

*Workforce*CONNECTIONS
Local Elected Officials Consortium
AGENDA

May 8, 2012
1:00 pm

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

Conference Line: 877-873-8017
Access Code: 1487967#

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

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

This Agenda is also available at www.nvworkforceconnections.org

COMMENTARY BY THE GENERAL PUBLIC

This Board complies with Nevada's Open Meeting Law, by taking Public Comment at the beginning of the meeting immediately after the Board approves the Agenda and before any other action is taken and again before the adjournment of the meeting." The Board also has discretion to take Public Comment after any item on the agenda, after the item has been discussed by the Board, but before the Board takes action on the item.

Each person participating in Public Comment will be limited to three minutes of comment. If any member of the Board wishes to extend the length of a comment, then the Board member may do so through a majority vote of the Board.

The Board chair has the right to end any Public Comment which: (1) is not related to any matter within the authority of the Board; or (2) is willfully disruptive of the meeting by being irrelevant, repetitious, slanderous, offensive, inflammatory, irrational, making personal attacks, or interfering with the rights of other speakers. *Members of the public: please comply with the requests of the Board chair and do not be disruptive, otherwise you may be removed.*

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.
An Equal Opportunity Employer/Program.

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

Local Elected Officials Consortium members: Commissioner Lawrence Weekly, Chair; Councilwoman Anita Wood, Vice-Chair; Councilwoman Peggy Leavitt; Councilwoman Gerri Schroder; Commissioner Dominic Pappalardo; Commissioner Andrew Borasky; Councilman Bob Coffin; Commissioner George T. Rowe;

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 and roll call
2. **DISCUSSION and POSSIBLE ACTION:** Approve the agenda with inclusions of any emergency items and deletion of any items
3. **FIRST PUBLIC COMMENT SESSION:** Members of the public may now comment on any matter posted on this Agenda, which is before this Board for consideration and action today. Please clearly state and spell your name and state your address for the record. Each public comment will be limited to three (3) minutes 4
4. **DISCUSSION and POSSIBLE ACTION:** Approval of the Local Elected Consortium meeting minutes of April 5, 2012..... 5
5. **DISCUSSION and POSSIBLE ACTION:** Reappointment to the Workforce Connections Board..... 10
Maggie Arias-Petrel
Global Professional Consulting
Category: Business (3-year term)
6. **PRESENTATION:** Benefits of a Local WIB Compared to a Single State Board ~ John Chamberlin..... 16
7. **DISCUSSION and POSSIBLE ACTION:** PY2011 Budget Revision – April 2012 and PY2011 Budget Narrative 19
8. **DISCUSSION and POSSIBLE ACTION:** PY2012 WIA Formula Budget July 1, 2012 through June 30, 2013 and PY2012 Budget Narrative..... 27
9. **REVIEW, DISCUSS, and ACCEPT:**..... 35
 - a. Budget vs. Actual Finance Report (Workforce Connections’ Operations) for the Period July 1, 2011 through June 30, 2012 (Formula WIA) 36
 - b. PY2011 Awards & Expenditures Report – Monthly Update 37
 - c. Audit Findings for Program Year 2010 (Year Ended June 30, 2011) Monthly Status Report – May 2012..... 40
 - d. Financial Edge System Implementation Status Report – May 2012 44
10. **INFORMATION:** Schedule June Meeting to Act on Awarding Auditing Services To Conduct PY2011 Annual OMB A-133 Audit. 46
11. **DISCUSSION and INFORMATION REVIEW:** LEO Consortium Closed Session. Pursuant to NRS 241.015(2)(b)(2), the LEO Consortium may have a closed session to receive information from the counsel for Workforce Connections Board regarding potential or existing litigation involving matters over which the LEO Consortium has supervision, control, jurisdiction or advisory power, and to deliberate toward a decision on the matter..... 47

- 12. **SECOND PUBLIC COMMENT SESSION:** Members of the public may now comment on any matter or topic, which is relevant to or within the authority or jurisdiction of the Board. You may comment now even if you commented earlier, however, please do not simply repeat the same comment you previously made. Please clearly state and spell your name and state your address for the record. Each comment will be limited to three (3) minutes 48
- 13. LEO Consortium Member Comments 49
- 14. Adjournment

3. FIRST PUBLIC COMMENT SESSION:

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

4. DISCUSSION and POSSIBLE ACTION:

Approval of the Local Elected Consortium meeting minutes of April 5, 2012

WorkforceCONNECTIONS

Local Elected Officials Consortium
MINUTES
April 5, 2012
4:00 p.m.

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

Members Present

Commissioner Lawrence Weekly (Phone)	Councilwoman Anita Wood
Councilwoman Gerri Schroder	Councilwoman Peggy Leavitt
Commissioner Butch Borasky (Phone)	Councilman Bob Coffin
Commissioner Tommy Rowe	

Members Absent

Commissioner Dominic Pappalardo

Staff Present

Ardell Galbreth	Suzanne Potter	Carol Turner
Heather DeSart	Kenadie Cobbin-Richardson	

Others Present

Mary Beth Hartleb, Prism Global Mgmt. (Phone)	Earl McDowell, DETR
Jan Pieri, Prism Global Mgmt.	Dennis Perea, DETR
Mark Wood, Clark County-DA-Civil	LeVerne Kelley, DETR
Doug Lyon, Clark County	Katherine Duncan
Doug Geinzer, SNMIC	Nield Montgomery, The Learning Center
Ann Lynch, SNMIC	Linda Montgomery, The Learning Center
Anthony Snowden, UFCS	Tiffany Tyler, Nevada Partners, Inc.
Matt Cecil, Legal Counsel	Monica Ford, Nevada Partners, Inc.

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

1. CALL TO ORDER, confirmation of posting, roll call
The meeting was called to order by Vice-Chair Councilwoman Anita Wood at 4:08 p.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. DISCUSSION and POSSIBLE ACTION: Approve the Agenda with inclusions of any emergency items and deletion of any items

A motion was made to approve the agenda as presented by Commissioner Tommy Rowe and seconded by Councilwoman Peggy Leavitt. Motion carried.

3. FIRST PUBLIC COMMENT SESSION
Dennis Perea, Department of Employment, Training, and Rehabilitation (DETR) commented that DETR hopes the LEOs will continue changing the trajectory of the Board including during the hiring process for the Board's Interim Executive Director. Mr. Perea stated that DETR would like to see more efficiency within the Board, to see Board staff more engaged with its partners in a cooperative manner, establish a good relationship with the community college system, and provide more oversight over contracts rather than provide services directly.

4. DISCUSSION and POSSIBLE ACTION: Approval of the Local Elected Consortium meeting minutes of March 27, 2012

A motion was made to approve the Local Elected Consortium meeting minutes of March 27, 2012 by Councilwoman Gerri Schroder and seconded by Commissioner Tommy Rowe. Motion carried.

5. DISCUSSION and POSSIBLE ACTION: Discussion, possible interview of candidates, and selection of an Interim Executive Director

Commissioner Lawrence Weekly stated that he is in favor of the direction the Board wants to take in appointing the Interim Executive Director.

Commissioner Weekly, referring to comments that were made at the last full Board meeting by Valerie Murzl, stated that he believes Ms. Murzl's comments were a consensus of the majority of the Board which is a feeling that the LEOs make all the decisions and are in the loop with certain information. Commissioner Weekly stated that he made it clear to the Board members that the LEOs are not 100% in the loop with information and everything that is going on at Workforce Connections. Commissioner Weekly stated that the LEOs have an awesome responsibility to make decisions, as Mr. Perea stated in public comment, as to the direction the agency should go in and that have a significant impact on State, specifically Southern Nevada. Commissioner Weekly stated that he believes the LEOs make their decisions based on the needs of the community and not based on how the LEOs feel.

Commissioner Weekly stated that it was his prayer that the agency would have more than just Heather DeSart and Ardell Galbreth apply for the Interim Executive Director position because he is not interested in either candidate. Commissioner Weekly said he felt things would be the same and neither candidate has what it will take to get the agency and organization back on track. However, having to select from one of the candidates, Commissioner Weekly stated that he would personally go with Mr. Galbreth because he feels that Mr. Galbreth has a little bit more knowledge of WIA than Ms. DeSart.

Commissioner Weekly stated that he does not understand how, after hearing the presentation from the State and their comments, that the Board has too many staff, that Ms. DeSart can go and post and interview for two new positions. Commissioner Weekly stated that this does not make sense.

Commissioner Weekly stated that as soon as we get beyond the issues with the State and have the jurisdiction to hire a permanent Executive Director, that the LEOs do so immediately and get the Interim Executive Director out as soon as possible.

Following Commissioner Weekly's comments, the LEOs agreed on the interview process which is that each candidate will be provided five minutes to speak on their behalf followed by an opportunity for the LEOs to interview and ask questions of the candidates. During this process the other candidate will leave the room. After winning a coin toss, Mr. Galbreth gave Ms. DeSart the first interview slot.

Ms. DeSart provided a five minute presentation about her professional experience and qualifications then answered a series of questions presented by the LEOs.

Following, Mr. Galbreth provided a brief presentation about his experience and intentions for the agency if selected for the position; Ms. DeSart left the room accordingly. After, with both candidates present, discussion ensued regarding the qualifications of both candidates.

Councilwoman Wood called a recess at 5:28 p.m. The meeting was called back to order at 5:35 p.m.

Councilman Coffin stated that both applicants provided good presentation and demonstrated fairness through the process; no backstabbing, anonymous letters or phone calls to campaign for the position knowing that Mr. Ball was leaving the organization. Councilman Coffin stated that he hopes they can work together. Councilman Coffin stated that Mr. Galbreth is a better candidate in that he is direct, is not afraid to show that he will do things differently, and is specific with his recommendations for the agency. Councilman Coffin stated that Ardell has a record of leadership positions in his lifetime and that the agency needs strong leadership. Councilman Coffin stated that he has no bias against Ms. DeSart and would support her for any other position.

Councilwoman Schroder asked Legal if a contract is necessary for the Interim Executive Director position, as she would suggest having one to protect the LEOs. Councilwoman Wood concurred and suggested that the LEOs direct Legal to draw up a contract to include salary information.

Matt Cecil, Legal Counsel, stated that he does not think a specific contract is necessary; however, it is recommended that the LEOs have discussions regarding salary, whether or not the position would remain an "At-Will" position, which would mean that the LEOs could terminate at any time for any reason with an appropriate vote. Mr. Cecil stated that the LEOs could certainly discuss with their Legal Counsel and Human Resource Consultant a contract if so desired, but a contract is not necessarily required.

