approval by the WC Board, the period will be July 1, 2016 to June 30, 2017, with an option to renew annually for an additional three years based on performance and available funding.

Mr. Galbreth provided an overview of Goodwill Industries of Southern Nevada and Dress for Success as primary clothing services providers where WIOA eligible individuals will be referred to the agencies by the sub-recipients.

A motion was made by Peter Guzman and seconded by Charles Perry to accept staff's recommendation to designate Goodwill Industries of Southern Nevada and Dress for Success as primary clothing services providers. WC programs and service providers will refer WIOA eligible (Adult, Dislocated Worker and Youth) and YouthBuild participants for job interview clothing and employment-related clothing for business, construction, healthcare and hospitality/gaming occupations. The motion carried.

Agenda Item 12 – INFORMATION: PY 2015 Fiscal and Training Reports

Jim Kostecki reviewed and reported on the Awards and Expenditure Report on pages 129-133 of the agenda packet.

- a. Awards and Expenditures Report
- b. WIOA Expenditure Tracking Report
- c. ADW Training by Industry Sector

- Page 129 represents Adult and Dislocated Worker contract
- Page 130 represents Adult and Dislocated Worker paid trainings component obligated by the service provider and WC pays on their behalf through April 5, 2016
- Page 131 represents Youth contract
- Page 132 represents Youth paid trainings component obligated by the service provider and WC pays on their behalf through April 5, 2016
- Page 133 represents Direct Programs as of February 2016

Mr. Kostecki reported that the WIA PY2015 National Emergency Grant (NEG) funding will sunset June 30, 2016. Mr. Kostecki noted that efforts to spend these funds have been to no avail so, any remaining funds at the end of the PY15 will be returned to U.S. DOL.

Mr. Galbreth stated if there was some relief exercised in the restrictions of the grant by the U.S. Department of Labor nationwide, WC would certainly entertain an extension. At this time, WC is waiting for decision by the U.S.DOL.

Mr. Kostecki clarified the restrictions imposed on the uses of NEG money. The U.S. DOL mandates that 25% of funds be spent on on-the-job training (OJT). You must first enroll a dislocated worker into an OJT, then you can offset some of the funds in occupational training.

Brett Miller reviewed and reported on the WIOA Expenditure Tracking on page 134 of the agenda packet that represents the WIOA Expenditure Tracking through February 2016, and the Adult and Dislocated Workers Trained by Industry Sector on page 135 of the agenda packet.

Agenda Item 13 – INFORMATION: Business Engagement Report

Mr. Galbreth provided the Business Engagement Reports for the month of March 2016 on pages 137-140 of the agenda packet and was open to any questions asked from the Programs Committee.

Agenda Item 14 – INFORMATION: Strategic Initiatives Report

Jaime Cruz provided the Strategic Initiatives Report on page 142 of the agenda packet and was open to any questions asked from the Programs Committee. He requested Bonita Fahy, Programs Director, SNRHA share some of the Science, Technology, Engineering, and Math (STEM) initiatives implemented through the youth programs at their affiliate site.

- a. Status Update on WIOA Compliance Assurance Initiatives
- b. Status Update on Workforce Development System Continual Improvement Initiatives

Ms. Fahy provided a PowerPoint presentation whereby SNRHA had partnered with existing providers to leverage resources (i.e., library, colleges, and employers) to alleviate cost for the STEM program. Incentives are provided to participants of \$25.00 for each letter of STEM they have explored or completed. Participants were exposed to on-line industry sector programs for each letter of STEM, and the participant was able to select trainings based on the broad exposure and work experiences. The participants then develop a STEM tour, they select the employers, schedule the tours, create the flyers, and to date there are approximately 40 youth that will attend the Youth STEM field trip on May 13, 2016.

Agenda Item 15 – INFORMATION: USA Today article on Apprenticeships, presented by Louis Louprias

Lou Louprias stated the article from USA Today on Apprenticeships: “College without the debt” provides an alternative to education and training for the service providers and private manufacturers to start their own training programs using federal funds. Mr. Louprias stated for the record:

“Issued by the U.S. Department of Labor Employment and Training Administration, the training and guidance letter 19-15 states the federal government under the Department of Labor will invest a total of \$61,500,000 in state let

strategies to grow and diversify apprenticeship programs. \$9,500,000 for apprenticeship of USA state accelerated grants or up to \$250,000 per state.”

