

*workforce*CONNECTIONS
**BUDGET COMMITTEE
AGENDA**

Wednesday February 16, 2011
9:00 a.m.

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

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

Esmeralda County Courthouse, 233 Crook Street, Goldfield, NV
City of North Las Vegas, 2200 Civic Center Dr., N. Las Vegas, NV
Henderson City Hall, 240 Water Street, Henderson, NV
City Hall, Boulder City, 401 California Ave., Boulder City, NV
*workforce*CONNECTIONS, 7251 W. Lake Mead, #200, Las Vegas, NV
Nevada JobConnect, 3405 S. Maryland Pkwy., Las Vegas, NV
Nye County School District, 484 S. West St., Pahrump, NV
City of Las Vegas, City Clerk's Office, 400 Stewart Avenue, Las Vegas NV
Clark County, County Clerk's Office, 500 S. Grand Central Pkwy., Las Vegas, NV
Lincoln County, 181 Main St./Courthouse, Pioche, NV
Pahrump Chamber of Commerce, 1301 S. Highway 160, Second Floor, Pahrump, NV

This Agenda is also available on the *workforce*CONNECTIONS website at
www.nvworkforceconnections.org.

COMMENTARY BY THE GENERAL PUBLIC

According to Nevada's Open Meeting Law, it is the Board's discretion to take Public Comment any other time other than during a Public Hearing or during the Public Comment Session. In all other instances, a citizen may speak on any matter before the Board for consideration, after receiving recognition and consent of the Chairman of the Board. Public Comment will be limited to three minutes. If any member of the Board wishes to extend the length of a presentation, the Chairman, or the Board will do this by majority vote.

If you wish to speak on a matter not posted on the agenda, you may do this during the Public Comment Session. Please clearly state your name and address – please spell your name for the record and limit your comments to no more than three minutes. No vote may be taken on any matter not listed on the posted agenda.

Budget Committee members: Councilwoman Gerri Schroder; Councilman Travis Chandler; William Bruninga; Mark Keays; Debra Reed and Deana Zelenik

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

NOTE: Matters in this Agenda may be taken out of order.

All items listed on this agenda are for action by the Budget Committee 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 and possible action and forward recommendations to the workforceCONNECTIONS.

AGENDA

1. Call to order, confirmation of posting and roll call.
2. Approval of agenda with inclusions of any emergency items and deletion of any item
3. **ACTION:** Approval of the meeting minutes of November 3, 2010
4. **ACTION:** Election of Chair and Vice Chair
5. **INFORMATION:** PY2010 Operating Expenses Budget vs. Actual – December 2010 Report
6. **INFORMATION:** Contract Expenditures for Service Providers –Adult, Dislocated Worker and Youth
7. **INFORMATION:** PY2011 WIA Appropriations Update
8. Public Comment
9. Adjournment

*workforce***CONNECTIONS**
BUDGET COMMITTEE

ISSUE: Approval of meeting minutes from the November 3, 2010 meeting

PETITIONER: *workforce***CONNECTIONS** staff

RECOMMENDATION: *workforce***CONNECTIONS** Budget Committee approve the meeting minutes of November 3, 2010

BACKGROUND:

Staff recommends the approval of the minutes of the *workforce***CONNECTIONS** Budget Committee meeting of November 3, 2010, as presented and/or with any noted corrections.

***workforce* CONNECTIONS
BUDGET COMMITTEE
MINUTES**

Wednesday November 3, 2010
9:00 a.m.

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

Members Present

Deana Zelenik, Vice Chair
Councilman Travis Chandler
Debra Reed
Councilwoman Gerri Schroder

Members Absent

Commissioner R.J. Gillum
Mark Keays

Staff Present

Deborah Campbell
Cornelius Eason
Kelly Ford
Ardell Galbraith
David Jefferson

Others Present

Frances Phillips, CHR
Victoria Simon – CHR
Tom Wilson – Clark County
Ron Hilke - DETR

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

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

The meeting was called to order at 9:05 a.m. Staff confirmed the meeting had been properly noted and posted in accordance with the Nevada Open Meeting Law. Roll call was taken and a quorum was present.

Agenda Item 2 - Approval of Agenda with the inclusion of any Emergency Item and deletion of any Items

A motion was made to approve the agenda by Councilwoman Gerri Schroder and seconded by Councilman Travis Chandler. Motion carried.

Agenda Item 3 - Approval of the Budget Committee minutes of August 4, 2010 and September 1, 2010

A motion to approve the minutes of August 4, 2010 and September 1, 2010 as presented was made by Councilman Travis Chandler and seconded by Councilwoman Gerri Schroder. Motion carried.

