

*workforce***CONNECTIONS**
Budget & Finance Committee
Tuesday, July 31, 2012 -- 10:00AM – 11:30AM
7251 W. Lake Mead Blvd., Suite 200
Las Vegas, NV 89128

Voice stream link: <http://www.nvworkforceconnections.org/mis/listen.php>

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

City of North Las Vegas, 2200 Civic Center Dr., North Las Vegas, NV
Clark County, County Clerk's Office 500 S. Grand Central Parkway, Las Vegas, NV
Esmeralda County Courthouse, 233 Crook Street, Goldfield, NV
Henderson City Hall, 240 Water Street, Henderson, NV
City Hall, Boulder City, 401 California Ave., Boulder City, NV
*workforce***CONNECTIONS**, 7251 W. Lake Mead Blvd., Suite 200, Las Vegas, NV
Nevada JobConnect, 3405 S. Maryland Pkwy., Las Vegas, NV
Lincoln County 181 Main Street Courthouse, Pioche, NV
Nye County School District, 484 S. West St., Pahrump, NV
Pahrump Chamber of Commerce, 1302 S. Highway 160, Pahrump, NV

This Agenda is also available at www.nvworkforceconnections.org.

COMMENTARY BY THE GENERAL PUBLIC

This Board complies with Nevada's Open Meeting Law, by taking Public Comment at the beginning of the meeting immediately after the Board approves the Agenda and before any other action is taken, and again before the adjournment of the meeting. 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.

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

Budget & Finance Committee Members: Councilwoman Gerri Schroder, Chair; Hannah Brown, Vice-Chair; Commissioner William Kirby; Bill Bruninga; Alex Garza; Dan Gouker; and Vida Chan Lin

*All items listed on this Agenda are for action by the Budget & Finance Committee unless otherwise noted. Action may consist of any of the following: approve, deny, condition, hold or table. Public Hearings may be declared open by the Chairperson, as required for any of the items on this Agenda designated for discussion 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 your address for the record. Each public comment will be limited to three (3) minutes.
4. **DISCUSSION and POSSIBLE ACTION:** Approval of the Budget & Finance Committee meeting minutes of June 6, 2012..... 1
5. **DISCUSSION and POSSIBLE ACTION:** PY2011 WIA Formula Budget July 1, 2011 through June 30, 2012 and PY2011 WIA Budget Narrative..... 6
6. **INFORMATION ONLY:** PY2012 WIA Formula Budget July 1, 2012 through June 30, 2013 and PY2012 WIA Budget Narrative (no change since last Budget & Finance Committee Meeting) 11
7. **REVIEW, DISCUSS and ACCEPT REPORTS:**
 - a. Budget vs. Actual Finance Report (Workforce Connections’ Operations) for the period July 1, 2011 through June 30, 2012 (Formula WIA)..... 18
 - b. PY2011 Awards & Expenditures – Monthly Update..... 19
 - c. Adult/Dislocated Worker & Youth Funding Plans..... 22
 - d. Audit Findings for Program Year 2010 (Year Ended June 30, 2011) -- July 2012 Report..... 24
 - e. PBTk Scope of Work Update

8. **DISCUSSION and POSSIBLE ACTION:** WIA Training funds allocated to Nevada Hospital Association in support of Medical ESL Training under the Eligible Training Provider List (ETPL) for Nevada State College courses..... 28
9. **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 your address for the record. Each comment will be limited to three (3) minutes.
10. Adjournment

*workforce***CONNECTIONS**
BUDGET & FINANCE COMMITTEE
MINUTES

Wednesday, June 6, 2012
7251 W. Lake Mead Blvd., Suite 200 Conference Room
Las Vegas, NV 89128

Members Present

Councilwoman Gerri Schroder, Chair
Hannah Brown, Vice-Chair
Bill Bruninga (via telephone)
Dan Gouker
Commissioner William Kirby
Vida Chan Lin

Members Absent

Alex Garza

Staff Present

Heather DeSart
Ardell Galbreth
James Kostecki
Dianne Tracy
Carol Turner

Others Present

Rhonda Dunaway, City of Henderson
Douglas Lyon, Clark County
Debra Sizemore, City of Henderson

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

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

The meeting was called to order at 10:08 a.m. Staff confirmed the meeting had been properly noted and posted in accordance with the Nevada Open Meeting Law.

Councilwoman Gerri Schroder welcomed Commissioner William Kirby as a new member of the Budget & Finance Committee.

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

A motion to approve the agenda as presented was made by Commissioner William Kirby and seconded Hannah Brown. Motion carried.

Agenda Item 3 - FIRST PUBLIC COMMENT SESSION: Members of the public may now comment on any matter posted on this Agenda, which is before this 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.

None

Agenda Item 4 - DISCUSSION and POSSIBLE ACTION: Approval of the Budget & Finance Committee meeting minutes of May 2, 2012.

A motion to approve the meeting minutes of May 2, 2012 as presented was made by Hannah Brown and seconded by Vida Chan Lin. Commissioner William Kirby abstained. 3 approved, 1 abstention. Motion carried.

Agenda Item 5 – DISCUSSION and POSSIBLE ACTION: PY2011 Revised WIA Budget and PY2011 WIA Budget Narrative.

Jim Kostecki presented the PY2011 Revised WIA Budget and PY2011 WIA Budget Narrative on pages 11 - 16 of the agenda packet reporting out the \$1,500,000 for Intertitle transfer from the Dislocated Worker funding stream to the Adult funding stream.

Ardell clarified what an Intertitle transfer is in accordance with the Workforce Investment Act and the State policy. WC can transfer up to 50% of funds from the Adult category to the Dislocated Worker category or vice versa. During the Governor’s Board of Examiners meeting yesterday [June 5, 2012] that Heather DeSart and Ardell Galbreth attended, the Intertitle transfer was approved and now awaiting contracts from the State or DETR. Ardell further clarified that typically Adults require more resources in intensive training or more intensive services than Dislocated Worker. Additionally, Intertitle transfers do not apply to Youth funds.

Jim reported \$75,000 Governor’s Reserve Initiative funds were awarded to the Summer Business Institute of Clark County. He reported the reclassifying of \$40,000 (split) to line item 6130-11 -- NVTrac – Data Tracking System -- \$20,000 with the reduction in force, additional contract work was needed to continue programming the system; and, line item 6305 – Program Support Contracts -- \$20,000 for a grant writer to procure a Veteran’s grant and additional web development until the end of the program year.

Ardell stated that it is more feasible and economical to contract services rather than hire on full time staff, one of the very reasons for the reduction in force.

A motion was made to approve the PY2011 Revised Budget and PY2011 WIA Budget Narrative by Commissioner William Kirby and seconded by Hannah Brown. Motion carried.

Agenda Item 6 – DISCUSSION and POSSIBLE ACTION: PY2012 Revised WIA Budget and PY2012 WIA Budget Narrative.

Jim reported at the last Budget & Finance Committee meeting PY2012 WIA Budget estimates were approved and final funding allocations have since been received for the PY2012 funding.

PY2012 WIA FORMULA BUDGET	Approved Budget PY2012	Proposed Budget PY2012	\$ Change
PY2012 Adult	6,285,941	6,316,715	30,774
PY2012 Dislocated Worker	6,743,443	6,847,926	104,483
PY2012 Youth	6,316,655	6,337,899	21,244
80% Allocation-Service Provider			
PY2012 Adult	5,828,753	5,853,371	24,618
PY2012 Dislocated Worker	6,194,755	6,278,340	83,585
PY2012 Youth	7,453,323	7,470,319	16,996
20% Allocation-Admin/Operations			
	4,944,233	4,900,535	(43,698)

Ardell and the Committee members thanked Carol Turner for her estimates/projections on PY2012 WIA Formula Budget.

Hannah Brown queried if the funds that were in jeopardy up through PY2011 had been spent. Jim responded there would be some carry-forward funds into PY2012.

Commissioner Kirby queried what funds were in jeopardy. Jim responded that there was Youth funds from PY2010 remaining to be spent which occurred in May 2012. Had the remaining funds (2 years to spend) not been expended, WC would have had to return the remaining funds back to the State.

Jim further indicated that there is a reduction to line item 6310 – Travel-Staff of \$10,000 for the anticipation of reduced mileage costs within the travel area and due in part to the reduction in force.

Discussion ensued regarding Audit Services (\$175,000), Professional Accounting Services (\$175,000); and, Interim Audit Services. Ardell stated that a letter was sent to Piercy Bowler Taylor & Kern regarding a Scope of Work to be forwarded to WC. Once the Scope of Work is received, a contract will be developed and the funding targeted for the Audit will be established. He further stated that if the amount exceeds the approved amount of the contract, the contract would be brought before the Budget & Finance Committee, the LEOs, and the Board. Further discussion ensued regarding PBTks overcharging for mileage, charges for the report, communication for inquiry vs. clarification, and attendance at Board meetings with no verbal participation. When an audit is supposed to cost \$175,000 and is \$400,000 Dan requested that the new contract be sent to the LEOs for full review.

During discussions with PBTk, the expectation from WC is that the PY2012 Audit will be \$65,000. WC staff is committed to provide PBTk with the necessary information requested of them during the audit period essentially with the new FE system. A Team Leader in lieu of a Principal from PBTk has been assigned to provide the majority of the PY2012 Audit Reporting. There is an anticipated Scope of Work and Task Breakdown to be presented to WC in July. Ardell stated that a flat rate was published in the RFP. Staff will work with PBTk for the lowest possible rate and WC staff will be accessible for any services needed during this period.

Commissioner Kirby recommended an agenda item to review the Scope of Work from PBTk once received: Staff meeting audit standards; staff understanding audit standards; scope of work from PBTk; estimated timeframes; provisions for contingencies; irregularities from the past; and incurred costs. Councilwoman Gerri Schroder concurred and requested an agenda item for the August Budget & Finance Committee meeting.

A motion was made to approve the PY2012 Revised Budget and PY2012 WIA Budget Narrative with possible changes to the Audit Costs; with a cap on the Audit Costs not to exceed \$175,000; with a lower amount contingent on negotiations with the audit firm by Commissioner William Kirby and seconded by Hannah Brown. Motion carried.

Agenda Item 7 – REVIEW, DISCUSS, and ACCEPT REPORTS.

- a. Budget vs. Actual Finance Report (Workforce Connections’ Operations) for the period July 1, 2011 through June 30, 2012 (Formula WIA).

Jim Kostecki reported on the Budget vs. Actual Finance Report on page 24 of the agenda packet with all items in green and within the allowable percentages. Carol provided clarity that green indicates under-spending, yellow (over 5%) and red (over 10%) appear for over-spending. If yellow or red appear there will be projections estimated to year-end with possible budget revisions.