Councilwoman Wood commented that she is not so concerned with what has happened in the past but is very concerned going forward and that whoever is appointed to the Interim Executive Director position is going to be walking into a true challenge – they are walking in knowing there are questions, that they do not have the complete confidence of the employees, the Board, or the State and that it has to change, and change quickly. Moving forward a plan has to be put in place to address those outstanding issues and to make sure a plan is in place to start improving those relationships. Councilwoman Wood stated that for the Board to function, whether it remains as a separate Board or functions as part of a State Board, these issues need to be taken care of and resolved. Councilwoman Wood stated that she has an impression that Ardell and Heather make a great team and she hopes that it will continue and they will be able to work together in resolving these issues and making Workforce Connections efficient, effective, and something that everyone can be very proud to be associated with. Councilwoman Woods stated that she believes both the LEOs and Workforce Connections Board are going to be willing to step-up and do greater oversight and become more involved and work with staff to get the organization to that level. Councilwoman Wood asked Mr. Galbreth and Ms. DeSart for their commitment in this and stated that the Board needs to make that commitment to the State, the Governor, and to DETR because they are working very hard and the Board needs to be a part of that solution.

A motion was made to appoint Ardell Galbreth as Interim Executive Director as presented by Commissioner Tommy Rowe and seconded by Councilman Bob Coffin. A roll call vote was taken: Councilwoman Schroder (aye); Commissioner Weekly (aye); Commissioner Borasky (nay); Councilwoman Leavitt (nay); Councilman Coffin (aye); Commissioner Rowe (aye); Councilwoman Wood (aye). Motion carried.

SECOND PUBLIC COMMENT SESSION

Katherine Duncan, Las Vegas Ward 5 Chamber of Commerce, expressed concern for the lack of qualified candidates to fill photovoltaic installer positions available commenting that service providers cannot provide the workforce required to fill these positions. Ms. Duncan stated that the Chamber works with companies that need employees who are trained and meet the licensing

requirements of the trade. Ms. Duncan asked the Board what the Chamber can do to help; having a construction training site available, set-up, and ready to train individuals for the basic skills they need to fill positions that start at \$15.00 per hour.

Councilwoman Wood directed Mr. Galbreth and Ms. DeSart to meet with Ms. Duncan to put a plan in place to assist Ms. Duncan.

Anthony Snowden commented that now is a good opportunity to restructure Workforce Connections to become an effective and efficient operation to the community. Mr. Snowden stated that he serves on the Board of the Las Vegas Clark County Urban League and has been attempting for the last year to get a seat on the Workforce Connections Board. Mr. Snowden stated that the Las Vegas Clark County Urban League does a lot of the services that the Workforce Connections Board is supposed to be facilitating. Mr. Snowden asked the LEO Consortium to reopen negotiations for a representative of the Vegas Clark County Urban League to serve on the Workforce Connections Board.

Mr. Snowden commented that the increase of staff at the Board was due to the ARRA money; however, it was to be a two year designation. Mr. Snowden commented that the Board now needs to take a look at restructuring these positions as it can no longer afford to pay for high-price employees that do not have a specific role or function. Mr. Snowden asked the Board to look at this more closely and reduce the staff. Mr. Snowden commented that he looks forward to the opportunity for a new day where more training opportunities and resources can be provided to the community so that people can reach their next level of success in life.

Mr. Galbreth stated that he will contact all the Chambers to make sure they know the proper process and procedures for submitting an application to serve on the Workforce Connections Board.

Monica Bolden, former Workforce Connections staff member addressed concerns about Mr. Galbreth and Ms. DeSart. Ms. Bolden disagreed with comments made by both candidates during the interview process and had complaints about their business practices.

6. LEO Consortium Member Comments

Councilwoman Schroder thanked Ms. DeSart and Mr. Galbreth for putting themselves out there and wanting to take on this enormous task. Councilwoman Schroder congratulated Mr. Galbreth in his new role as Interim Executive Director.

Councilman Bob Coffin commented that the LEOs will need to convene on a regular basis to discuss outstanding contracts and bids. Councilwoman Wood stated that she will relay the message to the Chairman.

7. Adjournment

The meeting adjourned at 6:02 p.m.

5. DISCUSSION and POSSIBLE ACTION:

Reappointment to the Workforce Connections Board:

Maggie Arias-Petrel

Global Professional Consulting

Category: Business (3-year term)

PLEASE INCLUDE A CURRENT RESUME

Name (Last, First, Middle):	Title:	Agency/Organization Represented:
Petrel - Arias	Maggie	- Global Professional Cnsl.
Address (Street, City, State, Zip Code):		
23 Holston Hills Rd. Henderson, NV 89052		
Phone Number:	Alternate Phone:	Email Address:
(702) 326-3350	()	maggie@globalpromed.com
Manager/Supervisor:	Phone Number:	Manager/Supervisor Email Address:
	()	
# of employees supervised:	# of employees in your organization:	
Nominating Agency/Organization:		
Reappointment		

CATEGORY REPRESENTED (CHECK ALL THAT APPLY):

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

Please return completed form to:

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

DATE OF APPOINTMENT/REAPPOINTMENT: _____

ATTENDANCE POLICY

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

COMMITTEE ASSIGNMENT

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

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

YOUTH COUNCIL

ADULT & DISLOCATED WORKERS COMMITTEE

BUDGET COMMITTEE

SIGNATURE:

Maggie Ainas-Petel

DATE:

4/1/2012

Please return completed form to:

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

workforceCONNECTIONS

Board Member Conflict of Interest Guidance and Acknowledgement Certification

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

Conflict of Interest

A member of a local board may not:

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

1. Will your appointment/reappointment to *workforceCONNECTIONS* potentially violate any of the criteria listed above?

- Yes No

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

2. Please provide a letter from a supervisor/manager or from an elected official verifying provided information.

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

Maggie Arias-Petrel
Applicant's Name

Maggie Arias-Petrel
Signature of Applicant

4/1/2012
Date

Biography

Maggie Arias Petrel
23 Holston Hills Dr.
Henderson, NV 89052
(702) 326-33450



Maggie Arias-Petrel, born in Quito-Ecuador, serves as the Chief Executive Officer of Global Professional Medical Consulting; a firm specialized in the areas of Marketing, Business Development and Strategic Partnerships for the Hispanic Market. Ms. Petrel has over twenty years of Medical Practice Management, Marketing, and consulting experience. Serving as a Practice Administrator for several multi-specialty practices in Las Vegas during the past decade, has allowed Maggie to truly understand the needs of a comprehensive healthcare service and access to the underserved communities in Nevada and California. Ms Arias-Petrel holds a Bachelor's degree in Business Administration.

Maggie is actively involved at a local and national level. She serves as the Nevada representative on The White House Committee on Aging, the Congressional Hispanic Leadership Summits, and the US Hispanic Chamber Summits and most recently with The Latino Coalition and was invited by US Senator Harry Reid to participate at the Democratic Hispanic Task Force on Healthcare in Washington, D.C.

Ms. Arias-Petrel has been an active member of the Latin Business Association of the Greater Los Angeles Areas where she serves as a Board of Director. She received the 2006 Community Service Award given by the Las Vegas Latin Chamber, the 2009 Senoras of Excellence Award given to Women who have excelled in their professional careers as well as contributed to the enrichment of our community, the 2009 Excellence in Advocacy by The Colors of Lupus Foundation. In 2011 Las Vegas Business Press named her as one of the 10 most influential Hispanics in the city as well as the 2011 "Women in Business Award" by the National Coalition of 100 Black Women. She also serves as the Assistant Secretary Treasure of the Executive Board of Directors of the Las Vegas Latin Chamber of Commerce. Since

2008 Ms. Petrel has been directing the International Trading Committee, and currently serves as the chairwoman of the LCC Events committee.

Her community concern on relation to the current medical crisis with the shortage of qualified medical professionals bicultural-bilingual prompted her to create an strategic partnership between the Universidad Autonoma de Guadalajara, one of the most prestigious and accomplished institutions of Higher Education in Mexico, St. Rose Dominican Hospitals, and the Nevada System of Higher Education namely with the University of Nevada-Reno, University of Nevada Las Vegas, Nevada State College, and the College of Southern Nevada to develop nursing programs with direct collaboration from UAG to increase the number of bilingual-bicultural medical professionals. She was invited as a key delegate on Governor Gibbon's official visit to Mexico in August 2007.

Appointed by Governor Jim Gibbons to the Office of Minority Health, Maggie also chairs the Southern Nevada Immunization Coalition in partnership with the Southern Nevada Health District and the Center for Disease Control, the Workforce Connections of Nevada Board, The American Red Cross, The United Way and Anthem Blue Cross Blue Shield Community Advisory Boards. Maggie represents the Law Firm of Benson, Bertoldo, Baker & Carter as their Director of Community Outreach.

6. PRESENTATION

Benefits of a Local WIB Compared to a Single State Board ~ John Chamberlin

John Chamberlin Bio

John Chamberlin is an independent attorney based in Portland, Oregon. Over the last 35 years, he has worked in all 50 States and in over 200 local areas on workforce development, economic development, strategic planning, service delivery and grant management. Recent engagements include negotiating service provider and Workforce Center contracts in the Detroit and Las Vegas metropolitan areas; strategic planning in California, Washington, Oregon, Illinois and Kentucky; and resolving grant management disputes in California, Wisconsin, Michigan and New York.

John G. Chamberlin

Business Address
PO Box 335
Corbett, OR 97019

Phone: (503)-695-3200
Cell: (503)-781-4872
E-mail: jchamberlin@worksystems.org

SUMMARY OF QUALIFICATIONS

The Nineties to the Present: Workforce Development Consulting

Assistance to local Boards, governments, staff and partners in designing workforce development systems nationwide. Activities have included:

- *Board design and training;
- *Organizing and restructuring consortia of local governments;
- *Increasing performance relative to Federal performance standards;
- *Organizing One-stop and implementing the new Common Measures of performance: systems and assisting in partnership expansion and resource sharing;
- *Maximizing business leadership and involvement, and expanding the quality and quantity of business services;
- *Developing new procurement and contract models for the workforce system; and,
- *Disallowed cost resolution.

My work in this field began with early One-stop Career Center initiatives and with the evolution of customer focused service delivery and design. I have worked in 47 of the 50 states and with hundreds of local partnerships.

1983 to Date: Private Law Practice and Consulting

I own and operate a small, Oregon-based private law firm. I travel 160 days of the year.

My work over the last 17 years has included:

- *Key-note presenter at hundreds of national, State and local conferences;
- *Training in procurement, contracting and in managing Federal funds;
- *Negotiation of contracts and development of procurement models to drive high quality, cost effective service delivery systems; and,
- *Resolution of cost disputes between various levels of government including representation in Federal and State administrative proceedings.