Mr. Loupias emphasized the need to have employers more deeply involved as the foundation of every registered Apprenticeship program, and the skills needed for workforce success from the core of the model. Apprenticeship programs offer on-the-job training, earn while you learn, and an opportunity to gain a career not a job.

Agenda Item 16 – INFORMATION: Programs Committee Member Comments

Mr. Martin requested the Programs Committee will have to confirm a quorum for the meeting scheduled for Tuesday, May 17, 2016 at 8:00 a.m. to make a decision regarding staff’s recommendation to award and execute a sub-award agreement with Hope for Prisoners to deliver pre- and post-release re-entry services to WIOA eligible Adults. The award amount shall not exceed \$600,000. Upon approval by the WC Board, the sub-award period shall be July 1, 2016 through June 30, 2018. Please be prompt.

Agenda Item 17 - 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 address for the record. Each comment will be limited to three (3) minutes.

Lynn Hoffman, Project Director, ResCare Workforce Services and Operator of the One-Stop Career Center. Expressed her thanks to the Programs Committee for their recommendation and looks forward to continuing the partnership in Southern Nevada.

Janice Rael, Program Director, NPI expressed her thanks to the Programs Committee for their recommendation and looks forward to a continued partnership with WC.

Paula McDonald, Program Director, HELP of Southern Nevada spoke on behalf of their staff and all of the local partners and providers, expressed her thanks for the opportunity to continue providing services that requires teamwork, collaboration and cooperation to make the program work and be effective for those we serve.

Agenda Item 18 - ADJOURNMENT: The meeting adjourned at 12:03 p.m.

**WORKFORCE CONNECTIONS
PROGRAMS COMMITTEE MINUTES**

May 17, 2016 – 8:00 a.m.
Rosalie Boulware Board Room (Bronze/Silver)
6330 W. Charleston Blvd., Ste. 150
Las Vegas, NV 89146

Members Present

Jack Martin, Vice-Chair
Leo Bletnitsky
Janice John (via telephone)
Stavan Corbett
Valerie Murzl
Jill Hersha
Peter Guzman

Louis Loupias
Dr. Cecilia Maldonado (via telephone)
Liberty Leavitt
Sonja Holloway
Charles Perry

Members Absent

Bart Patterson, Chair
Kenneth C. Evans
David McKinnis

Tommy Rowe
Patty Charlton
Mark Keller

Staff Present

Ardell Galbreth
Jim Kostecki
Ricardo Villalobos
Kenadie Cobbin-Richardson

Jeannie Kuennen
Dianne Tracy
Jaime Cruz

Others Present

Janet Blumen, FIT
Lois Hockersmith, HOPE for Prisoners
Ron Hilke, DETR
Var Lordahl, FIT
Jennifer Casey, FIT
Angela Brooking, HOPE for Prisoners
Bill Young, HOPE for Prisoners
Thomas Krems, HOPE for Prisoners
Mark Hutchison, HOPE for Prisoners
Dan Schwarz, HOPE for Prisoners
Larry Washington, HOPE for Prisoners
Schuly Richie, FIT
Rebecca Keenan, Nevada Subcontractors Association
Kipp Outaburger, Vegas PBS
Michael Bohan, HOPE for Prisoners
Steve Yeager, Public Defender
Freddy Duarte, HOPE for Prisoners
MJ Maynard, HOPE for Prisoners
James Scally, Correctional Manager-Casa Grande
Troy Martinez, LVFORKIDS
Richard Jost, FIT
Stephanie Garabedian, Parker Nelson

Tom Ely, Nevada Parole & Probation
Laura Nowlan, See Us Now Staffing, Inc.
Bonita Fahy, SNRHA
Donna Lehmann, FIT
Sydni Sayles, Standards of Excellence
Jon Ponder, HOPE for Prisoners
Stone Wolford, HOPE for Prisoners
Scott Gragson, HOPE for Prisoners
Joe Lombardo, HOPE for Prisoners
Gregg Ketter, HOPE for Prisoners
Shauna Souders, HOPE for Prisoners
Richard Sacca, HOPE for Prisoners
Terry Janison, United Way Southern Nevada
Bill Teel, LVMPD
Michael Richards, CSN
Karen Hughes, Retired LVMPD
Emily Troshyski, UNLV
Brian Arizmendi, LVMPD
Kelly Word
Paula McDonald, HELP of Southern Nevada
Chris Petko, HOPE for Prisoners

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

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

Jack Martin, Vice-Chair, called the meeting to order at 8:03 a.m. Staff confirmed the meeting was properly posted in accordance with the Nevada Open Meeting Law. Roll call was taken and the quorum confirmed.