- b. PY2011 Awards & Expenditures - Monthly Update.

Jim presented and summarized the PY2011 Awards and Expenditures for Adult & Dislocated Workers and Youth, as of May 31, 2012 on page 24 of the agenda packet.

	Adult Expenditures	Dislocated Worker Expenditures	% Spent
WIA PY2011 Adult & DW Green Sector	57%	43%	71.69%
WIA PY2011 Adult & DW Health Sector	67%	33%	57.69%
WIA PY2011 Adult & DW Rural Services	56%	44%	68.61%
WIA PY2011 Internal Programs	100%	0%	64.58%
WIA PY2011 Internal Programs and To Be Allocated	0%	0%	0%
Total PY2011 Adult & Dislocated Worker	64%	36%	44.44%
	Youth In-School	Youth Out-Of-School	% Spent
WIA PY2011 Youth General	49%	51%	22.33%
WIA PY2011 Youth Tri County	45%	55%	38.05%
WIA PY2011 Internal Programs	100%	0%	51.24%
WIA PY2011 Internal Programs and To Be Allocated	0%	0%	0%
Total PY2011 Youth	64%	36%	24.40%
Direct Grants			% Spent
WIA PY2010/PY2011 Governor's Reserve Youth			88.86%
WIA PY2010 Internal Programs Ongoing			84.49%
Direct Adult & DW Grants			63.36%

Jim provided an update on percentage spent through May 25, 2012 invoicing for the following calculated beyond the date of the printing of this Agenda:

WIA PY2011 Adult and Dislocated Worker Health Sector	% Spent
CCSD – Desert Rose	19.42%
No cost (additional funding) contract extension was set in place as the contract ends June 30, 2012 for CCSD to place clients with existing funds. Heather DeSart clarified that no cost extension is for 2 quarters (6 months) with funding available for approximately 110 clients enrolled. WC does not want to transfer clients and have services disjointed, but allow for a smooth transition with possible placement into employment, which is the performance measure. This contract can be extended further if clients are in need of services or roll the funding into another contract and continue to work with CCSD as a training provider for Adult and Youth participants. Currently the contracts WC is entering into in PY2012 are going to be for 2 years.	
Carol stated that if CCSD does not expend all of the funding, it would become carry-forward. Around January/February, this committee and the Board will hear whether there is additional funding which will become available for reallocation.	
WIA PY2011 Youth General	
CCSD – Desert Rose	41.00%
HELP of Southern Nevada	20.00%
So. NV Children First	62.00%

Ardell stated in response to a query from Commissioner Kirby that WC does have the service delivery capacity to deliver the Adult/Dislocated Worker and Youth services that are targeted. There are service providers in all categories whereby if one does not provide results WC has the capability to make adjustments or transfer funds from one provider to another. Hannah queried if that would include CSN. Ardell stated that WC does not currently have a contract with CSN, but if WC had a contract with CSN, he concurred. Ardell further stated that he envisions collaborating with CSN to establish a mechanism where they will be receiving referrals from the service providers to train individuals that they have linkages with employment. The employers will have already identified the skill sets needed and CSN will develop a course to fit the needs.

Jim reported on the Direct Grants on page 27 of the agenda packet and indicated that each grant now has end dates. Jim stated that employees hired under the Direct Grants would be informed of the end date of the employment term based on this information. Ardell interjected after attending the Governor's Board of Examiners meeting, additional funding for the Layoff Aversion – Rapid Response Direct Grant Program that ends June 2012 will be extended another year.

Commissioner Kirby queried is there a timeframe to spend the dollars for individual Direct Grants. If you do not spend out does WC forfeit the funds that may jeopardize a program(s)? Ardell responded with an example: That the YouthBuild PY2009 Grant may not be able to expend approximately \$40,000 that will be returned to the USDOL; however, the YouthBuild PY2011 initiative follows. WC cannot carry forward funds past grant ending dates without approval of the grantor.

c. Adult/Dislocated Worker & Youth Funding Plans.

Carol Turner reported on the Adult/Dislocated Worker and Youth Funding Plan on pages 28 and 29 of the agenda packet.

Discussion ensued regarding PY2012 One-Stop Operation and the set aside funds of \$1,000,000. WC will take back the One-Stop operation from the State setting up a new location and a consortium of Service Providers, Welfare, Unemployment, required partners and private partners, etc., that will participate in the Comprehensive One-Stop system.

Ardell stated that the State and WC were cited for the absence of a One-Stop Development system last September. A proposal will be brought before the Board at its upcoming meeting. A leading choice is across from the College of Southern Nevada at Charleston Blvd. and Torrey Pines; however, WC will explore additional locations to ensure viability.

d. Audit Findings for Program Year 2010 (Year Ended June 30, 2011) – July 2012 Report.

Jim reported on the Audit Findings for PY2010 (Year Ended June 30, 2011) on pages 30 – 33 stating that WC should be coming into this next fiscal year with cleaner books but some items will remain due to the timing of hiring staff.

Councilwoman Schroder commended the Fiscal Staff for their clarity in reporting on behalf of the Budget & Finance Committee.

Carol reported that significant progress was made at the meeting with PBTk. Some of the findings had to do with the SEFA (Statement of Expended Federal Awards) document that was a second accounting system kept in worksheets. This is repeat information to what staff enters into the FE financial system and can now be reconciled from the source documents (invoices and draws) from the State to the new FE system instead of creating a duplication of effort.

Agenda Item 8 - SECOND PUBLIC COMMENT SESSION: Members of the public may now comment on any matter or topic, which is relevant to or within the authority or jurisdiction of the Board. You may comment now even if you commented earlier; however, please do not simply repeat the same comment you previously made. Please clearly state and spell your name and state address for the record. Each comment will be limited to three (3) minutes.

None

Agenda Item 9 - Adjournment: The meeting adjourned at 12:00p.m.

workforceCONNECTIONS
PY2011 WIA Formula Budget
July 1, 2011 - June 30, 2012
(Revised August 1, 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	7,230,641	7,230,641	-	723,064	1,156,903	5,350,674	7,230,641
PY2011 Dislocated Worker	5,209,227	5,209,227	-	520,923	833,476	3,854,828	5,209,227
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	\$ 24,060,270	\$ 24,060,270	\$ -	\$2,398,402	\$ 3,838,693	\$ 17,823,175	\$ 24,060,270
					\$ 6,237,095		

Notes:

1. PY2011 Revenues include intertitle transfers in the amount of \$1,500,000 from Dislocated Worker to Adult.
2. PY2011 Revenues include additional DETR funding Adult \$478,408 plus \$69,666 and Dislocated Worker \$694,623 plus \$71,404.
3. 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.
4. 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	7,151,732	7,151,732	-	7,151,732	7,151,732
Dislocated Worker Services	4,183,107	4,183,107	-	4,183,107	4,183,107
Youth Services	6,413,336	6,413,336	-	6,413,336	6,413,336
Governor's Reserve Initiative	75,000	75,000	-	75,000	75,000
Subtotal Service Provider/Contractors	\$ 17,823,175	\$ 17,823,175	\$ -	\$ 17,823,175	\$ 17,823,175

Administrative and Program Operating Expenditures - Board Staff

Expense Category	Approved	Revised	\$ Change	Admin	Program	Total
	Budget PY2011	Budget PY2011				
6100 Audit/Accounting Services	430,000	430,000	-	430,000	-	430,000
6120 Bank/Payroll Services	6,000	14,000	8,000	14,000	-	14,000
6130 Equipment/Furniture	150,000	150,000	-	42,000	108,000	150,000
6130-11 NVTrac - Data Tracking System	180,000	180,000	-	-	180,000	180,000
6140 Equipment Repairs	2,500	2,500	-	700	1,800	2,500
6150 Legal Publication/Advertising	30,000	30,000	-	8,400	21,600	30,000
6160 Dues & Subscriptions	12,500	12,500	-	3,500	9,000	12,500
6170 Equipment Rental	24,250	24,250	-	6,790	17,460	24,250
6190 Insurance	30,000	30,000	-	8,400	21,600	30,000
6200 Facilities Maintenance	10,000	10,000	-	2,800	7,200	10,000
6210 Legal Fees	50,000	50,000	-	50,000	-	50,000
6230 License & Permits	4,000	4,000	-	1,120	2,880	4,000
6250 Office Supplies	25,000	25,000	-	7,000	18,000	25,000
6260 Salaries	2,876,500	2,876,500	-	949,245	1,927,255	2,876,500
6265 Employee Fringe Benefits	1,006,775	1,006,775	-	332,236	674,539	1,006,775
6270 Postage & Delivery	4,000	4,000	-	1,120	2,880	4,000
6280 Printing & Reproduction	15,000	15,000	-	4,200	10,800	15,000
6285 Board Support & Travel	10,000	10,000	-	-	10,000	10,000
6290 Facility Rent/Lease	333,924	333,924	-	93,499	240,425	333,924
6300 Telephone	40,000	40,000	-	11,200	28,800	40,000
6305 Program Support Contracts	100,000	100,000	-	-	100,000	100,000
6306 Admin Support Contracts	80,000	80,000	-	80,000	-	80,000
6310 Travel - Staff	45,000	45,000	-	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	70,000	70,000	-	19,600	50,400	70,000
6500 Workforce Development Outreach	65,000	65,000	-	18,200	46,800	65,000
6550 Employer Payroll Taxes	86,294	86,294	-	28,477	57,817	86,294
6700 Youth Program Activities	25,000	25,000	-	-	25,000	25,000
6720 Adult/DW Program Activities	25,000	25,000	-	-	25,000	25,000
6850 Strategic Initiative - Governor's Reserve	-	-	-	-	-	-
6850 Strategic Initiative - WIA	235,352	227,352	(8,000)	-	227,352	227,352
6850 Strategic Initiative - WIA Budget Reductions	200,000	200,000	-	-	200,000	200,000
Subtotal Operating Expenditures	6,237,095	6,237,095	-	2,143,287	4,093,808	6,237,095
Total Expenditures	24,060,270	24,060,270		2,143,287	4,093,808	17,823,175
Fund Balance	\$ -	\$ -		\$ 255,115	\$ (255,115)	\$ -

NOTE: PY2011 funding period is available July 1, 2011 through June 30, 2013 (after two years, funds revert to the State for one additional year)
PY2010 funding period is available July 1, 2010 through June 30, 2012 (after two years, funds revert to the State for one additional year)

**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 PY2011 revised allotted funds were awarded in the amount of \$18,200,611. Intertitle transfers in the amount of \$1,500,000 were processed from the Dislocated Worker to Adult funding stream based on demand. Allocated (revised) among the three funding streams: Adult - \$7,230,641; Dislocated Worker – \$5,209,227; 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 \$548,074 in the adult category and \$766,027 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 PY2011 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 PY2011 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 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. On April 24, 2012, \$500,000 was approved for the Youth Healthcare consortium and on May 22, 2012, an additional \$1,000,000 was approved for Youth Summer Component contracts with year-round 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 – This line item includes the cost of the A-133 audit as well as accounting and financial consulting and technical support.