Professional Experience

1978 to 1983: Staff Attorney for the City of Portland including coordinating the summer youth program involving the hire of over 50 workers 3,000 summer youth and managing the planning and monitoring units.

John G. Chamberlin

1974 to 1978: Legal Assistant and Staff Attorney for legal aid projects.

1973 to 1974: Trial Assistant on the defense team for the prisoners indicted in the Attica Prison rebellion in upstate New York. I supervised a motion team preparing trial motions on more than 1,200 felony indictments, 400 of which involved possible life sentences upon conviction. All but two of the indictments were ultimately dismissed based upon motions I helped prepare.

1964 to 1973: Owner/operator/spray painter for a small, Chicago-based spray-painting company bidding on Federal contracts nationwide. At its peak, the company that I founded as a teenager employed ten full-time workers and five mobile spray-painting trucks operating from Boston to Berkeley, and from Toronto to Mobile.

Education

My written work has been distributed nationwide by the National Association of Workforce Boards, the National Governor's Association, the United States Conference of Mayors and the National Association of Counties.

1965 to 1970: Bachelors degree from the University of Illinois, Urbana, Illinois.

1971 to 1975: Juris Doctorate degree from Lewis and Clark School of Law, Portland, Oregon.

7. DISCUSSION and POSSIBLE ACTION:

PY2011 Budget Revision – April 2012 and PY2011 Budget Narrative

workforceCONNECTIONS
PY2011 WIA Formula Budget
July 1, 2011 - June 30, 2012
(Revised April 13, 2012)

Revenue by Funding Stream	Approved	Revised	\$ Change	Available for LWIB Operations		Service Providers	TOTAL
	Budget PY2011	Budget PY2011		10% Admin	16% Program		
PY2011 Adult	5,660,975	5,730,642	69,667	573,064	916,903	4,240,675	5,730,642
PY2011 Dislocated Worker	6,637,823	6,709,226	71,403	670,923	1,073,476	4,964,827	6,709,226
PY2011 Youth	5,760,743	5,760,743	-	576,074	921,719	4,262,950	5,760,743
PY2010 Adult Budget Carry Forward	2,433,862	2,433,862	-	243,386	389,418	1,801,058	2,433,862
PY2010 Dislocated Worker Budget Carry Forward	443,620	443,620	-	44,362	70,979	328,279	443,620
PY2010 Youth Budget Carry Forward	2,905,927	2,905,927	-	290,593	464,948	2,150,386	2,905,927
Other Revenues (Interest)	1,250	1,250	-	-	1,250	-	1,250
Governor's Reserve - Strategic Initiative	75,000	75,000	-	-	75,000	-	75,000

Total Revenue by Funding Stream	\$ 23,919,200	\$ 24,060,270	\$ 141,070	\$ 2,398,402	\$ 3,913,693	\$ 17,748,175	\$ 24,060,270
					\$ 6,312,095		

Notes.

1. PY2011 Revenues include additional DETR funding Adult \$478,408 plus \$69,667 and Dislocated Worker \$694,623 plus \$71,302.
2. Carry forward funds have been estimated for PY2010 in the amount of \$5,783,409. These fund estimates will be revised later this year when the A-133 audit is complete.
3. The Department of Labor allows local boards to expend up to 10% of their total allocation for administrative costs. WC also allocates 16% of the total allocation for program management and oversight.
4. WIA funds have a two year life at the local level and an additional year at the state level.

Service Providers/Contractors	Approved	Revised	\$ Change	Service Providers	TOTAL
	Budget PY2011	Budget PY2011			
Adult Services	5,990,179	6,041,733	51,554	5,188,896	5,188,896
Dislocated Worker Services	5,240,268	5,293,106	52,838	4,545,943	4,545,943
Strategic Initiative - Adult/Dislocated Worker				1,600,000	1,600,000
Youth Services	6,413,336	6,413,336	-	5,413,336	5,413,336
Strategic Initiative - Youth				1,000,000	1,000,000
Subtotal Service Provider/Contractors	\$ 17,643,783	\$ 17,748,175	\$ 104,392	\$ 17,748,175	\$ 17,748,175

Administrative and Program Operating Expenditures - Board Staff

Expense Category	Approved	Revised	\$ Change			Total	
	Budget PY2011	Budget PY2011		Admin	Program		
6100 Audit/Accounting Services	440,000	430,000	(10,000)	430,000	-	430,000	
6120 Bank/Payroll Services	13,250	6,000	(7,250)	6,000	-	6,000	
6130 Equipment/Furniture	200,000	150,000	(50,000)	42,000	108,000	150,000	
6130-11 NVTrac - Data Tracking System	140,000	160,000	20,000	-	160,000	160,000	
6140 Equipment Repairs	5,000	2,500	(2,500)	700	1,800	2,500	
6150 Legal Publication/Advertising	50,000	30,000	(20,000)	8,400	21,600	30,000	
6160 Dues & Subscriptions	15,000	12,500	(2,500)	3,500	9,000	12,500	
6170 Equipment Rental	20,000	24,250	4,250	6,790	17,460	24,250	
6190 Insurance	45,000	30,000	(15,000)	8,400	21,600	30,000	
6200 Janitorial & Maintenance	15,000	10,000	(5,000)	2,800	7,200	10,000	
6210 Legal Fees	60,000	50,000	(10,000)	50,000	-	50,000	
6230 License & Permits	5,000	4,000	(1,000)	1,120	2,880	4,000	
6250 Office Supplies	25,000	25,000	-	7,000	18,000	25,000	
6260 Salaries	2,912,731	2,876,500	(36,231)	949,245	1,927,255	2,876,500	
6265 Employee Fringe Benefits	1,019,456	1,006,775	(12,681)	332,236	674,539	1,006,775	
6270 Postage & Delivery	5,000	4,000	(1,000)	1,120	2,880	4,000	
6280 Printing & Reproduction	15,000	15,000	-	4,200	10,800	15,000	
6285 Board Support & Travel	25,000	10,000	(15,000)	-	10,000	10,000	
6290 Facility Rent/Lease	333,924	333,924	-	93,499	240,425	333,924	
6300 Telephone	50,000	40,000	(10,000)	11,200	28,800	40,000	
6305 Program Support Contracts	80,000	80,000	-	-	80,000	80,000	
6306 Admin Support Contracts	80,000	80,000	-	80,000	-	80,000	
6310 Travel - Staff	70,000	45,000	(25,000)	12,600	32,400	45,000	
6320 Training & Seminars - Staff	65,000	65,000	-	18,200	46,800	65,000	
6390 Utilities (included in Rent)	-	-	-	-	-	-	
6440 Systems Communications Support	75,000	70,000	(5,000)	19,600	50,400	70,000	
6500 Workforce Development Outreach	80,000	65,000	(15,000)	18,200	46,800	65,000	
6550 Employer Payroll Taxes	87,382	86,294	(1,088)	28,477	57,817	86,294	
6700 Youth Program Activities	15,000	25,000	10,000	-	25,000	25,000	
6720 Adult/DW Program Activities	15,000	25,000	10,000	-	25,000	25,000	
6850 Strategic Initiative - Governor's Reserve	75,000	75,000	-	-	75,000	75,000	
6850 Strategic Initiative - WIA	238,674	275,352	36,678	-	275,352	275,352	
6850 Strategic Initiative - WIA Budget Reductions	-	200,000	200,000	-	200,000	200,000	
Subtotal Operating Expenditures	6,275,417	6,312,095	36,678	2,135,287	4,176,808	6,312,095	
Total Expenditures	23,919,200	24,060,270		2,135,287	4,176,808	17,748,175	24,060,270
Fund Balance	\$ -	\$ -		\$ 283,115	\$ (263,115)	\$ -	\$ -

**Workforce Connections
Program Year 2011
WIA Formula Budget Narrative**

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

Revenues:

Workforce Investment Act (WIA) Program Year PY 2011 revised allotted funds were awarded in the amount of \$18,200,611. Allocated (revised) among the three funding streams: Adult - \$5,730,642; Dislocated Worker -\$6,709,226; and Youth - \$5,760,743.

Due to Congressional change in states WIA formula allocations, an additional 10% of adult and dislocated worker funds were reallocated for distribution to Local Workforce Investment Areas. As such, Workforce Connections received an additional \$548,075 in the adult category and \$766,026 in the dislocated worker category.

Because of Workforce Connections' exceptional program services delivery, all established performance measures were met or exceeded during PY2010. As such, an incentive award of \$75,000 was allocated to Workforce Connections in recognition of outstanding workforce development services oversight and delivery.

The overall funding for PY 2011 was increased by \$1,451,193 (8.7%), compared to the Program Year 2010 WIA allocation which was \$16,749,418.

Other anticipated funding includes operating carry forward funds from Program Year 2010 WIA allocation of approximate \$5,783,409.

Total budgeted revenues for PY 2011 are \$24,060,270.

Expenditures – Service Providers/Contractors/Vendors:

On June 28th, 2011, the board of directors approved the Adult and Dislocated Worker PY2011 contracts. The approved board funding awards were: \$2,475,000 for Green Economy Sector contracts; \$2,475,000 for Healthcare Sector contracts; and \$2,450,000 for incumbent service providers' contracts. The Board of Directors also approved the Youth PY2011 contracts in the amount of \$2,000,000 for Year-Round services and \$250,000 for Youth Tri-County Coalition contracts. On March 27, 2012, an additional \$1,966,662 was approved for Youth contracts for work experiences and in-school support services.

Administrative and Program Operating Expenditures – Board Staff:

The Department of Labor allows local workforce investment boards to expend up to 10% of their total formula funding allocation for administrative services. For programmatic operations and oversight, over the last four years, the board of directors have allocated 16% of the total budget allocation. Such operational and management oversight include but not limited to:

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

6100 - Audit/Accounting Services: \$430,000 – a budget decrease of \$10,000 - This line item includes the cost of the A-133 audit as well as accounting and financial consulting and technical support. This decrease is based on the organization's functional requirements as determined by the interim executive director.

6120 Bank/Payroll Services: \$6,000 – a budget decrease of \$7,250 - This line item is for various banking services which include wire transfers, ACH payments and payroll service charges. This decrease is based on the organization's functional requirements as determined by the interim executive director.

6130 Equipment/Furniture: \$150,000 – a budget decrease of \$50,000 - This line item includes the costs for equipment/furniture, e.g., computers, servers, furniture, for administrative and programmatic support staff. This decrease is based on the organization's functional requirements as determined by the interim executive director.