Agenda Item 4 – ACTION: Approval of revised PY2010 Budget.

David Jefferson, Chief Operating Officer, opened his remarks by stating that after the close out of PY09' program year, there is a good idea of what the amount of carryover dollars are; Mr. Jefferson called attention to the budget outlined in the packet which was approved by the committee in May

2010 so that they could compare it with the proposed budget for approval at this meeting and answered the committee's questions about various line items in the budget.

-The committee members would like to receive a matrix of *workforce CONNECTIONS* staff and their salaries.

-Committee member, Debra Reed, asked for a matrix of which staff members received money for travel and what the reason for it was.

A motion was made to approve the revised PY 2010 Budget by Councilman Travis Chandler and seconded by Councilwoman Gerri Schroder. The motion carried.

Agenda Item 5 – INFORMATION: PY2010 Operating Expenses Budget vs. Actual – August 2010 Report. David Jefferson reviewed the Operating Expenses report for the committee noting that *workforce CONNECTIONS* has spent \$819,738 or 16.28% of the budget and is right on track in regards to spending. Mr. Jefferson stated that the items in yellow, item #6130 Equipment/Furniture, and item #6440 System Communication Support, will be green following the previous agenda item # 4 revised budget approval. Councilman Chandler inquired if line item #6285 Board Travel and Training was different from line item #6310; Mr. Jefferson replied yes, that #6285 was only for Board member activities such as attending Board Meetings or Board Members attending conferences.

-Councilwoman Gerri Schroder noted that in the future people who attend conferences and are representing the Board should include people who have some relevance to the topic.

-Committee member, Debra Reed, would like to receive a copy of the budget for line item 6285, Board Travel and Training, and line item 6310, Staff Travel and would like to be informed about who received travel money and the amount.

Agenda Item 6- INFORMATION: Contract Expenditures for Service Providers–Adult, Dislocated Worker and Youth.

David Jefferson reviewed the ADW report and stated that it was reflective of invoices that had been received through October 29, 2010. 25% of the budget has been spent and the providers are pretty much on track with their spending. Mr. Jefferson noted that Housing Authority was at 0% spent because they have a small contract and a tendency to invoice after the fact; we will keep an eye on them to make sure the invoices are submitted; Easter Seals was a bit high at 40% because they have many clients in OJT's. Councilman Chandler inquired if there were reserves available if a provider who had high expenses that were approved by *workforce CONNECTIONS* ran out of funds before the end of the fiscal year. Mr. Jefferson explained that this program year a certain amount of funds were set aside in a strategic reserve to provide additional funds for training; there is also a reserve of funds in both the operations and ADW areas. A discussion commenced regarding the method used to arrive at the amount of funds for a "cushion", what is permissible and what is not when using WIA funds as pertains to holding funds aside, the necessity of allocating funds to specific projects in advance and the method used for fund allocation to the providers. The committee also received clarification on what level the cap on administration costs exists as pertains to providers; the cap ends at *workforce CONNECTIONS* level; anything below our level (for providers) is considered program or non administrative costs.

-Councilwoman Gerri Schroder would like to know if it would be possible to receive information about what the providers are using their budgets for.

MaryAnn Avendano, Financial Analyst, addressed the committee's questions and informed them that *workforce CONNECTIONS* is moving away from heavily funding overhead costs and the contracts of the providers were being written so that there is a cap on overhead and admin costs.

-Committee member, Debra Reed, requested information that detailed what percentage of provider's total budgets was received from *workforce CONNECTIONS* and what percentage of their budgets came from other resources.

Mr. Jefferson moved on to the **Youth** report noting that providers had spent 12% of the budget thus far for Program Year 2010. Nevada Partners is a bit low at 3% because they had a large summer youth contract and many of their expenses went into that contract; Mr. Jefferson feels certain they will begin to bill to this contract very soon and he is comfortable with where the providers are as pertains to their spending.

Agenda Item 7– Public Comment:

Deborah Campbell, consultant to workforce CONNECTIONS informed the committee that she would be calling them to set up a time to train them on the new SharePoint system.

Other Items Discussed:

Elections for the Chair and Vice Chair of the Budget Committee will be held at the next meeting.

The 2011 Budget Committee Meeting Schedule will be submitted for approval at the next meeting.

Agenda Item 8 – Adjournment: The meeting adjourned at 9:52 a.m.

*workforce***CONNECTIONS**
BUDGET COMMITTEE

ISSUE: Election of Chair and Vice Chair

PETITIONER: *workforce***CONNECTIONS** staff

RECOMMENDATION: To elect a Chair and Vice Chair for the Budget Committee

BACKGROUND:

The Budget Committee members will elect a Chair and Vice Chair.