6120 Bank/Payroll Services: \$14,000 – an increase of \$8,000 -- This line item is for various banking services which include wire transfers, ACH payments and payroll service charges. This line item increase is based on additional funds allocated to Bank Services for semi-annual bank fees and to Payroll Services to fund Paylocity payroll check and tax payment services.

6130 Equipment/Furniture: \$150,000 – This line item includes the costs for equipment/furniture, e.g., computers, servers, furniture, for administrative and programmatic support staff.

6130-11 NVTrac: \$180,000 – This budget line is for contractual and maintenance expenditures related to the completion of the NVTrac data tracking system.

6140 Equipment Repairs: \$2,500 – This line item is for equipment repair or breakdowns.

6150 Legal Publication/Advertising: \$30,000 – This line item represents legal publication, i.e., job postings, Request for Proposals, and controlled advertisements.

6160 Dues and Subscriptions: \$12,500 – 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.

6170 Equipment Rental: \$24,250 – This line item is allocated for continuing existing leases on copiers and postage meter equipment, and any rental equipment needed in daily operations.

6190 Insurance: \$30,000 – Insurance costs such as workers' compensation, general business liability, directors' and officers' omission and errors liability, and insurance for the green training vehicle.

6200 Facilities Maintenance: \$10,000 – 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.

- 6210 Legal Counsel Fees: \$50,000** – 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.
- 6230 License and Permits: \$4,000** – This line item is allocated for software licenses and permits associated with new computers or purchased upgrades for current software.
- 6250 Office Supplies: \$25,000** – This line item is allocated for various office supplies needed for every day operations.
- 6260 Salaries: \$2,876,500** – Workforce Connections’ staffing of fiscal, adult and dislocated and youth program staff, and contract administration.
- 6265 Employee Fringe Benefits: \$1,006,775** – 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.
- 6270 Postage and Delivery: \$4,000** – Postage and mail delivery costs include such activities as routine postage, courier delivery service, and Federal Express delivery.
- 6280 Printing and Reproduction: \$15,000** – Allocated costs for monthly copier per copy charges and other ancillary copying and printing costs associated with Board administration and daily operations.
- 6285 Board Support and Travel: \$15,000** – This allocation includes costs associated with facility costs tied to board and committee meetings and travel to grant activities.
- 6290 Facility Rent/Lease: \$333,924** – Workforce Connections’ office space for operational staff in support of the Board’s administrative and programmatic functions.
- 6300 Telephone: \$40,000** – This budget item is designated for all activities related to telephone services, i.e., local and long distance phone charges and wireless communication.
- 6305 Program Support Contracts: \$100,000** – This line item includes professional agreements and temporary staffing to support program and data support activities.
- 6306 Admin Support Contracts: \$80,000** – 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** – 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.
- 6320 Training and Seminars (Staff): \$65,000** – 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 – 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 – This allocation is to support systems such as data backup, T-1 lines, and web hosting for internal e-mail support.

6500 Workforce Development Outreach Initiatives: \$65,000 – This line item represents business/employer outreach initiative to attract businesses and establish partnerships for workforce development and employer services initiatives.

6550 -Employer Payroll Taxes: \$86,294 – The employer payroll tax average rate is 3% of the total salaries.

6700 Youth Program Activities: \$25,000 – This budget line is for youth program activities outside of daily operations such as service provider trainings and various youth conferences and summits.

6720 Adult/DW Program Activities: \$25,000 – This budget line is for adult and dislocated worker program activities outside of daily operations such as service provider trainings and various employability conferences.

6850 Strategic Initiatives – Governor’s Reserve: \$0.00 – 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: \$427,352 – a decrease of \$8,000 -- 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. The line item also includes the savings from the reduction in force. This line item decrease is based on additional funds allocated to Bank Services for semi-annual bank fees and to Payroll Services to fund Paylocity payroll check and tax payment services.

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

Revenue by Funding Stream	Approved Budget PY2012	Proposed Budget PY2012	\$ Change	Available for LWIB Operations		Community Resource Allocations		TOTAL
				10% Admin	10% Program			
PY2012 Adult	6,285,941	6,316,715	30,774	631,672	631,672	5,053,371	6,316,715	
PY2012 Dislocated Worker	6,743,443	6,847,926	104,483	684,793	684,793	5,478,340	6,847,926	
PY2012 Youth	6,316,655	6,337,899	21,244	633,790	633,790	5,070,319	6,337,899	
PY2011 Adult Carry Forward	1,000,000	1,000,000	-	100,000	100,000	800,000	1,000,000	
PY2011 Dislocated Worker Carry Forward	1,000,000	1,000,000	-	100,000	100,000	800,000	1,000,000	
PY2011 Youth Carry Forward	3,000,000	3,000,000	-	300,000	300,000	2,400,000	3,000,000	
Other Revenues (Interest)	25	25	-		25	-	25	
Governor's Reserve - Strategic Initiative	75,000		(75,000)			-	-	
Total Revenue by Funding Stream	\$ 24,421,064	\$ 24,502,565	\$ 81,501	\$ 2,450,255	\$ 2,450,280	\$ 19,602,030	\$ 24,502,565	
				Subtotal Board Operations	\$ 4,900,535			

Notes:

1. PY2012 Revenues include WIA funding in the total amount of \$19,502,540.
2. Carry forward funds have been estimated for PY2011 in the amount of \$5,000,000. 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 board level and an additional year at the state level.

Community Resource Allocations	Approved Budget PY2012	Proposed Budget PY2012	\$ Change		Community Resource Allocations	TOTAL
Adult Services	5,828,753	5,853,371	24,618		5,853,371	5,853,371
Dislocated Worker Services	6,194,755	6,278,340	83,585		6,278,340	6,278,340
Youth Services	7,453,323	7,470,319	16,996		7,470,319	7,470,319
						-
Subtotal Community Resource Allocations	\$ 19,476,831	\$ 19,602,030	\$ 125,199		\$ 19,602,030	\$ 19,602,030

Board Operations	Approved Budget PY2012	Proposed Budget PY2012	\$ Change	Admin	Program	Total
Subtotal Operating Expenditures	4,944,233	4,900,535	(43,698)	1,847,034	3,053,501	4,900,535
Total Expenditures	\$ 24,421,064	\$ 24,502,565		\$ 1,847,034	\$ 3,053,501	\$ 19,602,030
Fund Balance	\$ -	\$ -		\$ 603,221	\$ (603,221)	\$ -

NOTE: PY2012 funding period is available July 1, 2012 through June 30, 2014 (after two years, funds revert to the State for one additional year)
PY2011 funding period is available July 1, 2011 through June 30, 2013 (after two years, funds revert to the State for one additional year)

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

Board Operations	Approved Budget PY2012	Proposed Budget PY2012	\$ Change	Admin	Program	Total
6100 Audit/Accounting Services	350,000	350,000	-	350,000	-	350,000
6120 Bank/Payroll Services	6,000	6,000	-	6,000	-	6,000
6130 Equipment/Furniture	75,000	75,000	-	21,000	54,000	75,000
6130-11 NVTrac - Data Tracking System	100,000	100,000	-	-	100,000	100,000
6140 Equipment Repairs	1,500	1,500	-	420	1,080	1,500
6150 Legal Publication/Advertising	18,000	18,000	-	5,040	12,960	18,000
6160 Dues & Subscriptions	12,000	12,000	-	3,360	8,640	12,000
6170 Equipment Rental	15,000	15,000	-	4,200	10,800	15,000
6190 Insurance	40,000	40,000	-	11,200	28,800	40,000
6200 Facilities Maintenance	5,000	5,000	-	1,400	3,600	5,000
6210 Legal Fees	50,000	50,000	-	50,000	-	50,000
6230 License & Permits	3,000	3,000	-	840	2,160	3,000
6250 Office Supplies	15,000	15,000	-	4,200	10,800	15,000
6260 Salaries	2,413,763	2,413,763	-	796,542	1,617,221	2,413,763
6265 Employee Fringe Benefits	809,818	809,818	-	267,240	542,578	809,818
6270 Postage & Delivery	3,000	3,000	-	840	2,160	3,000
6280 Printing & Reproduction	12,000	12,000	-	3,360	8,640	12,000
6285 Board Support & Travel	8,000	8,000	-	-	8,000	8,000
6290 Facility Rent/Lease	365,348	365,348	-	102,297	263,051	365,348
6300 Telephone	30,000	30,000	-	8,400	21,600	30,000
6305 Program Support Contracts	30,000	30,000	-	-	30,000	30,000
6306 Admin Support Contracts	145,000	145,000	-	145,000	-	145,000
6310 Travel - Staff	40,000	30,000	(10,000)	8,400	21,600	30,000
6320 Training & Seminars - Staff	40,000	40,000	-	11,200	28,800	40,000
6390 Utilities (included in Rent)	-	-	-	-	-	-
6440 Systems Communications Support	50,000	50,000	-	14,000	36,000	50,000
6500 Workforce Development Outreach	30,000	30,000	-	8,400	21,600	30,000
6550 Employer Payroll Taxes	71,804	71,804	-	23,695	48,109	71,804
6700 Youth Program Activities	15,000	15,000	-	-	15,000	15,000
6720 Adult/DW Program Activities	15,000	15,000	-	-	15,000	15,000
6850 Strategic Initiative - Governor's Reserve	75,000	-	(75,000)	-	-	-
6850 Strategic Initiative - WIA	100,000	141,302	41,302	-	141,302	141,302
Subtotal Board Operations	4,944,233	4,900,535	(43,698)	1,847,034	3,053,501	4,900,535

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

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

Revenues:

Workforce Investment Act (WIA) Program Year PY 2012 allotted funds are in the amount of \$19,502,540 which is allocated among the three funding streams: Adult - \$6,316,715, Dislocated Worker - \$6,847,926, and Youth - \$6,337,899.

Overall funding for PY 2012 was increased by \$1,301,929 (7.15%), compared to the Program Year 2011 WIA allocation which was \$18,200,611.

Other anticipated funding includes operating carry forward funds from Program Year 2011 WIA allocation estimated at \$5,000,000 and interest at \$25.

Total budgeted revenues for PY 2012 are \$24,502,565.

Expenditures – Service Providers/Contractors/Vendors:

On May 22, 2012, the Board approved extension of the Adult and Dislocated Worker PY2011 contracts in the amount of \$9,100,000 and a new PY2012 contract for adult re-entry services in the amount of \$700,000. In May and June 2012, the Board approved Youth PY2012 contracts in the amount of \$2,000,000 for out-of-school, \$1,944,000 for in-school youth programs, and \$300,000 for the youth re-entry program. The Board also approved an extension for Lincoln County's youth program in the amount of \$100,000.