- 6130-11 NVTrac: \$160,000 – a budget increase of \$20,000** - This budget line is for contractual and maintenance expenditures related to the completion of the NVTrac data tracking system. This increase will fund additional consultant time for development of the client portal in NVTrac.
- 6140 Equipment Repairs: \$2,500 – a budget decrease of \$2,500** - This line item is for equipment repair or breakdowns. This decrease is based on fewer anticipated repairs based on newer equipment and on the organization's functional requirements as determined by the interim executive director.
- 6150 Legal Publication/Advertising: \$30,000 – a budget decrease of \$20,000** - This line item represents legal publication, i.e., job postings, Request for Proposals, and controlled advertisements. This decrease is based on the organization's functional requirements as determined by the interim executive director.
- 6160 Dues and Subscriptions: \$12,500 – a budget decrease of \$2,500** - This line item serves to establish memberships in trade and technical associations that benefit Workforce Connections' outreach and oversight initiatives, and offers valued key contacts for workforce/economic development and technical information support. This decrease is based on the organization's functional requirements as determined by the interim executive director.
- 6170 Equipment Rental: \$24,250 – a budget increase of \$4,250** - This line item is allocated for continuing existing leases on copiers and postage meter equipment, and any rental equipment needed in daily operations. This increase is based on the annual cost of an additional copier.
- 6190 Insurance: \$30,000 – a budget decrease of \$15,000** - Allocated costs for Board liability insurance such as workers' compensation, general business liability and Board directors and officers' omission and errors liability. This line also provides insurance for our green training vehicle. This decrease is based on reductions of annual premiums negotiated by WC Staff and on the organization's functional requirements as determined by the interim executive director.
- 6200 Janitorial and Maintenance: \$10,000 – a budget decrease of \$5,000** - This line item is allocated for any janitorial services or repairs needed to Workforce Connections' administration offices. This budget line element also provides funds for repairs to our green training vehicle. This decrease is based on lower anticipated maintenance costs and on the organization's functional requirements as determined by the interim executive director.

- 6210 Legal Counsel Fees: \$50,000 – a budget decrease of \$10,000** - This budget allocation is for legal services in areas such as board and official open meetings preparation, i.e., review of agendas and contract agreements, and review of RFPs and policies. This decrease is based on the organization's functional requirements as determined by the interim executive director.
- 6230 License and Permits: \$4,000 – a budget decrease of \$1,000** - This line item is allocated for software licenses and permits associated with new computers or purchased upgrades for current software. This decrease is based on the organization's functional requirements as determined by the interim executive director.
- 6250 Office Supplies: \$25,000 – No Change** - This line item is allocated for various office supplies needed for every day operations.
- 6260 - Salaries: \$2,876,500 – a budget decrease of \$36,231** - Workforce Connections' staffing of fiscal, adult and dislocated and youth program staff, and contract administration. This decrease is based on the organization's functional requirements as determined by the interim executive director.
- 6265 - Employee Fringe Benefits: \$1,006,775 – a budget decrease of \$12,681-** Employee benefits include medical, dental and life insurance, as well as other benefits like employer paid Public Employees Retirement System (PERS) contributions. A rate of 35% of the total salaries has typically been used to calculate the fringe benefits. This decrease is based on the organization's functional requirements as determined by the interim executive director.
- 6270 Postage and Delivery: \$4,000 – a budget decrease of \$4,000** - Postage and mail delivery costs include such activities as routine postage, courier delivery service, and Federal Express delivery. This decrease is based on the organization's functional requirements as determined by the interim executive director.
- 6280 Printing and Reproduction: \$15,000 – No Change** - This item includes local office copier costs on leased copy equipment and other ancillary copying and printing costs associated with Board administration and daily operations.
- 6285 Board Support and Travel: \$15,000 – a budget decrease of \$10,000-** This allocation includes costs associated with facility costs tied to board and committee meetings and Board travel to grant activities. This decrease is based on the organization's functional requirements as determined by the interim executive director.

- 6290 Facility Rent/Lease: \$333,924 – No Change -** Workforce Connections’ office space for operational staff in support of the Board’s administrative and programmatic functions.
- 6300 Telephone: \$40,000 – a budget decrease of \$10,000 -** This budget item is designated for all activities related to telephone services, i.e., local and long distance phone charges and wireless communication. **This decrease is based on the organization’s functional requirements as determined by the interim executive director.**
- 6305 Program Support Contracts: \$80,000 – No Change -** This line item includes professional agreements and temporary staffing to support program and data support activities.
- 6306 Admin Support Contracts: \$80,000 – No Change -** This item is for administrative support contracts, including professional agreements and temporary staffing with focus on fiscal and personnel management.
- 6310 Travel (Staff): \$45,000 – a budget decrease of \$25,000 -** Local and out-of-town staff travel for grant related matters such as WIA State and USDOL sponsored training and conferences. This line item also covers travel for staff training on an array of programmatic and fiscal activities, as well as local and rural areas site reviews and monitoring visits to ensure compliance with WIA initiatives and work plans. **This decrease is based on the organization’s functional requirements as determined by the interim executive director.**
- 6320 Training and Seminars (Staff): \$65,000 – No Change -** This item is designated for staff training/seminars for both local and out-of-town locations for fiscal, program and systems management.
- 6390 Utilities: \$0 – No Change -** This budget line has been reduced to zero because the cost of utilities is included in the monthly lease agreement.
- 6440 Systems Communications Support: \$70,000 – a budget decrease of \$5,000 -** This allocation is to support systems such as data backup, T-1 lines, and web hosting for internal e-mail support. **This decrease is based reduced data line costs and on the organization’s functional requirements as determined by the interim executive director.**
- 6500 Workforce Development Outreach Initiatives: \$65,000 – a budget decrease of \$15,000 -** This line item represents business/employer outreach initiative to attract businesses and establish partnerships for workforce development and employer

services initiatives. This decrease is based on the organization's functional requirements as determined by the interim executive director.

- 6550 - Employer Payroll Taxes: \$86,294 – a budget decrease of \$1,088** - The employer payroll tax average rate is 3% of the total salaries. This decrease is based on the organization's functional requirements as determined by the interim executive director.
- 6700 Youth Program Activities: \$25,000 – an increase of \$10,000** – This budget line is for youth program activities outside of daily operations such as service provider trainings and various youth conferences and summits. The increase will fund additional program activities specific to the Youth program.
- 6720 Adult/DW Program Activities: \$25,000 – an increase of \$10,000** - This budget line is for adult and dislocated worker program activities outside of daily operations such as service provider trainings and various employability conferences. This increase will fund additional program activities specific to the Adult and Dislocated Worker program.
- 6850 Strategic Initiatives – Governor's Reserve: \$75,000** – This item was created to utilize and track strategic projects in support of workforce initiatives with detailed tactics and strategies in response to unanticipated high demand workforce needs. As such, an incentive award of \$75,000 was allocated to Workforce Connections in recognition of outstanding workforce development services oversight and delivery.
- 6850 Strategic Initiatives: \$475,352 – an increase of \$36,678 in new Adult and Dislocated Worker funds as well as \$200,000 in net budget reductions** – This item was created to utilize and track strategic projects in support of workforce initiatives with detailed tactics and strategies in response to unanticipated high demand workforce needs. This increase will fund future workforce initiatives approved by the Board. The budget reduction is based on the organization's functional requirements as determined by the interim executive director.

8. DISCUSSION and POSSIBLE ACTION:

PY2012 WIA Formula Budget July 1, 2012 through June 30, 2013 and PY2012 Budget Narrative

workforceCONNECTIONS
PY2012 WIA Formula Budget
July 1, 2012 - June 30, 2013
(Original Budget - April 2012)

Revenue by Funding Stream	Approved	Proposed	\$ Change	Available for LWIB Operations		Service Providers	TOTAL
	Budget PY2011	Budget PY2012		10% Admin	10% Program		
PY2012 Adult		6,285,941	6,285,941	628,594	628,594	5,028,753	6,285,941
PY2012 Dislocated Worker		6,743,443	6,743,443	674,344	674,344	5,394,755	6,743,443
PY2012 Youth		6,316,655	6,316,655	631,666	631,666	5,053,323	6,316,655
PY2011 Adult Carry Forward	5,730,642	1,000,000	(4,730,642)	100,000	100,000	800,000	1,000,000
PY2011 Dislocated Worker Carry Forward	6,709,226	1,000,000	(5,709,226)	100,000	100,000	800,000	1,000,000
PY2011 Youth Carry Forward	5,760,743	3,000,000	(2,760,743)	300,000	300,000	2,400,000	3,000,000
PY2010 Adult Budget Carry Forward	2,433,862		(2,433,862)	-	-	-	-
PY2010 Dislocated Worker Budget Carry Forward	443,620		(443,620)	-	-	-	-
PY2010 Youth Budget Carry Forward	2,905,927		(2,905,927)	-	-	-	-
Other Revenues (Interest)	1,250	25	(1,225)		25		25
Governor's Reserve - Strategic Initiative	75,000	75,000	-		75,000		75,000
Total Revenue by Funding Stream	\$ 24,060,270	\$ 24,421,084	\$ 360,794	\$ 2,434,804	\$ 2,509,629	\$ 19,476,831	\$ 24,421,064
					\$ 4,944,233		

Notes

- 1 PY2012 Estimated Revenues include a 9.69% increase for Adult, 0.51% for Dislocated Worker, and 9.65% for Youth.
- 2 Carry forward funds have been estimated for PY2011 in the amount of \$6,601,700. These fund estimates will be revised later this year when the A-133 audit is complete.
- 3 The Department of Labor allows local boards to expend up to 10% of their total allocation for administrative costs. WC also allocates 10% of the total allocation for program management and oversight.
- 4 WIA funds have a two-year life at the local level and an additional year at the state level.