*workforce***CONNECTIONS**
BUDGET COMMITTEE

ISSUE: PY2010 Operating Expenses Budget vs. Actual – December 2010 report

PETITIONER: *workforce***CONNECTIONS** staff

RECOMMENDATION: Informational

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PY10 WIA Formula & ARRA Expenses
CONSOLIDATED BUDGET

DECEMBER 2010 REPORT

For the Period : July 1 '2010 through June 30' 2011 (Formulis)
For the Period : July 1'2010 through June 30' 2011 (ARRA)

Line Item Number	Operating Expenses	BUDGET			ACTUAL EXPENSES			BUDGET AUTHORITY REMAINING			% Of Program Year concluded		
		Admin	Program	Total	Admin	Program	Total	Admin	Program	Total	Admin	Program	Total
6260	Salaries	924,269	1,964,071	2,888,340	233,033	982,086	1,215,119	691,236	981,985	1,673,221	25.21%	50.00%	42.07%
6265	Employee Fringe Benefits	323,494	687,425	1,010,919	79,758	336,129	415,886	243,736	351,296	595,033	24.66%	48.90%	41.14%
6550	Employer Payroll Taxes	27,728	58,922	86,650	5,684	23,955	29,639	22,044	34,967	57,011	20.50%	40.65%	34.21%
6100	Audit/Accounting Services	120,000	0	120,000	36,000	0	36,000	84,000	0	84,000	30.00%	0.00%	30.00%
6120	Bank/Payroll Services	5,120	10,880	16,000	798	3,362	4,159	4,322	7,518	11,841	15.58%	30.90%	26.00%
6130	Equipment/Furniture	104,000	221,000	325,000	28,243	119,025	147,267	75,757	101,975	177,733	27.16%	53.86%	45.31%
6140	Equipment Repairs	3,200	6,800	10,000	0	0	0	3,200	6,800	10,000	0.00%	0.00%	0.00%
6150	Legal Publication/Advertising	16,000	34,000	50,000	4,284	18,056	22,341	11,716	15,944	27,659	26.78%	53.11%	44.68%
6160	Dues & Subscriptions	8,098	17,208	25,306	1,526	6,429	7,955	6,572	10,779	17,351	18.84%	37.36%	31.43%
6170	Equipment Rental	12,147	25,812	37,959	800	3,371	4,171	11,347	22,441	33,788	6.58%	13.06%	10.99%
6190	Insurance	24,000	51,000	75,000	4,088	17,229	21,317	19,912	33,771	53,683	17.03%	33.78%	28.42%
6200	Janitorial & Maintenance	8,000	17,000	25,000	86	360	446	7,914	16,640	24,554	1.07%	2.12%	1.78%
6210	Legal Fees	100,000	0	100,000	25,350	0	25,350	74,650	0	74,650	25.35%	0.00%	25.35%
6230	License & Permits	1,600	3,400	5,000	303	1,277	1,580	1,297	2,123	3,420	18.94%	37.56%	31.60%
6250	Office Supplies	8,000	17,000	25,000	2,531	10,665	13,196	5,469	6,335	11,804	31.63%	62.74%	52.78%
6270	Postage & Delivery	4,800	10,200	15,000	620	2,611	3,230	4,180	7,589	11,770	12.91%	25.60%	21.54%
6280	Printing & Reproduction	8,000	17,000	25,000	2,545	10,727	13,272	5,455	6,273	11,728	31.82%	63.10%	53.09%
6285	Board Travel & Training	0	75,917	75,917	0	8,150	8,150	0	67,767	67,767	0.00%	10.74%	10.74%
6290	Rent	94,720	201,280	296,000	18,273	77,011	95,284	76,447	124,269	200,716	19.29%	38.26%	32.19%
6300	Telephone	12,800	27,200	40,000	3,629	15,295	18,924	9,171	11,905	21,076	28.35%	56.23%	47.31%
6305	Contract Services	62,625	133,078	195,703	10,557	44,491	55,047	52,068	88,587	140,656	16.86%	33.43%	28.13%
6310	Staff Travel	24,000	51,000	75,000	4,495	18,942	23,437	19,505	32,058	51,563	18.73%	37.14%	31.25%
6320	Training & Seminars - staff	16,000	34,000	50,000	3,141	13,236	16,377	12,859	20,764	33,623	19.63%	38.93%	32.75%
6390	Utilities	6,400	13,600	20,000	33	139	172	6,367	13,461	19,828	0.52%	1.02%	0.86%
6440	System Communication Support	32,000	68,000	100,000	10,352	43,627	53,979	21,648	24,373	46,021	32.35%	64.16%	53.98%
6500	Marketing	32,000	68,000	100,000	9,735	41,029	50,764	22,265	26,971	49,236	30.42%	60.34%	50.76%
	Total	1,979,001	3,813,793	5,792,794	485,862	1,797,201	2,283,062	1,493,139	2,016,592	3,509,732	24.55%	47.12%	39.41%