Administrative and Program Operating Expenditures – Board Staff:

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

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

6100 - Audit/Accounting Services: \$350,000 – Allocated costs for the A-133 audit as well as extended accounting, financial consulting, and technical support.

A-133 Audit	\$175,000
Accounting Services	\$175,000

6120 Bank/Payroll Services: \$6,000 – Allocated costs for various banking services which include wire transfers, ACH payments, and payroll services.

6130 Equipment/Furniture: \$75,000 – Allocated costs for equipment and furniture including computers, servers, and furniture for administrative and programmatic support staff.

6130-11 NVTrac: \$100,000 – Allocated costs for contractual expenditures related to the completion and maintenance of the NVTrac data tracking system.

6140 Equipment Repairs: \$1,500 – Allocated costs for equipment repair or breakdowns. This account line also provides funds for repairs to our green training vehicle.

6150 Legal Publication/Advertising: \$18,000 – Allocated costs for legal publications including job postings, Request for Proposals notices, and controlled advertisements.

6160 Dues and Subscriptions: \$12,000 – Allocated costs for memberships in trade and technical associations that benefit Workforce Connections’ outreach and oversight initiatives. They offer valuable key contacts for workforce/economic development and technical information support.

- 6170 Equipment Rental: \$15,000** – Allocated costs for existing leases on copiers and postage meter equipment as well as any rental equipment needed in daily operations.
- 6190 Insurance: \$40,000** – Allocated costs for Board anticipated liability insurance costs for workers’ compensation, general business liability, and Board of Directors’ and officers’ omission and errors liability. This line also provides auto insurance for our green training vehicle.
- 6200 Facilities Maintenance: \$5,000** – Allocated costs for facility repairs or maintenance not included in the monthly rent payments for Workforce Connections’ administration offices.
- 6210 Legal Counsel Fees: \$50,000** – Allocated costs for legal services in areas such as board and official open meetings preparation including review of agendas, contract agreements, RFPs, and policies.
- 6230 License and Permits: \$3,000** – Allocated costs for software licenses and permits associated with new computers or purchased upgrades for current software.
- 6250 Office Supplies: \$15,000** – Allocated costs for various office supplies needed for every day operations.
- 6260 - Salaries: \$2,413,763** – Allocated costs for administrative and program staff salaries.
- 6265 - Employee Fringe Benefits: \$809,818** – Allocated costs for employee benefits including medical, dental, life insurance, and Public Employees Retirement System (PERS) contributions. A rate of 35% of the total salaries is used to calculate the fringe benefits.
- 6270 Postage and Delivery: \$3,000** – Allocated costs for postage and mail delivery including such activities as routine postage, courier delivery service, and Federal Express delivery.
- 6280 Printing and Reproduction: \$12,000** – Allocated costs for monthly copier per copy charges and other ancillary copying and printing costs associated with Board administration and daily operations.
- 6285 Board Support and Travel: \$8,000** – Allocated costs for facility and event related charges tied to board and committee meetings and Board travel to grant activities.

- 6290 Facility Rent and Lease: \$365,348** – Allocated costs for Workforce Connections’ office space for staff in support of the Board’s administrative and programmatic functions.
- 6300 Telephone: \$30,000** – Allocated costs for all activities related to telephone services including local and long distance phone charges and wireless communication.
- 6305 Program Support Contracts: \$30,000** – Allocated costs for program support agreements and temporary staffing to support program and data support activities.
- 6306 Admin Support Contracts: \$145,000** – Allocated costs for administrative support agreements and temporary staffing with focus on administrative, fiscal, and personnel management.
- 6310 Travel (Staff): \$30,000 – a decrease of \$10,000** – Allocated costs for local mileage and out-of-town staff travel for grant related matters such as State and USDOL sponsored training and conferences. This account line also covers travel for staff training on an array of programmatic and fiscal activities, as well as local and rural areas site reviews and monitoring visits to ensure compliance with WIA initiatives and work plans. **This line item decrease is the result of the reduction in force which will result in a decrease in local mileage charges.**
- 6320 Training and Seminars (Staff): \$40,000** – Allocated costs for staff training and seminars for both local and out-of-town locations for fiscal, program, and systems management.
- 6390 Utilities: \$0** – Allocated costs for utilities which are currently included in the monthly lease agreement.
- 6440 Systems Communications Support: \$50,000** – Allocated costs for support systems such as data backup, T-1 lines, and web hosting for internal e-mail support.
- 6500 Workforce Development Outreach Initiatives: \$30,000** – Allocated costs for business and employer outreach initiatives to attract businesses and establish partnerships for workforce development and employer services.
- 6550 - Employer Payroll Taxes: \$71,804** – Allocated costs for employer payroll taxes which are calculated at 3% of total salaries.
- 6700 Youth Program Activities: \$15,000** – Allocated costs for youth program activities outside of daily operations such as service provider trainings and various youth conferences and summits.

- 6720 Adult/DW Program Activities: \$15,000** – Allocated costs for adult and dislocated worker program activities outside of daily operations such as service provider trainings and various employability conferences.
- 6850 Strategic Initiatives – Governor’s Reserve: \$0 – a decrease of \$75,000**– This account line was created to utilize and track strategic projects in support of workforce initiatives with detailed tactics and strategies in response to unanticipated high demand workforce needs. As such, an incentive award of \$75,000 was allocated to Workforce Connections in recognition of outstanding workforce development services oversight and delivery. This line item decrease is a result of the awarding of the Governor’s Reserve funding to the Clark County Summer Business Institute in May 2012 for their summer youth program.
- 6850 Strategic Initiatives: \$141,302 – a budget increase of \$41,302** – This account line was created to utilize and track strategic projects in support of workforce initiatives with detailed tactics and strategies in response to unanticipated high demand workforce needs. These funds are available to be allocated for future workforce initiatives approved by the Board. This line item increase is based on the actual WIA allocation from the State of Nevada in the amount of \$31,302 and the savings of \$10,000 in staff travel.

JUNE 2012 REPORT-PRELIMINARY

workforce CONNECTIONS

PY2011 WIA Formula Expenses

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

Administrative and Program Operating Budget

% of Program Year Concluded 100.00%

Line Item Number	Budget			ACTUAL EXPENSES			Budget Authority Remaining			% Expended from Budget			
	Operating Expenses	Admin	Program	Total	Admin	Program	Total	Admin	Program	Total	Admin	Program	Total
7000	Audit/Accounting Services	430,000	0	430,000	413,132	0	413,132	16,868	0	16,868	96.08%	0.00%	96.08%
7130/7135	Bank/Payroll Services	14,000	0	14,000	13,373	0	13,373	627	0	627	95.52%	0.00%	95.52%
8500	Equipment/Furniture	42,000	108,000	150,000	24,315	104,746	129,061	17,685	3,254	20,939	57.89%	96.99%	86.04%
8510	NV Trac Data Tracking Systems	0	180,000	180,000	0	129,000	129,000	0	51,000	51,000	0.00%	71.67%	71.67%
	Equipment Repairs	700	1,800	2,500	0	0	0	700	1,800	2,500	0.00%	0.00%	0.00%
7010	Legal Publication/Advertising	8,400	21,600	30,000	4,085	10,280	14,365	4,315	11,320	15,635	48.63%	47.59%	47.88%
7025	Dues & Subscriptions	3,500	9,000	12,500	3,466	7,035	10,501	34	1,965	1,999	99.02%	78.17%	84.01%
7200	Equipment Rental	6,790	17,460	24,250	6,731	13,864	20,595	59	3,596	3,655	99.13%	79.40%	84.93%
7100	Insurance	8,400	21,600	30,000	7,357	17,340	24,697	1,043	4,260	5,303	87.58%	80.28%	82.32%
7075	Facilities Maintenance	2,800	7,200	10,000	1,847	3,986	5,833	953	3,214	4,167	65.97%	55.36%	58.33%
7005	Legal Fees	50,000	0	50,000	39,087	0	39,087	10,913	0	10,913	78.17%	0.00%	78.17%
7020	License & Permits	1,120	2,880	4,000	817	1,221	2,038	303	1,659	1,962	72.99%	42.38%	50.95%
7040	Office Supplies	7,000	18,000	25,000	6,135	13,174	19,309	865	4,826	5,691	87.64%	73.19%	77.24%
6500	Salaries	949,245	1,927,255	2,876,500	892,513	1,847,544	2,740,057	56,732	79,711	136,443	94.02%	95.86%	95.26%
7120	Employee Fringe Benefits	332,236	674,539	1,006,775	250,013	524,081	774,094	82,223	150,458	232,681	75.25%	77.69%	76.89%
7030	Postage & Delivery	1,120	2,880	4,000	1,026	2,139	3,165	94	741	835	91.63%	74.28%	79.13%
7035	Printing & Reproduction	4,200	10,800	15,000	3,910	8,108	12,019	290	2,692	2,981	93.10%	75.08%	80.12%
7095	Board Travel & Training	0	10,000	10,000	0	5,998	5,998	0	4,002	4,002	0.00%	59.98%	59.98%
7070	Rent	93,499	240,425	333,924	84,009	169,204	253,214	9,490	71,221	80,710	89.85%	70.38%	75.83%
7065	Telephone	11,200	28,800	40,000	9,866	20,397	30,263	1,334	8,403	9,737	88.09%	70.82%	75.66%
7080/7085	Contract Services	80,000	100,000	180,000	67,966	88,952	156,918	12,034	11,048	23,082	84.96%	88.95%	87.18%
7055	Staff Travel	12,600	32,400	45,000	9,668	21,443	31,111	2,932	10,957	13,890	76.73%	66.18%	69.13%
7050	Training & Seminars - staff	18,200	46,800	65,000	9,188	21,738	30,925	9,012	25,062	34,075	50.48%	46.45%	47.58%
7045	System Communication Support	19,600	50,400	70,000	18,078	38,595	56,673	1,522	11,805	13,327	92.23%	76.58%	80.96%
6500	Outreach	18,200	46,800	65,000	16,578	35,284	51,862	1,622	11,516	13,138	91.09%	75.39%	79.79%
7125	Employer Payroll Taxes	28,477	57,817	86,294	21,351	49,766	71,117	7,126	8,051	15,177	74.98%	86.07%	82.41%
	Youth Program Activities	0	25,000	25,000	0	16,486	16,486	0	8,514	8,514	0.00%	65.94%	65.94%
	Adult/DW Program Activities	0	25,000	25,000	0	2,005	2,005	0	22,995	22,995	0.00%	8.02%	8.02%
	Strategic Initiative (Operations)	0	427,352	427,352	0	0	0	0	427,352	427,352	0.00%	0.00%	0.00%
	Total	2,143,287	4,093,808	6,237,095	1,904,512	3,152,387	5,056,898	238,775	941,421	1,180,197	88.86%	77.00%	81.08%

Legend

	Correct Now
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workforce CONNECTIONS
Awards and Expenditures
Program Year 2011 Adult/Dislocated Worker Programs
As of July 24, 2012

Amounts for Providers reflect invoiced allowable expenditures through June 2012. Providers with a * only reflect invoiced expenditures through May 2012 with estimates for June 2012. Invoices are due by 7/31/12.