Service Providers/Contractors	Approved Budget PY2011	Proposed Budget PY2012	\$ Change	Service Providers	TOTAL
Adult Services	6,041,733	5,828,753	(212,980)	5,828,753	5,828,753
Dislocated Worker Services	5,293,106	6,194,755	901,649	6,194,755	6,194,755
Strategic Initiative - Adult/Dislocated Worker					
Youth Services	6,413,336	7,453,323	1,039,987	7,453,323	7,453,323
Strategic Initiative - Youth					
Subtotal Service Provider/Contractors	\$ 17,748,175	\$ 19,476,831	\$ 1,728,656	\$ 19,476,831	\$ 19,476,831

Administrative and Program Operating Expenditures - Board Staff

Expense Category	Approved Budget PY2011	Proposed Budget PY2012	\$ Change	Admin	Program	Total	
6100 Audit/Accounting Services	430,000	350,000	(80,000)	350,000	-	350,000	
6120 Bank/Payroll Services	6,000	6,000	-	6,000	-	6,000	
6130 Equipment/Furniture	150,000	75,000	(75,000)	21,000	54,000	75,000	
6130-11 NVTrac - Data Tracking System	160,000	100,000	(60,000)	-	100,000	100,000	
6140 Equipment Repairs	2,500	1,500	(1,000)	420	1,080	1,500	
6150 Legal Publication/Advertising	30,000	18,000	(12,000)	5,040	12,960	18,000	
6160 Dues & Subscriptions	12,500	12,000	(500)	3,360	8,640	12,000	
6170 Equipment Rental	24,250	15,000	(9,250)	4,200	10,800	15,000	
6190 Insurance	30,000	40,000	10,000	11,200	28,800	40,000	
6200 Janitorial & Maintenance	10,000	5,000	(5,000)	1,400	3,600	5,000	
6210 Legal Fees	50,000	50,000	-	50,000	-	50,000	
6230 License & Permits	4,000	3,000	(1,000)	840	2,160	3,000	
6250 Office Supplies	25,000	15,000	(10,000)	4,200	10,800	15,000	
6260 Salaries	2,876,500	2,413,763	(462,737)	796,542	1,617,221	2,413,763	
6265 Employee Fringe Benefits	1,006,775	809,818	(196,957)	267,240	542,578	809,818	
6270 Postage & Delivery	4,000	3,000	(1,000)	840	2,160	3,000	
6280 Printing & Reproduction	15,000	12,000	(3,000)	3,360	8,640	12,000	
6285 Board Support & Travel	10,000	8,000	(2,000)	-	8,000	8,000	
6290 Facility Rent/Lease	333,924	365,348	31,424	102,297	263,051	365,348	
6300 Telephone	40,000	30,000	(10,000)	8,400	21,600	30,000	
6305 Program Support Contracts	80,000	30,000	(50,000)	-	30,000	-	
6306 Admin Support Contracts	80,000	145,000	65,000	145,000	-	145,000	
6310 Travel - Staff	45,000	40,000	(5,000)	11,200	28,800	40,000	
6320 Training & Seminars - Staff	65,000	40,000	(25,000)	11,200	28,800	40,000	
6390 Utilities (Included in Rent)	-	-	-	-	-	-	
6440 Systems Communications Support	70,000	50,000	(20,000)	14,000	36,000	50,000	
6500 Workforce Development Outreach	65,000	30,000	(35,000)	8,400	21,600	30,000	
6550 Employer Payroll Taxes	86,294	71,804	(14,490)	23,695	48,109	71,804	
6700 Youth Program Activities	25,000	15,000	(10,000)	-	15,000	15,000	
6720 Adult/DW Program Activities	25,000	15,000	(10,000)	-	15,000	15,000	
6850 Strategic Initiative - Governor's Reserve	75,000	75,000	-	-	75,000	75,000	
6850 Strategic Initiative - WIA	275,352	100,000	(175,352)	-	100,000	100,000	
6850 Strategic Initiative - WIA Budget Reduction	200,000		(200,000)	-	-	-	
Subtotal Operating Expenditures	6,312,095	4,944,233	(1,367,862)	1,849,834	3,094,399	4,944,233	
Total Expenditures	24,060,270	24,421,064		1,849,834	3,094,399	19,476,831	24,421,064
Fund Balance	\$ -	\$ -		\$ 584,770	\$ (584,770)	\$ -	\$ -

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

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

Revenues:

Workforce Investment Act (WIA) Program Year PY 2012 estimated allotted funds are in the amount of \$19,346,039. Allocated (estimated) among the three funding streams: Adult - \$6,285,941; Dislocated Worker -\$6,743,443; and Youth - \$6,316,655.

Because of Workforce Connections' exceptional program services delivery, all established performance measures were met or exceeded during PY2010. As such, an incentive award of \$75,000 was allocated to Workforce Connections in recognition of outstanding workforce development services oversight and delivery.

The overall funding for the PY 2012 was increased by \$1,145,428 (6.3%), compared to the Program Year 2011 WIA allocation which was \$18,200,611.

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

Total budgeted revenues for PY 2012 are \$24,421,064.

Expenditures – Service Providers/Contractors/Vendors:

Funding for Service Provider and Contract Vendors has been increased to 80% of the allocated revenues including carry forward. Contracts (new and extended) will be approved by the Board prior to June 30, 2012.

Administrative and Program Operating Expenditures – Board Staff:

The Department of Labor allows local workforce investment boards to expend up to 10% of their total formula funding allocation for administrative services. For programmatic operations and oversight, over the last four years, the board of directors had allocated 16% of the total budget allocation. Effective July 1, 2012, it is anticipated that the board of directors will elect to reduce the programmatic amount to 10%. Such operational and management oversight includes but is not limited to:

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

6100 - Audit/Accounting Services: \$350,000 – a budget decrease of \$80,000 - This line item includes the cost of the A-133 audit as well as extended accounting and financial consulting and technical support. This decrease is based on the organization's functional requirements as determined by the interim executive director.

6120 Bank/Payroll Services: \$6,000 – No Change – This line item is for various banking services which include wire transfers, ACH payments, and payroll services provided.

6130 Equipment/Furniture: \$75,000 – a budget decrease of \$75,000 – This line item includes the cost for equipment/furniture, e.g., computers, servers, furniture, for administrative and programmatic support staff. This decrease is based on the organization's functional requirements as determined by the interim executive director.

6130-11 NVTrac: \$100,000 – a budget decrease of \$60,000 - This budget line is for contractual and maintenance expenditures related to the completion of the NVTrac data tracking system. This decrease is based on the organization's functional requirements as determined by the interim executive director.

- 6140 Equipment Repairs: \$1,500 – a budget decrease of \$1,000** - This line item is for equipment repair or breakdowns. This decrease is based on lower actual costs and the organization’s functional requirements as determined by the interim executive director.
- 6150 Legal Publication/Advertising: \$18,000 – a budget decrease of \$12,000** - This line item represents legal publication, i.e., job postings, Request for Proposals, and controlled advertisements. This decrease is based on the organization’s functional requirements as determined by the interim executive director.
- 6160 Dues and Subscriptions: \$12,000 – a budget decrease of \$500** - This line item establishes memberships in trade and technical associations that benefit Workforce Connections’ outreach and oversight initiatives, and offers valued key contacts for workforce/economic development and technical information support. This decrease is based on the organization’s functional requirements as determined by the interim executive director.
- 6170 Equipment Rental: \$15,000 – a budget decrease of \$9,250** - This line item is allocated for continuing existing leases on copiers and postage meter equipment, and any rental equipment needed in daily operations. This decrease is based on the decision to not renew two Xerox leases and the organization’s functional requirements as determined by the interim executive director.
- 6190 Insurance: \$40,000 – a budget increase of \$10,000** - Allocated costs for Board anticipated liability insurance costs for workers’ compensation, general business liability and Board directors and officers’ omission and errors liability. This line also provides insurance for our green training vehicle. This increase is based on a yearly projection of current premiums.
- 6200 Janitorial and Maintenance: \$5,000 – a budget decrease of \$5,000** - This line item is allocated for any janitorial services or repairs needed to Workforce Connections’ administration offices. This budget line element also provides funds for repairs to our green training vehicle. This decrease is based on the organization’s functional requirements as determined by the interim executive director.
- 6210 Legal Counsel Fees: \$50,000 – No Change** – This budget allocation is for legal services in areas such as board and official open meetings preparation, i.e., review of agendas and contract agreements, and review of RFPs and policies.

- 6230 License and Permits: \$3,000 – a budget decrease of \$1,000** - This line item is allocated for software licenses and permits associated with new computers or purchased upgrades for current software. This decrease is based on the organization's functional requirements as determined by the interim executive director.
- 6250 Office Supplies: \$15,000 – a decrease of \$10,000** - This line item is allocated for various office supplies needed for every day operations. This decrease is based on the organization's functional requirements as determined by the interim executive director.
- 6260 - Salaries: \$2,413,763 – a budget decrease of \$462,737** - Workforce Connections' reduction in force (RIF) of fiscal, adult and dislocated and youth program staff, and contract administration. This decrease is based on the organization's functional requirements as determined by the interim executive director.
- 6265 - Employee Fringe Benefits: \$809,818 – a budget decrease of \$196,957-** Employee benefits include medical, dental and life insurance, as well as other benefits like employer paid Public Employees Retirement System (PERS) contributions. A rate of 35% of the total salaries has typically been used to calculate the fringe benefits. This decrease is based on the reduction in force (RIF) and the organization's functional requirements as determined by the interim executive director.
- 6270 Postage and Delivery: \$3,000 – a budget decrease of \$1,000** - Postage and mail delivery costs include such activities as routine postage, courier delivery service, and Federal Express delivery. This decrease is based on the organization's functional requirements as determined by the interim executive director.
- 6280 Printing and Reproduction: \$12,000 – a budget decrease of \$3,000.** - This item includes local office copier costs on leased copy equipment and other ancillary copying and printing costs associated with Board administration and daily operations. This decrease is based on the organization's functional requirements as determined by the interim executive director and the expiration of two leases.
- 6285 Board Support and Travel: \$8,000 – a budget decrease of \$2,000-** This allocation includes costs associated with facility costs tied to board and committee meetings and Board travel to grant activities. This decrease is based on the organization's functional requirements as determined by the interim executive director.

- 6290 Facility Rent/Lease: \$365,348 – a budget increase of \$31,424** - Workforce Connections' office space for operational staff in support of the Board's administrative and programmatic functions. This increase is based on the current lease agreement including annual CPI rent increase at Lake Mead and the remaining lease for the Desert Inn re-entry office.
- 6300 Telephone: \$30,000 – a budget decrease of \$10,000** - This budget item is designated for all activities related to telephone services, i.e., local and long distance phone charges and wireless communication. This decrease is based on the organization's functional requirements as determined by the interim executive director.
- 6305 Program Support Contracts: \$30,000 a budget decrease of \$50,000-** This line item includes professional agreements and temporary staffing to support program and data support activities. This decrease is based on the organization's functional requirements as determined by the interim executive director.
- 6306 Admin Support Contracts: \$145,000 – a budget increase of \$65,000** This item is for administrative support contracts, including professional agreements and temporary staffing with focus on fiscal and personnel management. This decrease is based on the organization's functional requirements as determined by the interim executive director.
- 6310 Travel (Staff): \$40,000 – a budget decrease of \$5,000** - Local and out-of-town staff travel for grant related matters such as WIA State and USDOL sponsored training and conferences. This line item also covers travel for staff training on an array of programmatic and fiscal activities, as well as local and rural areas site reviews and monitoring visits to ensure compliance with WIA initiatives and work plans. This decrease is based on the organization's functional requirements as determined by the interim executive director.
- 6320 Training and Seminars (Staff): \$40,000 – a budget decrease of \$25,000** - This item is designated for staff training/seminars for both local and out-of-town locations for fiscal, program and systems management. This decrease is based on the organization's functional requirements as determined by the interim executive director.
- 6390 Utilities: \$0 – No Change** - This budget line has been reduced to zero because the cost of utilities is included in the monthly lease agreement.