Agenda Item 2 - 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 address for the record. Each public comment will be limited to three (3) minutes.

Dr. Michael Richards, President, College of Southern Nevada. Dr. Richards expressed CSN's support for HOPE for Prisoners in the application for a grant. CSN will be working with HOPE for Prisoners to train inmates at the Clark County Detention Center. CSN has formalized the relationship with a memorandum of understanding which extends CSN's long history of training inmates as they prepare to reenter society.

Janet Blumen, Executive Director, FIT. Ms. Blumen stated FIT was not looking for special treatment, but asking for fair treatment. She stated there is a reason why government agencies are required to put forth RFPs when disbursing public money. To ensure the integrity of the disbursement, that all candidates are treated fairly, and to ensure that no award made is arbitrary or capricious. The RFP was divided into 2 parts, the first part bore 85 points and scored by an independent firm hired by the WC Board. 15 points were based on questions "from a panel consisting of subject matter experts providing workforce development services including the re-entry populations". The panel was a homogenous panel of 3 people all of whom have the same occupation, and although they perform an important function in our society as policemen, they are not a workforce development panel with re-entry experience. They work for an employer, whose employees regularly appear at events and on social media to promote HOPE for Prisoners. This group would not be described as an impartial panel of workforce development experts. The final score Foundation for an Independent Tomorrow outscored all other applicants in every RFP issued in this cycle, and asked that the grant is awarded to the highest scorer.

The following individuals during public comment extended support to HOPE for Prisoners:

- Laura Nowlan, See Us Now Staffing, Inc.
- Mark Hutchinson, HOPE for Prisoners Advisory Board Member.
- Steve Wilson, Clark County District Attorney.
- Steve Yeager, Clark County Public Defender and member of HOPE for Prisoners Advisory Board.
- Bill Young, Sheriff Clark County.
- Sonja Joya, District Director for Congressman Crescent Hardy. (Letter of support included in these minutes.)
- Tom Ely, Nevada Department of Public Safety Division of Parole and Probation.
- Pastor Troy Martinez, Co-Chair RECAP Violence Reduction Model.
- Terri Janison, United Way of Southern Nevada, HOPE for Prisoners Advisory Board Member.
- Karen Hughes, Retired LVPM, Volunteer HOPE for Prisoners.
- Emily Troshynski, Ph.D. UNLV – Re-Entry Studies.
- Rebecca Keenan, Executive Director, Nevada Subcontractors Association.
- Joseph Lombardo, Sheriff Clark County.
- Bill Teel, Corrections Captain LVMPD.
- Thomas Krems, Graduate for HFP and President HOPE for Prisoners Leadership Academy.
- Larry Washington, Graduate for HOPE for Prisoners and Owner Barber Shop in North Las Vegas.
- Shanna Souders, Graduate for HOPE for Prisoners.
- Freddy Duarte, Graduate for HOPE for Prisoners.
- Lois Hockersmith, Graduate for HOPE for Prisoners and graduate of HFP Leadership Academy.
- James Scally, Nevada Department of Corrections, Correctional Manager, Casa Grande Transitional Housing Center.
- MJ Maynard, President for HOPE for Prisoners Board of Directors, Deputy General Manager Regional Transportation Commission.

- Scott Gregson, Vice President for HOPE for Prisoners Board of Directors.
- Michael Bohan, HOPE for Prisoners Leadership Academy graduate, and Advisory Board member.
- Gregg Ketter, Lead Trainer for HOPE for Prisoners.
- Chris Petko, Lieutenant (Ret.) LVMPD, Channel 3 News, Director of Advanced Leadership Program for HOPE for Prisoners.
- Gesia Green, Graduate for HOPE for Prisoners.
- Victoria Cant, Nevada State Licensed Minister and Ordained Chaplain.