Amounts for Internal Programs reflect expenditures as of July 24, 2012.

WIA PY11 Adult and Dislocated Worker Green Sector

Provider	Contract Dates	Contract Award	Adult Expenditures	DW Expenditures	Total Invoiced	% Spent	Remaining Balance	PY11 SESP Expenses
Bridge Counseling Associates	7/1/11-6/30/12	\$ 500,000.00	\$ 270,292.30	\$ 206,051.07	\$ 476,343.37	95.27%	23,656.63	53,300.00
GNJ Family Life Center	7/1/11-6/30/12	\$ 600,000.00	\$ 285,089.21	\$ 289,299.71	\$ 574,388.92	95.73%	25,611.08	33,000.00
Goodwill of Southern Nevada	7/1/11-6/30/12	\$ 600,000.00	\$ 391,419.75	\$ 148,766.28	\$ 540,186.03	90.03%	59,813.97	31,850.50
Latin Chamber Foundation*	7/1/11-6/30/12	\$ 600,000.00	\$ 290,423.63	\$ 206,885.30	\$ 497,308.93	82.88%	102,691.07	55,392.00
Nevada Partners, Inc	7/1/11-6/30/12	\$ 600,000.00	\$ 264,992.87	\$ 261,206.74	\$ 526,199.61	87.70%	73,800.39	33,806.91
So. NV Regional Housing Authority	7/1/11-6/30/12	\$ 175,000.00	\$ 60,533.99	\$ 53,859.37	\$ 114,393.36	65.37%	60,606.64	8,847.50
Total		\$ 3,075,000.00	\$ 1,562,751.75	\$ 1,166,068.47	\$ 2,728,820.22	88.74%	346,179.78	216,196.91
			57%	43%				

WIA PY11 Adult and Dislocated Worker Health Sector

Provider	Contract Dates	Contract Award	Adult Expenditures	DW Expenditures	Total Invoiced	% Spent	Remaining Balance	PY11 SESP Expenses
CCSD - Desert Rose	7/1/11-6/30/12	\$ 500,000.00	\$ 172,605.97	\$ 82,063.45	\$ 254,669.42	50.93%	245,330.58	-
Foundation for an Independent Tomorrow	7/1/11-6/30/12	\$ 600,000.00	\$ 294,879.02	\$ 260,992.78	\$ 555,871.80	92.65%	44,128.20	1,000.00
Latin Chamber Foundation*	7/1/11-6/30/12	\$ 600,000.00	\$ 293,354.40	\$ 180,369.79	\$ 473,724.19	78.95%	126,275.81	See Green Above
Nevada Hospital Association	7/1/11-6/30/12	\$ 600,000.00	\$ 480,416.97	\$ 18,381.71	\$ 498,798.68	83.13%	101,201.32	-
Nevada Partners, Inc	7/1/11-6/30/12	\$ 600,000.00	\$ 334,332.31	\$ 174,620.08	\$ 508,952.39	84.83%	91,047.61	See Green Above
So. NV Medical Industry Coalition - ended 1/31/12	7/1/11-1/31/12	\$ 384,397.83	\$ 305,192.41	\$ 79,205.42	\$ 384,397.83	100.00%	-	-
So. NV Regional Housing Authority	7/1/11-6/30/12	\$ 175,000.00	\$ 78,990.48	\$ 65,706.86	\$ 144,697.34	82.68%	30,302.66	See Green Above
Total		\$ 3,459,397.83	\$ 1,959,771.56	\$ 861,340.09	\$ 2,821,111.65	81.55%	607,983.52	1,000.00
			69%	31%				

WIA PY11 Adult and Dislocated Worker Rural Services

Provider	Contract Dates	Contract Award	Adult Expenditures	DW Expenditures	Total Invoiced	% Spent	Remaining Balance	PY11 SESP Expenses
Nye Communities Coalition	7/1/12-6/30/12	\$ 750,000.00	\$ 353,732.59	\$ 270,224.06	\$ 623,956.65	83.19%	126,043.35	13,306.01
Total		\$ 750,000.00	\$ 353,732.59	\$ 270,224.06	\$ 623,956.65	83.19%	126,043.35	13,306.01
			57%	43%				

WIA PY11 Internal Programs

Provider	Contract Dates	Contract Award	Adult Expenditures	DW Expenditures	Total Invoiced	% Spent	Remaining Balance
Pride Re-Entry PY11	7/1/12-6/30/12	\$ 500,000.00	\$ 382,293.70	\$ -	\$ 382,293.70	76.46%	117,706.30
Total		\$ 500,000.00	\$ 382,293.70	\$ -	\$ 382,293.70	76.46%	117,706.30
			100%	0%			

workforce CONNECTIONS
Awards and Expenditures
Program Year 2011 WIA Formula
As of July 24, 2012

Amounts for Providers reflect invoiced allowable expenditures through June 2012. Providers with a * only reflect invoiced expenditures through May 2012 with estimates for June 2012. Invoices are due by 7/31/12.
Amounts for Internal Programs reflect expenditures as of July 24, 2012.

WIA PY11 Youth General

Provider	Contract Dates	Contract Award	Youth In-School Expenditures	Youth Out-Of-School Expenditures	Total Invoiced	% Spent	Remaining Balance
CCSD Desert Rose-Year Round	7/1/11-9/30/12	\$ 362,000.00	\$ 146,726.18	\$ 61,650.95	\$ 208,377.13	57.56%	153,622.87
HELP of So. Nevada-Year Round	7/1/11-9/30/12	\$ 713,000.00	\$ 119,118.13	\$ 219,220.92	\$ 338,339.05	47.45%	374,660.95
HELP of So. Nevada-Year Round (addl summer \$)	4/1/12-9/30/12	\$ 1,200,000.00	\$ 80,387.11	\$ 121,925.26	\$ 202,312.37	16.86%	997,687.63
Latin Chamber-Summer Component*	6/1/12-6/30/13	\$ 500,000.00	\$ 6,907.79	\$ 3,634.38	\$ 10,542.17	2.11%	489,457.83
Latin Chamber-Green Consortium*	5/1/12-9/30/13	\$ 500,000.00	\$ 3,780.09	\$ 3,871.74	\$ 7,651.83	1.53%	492,348.17
Nevada Partners, Inc-Summer Component	6/1/12-6/30/13	\$ 500,000.00	\$ 4,363.55	\$ -	\$ 4,363.55	0.87%	495,636.45
Nevada Partners, Inc-Year Round	7/1/11-9/30/12	\$ 500,000.00	\$ 74,868.07	\$ 139,776.91	\$ 214,644.98	42.93%	285,355.02
Nevada Partners, Inc-Year Round (addl summer)	4/1/12-6/30/12	\$ 677,909.00	\$ 195,586.70	\$ 453,361.81	\$ 648,948.51	95.73%	28,960.49
Nye Communities Coalition-Year Round	7/1/11-9/30/12	\$ 300,000.00	\$ 74,868.07	\$ 40,466.01	\$ 115,334.08	38.44%	184,665.92
Nye Communities Coalition-Year Round (addl summer \$)	4/1/12-6/30/12	\$ 88,753.00	\$ 51,018.71	\$ 37,734.29	\$ 88,753.00	100.00%	-
Nye Communities Coalition-Summer 2011	7/1/11-9/30/11	\$ 48,514.00	\$ 34,427.16	\$ 14,019.15	\$ 48,446.31	99.86%	67.69
So. NV Children First-Summer Component	6/1/12-6/30/13	\$ 250,000.00	\$ 6,859.25	\$ 55.94	\$ 6,915.19	2.77%	243,084.81
So. NV Children First-Year Round	7/1/11-9/30/12	\$ 125,000.00	\$ 45,932.62	\$ 64,197.07	\$ 110,129.69	88.10%	14,870.31
Total		\$ 5,765,176.00	\$ 844,843.43	\$ 1,159,914.43	\$ 2,004,757.86	34.77%	3,760,418.14
			42%	58%			

WIA PY11 Youth Tri County

Provider	Contract Dates	Contract Award	Youth In-School Expenditures	Youth Out-Of-School Expenditures	Total Invoiced	% Spent	Remaining Balance
Lincoln County School District-Tri-County*	7/1/11-9/30/12	\$ 100,000.00	\$ 23,008.54	\$ 32,940.67	\$ 55,949.21	55.95%	44,050.79
Nye Communities Coalition-Tri-County	7/1/11-9/30/12	\$ 150,000.00	\$ 30,331.70	\$ 41,613.40	\$ 71,945.10	47.96%	78,054.90
Total		\$ 250,000.00	\$ 53,340.24	\$ 74,554.07	\$ 127,894.31	51.16%	\$ 122,105.69
			42%	58%			

WIA PY11 Internal Program Amounts

Provider	Contract Dates	Contract Award	Youth In-School Expenditures	Youth Out-Of-School Expenditures	Total Invoiced	% Spent	Remaining Balance
RFL Graduate Advocate Initiative	7/1/11-6/30/12	\$ 900,000.00	\$ 633,011.39	\$ -	\$ 633,011.39	70.33%	266,988.61
Total		\$ 900,000.00	\$ 633,011.39	\$ -	\$ 633,011.39	70.33%	266,988.61
			100%	0%			

workforce CONNECTIONS
Awards and Expenditures
As of July 24, 2012

Amounts for Providers reflect invoiced allowable expenditures through June 2012.

Amounts for Internal Programs reflect expenditures as of July 24, 2012.