- 6440 Systems Communications Support: \$50,000 – a budget decrease of \$20,000 -** This allocation is to support systems such as data backup, T-1 lines and web hosting for internal e-mail support. This decrease is based on a reduction in staff cell phones and data line costs as well as the organization’s functional requirements as determined by the interim executive director.
- 6500 Workforce Development Outreach Initiatives: \$30,000 – a budget decrease of \$35,000 -** This line item represents business/employer outreach initiative to attract businesses and establish partnerships for workforce development and employer services initiatives. This decrease is based on the organization’s functional requirements as determined by the interim executive director.
- 6550 - Employer Payroll Taxes: \$71,804 – a budget decrease of \$14,490 -** The employer payroll tax average rate is 3% of the total salaries. This decrease is based on reduction in force (RIF) and the organization’s functional requirements as determined by the interim executive director.
- 6700 Youth Program Activities: \$15,000 – a budget decrease of \$10,000 –** This budget line is for youth program activities outside of daily operations such as service provider trainings and various youth conferences and summits. This decrease is based on the organization’s functional requirements as determined by the interim executive director.
- 6720 Adult/DW Program Activities: \$15,000 – a budget decrease of \$10,000 -** This budget line is for adult and dislocated worker program activities outside of daily operations such as service provider trainings and various employability conferences. This decrease is based on the organization’s functional requirements as determined by the interim executive director.
- 6850 Strategic Initiatives – Governor’s Reserve: \$75,000 –** This item was created to utilize and track strategic projects in support of workforce initiatives with detailed tactics and strategies in response to unanticipated high demand workforce needs. As such, an incentive award of \$75,000 was allocated to Workforce Connections in recognition of outstanding workforce development services oversight and delivery.
- 6850 Strategic Initiatives: \$100,000 –** This item was created to utilize and track strategic projects in support of workforce initiatives with detailed tactics and strategies in response to unanticipated high demand workforce needs. These funds are available to be allocated for future workforce initiatives approved by the Board.

9. REVIEW, DISCUSS, and ACCEPT:

- a. Budget vs. Actual Finance Report (Workforce Connections' Operations) for the Period July 1, 2011 through June 30, 2012 (Formula WIA)
- b. PY2011 Awards & Expenditures Report – Monthly Update
- c. Audit Findings for Program Year 2010 (Year Ended June 30, 2011) Report – May 2012
- d. Financial Edge System Implementation Status Report – May 2012

Workforce CONNECTIONS

March YTD 2012

For the Period : July 1 '2011 through June 30' 2012 (Formula WIA)

Line Item Number	ACTUAL EXPENSES			BUDGET AUTHORITY REMAINING			% Of Program Year Concluded		
	Admin	Program	Total	Admin	Program	Total	Admin	Program	Total
6100	430,000	0	430,000	85,752	0	85,752	80.06%	0.00%	80.06%
6120&6129	6,000	0	6,000	2,126	0	2,126	64.57%	0.00%	64.57%
6130-6139	42,000	108,000	150,000	10,480	42,799	53,279	75.05%	60.37%	64.48%
6130-11	0	160,000	160,000	0	34,204	34,204	0.00%	78.62%	78.62%
6140	700	1,800	2,500	700	1,800	2,500	0.00%	0.00%	0.00%
6150	8,400	21,600	30,000	4,295	11,027	15,322	48.87%	48.95%	48.93%
6160	3,500	9,000	12,500	824	4,080	4,914	76.46%	54.56%	60.69%
6170	6,780	17,460	24,250	1,576	7,532	9,109	76.78%	56.86%	62.44%
6190	8,400	21,600	30,000	2,757	6,773	9,530	32.82%	31.36%	31.77%
6200	2,800	7,200	10,000	1,795	3,716	5,511	64.11%	51.61%	55.11%
6210	50,000	0	50,000	19,868	0	19,868	39.74%	0.00%	39.74%
6230	1,120	2,880	4,000	890	0	890	79.45%	41.41%	52.06%
6250	7,000	18,000	25,000	5,127	10,663	15,790	73.24%	59.24%	63.16%
6260	949,245	1,927,255	2,876,500	689,983	1,369,914	2,059,897	72.69%	71.06%	71.61%
6265	332,236	674,539	1,006,775	215,159	439,565	654,724	64.76%	65.17%	65.03%
6270	1,120	2,880	4,000	729	0	729	65.10%	52.55%	56.06%
6280	4,200	10,800	15,000	3,078	6,066	9,143	73.28%	56.16%	60.95%
6285	0	10,000	10,000	0	3,200	3,200	0.00%	32.00%	32.00%
6290	93,499	240,425	333,924	79,078	137,920	216,998	84.58%	57.37%	64.98%
6300	11,200	28,800	40,000	8,479	16,194	24,673	75.70%	56.23%	61.68%
6305	0	80,000	80,000	0	61,360	61,360	0.00%	76.70%	76.70%
6306	80,000	0	80,000	46,654	0	46,654	58.32%	0.00%	58.32%
6310	12,600	32,400	45,000	7,185	15,168	22,353	57.03%	46.81%	49.67%
6320	18,200	46,800	65,000	6,337	15,386	21,723	34.82%	32.88%	33.42%
6440	19,600	50,400	70,000	15,397	31,580	46,977	75.66%	62.66%	67.11%
6500	18,200	46,800	65,000	14,547	28,918	43,465	79.93%	61.79%	66.87%
6550	28,477	57,817	86,294	17,979	37,994	55,973	63.14%	65.71%	64.86%
6700	0	25,000	25,000	0	10,488	10,488	0.00%	41.95%	41.95%
6720	0	25,000	25,000	0	13,718	13,718	0.00%	54.87%	54.87%
6650	0	550,352	550,352	0	0	0	0.00%	0.00%	0.00%
Total	2,135,287	4,176,808	6,312,095	1,526,679	2,427,736	3,954,414	71.50%	58.12%	62.65%

6100 Accounting services-Final A-133 Audit costs incurred first eight months of the year.

CORRECT NOW-10% over
OK-within range
Watch-5% over

workforce CONNECTIONS
Awards and Expenditures
Program Year 2011 Adult/Dislocated Worker Programs
As of May 1, 2012

WIA PY11 Adult and Dislocated Worker Green Sector

Provider	Contract Award	Adult Expenditures	DW Expenditures	Total Invoiced	% Spent	Remaining Balance	PY11 SESP Expenses
Bridge Counseling Associates	\$ 500,000.00	\$ 165,308.52	\$ 132,041.98	\$ 297,350.50	59.47%	202,649.50	14,100.00
GNU Family Life Center	\$ 600,000.00	\$ 224,275.22	\$ 188,836.13	\$ 413,111.35	68.85%	186,888.65	33,000.00
Goodwill of Southern Nevada	\$ 600,000.00	\$ 249,875.03	\$ 116,347.08	\$ 366,222.11	61.04%	233,777.89	4,000.00
Latin Chamber Foundation	\$ 600,000.00	\$ 213,415.53	\$ 174,318.52	\$ 387,734.05	64.62%	212,265.95	13,000.00
Nevada Partners, Inc	\$ 600,000.00	\$ 217,713.45	\$ 198,076.22	\$ 415,789.67	69.30%	184,210.33	30,278.91
So. NV Regional Housing Authority	\$ 175,000.00	\$ 39,721.99	\$ 40,978.16	\$ 80,700.15	46.11%	94,299.85	8,500.00
Total	\$ 3,075,000.00	\$ 1,110,309.74	\$ 850,598.09	\$ 1,960,907.83	63.77%	1,114,092.17	132,978.91

57% 43%

WIA PY11 Adult and Dislocated Worker Health Sector

Provider	Contract Award	Adult Expenditures	DW Expenditures	Total Invoiced	% Spent	Remaining Balance	PY11 SESP Expenses
CCSD - Desert Rose	\$ 500,000.00	\$ 129,855.93	\$ 43,076.63	\$ 172,932.56	34.59%	327,067.44	-
Foundation for an Independent Tomorrow	\$ 600,000.00	\$ 249,859.66	\$ 237,764.84	\$ 487,624.50	81.27%	112,375.50	1,000.00
Latin Chamber Foundation	\$ 600,000.00	\$ 199,551.63	\$ 127,307.55	\$ 326,859.18	54.48%	273,140.82	See Green Above
Nevada Hospital Association	\$ 600,000.00	\$ 100,978.21	\$ 3,867.33	\$ 104,845.54	17.47%	495,154.46	-
Nevada Partners, Inc	\$ 600,000.00	\$ 198,714.17	\$ 117,973.39	\$ 316,687.56	52.78%	283,312.44	See Green Above
So. NV Medical Industry Coalition - ended 1/31/12	\$ 384,397.83	\$ 305,192.41	\$ 79,205.42	\$ 384,397.83	100.00%	-	-
So. NV Regional Housing Authority	\$ 175,000.00	\$ 45,481.48	\$ 46,173.04	\$ 91,654.52	52.37%	83,345.48	See Green Above
Total	\$ 3,459,397.83	\$ 1,229,633.49	\$ 655,368.20	\$ 1,885,001.69	54.49%	1,491,050.66	1,000.00

65%

WIA PY11 Adult and Dislocated Worker Rural Services

Provider	Contract Award	Adult Expenditures	DW Expenditures	Total Invoiced	% Spent	Remaining Balance	PY11 SESP Expenses
Mye Communities Coalition	\$ 750,000.00	\$ 258,589.00	\$ 196,063.61	\$ 454,652.61	60.62%	295,347.39	14,777.05
Total	\$ 750,000.00	\$ 258,589.00	\$ 196,063.61	\$ 454,652.61	60.62%	295,347.39	14,777.05

57% 43%

WIA PY11 Internal Programs

Provider	Contract Award	Adult Expenditures	DW Expenditures	Total Invoiced	% Spent	Remaining Balance
Pride Re-Entry	\$ 500,000.00	\$ 237,851.66	\$ -	\$ 237,851.66	47.57%	262,148.34
Total	\$ 500,000.00	\$ 237,851.66	\$ -	\$ 237,851.66	47.57%	262,148.34

100%

WIA PY11 To Be Allocated Amounts

Contract	Contract Award	Adult Expenditures	DW Expenditures	Total Invoiced	% Spent	Remaining Balance
To be allocated	\$ 3,550,441.17	\$ -	\$ -	\$ -	0.00%	3,550,441.17
Total	\$ 3,550,441.17	\$ -	\$ -	\$ -	0.00%	\$ 3,550,441.17