Jon Ponder, Founder/CEO HOPE for Prisoners. Mr. Ponder stated HOPE for Prisoners has provided re-entry services to the community since 2009 for those coming home from state and federal prisons, city/county jails, drug rehabilitation center (halfway houses), and transitional facilities. HOPE for Prisoners has an 18-month program for the purpose of never re-offending and to acclimate offenders back into society. The program also includes family reunification where individuals can be afforded opportunities to thrive and succeed. HOPE for Prisoners starts with an intense pre-vocational leadership workshop, additional workshops include effective communication, conflict resolution, banking, budgeting, and leadership. Mentoring is key throughout the program to work alongside each individual to navigate every challenge faced in the reintegration process. Mr. Ponder further stated HOPE for Prisoners has never been grant funded, that everything accomplished has been on a “shoestring budget” building an organization that receives national attention, and in a collaboration with WC and the Clark County Detention Center, will build a Best Practice model with an existing infrastructure.

The following individuals during public comment extended support to Foundation for an Independent Tomorrow (FIT):

- Var Laurdal, FIT Board of Directors and Secretary.
- Donna Lehmann, FIT CFO and Nevada CPA. Attendee for the subject matter interviews.
- Richard Jost, Attorney with Fennamore Craig Jones Vargas Law Firm, Part-time Adjunct Ph.D. UNLV Nevada’s Law School, FIT Board of Directors, Former Deputy District Attorney in rural Nevada, Former Deputy Attorney General Carson City.
- Sydni Sayles, Director, Standards of Excellence, Sister Organization to FIT.
- Jennifer Casey, Director, Foundation for an Independent Tomorrow (FIT). Ms. Casey stated FIT has worked with every area command of Metro and attended every meeting. FIT has worked with Public Safety, the District Attorney and DA Family Services for family reunification, worked with Officer Drew at CCDC and volunteered time to work with the clients. FIT has worked with NDOC and Casa Grande, and is working with WC and Nevada State College to currently perform a qualitative/quantitative study of their four year program. Ms. Casey reiterated the passion for the program and the focus on the clients. Since July 2012, FIT’s re-entry program has served 541 clients, funded occupational skills training for 352 clients not including OJTs, verified employment for 376 clients with a verified employment retention rate of 75% over a year after employment. Ms. Casey urged the committee to reconsider the staff recommendation.

Agenda Item 3 - DISCUSSION and POSSIBLE ACTION: Approve the Agenda with the inclusion of emergency items, and deletion of any items.

Ardell Galbreth, Executive Director confirmed no changes to the Agenda.

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

Agenda Item 4 – DISCUSSION and POSSIBLE ACTION: Accept staff’s recommendation to award and execute a sub-award agreement with Hope for Prisoners to deliver pre- and post-release re-entry services to WIOA eligible Adults. The award amount shall not exceed \$600,000 for the first twelve months. Upon approval by the WC Board, the sub-award contract period shall be for a period of two years beginning July 1, 2016 through June 30, 2018 with annual funding based on WC grant allocation.

Valerie Murzl thanked the public for their support to their respective agencies. Ms. Murzl commended FIT for their tremendous work in the community, as well as HOPE for Prisoners. Ms. Murzl called for unification and for both programs to be funded with an award of \$600,000. She further stated that the purpose of the Board and of WC is solely to ensure that people in the community who suffer from challenges or unemployment opportunities, have an opportunity to get a job. Ms. Murzl recommended that agenda item 4 be tabled until funds are available to award both agencies \$600,000.

Mr. Galbreth stated staff will adjust resources and bring back a recommendation to the Programs Committee at a later date. He further noted some potential irregularities that staff would revise.

Mr. Martin stated the recommendation is to table the conversation to include what is currently on agenda item 4 and come back with additional funds. Mr. Martin further stated that clients would not be receiving services in the interim suggesting that agenda item 4 be approved and direct staff to bring forward an additional \$600,000 to award Foundation for an Independent Tomorrow (FIT) at a later date.

Mr. Galbreth deferred Mr. Martin's recommendation to Legal Counsel for advice.

Stephanie Garabedian, Parker Nelson. There has been a protest given to Mr. Galbreth and he has indicated that he is going to rely on 1.6: The right to cancel on the RFP, to redo the process to ensure that all irregularities have been corrected and the process is done correctly. The committee is allowed to remove and/or continue with any item on the agenda.

Peter Guzman stated when it was appropriate he would make a motion to accept staff's recommendation.

Mr. Bletnitsky recommended awarding HOPE for Prisoners to deliver pre- and post-release re-entry services to WIOA eligible Adults.