WIA PY10/PY11 Governor's Reserve Youth

Provider	Contract Dates	Contract Award	Total Invoiced	% Spent	Remaining Balance
Clark County - Summer Business Institute (Summer 2011)	5/1/11-9/30/11	\$ 299,028.00	\$ 260,471.92	87.11%	38,556.08
Clark County - Summer Business Institute (Summer 2012)	5/1/12-9/30/12	\$ 75,000.00	\$ 17,735.20	23.65%	57,264.80
Nevada Public Education Foundation	1/12/10-1/31/12	\$ 645,000.00	\$ 644,999.30	100.00%	0.70
Total		\$ 1,019,028.00	\$ 923,206.42	90.60%	\$ 95,821.58

WIA PY10 Internal Programs Ongoing

	Contract Dates	Contract Award	Total Invoiced	% Spent	Remaining Balance
Pride Re-Entry Adult - carryforward amount from PY10		\$ 230,688.63	\$ 230,688.63	100.00%	-
Caliente Youth	7/1/10-6/30/12	\$ 246,206.00	\$ 190,939.00	77.55%	55,267.00
Total		\$ 476,894.63	\$ 421,627.63	88.41%	\$ 55,267.00

Direct Grants

Program	Contract Dates	Contract Award	Total Invoiced	% Spent	Remaining Balance
Department of Justice - Get Out	10/1/12-9/30/12	\$ 692,096.00	\$ 583,235.55	84.27%	108,860.45
Health Resources and Services Admin. (HRSA)	2/8/11-9/30/12	\$ 140,509.00	\$ 140,509.00	100.00%	-
Layoff Aversion PY11 - Rapid Response	9/30/11-6/30/12	\$ 210,000.00	\$ 125,879.54	59.94%	84,120.46
Layoff Aversion PY12 - Rapid Response	7/1/12-6/30/13	\$ 250,000.00	\$ 415.24	0.17%	249,584.76
State Energy Sector Partnership (SESP)	8/10/10-1/29/13	\$ 3,503,000.00	\$ 2,443,301.57	69.75%	1,059,698.43
Youth Build PY09 - CCSD Desert Rose	4/12/10-6/30/11	\$ 161,559.11	\$ 161,559.11	100.00%	-
Youth Build PY09 - GNJ Family Life Center	1/4/10-6/30/11	\$ 552,338.93	\$ 552,338.93	100.00%	-
Youth Build PY09 - WC	7/1/09-6/30/12	\$ 386,101.96	\$ 304,886.12	78.97%	81,215.84
Youth Build PY11 - CCSD Desert Rose	7/1/11-6/30/13	\$ 158,584.00	\$ 70,584.41	44.51%	87,999.59
Youth Build PY11 - WC	6/1/11-5/31/14	\$ 941,416.00	\$ 342,868.83	36.42%	598,547.17
Total		\$ 6,995,605.00	\$ 4,725,578.30	67.55%	\$ 2,270,026.70

**Workforce Connections
Adult and Dislocated Worker Funding Plan
July 22, 2012**

	Remaining Available Funds	Projections Based on Monthly Invoices						One Year + Partial Jun 2012 TOTAL	Remaining
		Partial Jun 2012 Less than 1 Month	Jul-Sep 2012 3 Months	Oct-Dec 2012 3 Months	Jan-Mar 2013 3 Months	Apr-Jun 2013 3 Months			
REVENUES (Available as of July 18, 2012)									
PY2011 Adult and DW Funding	4,186,717	20,000	4,166,717				4,186,717	-	
PY2012 Adult and DW Funding (Pending BOE Approval 8/14/12)	13,164,641		13,016	3,545,733	3,570,733	3,570,733	10,700,215	2,464,426	
TOTAL REVENUES	17,351,358	20,000	4,179,733	3,545,733	3,570,733	3,570,733	14,886,932	2,464,426	
EXPENDITURES								1.99 Months	
Service Provider Contracts									
PY2011 Original Contracts			984,000				984,000		
PY2011 Adult and DW Contract Extensions (\$9.1 million)			1,750,000	2,450,000	2,450,000	2,450,000	9,100,000		
PY2012 Reentry Program (\$700,000)			175,000	175,000	175,000	175,000	700,000		
Operations									
Administration and Programs		20,000	758,233	758,233	758,233	758,233	3,052,932		
Pending Contracts									
PY2012 Lincoln County Rural Services (\$50,000)			12,500	12,500	12,500	12,500	50,000		
PY2012 One-Stop Operation (\$1.0 million)			500,000	150,000	175,000	175,000	1,000,000		
TOTAL		20,000	4,179,733	3,545,733	3,570,733	3,570,733	14,886,932		

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

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

**Workforce Connections
Youth Funding Plan
July 22, 2012**

	Available Funds	Projections Based on Monthly Invoices						One Year + Partial Jun 2012 TOTAL	Remaining
		Partial Jun 2012 Less than 1 Month	Jul-Sep 2012 3 Months	Oct-Dec 2012 3 Months	Jan-Mar 2013 3 Months	Apr-Jun 2013 3 Months			
REVENUES (Available as of July 18, 2012)									
Governor's Reserve Incentive \$75,000	8,324	-	8,324				8,324	-	
PY2011 Youth Funding \$5,760,743	3,769,063	50,000	3,719,063				3,769,063	-	
PY2012 Youth Funding \$6,337,899 (Pending BOE Approval 8/14/2012)	6,337,899		369,937	1,716,000	1,716,000	1,831,000	5,632,937	704,962	
TOTAL REVENUES	10,115,286	50,000	4,097,324	1,716,000	1,716,000	1,831,000	9,410,324	704,962	
EXPENDITURES								0.90 Months	
PY2011 Service Provider Contracts									
Current Contracts (ending date 9/30/2012)		10,000	1,229,000				1,239,000		
Governor's Reserve - CC Summer Business Institute \$75,000			8,324				8,324		
PY2011 Lincoln County Contract Extension \$100,000			25,000	25,000	25,000	25,000	100,000		
PY2011 Amendments (Board approved 3/27/12)									
Nye Communities (ending 6/30/2012)							-		
Nevada Partners (ending 6/30/2012)							-		
HELP (\$1.2 million ending 9/30/2012)			900,000				900,000		
PY2012 Service Provider Contracts									
PY2012 Youth In-School Contracts \$1,844,000			344,000	500,000	500,000	500,000	1,844,000		
PY2012 Youth Out-of-School Contracts \$2,000,000			500,000	500,000	500,000	500,000	2,000,000		
PY2012 Youth Re-entry \$300,000			75,000	75,000	75,000	75,000	300,000		
PY2012 Youth Summer Component/Year Round \$1,000,000		20,000	500,000	100,000	100,000	215,000	935,000		
Operations									
Administration and Programs		20,000	466,000	466,000	466,000	466,000	1,884,000		
Pending Contracts									
PY2011 Out-of-School Youth Contract Extension \$200,000			50,000	50,000	50,000	50,000	200,000		
TOTAL		50,000	4,097,324	1,716,000	1,716,000	1,831,000	9,410,324		

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

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

workforce CONNECTIONS

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

**Monthly Status Report
July 2012**

Finding	Type	Description	Target Date	Audit					
				PY2010	PY2009	PY2008	PY2007	PY2006	
				ended	ended	ended	ended	ended	
				6/30/2011	6/30/2010	6/30/2009	6/30/2008	6/30/2007	
				(2/24/2011)	(4/29/2011)	(06/08/2010)	(09/22/2009)	(07/22/2008)	
11-1	Financial Reporting	Lack of Policies and Procedures and GAAP adherence - improved from last year but still lacks effective policy and procedures	Jun/Jul 2012	X	X	X	X	X	
		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.							
		Action: Sept 2011 - Completed configuration of the new financial system, began staff training, and determined original staff assignments.							
		Action: May 2012 - Document the final reconciliation of Financial Edge to QuickBooks for July through December.							
		Finding Status: Jun 2012 - QuickBooks policies were in place Jul 2011 and new policies for Financial Edge are in place Jul 2012. This portion of the finding should reflect substantial progress for the June 30, 2012 audit.							
		Action: Jun/Jul 2012 - Update written policies and procedures for Financial Edge.							
		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.	Jun/Jul 2012						
		Finding Status: Jun 2012 - We received this audit finding on Feb 24, 2012. Reconciliation and close processes will be implemented and documented for the months Jul 2011 through Jun 2012 in Financial Edge by Jul 2012. This portion of the finding should reflect substantial progress for the June 30, 2012 audit.							
		Action: Jun/Jul 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.							
		Action: Jul/Aug 2012 - Develop new monthly/quarterly financial status reports.							
Action: Aug 2012 - Review program closeout procedure that ensures final draws, reports, and closing documents are submitted timely.									
11-2	Financial Reporting	Lack or insufficient skills and knowledge to perform governmental accounting utilizing GAAP - improved from last year but still needs improvement	May 2012	X	X	X	X		
		Status: The new Finance Manager will provide the expertise necessary to provide the skills and knowledge that have been needed.							
		Action: Mar 2012 - New Finance Manager hired February 27, 2012.							
		Action: May 2012 - Extensive training on DOL fiscal regulations was provided to all administrative and program staff including Finance.							
Finding Status: Jun 2012 - In addition to interim audit services from Jul through Sep 2011, a new Finance Manager (Feb 2012), Financial Analyst (Jul 2011), and Financial Consultant (Aug 2011) were hired to expand the expertise of the finance staff. This finding should reflect substantial progress for the June 30, 2012 audit.									

workforce CONNECTIONS

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

Monthly Status Report
July 2012

Finding	Type	Description	Target Date	Audit					
				PY2010	PY2009	PY2008	PY2007	PY2006	
				ended	ended	ended	ended	ended	
				6/30/2011	6/30/2010	6/30/2009	6/30/2008	6/30/2007	
				(2/24/2011)	(4/29/2011)	(06/08/2010)	(09/22/2009)	(07/22/2008)	
11-3	Federal Grants	SEFA schedules did not agree with supporting records or documentation	July 2012	X	X	X	X	X	
		Status: The FE system continues to be reconciled to the supporting draw and invoice records.							
		Finding Status: Jun 2012 - Monthly reconciliation and close processes will be implemented and documented for Jul 2011 through Jun 2012 in Financial Edge by Jul 2012. This finding should reflect substantial progress for the June 30, 2012 audit.							
		Action: Jun/Jul 2012 - Continue to reconcile PY11 invoice and drawdown transactions in the new FE Financial System. Document monthly procedure, review and approval.							
		Action: Ongoing - Update and reconcile FE each month through year end.							
11-4	Federal Grants	Grant funds expended for purposes other than the purpose specified in drawdown.	May 2012	X	X	X			
		Status: The SEFA has been kept up-to-date since April 2011. This resulted in improved drawdown calculations and reduces discrepancies.							
		Action: May 2012 - Continue to update the SEFA worksheet ensuring that discrepancies between the draw requests and the actual expenditures are identified.							
		Finding Status: Jun 2012 - Progress was made including Implementation of a working capital balance and weekly reimbursement draw process in Jan 2012. This finding should reflect substantial progress for the June 30, 2012 audit.							
		Action: Jul 2012 - Transition from the SEFA to FE reporting to ensure that discrepancies between the drawdown requests and the actual expenditures are identified in a timely manner.							
Action: Ongoing - FE must be kept up-to-date monthly to ensure accuracy.									
11-5	Federal	Requests for funds need to be complete, accurate, and agree to supporting documentation.	March 2012	X	X				
		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.							
		Action: Dec 2011 - Review the split between programs for the operations drawdowns.							
		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.							
		Action: Mar 2012 - Review revenue postings and service provider payments to ensure timely and accurate funding draws with prompt disbursement of funds.							
		Action: May 2012 - DETR continues to decrease (improve) the amount of time between draw requests and receipt of revenues.							
		Finding Status: Jun 2012 - Request for funds are reconciled to FE in the new monthly reconciliation process to be completed in Jul 2012. This finding should reflect substantial progress for the June 30, 2012 audit.							
Action: Ongoing - The Finance Manager and Interim Executive Director will continue to work with DETR to review and improve the drawdown payment process.									