0%

Contract	Contract Award	Adult Expenditures	DW Expenditures	Total Invoiced	% Spent	Remaining Balance
Total PY11 Adult/DW	\$ 11,324,839.00	\$ 2,836,383.89	\$ 1,702,029.90	\$ 4,538,413.79	40.04%	\$ 6,713,079.73

62%

workforce CONNECTIONS
Awards and Expenditures
Program Year 2011 WIA Formula
As of May 1, 2012

WIA PY11 Youth General		Contract Award	Youth In-School Expenditures	Youth Out-Of-School Expenditures	Total Invoiced	% Spent	Remaining Balance
Provider							
CCSD - Desert Rose	\$ 362,000.00	\$ 89,414.87	\$ 32,932.50	\$ 122,347.37	33.80%	239,652.63	
HELP of Southern Nevada	\$ 1,913,000.00	\$ 120,252.53	\$ 221,312.87	\$ 341,565.40	17.85%	1,571,434.60	
Latin Chamber - Green Consortium	\$ 500,000.00	\$ -	\$ -	\$ -	0.00%	500,000.00	
Nevada Partners	\$ 1,177,909.00	\$ 128,321.95	\$ 139,776.91	\$ 268,098.86	22.76%	909,810.14	
Nye Communities Coalition (Year Round)	\$ 388,753.00	\$ 68,933.54	\$ 40,466.01	\$ 109,399.55	28.14%	279,353.45	
Nye Communities Coalition (Summer) - ended 9/30/11	\$ 48,514.00	\$ 34,427.16	\$ 14,019.15	\$ 48,446.31	99.86%	7.69	
So. NV Children First	\$ 125,000.00	\$ 23,699.39	\$ 30,931.01	\$ 54,630.40	43.70%	70,369.60	
Total	\$ 4,515,176.00	\$ 465,049.44	\$ 479,438.45	\$ 944,487.89	20.92%	3,570,688.11	

51%

49%

WIA PY11 Youth Tri County		Contract Award	Youth In-School Expenditures	Youth Out-Of-School Expenditures	Total Invoiced	% Spent	Remaining Balance
Provider							
Lincoln County School District (Tri-County)	\$ 100,000.00	\$ 9,615.28	\$ 24,597.07	\$ 34,212.35	34.21%	65,787.65	
Nye Communities Coalition (Tri-County)	\$ 150,000.00	\$ 23,881.34	\$ 19,880.51	\$ 43,761.85	29.17%	106,238.15	
Total	\$ 250,000.00	\$ 33,496.62	\$ 44,477.58	\$ 77,974.20	31.19%	\$ 172,025.80	

57%

43%

WIA PY11 Internal Program Amounts		Contract Award	Youth In-School Expenditures	Youth Out-Of-School Expenditures	Total Invoiced	% Spent	Remaining Balance
Provider							
REL Graduate Advocate Initiative	\$ 900,000.00	\$ 343,109.47	\$ -	\$ 343,109.47	38.12%	556,890.53	
Total	\$ 900,000.00	\$ 343,109.47	\$ -	\$ 343,109.47	38.12%	556,890.53	

0%

100%

WIA PY11 To Be Allocated Amounts		Contract Award	Youth In-School Expenditures	Youth Out-Of-School Expenditures	Total Invoiced	% Spent	Remaining Balance
Provider							
Youth Summer Component - TBD	\$ 500,000.00	\$ -	\$ -	\$ -	\$ -	0.00%	500,000.00
To be allocated	\$ 248,160.00	\$ -	\$ -	\$ -	\$ -	0.00%	248,160.00
Total	\$ 748,160.00	\$ -	\$ -	\$ -	\$ -	0.00%	748,160.00
Total Youth	\$ 6,413,336.00	\$ 841,655.53	\$ 523,916.03	\$ 1,365,571.56	21.29%	\$ 5,047,764.44	

38%

62%

workforce CONNECTIONS
Awards and Expenditures
As of May 1, 2012

WIA PY10/PY11 Governor's Reserve Youth

Provider	Contract Award	Total Invoiced	% Spent	Remaining Balance
Clark County - Summer Business Institute - ended 9/30/11	\$ 299,028.00	\$ 260,471.92	87.11%	38,556.08
Nevada Public Education Foundation - ended 1/31/12	\$ 645,000.00	\$ 644,999.30	100.00%	0.70
Total	\$ 944,028.00	\$ 905,471.22	95.92%	\$ 38,556.78

WIA PY10 Internal Programs Ongoing

Provider	Contract Award	Total Invoiced	% Spent	Remaining Balance
Pride Re-Entry	\$ 239,964.76	\$ 239,964.76	100.00%	-
Caliente	\$ 246,206.00	\$ 179,468.42	72.89%	66,737.58
Total	\$ 486,170.76	\$ 419,433.18	86.27%	\$ 66,737.58

Direct Grants

Provider	Contract Award	Total Invoiced	% Spent	Remaining Balance
Department of Justice - Get Out	\$ 692,096.00	\$ 460,195.03	66.49%	231,900.97
Health Resources and Services Admin. (HRSA)	\$ 140,509.00	\$ 109,820.88	78.16%	30,688.12
Layoff Aversion (Rapid Response)	\$ 210,000.00	\$ 73,910.43	35.20%	136,089.57
State Energy Sector Partnership (SESP) - WC	\$ 3,503,000.00	\$ 1,719,685.38	49.09%	1,783,314.62
Youth Build PY09 - CCSD - Desert Rose - ended 6/30/11	\$ 161,559.11	\$ 161,559.11	100.00%	-
Youth Build PY09 - GNJ Family Life Center - ended 6/30/11	\$ 552,338.93	\$ 552,338.93	100.00%	-
Youth Build PY09 - WC	\$ 386,101.96	\$ 241,991.51	62.68%	144,110.45
Youth Build PY11 - CCSD Desert Rose	\$ 158,584.00	\$ 16,810.29	10.60%	141,773.71
Youth Build PY11 - WC	\$ 941,416.00	\$ 226,728.94	24.08%	714,687.06
Total	\$ 6,745,605.00	\$ 3,563,040.50	52.82%	\$ 3,182,564.50

workforce CONNECTIONS

Audit Findings for PY2010
(Year Ended June 30, 2011)

Monthly Status Report
May 2012

Finding	Type	Description	Target Date	Audit					
				PY2010 ended	PY2009 ended	PY2008 ended	PY2007 ended	PY2006 ended	
				6/30/2011 (12/24/2011)	6/30/2010 (4/29/2011)	6/30/2009 (06/08/2010)	6/30/2008 (09/22/2009)	6/30/2007 (07/22/2008)	
11-1	Financial Reporting	<p>Lack of Policies and Procedures and GAAP adherence - improved from last year but still lacks effective policy and procedures</p> <p>Status: A new financial system was implemented in January 2012. The system will improve the entry and reporting of financial data as well as assist in the implementation of more control and accountability.</p> <p>Action: Sept 2011 - Completed configuration of the new financial system, began staff training, and determined original staff assignments.</p> <p>Action: May 2012 - Document the final reconciliation of Financial Edge to Quickbooks for July through December.</p> <p>Action: May 2012 - Update written policies and procedures for Financial Edge.</p> <p>Status: The monthly closing processes will be assigned to specific fiscal staff wherein each staff has an assigned responsibility with a due date. Completion of the closing processes and the review/approval will be documented and retained.</p> <p>Action: May 2012 - Revise policies, procedures, and checklists that will address the timely handling of transactions, will determine correct backup documentation, and will establish proper controls and reviews according to GAAP.</p> <p>Action: May 2012 - Review standard journal entry procedure.</p> <p>Action: Jul 2012 - Develop new monthly/quarterly financial status reports.</p> <p>Action: Aug 2012 - Review program closeout procedure that ensures final draws, reports, and closing documents are submitted timely.</p>	May 2012	X	X	X	X	X	X
11-2	Financial Reporting	<p>Lack or insufficient skills and knowledge to perform governmental accounting utilizing GAAP - improved from last year but still needs improvement</p> <p>Status: The new Finance Manager will provide the expertise necessary to provide the skills and knowledge that have been needed.</p> <p>Action: Mar 2012 - New Finance Manager hired February 27, 2012.</p> <p>Action: May 2012 - Training needs of each staff member will be assessed and training coordinated.</p>	June 2012	X	X	X	X	X	X
11-3	Federal Grants	<p>SEFA schedules did not agree with supporting records or documentation</p> <p>Status: The SEFA continues to be reconciled to the supporting draw and invoice records.</p> <p>Action: May 2012 - Continue to reconcile PY11 SEFA to transactions in the new FE Financial System. Document monthly procedure, review and approval.</p> <p>Action: Ongoing - Update and reconcile the PY11 SEFA each month through year end.</p>	June 2012	X	X	X	X	X	X

workforce CONNECTIONS

Audit Findings for PY2010
(Year Ended June 30, 2011)

Monthly Status Report
May 2012

Finding	Type	Description	Target Date	Audit						
				PY2010 ended 6/30/2011 (12/24/2011)	PY2009 ended 6/30/2010 (4/29/2011)	PY2008 ended 6/30/2009	PY2007 ended 6/30/2008	PY2006 ended 6/30/2007		
11-4	Federal Grants	<p>Grant funds expended for purposes other than the purpose specified in drawdown.</p> <p>Status: The SEFA has been kept up-to-date since April 2011. This resulted in improved drawdown calculations and reduces discrepancies.</p> <p>Action: May 2012 - Continue to update the PY11 SEFA worksheet ensuring that discrepancies between the drawdown requests and the actual expenditures are identified in a timely manner.</p> <p>Action: Ongoing - the SEFA must be kept up-to-date monthly to ensure accuracy.</p>	May 2012	X	X	X				
		<p>Requests for funds need to be complete, accurate, and agree to supporting documentation.</p> <p>Status: It currently takes DETR one to three weeks to process a drawdown request. Because Workforce Connections does not have cash available to pay expenditures and then request reimbursements, cash management can be very difficult.</p> <p>Action: Aug 2011 - The Deputy Director discussed with DETR the delays in the drawdown review and payment process. WC is now seeing a reduction in the wait time - now two weeks on average instead of three.</p> <p>Action: Dec 2011 - Review the split between programs for the operations drawdowns.</p> <p>Action: Jan 2012 - Implemented a new working capital balance draw process that allows weekly reimbursement of expenses. Implement program draw percentages based on prior month's cost allocation.</p> <p>Action: Mar 2012 - Review revenue postings and service provider payments to ensure timely and accurate funding draws with prompt disbursement of funds.</p> <p>Action: Ongoing - The Finance Manager and Deputy Director will continue to work with DETR to review and improve the drawdown payment process.</p>	March 2012	X	X					
		<p>Funding federal grants in advance - excessive time elapsed between receipt of funds and disbursement of funds</p> <p>Status: The updated monthly SEFA process has corrected the delayed payment processing for subrecipients. After a preliminary review, the drawdowns are requested from DETR. While waiting for payment, the documents are reviewed by program staff for allowable costs and then by finance staff for accuracy of the calculations and account coding.</p> <p>Action: Apr 2012 - Continue to update the PY11 SEFA worksheet as drawdowns occur.</p> <p>Action: Ongoing - continue to review the process to ensure that documents are processed and paid in a timely manner.</p>	August 2011							

workforce CONNECTIONS

Audit Findings for PY2010
(Year Ended June 30, 2011)