*workforce***CONNECTIONS**
BUDGET COMMITTEE

ISSUE: Contract Expenditures for Service Providers – Adult, Dislocated Worker and Youth

PETITIONER: *workforce***CONNECTIONS** staff

RECOMMENDATION: Informational

workforceCONNECTIONS
Contract Expenditures for Service Providers
Plan vs. Actual - Through Invoice #411
PY10 WIA Formula/ARRA Funds
Contract Period: July 1, 2010 - June 30, 2011
As of February 11, 2011

WIA PY10 Adult and Dislocated Worker

Provider	Contract Award	Adult Expenditures	Dislocated Worker Expenditures	Total Expenditures	% Spent	Remaining Balance
Bridge	\$ 550,000.00	\$ 144,569.64	\$ 154,236.31	\$ 298,805.95	54%	\$ 251,194.05
Catholic Charities	\$ 450,000.00	\$ 103,366.14	\$ 117,849.87	\$ 221,216.01	49%	\$ 228,783.99
CHR	\$ 750,000.00	\$ 191,360.69	\$ 180,690.34	\$ 372,051.03	50%	\$ 377,948.97
CSN-Lincoln County	\$ 602,937.00	\$ -	\$ -	\$ -	0%	\$ -
Easter Seals	\$ 605,000.00	\$ 6,401.22	\$ 158,671.15	\$ 165,072.37	27%	\$ 439,927.63
FIT	\$ 1,300,000.00	\$ 414,431.04	\$ 480,359.51	\$ 894,790.55	69%	\$ 405,209.45
GNJ	\$ 900,000.00	\$ 331,168.52	\$ 249,723.00	\$ 580,891.52	65%	\$ 319,108.48
Goodwill	\$ 1,000,000.00	\$ 345,974.22	\$ 213,333.22	\$ 559,307.44	56%	\$ 440,692.56
Housing Authority (SNRHA)	\$ 329,000.00	\$ 16,260.25	\$ 21,211.30	\$ 37,471.55	11%	\$ 291,528.45
Latin Chamber Foundation (Green sector)	\$ 750,000.00	\$ 24,282.68	\$ 36,424.01	\$ 60,706.69	8%	\$ 689,293.31
NACS	\$ 400,000.00	\$ 126,803.85	\$ 133,734.07	\$ 260,537.92	65%	\$ 139,462.08
NPI	\$ 2,500,000.00	\$ 633,609.53	\$ 636,294.81	\$ 1,269,904.34	51%	\$ 1,230,095.66
Nye Communities Coalition	\$ 772,175.00	\$ 157,196.18	\$ 70,434.44	\$ 227,630.62	29%	\$ 544,544.38
SNMIC (Healthcare sector)	\$ 750,000.00	\$ 52,624.87	\$ 51,724.97	\$ 104,349.84	14%	\$ 645,650.16
Total	\$ 11,659,112.00	\$ 2,548,048.83	\$ 2,504,687.00	\$ 5,052,735.83	43%	\$ 6,003,439.17

WIA PY10 Youth

Provider	Contract Award	In-School Expenditures	Out-of-School Expenditures	Total Expenditures	% Spent	Remaining Balance
HELP	\$ 500,000.00	\$ 110,148.41	\$ 138,647.28	\$ 248,795.69	50%	\$ 251,204.31
NPI	\$ 800,000.00	\$ 136,174.50	\$ 92,978.83	\$ 229,153.33	29%	\$ 570,846.67
Nye Communities Coalition	\$ 290,000.00	\$ 44,860.45	\$ 36,775.56	\$ 81,636.01	28%	\$ 208,363.99
Olive Crest (Foster Youth Pilot)	\$ 266,667.00	\$ -	\$ 115,848.76	\$ 115,848.76	43%	\$ 150,818.24
Project WE	\$ 120,000.00	\$ -	\$ -	\$ -	0%	\$ 120,000.00
Total	\$ 1,976,667.00	\$ 291,183.36	\$ 384,250.43	\$ 675,433.79	34%	\$ 1,301,233.21

*workforce*CONNECTIONS
BUDGET COMMITTEE

ISSUE: PY2011 WIA Appropriations Update

PETITIONER: *workforce*CONNECTIONS staff

RECOMMENDATION: Informational

Staff will provide an update on the PY2011 Workforce Investment Act appropriations.