workforce CONNECTIONS

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

**Monthly Status Report
July 2012**

Finding	Type	Description	Target Date	Audit					
				PY2010	PY2009	PY2008	PY2007	PY2006	
				ended	ended	ended	ended	ended	
				6/30/2011	6/30/2010	6/30/2009	6/30/2008	6/30/2007	
11-5 cont.		Funding federal grants in advance - excessive time elapsed between receipt of funds and disbursement of funds	August 2011						
		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.							
		Action: Apr 2012 - Continue to update the PY11 SEFA worksheet as drawdowns occur.							
		Finding Status: Jun 2012 - Disbursements continue to be made in a timely manner. This finding should not repeat for the June 30, 2012 audit.							
		Action: Ongoing - continue to review the process to ensure that documents are processed and paid in a timely manner.							
11-6	Federal Grants	ARRA - timely reporting of quarterly reports	July 2011	X	X				
		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.							
		Finding Status: Jun 2012 - All ARRA quarterly reports were filed timely. This finding should not repeat for the June 30, 2012 audit.							
11-7	Federal Grants	Documentation supporting program participant eligibility shall be complete, accurate, and retained	May/June 2012	X					
		Status: Policies and procedures have been developed 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/Jun 2012 - Review and test eligibility for new participants.							
		Finding Status: Jun 2012 - We received this new audit finding on Feb 24, 2012. Technical assistance and monitoring has taken place with WC program staff. Many of the client files for the internal WIA programs will be transitioned to new service providers in Jul 2012. This finding should not repeat for the June 30, 2012 audit.							
Action: Ongoing - Program staff will continue to monitor records for the internal and direct programs that have participant files.									

workforce CONNECTIONS

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

Monthly Status Report
July 2012

Finding	Type	Description	Target Date	Audit					
				PY2010	PY2009	PY2008	PY2007	PY2006	
				ended	ended	ended	ended	ended	
				6/30/2011	6/30/2010	6/30/2009	6/30/2008	6/30/2007	
				(2/24/2011)	(4/29/2011)	(06/08/2010)	(09/22/2009)	(07/22/2008)	
11-8	Federal Grants	Sub-recipients awards did not contain the required information	July 2011	X	X	X			X
		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 was provided on contracts and procurement to WC staff and service providers.							
		Finding Status: Jun 2012 - All contracts for program year 2011 included the new template with the required information. This finding should not repeat for the June 30, 2012 audit.							
Action: Ongoing - Ensure all future contracts contain data.									
11-9	Federal Grants	Financial reporting of Form ETA 9130 - timely submissions	July 2011	X	X				
		Status: A spreadsheet was developed for monitoring all report due dates and two fiscal staff are required to monitor the spreadsheet to ensure every report is submitted in advance of its deadline.							
		Action: Nov 2011 - Quarterly direct grant reports are submitted in a timely manner.							
		Action: Jan/Feb 2012 - Quarterly direct grant reports were completed within deadlines.							
		Finding Status: Jun 2012 - All WIA quarterly reports were filed timely. This finding should not repeat for the June 30, 2012 audit.							
Action: Ongoing - monthly monitoring must continue to take place to ensure reports meet all deadlines.									
11-10	Federal Grants	Monitoring of sub-recipients - Annual Monitoring and Tracking of Findings	August 2011	X	X	X			
		Status: Dept of Labor requires annual financial reviews of subrecipients. Our policy was updated. A monitoring spreadsheet has been developed to track all findings.							
		Action: 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.							
		Finding Status: Jun 2012 - Annual monitoring will be completed by May 2012 and findings follow up will continue. This finding should not repeat for the June 30, 2012 audit.							
Action: Jul 2012 - Review final completion of fiscal monitoring finding responses.									
Action: Ongoing - Pink Paper monthly review of fiscal and program status.									

1. By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that it's certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntary excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of Federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntary excluded from participation in this covered transaction, unless authorized by the DOL.
6. The prospective recipient of Federal assistance funds further agrees by submitting this proposal that it will include the clause title "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transaction.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is no debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to check the List of Parties Excluded from Procurement or Non-procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntary excluded from participation in this transaction, in addition other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.

Qualifications Form and Description of Administrative and Fiscal Capability

1. Organization Name: Nevada State Drive

Address: 1125 Nevada State Drive, Henderson, NV 89002

Telephone: 702-992-2169 Fax: 702-992-2151

Contact Person: Neil Woolf Title: Director

E-mail: neil.woolf@nsc.nevada.edu Tax ID Number: 886000024

2. Local Business License #: _____ Local Issuing Municipality: _____

3. Type of Organization (check all that apply)

- | | |
|--|---|
| <input type="checkbox"/> Private for Profit | <input type="checkbox"/> Private Nonprofit |
| <input type="checkbox"/> Public Nonprofit | <input type="checkbox"/> Unit of local Government |
| <input type="checkbox"/> Minority Owned Business | <input type="checkbox"/> Female Owned Business |
| <input type="checkbox"/> School District | <input type="checkbox"/> Community College |
| <input checked="" type="checkbox"/> University | <input type="checkbox"/> Other _____ |

4. Training Services Offered/Available (check all that apply)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Classroom Training | <input checked="" type="checkbox"/> Occupational Training |
| <input checked="" type="checkbox"/> Remedial Education | <input checked="" type="checkbox"/> Entrepreneurial Training |

Other appropriate training services you provide which are directly related to employment opportunities in the local area. Please describe below:

5. Ancillary Services Available (check all currently provided)

- | | |
|--|--|
| <input type="checkbox"/> Transitional Counseling | <input type="checkbox"/> Budget Counseling |
| <input type="checkbox"/> Job Placement | <input type="checkbox"/> Job Search |
| <input type="checkbox"/> Resume Preparation | <input type="checkbox"/> Other _____ |

6. Describe prior experience delivering the services indicated in 4 and 5 above:

As an accredited institution of higher education, and as a member institution in the Nevada System of Higher Education, Nevada State College offers degree programs in over 35 majors and minors in the fields of Education, Nursing, and Liberal Arts and Sciences. NSC opened its doors in 2002 to 177 students and now enrolls over 3000 Nevadans pursuing four-year baccalaureate degrees and licensure programs.

7. Describe your agency's method to document daily attendance:

Attendance is documented by faculty verification of enrollment during the first week of the semester. Faculty verify that students enroll and begin attending courses. Throughout the semester, students are administratively dropped from classes and a fee balance is assessed if students do not continue attendance.

8. Has your agency/entity been approved by the Nevada State Commission on Post Secondary Education?

- No
- Yes. Please attach a copy of approval letter

9. Has your agency been accredited for training by an outside accreditation entity?

- No
- Yes. Please identify below and attach copy of accreditation certificate

Accrediting Agency: Commission on Collegiate Nursing Education (CCNE)

10. Is your agency willing to offer a discount for WIA student referrals?

- No
- Yes. Please indicate percentage or amount of discount: _____

11. Is your agency willing to honor the costs of tuition, books, supplies, and/or fees as negotiated through this submission, for a period of twelve (12) months?

- No
- Yes

12. Does your facility meet all the physical site requirements under the Americans with Disabilities Act and is it accessible to persons with disabilities?

No

Yes

13. Does your agency assure that it will employ instructors who meet the minimum qualifications for training and/or who have the certifications required to train participants in the courses indicated in your catalog?

No

Yes

14. Provide a brief overview of your agency. Include its mission, purpose, and any experiences and/or capabilities that you may have had in operating employment and training programs. Also, include any experiences and/or capabilities in regard to providing services to WIA eligible participants.

Nevada State College is a comprehensive baccalaureate institution of higher learning. A member college of the Nevada System of Higher Education, Nevada State College is dedicated to providing quality educational, social, cultural, economic, and civic advancement for the citizens of Nevada. Through student-centered learning, Nevada State College emphasizes and values: exceptional teaching, mentoring, advisement; scholarship; career and personal advancement; continuing education; and service to our community. The college helps address Nevada's need for increased access to higher education for students entering the higher education system and for students transferring from the state's community colleges.

The college offers a wide range of baccalaureate programs and selected masters programs designed to meet the general needs of the State of Nevada and the specific needs of the southern region of the state. Special emphasis is placed on addressing the state's need for effective, highly educated and skilled teachers and nurses, and commitment is made to developing and promoting partnerships with Nevada's public school system, the state's health care providers, and Nevada's colleges and universities. The curriculum of Nevada State College will be based upon the community's needs, the needs of business and industry, and the desires and demands of the students.