Mr. Martin queried Legal Counsel if the Programs Committee were to recommend to the full Board to approve agenda item 4, and give staff instructions to find additional funds to potentially fund Foundation for an Independent Tomorrow (FIT), is that a legal recommendation the Programs Committee can make?

Ms. Garabedian stated today the Programs Committee can take the action on agenda item 4. If the Committee wants to award FIT additional funds, the Committee would have to go through an additional RFP process. The RFP did not allow for money to be awarded to both entities.

Mr. Galbreth recommended an alternative. If funds are available, WC would review FIT's current contract and extend their contract allocating funds without initiating or publishing another RFP.

A motion was made by Peter Guzman to accept staff's recommendation to award and execute a sub-award agreement with Hope for Prisoners to deliver pre- and post-release re-entry services to WIOA eligible Adults. The award amount shall not exceed \$600,000 for the first twelve months. Upon approval by the WC Board, the sub-award period shall be July 1, 2016 through June 30, 2018, and seconded by Leo Bletnitsky.

Mr. Martin stated the Programs Committee directs staff, in accordance with the procurement process, to bring back within the next week or two to extend the contract for Foundation for an Independent Tomorrow (FIT).

Mr. Villalobos stated for the record that staff has verified there is an opportunity to extend Foundation for an Independent Tomorrows contract for an additional year. For the purpose of the agenda item, a decision by the Committee would be made to award HOPE for Prisoners the contract, then come back in June recommending an additional year award to Foundation for an Independent Tomorrow.

A motion was made by Peter Guzman accept staff's recommendation to award and execute a sub-award agreement with Hope for Prisoners to deliver pre- and post-release re-entry services to WIOA eligible Adults. The award amount shall not exceed \$600,000 for the first twelve months. Upon approval by the WC Board,

the sub-award period shall be July 1, 2016 through June 30, 2018. And, to include a recommendation by the Programs Committee to direct staff to extend Foundation for an Independent Tomorrow's contract for an additional year at the June Programs Committee meeting for approval was seconded by Valerie Murzl. The motion carried.

Agenda Item 5 – INFORMATION: Programs Committee Member Comments

Mr. Perry expressed his concern regarding the scoring process with no intent of making any accusations of being arbitrary or capricious. Mr. Villalobos responded that as a point of clarity, nowhere on the RFP does it state that the highest score will be awarded funds. The RFP does state a threshold of 75% or 75 points on a 100 point scale qualifies, and in the same paragraph it states, based on the local need the Executive Director has the authority to propose the organization(s) best deemed for the project in the best interest of the community.

Ms. Leavitt expressed her admiration for both organizations, Foundation for an Independent Tomorrow and HOPE for Prisoners, and she congratulated Mr. Ponder for receiving the David Vanbuskirk Award. Ms. Leavitt expressed her appreciation for the inclusion of the panel, but noted her displeasure regarding the absence of the panel to discuss additional information during the voting process.

Ms. Murzl stated there have been times the Committee did not select the highest scorer, and cited a time when one group was selected, but funds were divided among six groups. She further stated with regard to additional funds not allocated to non-profits for critical initiatives within the community or to extend contracts -- there are funds available.

Stavan Corbett stated this is an asset based approach, having the opportunity to seek additional information, because it is a lot of money where a public volunteer body is making a decision on taxpayer dollars. Mr. Corbett extended his appreciation to staff for being flexible and providing the multipronged approaches rather than being myopic about how we conduct business.

Mr. Galbreth stated he did not want the Programs Committee to leave with the idea that WC had \$600,000 just laying around, but the WC can come up with additional funds by moving funds within the budget. Mr. Galbreth further stated there will be staff vacancies delayed, and some budget line items will be cut short to compensate.

Agenda Item 6 - 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 address for the record. Each comment will be limited to three (3) minutes.

Jon Ponder expressed his appreciation to the Committee and staff for consideration in recognizing the great works both organizations are doing, and it is a Win-Win today.

Janet Blumen expressed her appreciation to the Committee for being aware of what FIT does for the community, and the desire to serve the community. She further thanked the Committee for their flexibility and creativity in resolving an issue where both candidates are providing benefit to the community.

Agenda Item 7 - ADJOURNMENT: The meeting adjourned at 10:30 a.m.

Agenda item 7. INFORMATION:

LEO Consortium member comments

Agenda item 8. 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 Consortium. 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.