Monthly Status Report
May 2012

Finding	Type	Description	Target Date	Audit					
				PY2010 ended 6/30/2011 (2/24/2011)	PY2009 ended 6/30/2010 (4/29/2011)	PY2008 ended 6/30/2009 (06/06/2010)	PY2007 ended 6/30/2008 (09/22/2009)	PY2006 ended 6/30/2007 (07/22/2008)	
11-6	Federal Grants	<p>ARRA - timely reporting of quarterly reports Status: All of the ARRA funds have been expended and there are no more reports due. The June 30, 2011 report was submitted within the 10 day deadline. Action: Aug 2011 - Two ARRA reports were due for June 30, 2011. Both were submitted on time. Action: Oct 2011 - One final ARRA report was submitted on time for Youthbuild.</p>	July 2011	X	X				
11-7	Federal Grants	<p>Documentation supporting program participant eligibility shall be complete, accurate, and retained Status: Policies and procedures have been designed and annual monitoring by program staff will ensure complete and accurate records. Action: Apr/May 2012 - Program staff continue to provide technical assistance, oversight, and review of files for completion and accuracy. Action: May 2012 - Fiscal and program staff will review to ensure specific issues have been resolved. Action: May/June 2012 - Review and test eligibility for all PY2011 new participants. Action: Ongoing - Program staff will continue to monitor records for the internal and direct programs that have participant files.</p>	May 2012	X					
11-8	Federal Grants	<p>Sub-recipients awards did not contain the required information Status: A contract template was developed for July 2011 contracts that ensures all data elements will be collected from each service provider. Regarding the failure to identify ARRA funding, there will be no more ARRA contracts issued since all funds have been expended. Action: Sept 2011 - A contract checklist was developed for PY11 contracts to ensure all data elements are collected. Action: May 2012 - Training will be provided on contracts and procurement to WC staff and service providers. Action: May 2012 - Review PY2011 executed contracts to ensure new check lists are complete and all data elements are collected. Action: Ongoing - Ensure all future contracts contain data.</p>	July 2011	X	X	X	X	X	
11-9	Federal Grants	<p>Financial reporting of Form ETA 9130 - timely submissions Status: A spreadsheet was developed for monitoring all report due dates and two fiscal staff are required to monitor the spreadsheet to ensure every report is submitted in advance of its deadline. Action: Nov 2011 - Quarterly direct grant reports are submitted in a timely manner. Action: Jan/Feb 2012 - Quarterly direct grant reports were completed within deadlines. Action: Ongoing - monthly monitoring must continue to take place to ensure reports meet all deadlines.</p>	July 2011	X	X				

workforce CONNECTIONS

Audit Findings for PY2010
(Year Ended June 30, 2011)

Monthly Status Report
May 2012

Finding	Type	Description	Target Date	Audit						
				PY2010 ended 6/30/2011 (2/24/2011)	PY2009 ended 6/30/2010 (4/29/2011)	PY2008 ended 6/30/2009 (06/08/2010)	PY2007 ended 6/30/2008 (09/22/2009)	PY2006 ended 6/30/2007 (07/22/2008)		
11-10	Federal Grants	Monitoring of sub-recipients - Annual Monitoring and Tracking of Findings	August 2011	X	X	X	X	X	X	
		Status: The Department of Labor requires annual financial reviews of subrecipients. Our policy will be updated to require an annual review of all recipients. A monitoring spreadsheet has been developed to track all findings from PY11. The outstanding findings are followed up on and payments will be held for those subrecipients with outstanding findings.								
		Action: Aug 2011 - the Board approved the policy change from semi-annual reviews to annual reviews effective June 2011.								
		Action: May 2012 - Continue the annual fiscal monitoring of all service provider contracts. Reports must be issued within 30 days.								
		Action: May 2012 - Document and track followup on fiscal monitoring findings.								
		Action: Ongoing - Continue to review fiscal and program status for the Pink Paper process.								
	Other	Audit will be completed by due date (within 9 months).	December 2012		X	X	X	X	X	
		Status: An audit RFP was issued and bid responses are due on April 2, 2012. The final audit must be complete by March 31, 2013.								
		Action: May 2012 - Results of the Request for Proposal for Audit Services for the June 30, 2012 audit will be presented to the Board.								
		Action: All months - The Finance Manager will track all auditor's requests for data or documentation. Requests will be responded to within two days or email will be sent with projected completion date (Deputy Director will be copied on all emails and responses).								

workforce CONNECTIONS

Financial Edge (FE) System Implementation Schedule

Monthly Status Report

May 2012

Type	Description	Target Date
Implementation	Configuration of New Financial Edge Software	September 2011
	Status: Continue to work on the configuration and implementation of the new financial system.	
	Action: Sept 2011 - The test environment has been configured and now is available for staff training.	
	Action: Sept 2011 - The Financial Manager completed the configuration of the new financial system.	
Training	Staff Training in the Finance Department	September 2011
	Status: Staff will begin training in a temporary test environment of the new Financial Edge software system.	
	Action: Sept 2011 - The Financial Manager will prepare training plans for each of the staff including deadlines and progress reports.	
	Action: Sept 2011 - Staff will work with online training tools including webinars provided by the vendor.	
	Action: Sept 2011 - Staff will review online user guides and training manual.	
	Action: Sept 2011 - Staff will subscribe to Financial Edge's how-to emails that provide tips and tricks on using their software.	
	Action: Sept 2011 - Staff will practice entry and processing in the test environment of the new system.	
Action: Oct 2011 - Staff will continue practice during the first week of October in the test environment of the new system.		
Implementation	Begin Startup of Financial Edge Software	March 2012
	Status: Begin the dual entry of documents into the live version of Financial Edge.	
	Action: Oct 2011 - Coding the July Quickbooks entries began in October however input was delayed.	
	Action: Nov 2011 - Coded the Quickbooks entries for August through October, however input entry was delayed.	
	Action: Jan 2012 - Staff input, proof, reconcile to QuickBooks, and then close the month of July in the new system.	

workforce CONNECTIONS

Financial Edge (FE) System Implementation Schedule

Monthly Status Report

May 2012

Type	Description	Target Date
Implementation	Complete Startup of Financial Edge Software	May 2012
	Status: Complete the dual entry of documents into the live version of Financial Edge.	
	Action: Mar/Apr 2012 - Continue to reconcile to QuickBooks the months of August through December in the new system.	
	Action: May 2012 - Produce documentation reflecting Trial Balance reconciliation between QuickBooks and Financial Edge effective December 31, 2011.	
Implementation	Implementation of PaperSave software	May 2012
	Status: Begin to install and implement the third party PaperSave software that allows Finance staff to scan invoices and document backup.	
	Action: Mar 2012 - Financial Manager will work with third party vendor to design and configure new module.	
	Action: Apr 2012 - Complete design and begin implementation.	
	Action: May 2012 - Revise procedures and processes to complete implementation of Papersave.	
Implementation	Develop Monthly Financial Reports in Financial Edge	July 2012
	Status: Develop new monthly financial reports in Financial Edge.	
	Action: May 2012 - Begin updating policies and procedures.	
	Action: Jul 2012 - Update policies and procedures to implement a new month end closing process.	
	Action: Jul 2012 - Design new financial reports in Financial Edge.	
Implementation	Implementation of the WebPortal and Web Invoicing Modules	July 2013
	Status: Implement Financial Edge's WebPortal Module that allows for the online requisitioning of supplies and materials.	
	Action: Jan/Feb 2013 - The Financial Manager will complete the configuration of the new financial module.	
	Action: Mar 2013 -Revise procedures and processes to complete implementation of Web Invoicing.	
	Status: Implement the Web Invoicing module that allows online approval routing of employee reimbursements.	
	Action: Feb 2013 - IT will install the new financial module.	
	Action: Mar 2013 - Financial Manager will begin the configuration of the new financial module.	
	Action: Apr 2013 -Revise procedures and processes to complete implementation of Web Invoicing.	

10. INFORMATION:

Schedule June Meeting to Act on Awarding Auditing Services to Conduct PY2011 Annual OMB A-133 Audit

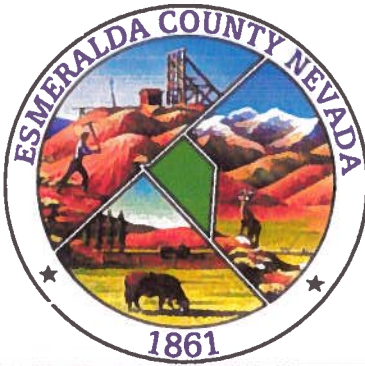
11. DISCUSSION and INFORMATION REVIEW:

LEO Consortium Closed Session. Pursuant to NRS 241.015(2)(b)(2), the LEO Consortium may have a closed session to receive information from the counsel for Workforce Connections Board regarding potential or existing litigation involving matters over which the LEO Consortium has supervision, control, jurisdiction or advisory power, and to deliberate toward a decision on the matter.

12. SECOND PUBLIC COMMENT SESSION:

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

13. LEO Consortium Member Comments



BOARD OF COUNTY COMMISSIONERS
ESMERALDA COUNTY, NEVADA

MEMBERS

NANCY BOLAND, CHAIRMAN
DOMINIC PAPPALARDO, VICE CHAIRMAN
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May 3, 2012

Workforce Connections and
Local Elected Officials Consortium
7251 W. Lake Mead #200
Las Vegas, NV 89128

At the May 1, 2012 Esmeralda County Board of Commissions meeting William (Bill) Kirby has been appointed as the Esmeralda County representative for the Workforce Connections and the Local Elected Officials Consortium boards.

Mr. Kirby's contact information is as follows:

William Kirby
Commissioner District 3
P.O. Box 310
Dyer, NV 89010

Home office – 775-572-3324
Cell – 1-323-727-6959
e-mail – kirbycommissioner@wildblue.net

Best regards

Sandra Johnson

Sandra Johnson
Esmeralda County
Administrative Assistant
Board of Commissioners