This Section Must Be Completed For Each Training Program

NAME OF PROGRAM: Medical ESL for Nursing

1. Type of training

- | | |
|--|---|
| <input type="checkbox"/> ACCOUNTING AND FINANCE | <input type="checkbox"/> ELECTRICAL TECHNOLOGY |
| <input type="checkbox"/> AUTOMOTIVE | <input type="checkbox"/> ENERGY MANAGEMENT |
| <input type="checkbox"/> CERTIFIED NURSING ASSISTANT (CNA) | <input type="checkbox"/> FLAGGER |
| <input type="checkbox"/> COMPUTERS | <input type="checkbox"/> FOOD AND BEVERAGE |
| <input type="checkbox"/> CONSTRUCTION RELATED | <input type="checkbox"/> FORKLIFT OPERATION |
| <input type="checkbox"/> COOKS | <input type="checkbox"/> GAMING/HOSPITALITY |
| <input type="checkbox"/> COSMETOLOGY | <input type="checkbox"/> GENERAL BUSINESS |
| <input type="checkbox"/> COUNSELING | <input type="checkbox"/> HEATING AND AIR CONDITIONING |
| <input type="checkbox"/> DENTAL | <input type="checkbox"/> HOUSEKEEPING |
| <input type="checkbox"/> INDUSTRIAL PLANT MECHANIC | <input type="checkbox"/> MSHA (Mining Safety and Health Administration) |
| <input type="checkbox"/> LAW ENFORCEMENT | <input type="checkbox"/> OSHA |
| <input type="checkbox"/> MANUFACTURING | <input type="checkbox"/> PBS ONLINE COURSES |
| <input checked="" type="checkbox"/> MEDICAL | <input type="checkbox"/> PHARMACY TECHNICIAN |
| <input type="checkbox"/> PHOTOGRAPHY | <input type="checkbox"/> TRUCK DRIVING |
| <input type="checkbox"/> SEAMSTRESS | <input type="checkbox"/> VETERINARY |
| <input type="checkbox"/> STAGECRAFT | <input type="checkbox"/> WELDING |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ |

2. Length of typical course:

Hours per week 36
No. of weeks 4

3. Classes are:

- Open entry/exit
 Cycled

4. If cycled, give approximate schedule: Semesters and Summer and January terms

5. Do participants receive certificates/diplomas to document attainment of skills?

- No
 Yes

6. Do occupations in which training is being offered require licensing?

- No
 Yes

7. If licensing is required, is it attained upon completion of training?

- No
 Yes

8. Please indicate any required prerequisites trainees must possess:

- a. 20 Name of skill or required prior training(s)
- b. 0 Number of required prior years of experience
- c. 0 None required

9. Please indicate the total cost of tuition, fees, supplies for the training program (enter 0 if none)

a. Tuition\$	<u>\$4,490.50</u>
b. Fees, memberships, etc.\$	<u>\$0.00</u>
c. Books, materials\$	<u>\$0.00</u>
d. Other (Specify): <u>proficiency exam</u>	\$	<u>\$56.00</u>
e. TOTAL:\$	<u>\$4,546.50</u>
f. Number of Hours		<u>145</u>
g. Cost per Training Hour (e ÷ f)\$	<u>\$31.36</u>

10. Please indicate the completion rate for all trainees enrolled in this training program for the last 12 months.

- a. 20 Number of trainees completing training
- b. 0 Total enrollment
- c. 0 % (a ÷ b)

11. Please indicate the rate of licensure, certification, attainment of academic degrees, or attainment of other measures of skills for trainees completing this training.

- a. 20 Number of trainees receiving License, Certification, Degree, etc.
- b. 20 Number of trainees completing training (from 9 a. above)
- c. 100 % (a ÷ b)

12. Please indicate the percentage of trainees who obtained employment at the completion of training.

- a. _____ Number of trainees employed at completion of training.
- b. 20 Number of trainees completing training (from 9 a. above)
- c. 0 % (a ÷ b)

13. Please provide the average hourly wage of all trainees who obtained employment at completion of training.

\$ _____ (Add all hourly wages and divide by number of trainees)

I certify that to the best of my knowledge and belief, the data and information in this application is responsive to the questions and is true and correct. I understand that non-responsive applications, as determined by Southern Nevada Workforce Investment Board, may not be reviewed for consideration. Furthermore, the submission of this application shall comply with all assurances and WIA regulations. I further certify that the costs presented in the catalog submitted represent actual costs that will be incurred to provide services, less any discount offered to WC; and that all costs shall be subject to full disclosure at the request of the Southern Nevada Workforce Investment Board.

Neil Woolf, Director, Fin. Aid & Student Employment

Name (Please print)

Title

4/3/12

Signature

Date



NEVADA STATE
COLLEGE

NURSING: 490

Prerequisite: Enrolled in accredited nursing program or RN

3-6 credits

This elective course allows nursing students and/or nursing graduates to learn medical Spanish, provide culturally responsive care, and apply medical Spanish when interacting with patients in health care settings. The course is offered in two time frames: two weeks or four weeks.

SCHOOL OF NURSING

August 1, 2011

Dr. Lesley DiMare
President
Nevada State College
1125 Nevada State Drive
Henderson, NV 89002

Dear President DiMare: *Lesley*

On behalf of the Northwest Commission on Colleges and Universities, I am pleased to report that at its July 11-13, 2011, meeting, the Commission granted initial accreditation to Nevada State College at the baccalaureate degree level. Congratulations on receiving this recognition. We are aware of the many years of hard work and dedication on the part of the administration, faculty, board and staff to achieve this goal. The effective date of accreditation for Nevada State College is September 1, 2010.

The accredited status of Nevada State College will be posted to the Commission's website and will be included in the next edition of *Accredited Institutions of Postsecondary Education*, published by the American Council on Education.

The policy of the Commission is not to grant accreditation for a definite number of years. Instead, accreditation must be reaffirmed periodically. For its first evaluation review under the seven-year accreditation cycle, the following sequence and timing of events is scheduled for Nevada State College:

- Spring 2012: Year One Self-Evaluation Report
- Spring 2014: Year Three Peer-Evaluation Report and Visit
- Spring 2016: Year Five Self-Evaluation Report
- Spring 2018: Year Seven Peer-Evaluation Report and Visit

In granting initial accreditation, the Commission requests that Nevada State College prepare an addendum to its Spring 2012 Year One Self-Evaluation Report to address Recommendations 1, 2, and 3 of the Spring 2011 Comprehensive Initial Accreditation Peer-Evaluation Report. A copy of the Recommendations is enclosed for your convenience. Please note that these Recommendations reference the new Standards for Accreditation adopted in January 2010, not those stated by the Evaluation Committee which were applicable to the institution's period of candidacy.

Again, congratulations on this achievement. If you have questions, please do not hesitate to contact me.

President Lesley DiMarc
Page Two
August 1, 2011

We will write in fall 2011 regarding the Spring 2012 Year One Self-Evaluation Report.
All the best for a rewarding academic year.

Sincerely,


Sandra E. Elman
President

SEH:rb

Enclosure: Recommendations

cc: Dr. Erika Beck, Provost
Dr. Jason Geddes, Chairman, Board of Regents, Nevada System of Higher Education
Ms. Carol Griffiths, Chief, Accrediting Agency Evaluation Unit, USDOE
Mr. Kenneth Von Alt, Editor, *Accredited Institutions of Postsecondary Education*
Ms. Jeanne Burke, Editor, Higher Education Publications
Mr. Paul Basken, *The Chronicle of Higher Education*

CERTIFICATE OF ACCREDITATION

In accordance with its accreditation standards and procedures, the



Commission on Collegiate Nursing Education

has accredited the

Baccalaureate Degree Program in Nursing
at
Nevada State College

Director of the Commission on Collegiate Nursing Education

April 24, 2010

Date of Accreditation Action

The Commission on Collegiate Nursing Education is listed by the U.S. Secretary of Education as a nationally recognized accrediting agency.

This certificate is effective for the duration of the period of accreditation.

Commission on Collegiate Nursing Education
One Dupont Circle, NW, Suite 530 ■ Washington, DC 20036

Medical Spanish Course

Experience four weeks of immersive medical Spanish in classroom and clinic settings on the campus of Universidad Autonoma de Guadalajara (UAG).

Apply for this nursing elective course at NSC which includes all tuition expenses paid.

Your experience will also include living with a host family and a stipend for miscellaneous expenses.

Applicant Requirements

- Have a valid RN License
- Have a valid passport by the June 24 departure date
- Submit required application, reference letters, essay, and passport documentation by June 1, 2012
- Have current medical insurance

How to Apply

- Complete and submit the Medical Spanish Course Application (PDF), Reference Letters, Essay, and Copy of Passport or Passport Application Receipt
- Applications are due by **June 1, 2012**
- Successful applicants will be notified by **June 5, 2012**
- Orientation meeting on **June 7, 2012** from 10:00 AM - Noon

Travel Dates

- Depart for Mexico: **June 24, 2012**
- Course Dates: **June 25 - July 20, 2012**
- Return to Nevada: **July 21, 2012**

For additional information, contact:

Pam Call, RN, MSN
School of Nursing
(702) 992-2307
pam.call@nsc.nevada.edu

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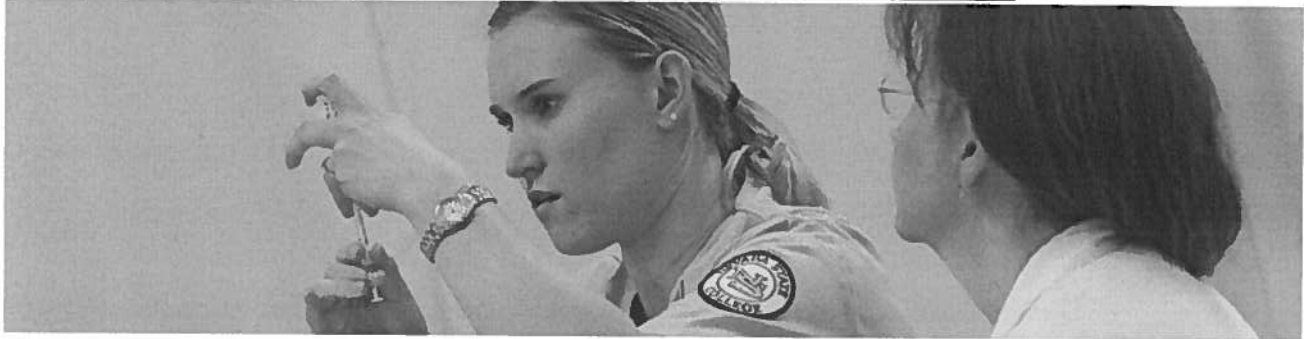
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School of Nursing

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Today's nurses are on the front lines of health care—making a difference and leading change in every aspect of the field. And as a nursing student at NSC, you'll gain both the skills and the experience you need to thrive in this rewarding—and growing—profession.

Nursing programs at NSC focus on the central goals of the profession within the context of a caring-based framework. Whether you're a first-time college student or already have a bachelor's or RN degree, we'll prepare you to launch a great career.

Whichever program you choose, you'll work directly with dedicated faculty who are experienced nurses themselves. In small classes, you'll have the chance to ask questions and get to know your classmates and future colleagues.

You'll also have plenty of support when you need it. Your academic advisor will work closely with you to design a course of study to meet your goals. Call (702) 992-2160 to find out who is your academic advisor during your pre-nursing major coursework. Once you are admitted to the nursing major, you will interact with a nursing faculty advisor.

We'd love to tell you more about the School of Nursing at NSC. Browse our FAQs, plan a visit to campus, or contact us. We look forward to hearing from you!

Important Updates

May 18, 2012 - Medical Spanish Course Opportunity for RN's
Experience four weeks of medical Spanish in Guadalajara, Mexico - all expenses paid!

[More](#)

April 17, 2012 - Accelerated Track to begin Admitting Twice per Year in 2013

Students will now be able to apply for the Accelerated track in the Summer or Fall semesters.

[More](#)

February 10, 2012 - Differential Tuition for Accelerated Track Effective Fall 2012

Students enrolled in the Accelerated track will be charged differential tuition beginning Fall 2012.

[More](#)

Announcements

View the updates and announcements relating to the School of Nursing, Student Applications, Nursing Job Posts, and other items!

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