

Workforce CONNECTIONS
Local Elected Officials Consortium
AGENDA

September 11, 2012
1:00 pm

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

Voice Stream Link: <http://www.nvworkforceconnections.org/mis/listen.php>
(This link provides listening capabilities only)

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.

As required by Nevada's Open Meeting Law, the (Board, Committee or Council) may only consider items posted on the agenda. Should you wish to speak on any agenda item or comment on any other matter during the Public Comment Session of the agenda; we respectfully request that you observe the following:

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

It is the intent of the (Board, Committee or Council) to give all citizens an opportunity to be heard.

Welcome to our meeting.

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) hours advance notice.

An Equal Opportunity Employer/Program.

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

Local Elected Officials Consortium Members: Commissioner Lawrence Weekly, Chair; Councilwoman Anita Wood, Vice-Chair; Councilwoman Peggy Leavitt; Councilwoman Gerri Schroder; Commissioner William “Bill” Kirby; Commissioner Andrew “Butch” Borasky; Councilman Bob Coffin; Commissioner George “Tommy” Rowe

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

AGENDA

1. Call to order, confirmation of posting and roll call
2. **DISCUSSION and POSSIBLE ACTION:** Approve the agenda with inclusions of any emergency items and deletion of any items
3. **FIRST PUBLIC COMMENT SESSION:** Members of the public may now comment on any matter posted on this Agenda, which is before this Board for consideration and action today. Please clearly state and spell your name and state your address for the record. Each public comment will be limited to three (3) minutes.....4
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8. **REVIEW, DISCUSS, and ACCEPT:**
 - a. Budget vs. Actual Finance Report (Workforce Connections Operations) for the Period July 1, 2011 through June 30, 2012 (Formula WIA)32
 - b. PY2011 Awards & Expenditures Report – Monthly Update33
 - c. Adult/Dislocated Worker & Youth Funding Plans.....36
 - d. Audit Findings for Program Year 2010 (Year Ended June 30, 2011) Report38
 - e. Workforce Connections’ Standing Professional Services Contracts.....44
9. **INFORMATION:** Interim Executive Director’s Report47

- 10. **DISCUSSION and POSSIBLE ACTION:** Accept the Board’s recommendation to Appoint Interim Executive Director Ardell Galbreth as Permanent Executive Director of Workforce Connections (Southern Nevada Workforce Investment Board)51
- 11. **SECOND PUBLIC COMMENT SESSION:** Members of the public may now comment on any matter or topic, which is relevant to or within the authority or jurisdiction of the Board. You may comment now even if you commented earlier, however, please do not simply repeat the same comment you previously made. Please clearly state and spell your name and state your address for the record. Each comment will be limited to three (3) minutes.....54
- 12. LEO Consortium Member Comments55
- 13. Adjournment

3. FIRST PUBLIC COMMENT SESSION
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- 4. DISCUSSION AND POSSIBLE ACTION:** Approve the Minutes from the Local Elected Officials Consortium Meeting of July 10, 2012

*workforce*CONNECTIONS

**Local Elected Officials Consortium
MINUTES**

**July 10, 2012
1:00 p.m.**

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

Members Present

Councilwoman Gerri Schroder	Commissioner Lawrence Weekly
Councilwoman Peggy Leavitt	Commissioner Butch Borasky
Councilwoman Anita Wood	Commissioner William “Bill” Kirby (Phone)

Members Absent

Councilman Bob Coffin	Commissioner Tommy Rowe
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Staff Present

Ardell Galbreth	Suzanne Potter	Jim Kostecki
Heather DeSart	Carol Turner	Sylvia Spencer
Peter Bacigalupi	Madelin Arazoza	Emilio Pias
Melodye Stok		

Others Present

Sandra Douglas Morgan, Legal Counsel	Matt Cecil, Legal Counsel
Dr. Tiffany Tyler, Nevada Partners, Inc.	Earl McDowell, DETR
Michael Oh, City of Henderson	LeVerne Kelley, DETR
Ron Hilke, DETR	Stacey Smith, Nye Communities Coalition
Keith Hosannah, DETR-WISS	Donna Bensing, New Horizons
Thresea Kaufman, NHA	Renee Cantu Jr., Latin Chamber
Doug Geinzer, SNMIC	

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

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

The meeting was called to order by Chair Commissioner Lawrence Weekly at 1:11 p.m. Staff confirmed the meeting had been properly noticed and posted in accordance with the Nevada Open Meeting Law. Roll call was taken and a quorum was present.

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

A motion was made to approve the agenda as presented by Councilwoman Peggy Leavitt and seconded by Councilwoman Anita Wood. Motion carried.

3. FIRST PUBLIC COMMENT SESSION

None

4. DISCUSSION and POSSIBLE ACTION: Approve the Minutes from the Local Elected Officials Consortium Meeting on May 24, 2012

A motion was made to approve the Minutes from the Local Elected Officials Consortium Meeting on May 24, 2012 by Commissioner Butch Borasky and seconded by Councilwoman Gerri Schroder. Motion carried.

5. DISCUSSION and POSSIBLE ACTION: Approve the Minutes from the Local Elected Officials Consortium Meeting on June 6, 2012

A motion was made to approve the Minutes from the Local Elected Officials Consortium Meeting on June 6, 2012 by Commissioner Butch Borasky and seconded by Councilwoman Gerri Schroder. Motion carried.

6. DISCUSSION and POSSIBLE ACTION: New Board Member Appointment

Willie J. Fields, Jr.

WJF Shoe

Category: Local Business

Councilwoman Gerri Schroder said that although she didn't know Mr. Fields was applying, she has known him for many, many years through the Lions Club and he would be a wonderful asset to the Workforce Connections' Board.

Councilwoman Anita Wood stated that she too has known Mr. Fields for quite some time and thinks he would be an excellent addition to the Workforce Connections' Board.

A motion was made to approve new Board member appointment of Willie J. Fields, Jr., WJF Shoe as presented by Councilwoman Anita Wood and seconded by Councilwoman Gerri Schroder. Motion carried.

7. INFORMATION: PY2011 WIA Formula Budget July 1, 2011 through June 30, 2012 and PY2011 Budget Narrative

No changes have been made to the PY2011 Budget since the last LEO Consortium Meeting.

8. INFORMATION: PY2012 WIA Formula Budget July 1, 2012 through June 30, 2013 and PY2012 Budget Narrative

No changes have been made to the PY2012 Budget since the last LEO Consortium Meeting.

9. REVIEW, DISCUSS, and ACCEPT

a. Budget vs. Actual Finance Report (workforce CONNECTIONS' Operations) for the Period July 1, 2011 through June 30, 2012 (Formula WIA)

Jim Kosteki, Finance Manager, reported that the Bank/Payroll Services line item is in the red at 143.71%. Staff underestimated the budget for this line item. The bank fees run about \$3,500 every six months and payroll service fees run about \$400 - \$500 each month. A revised budget will be presented at the next LEO Consortium Meeting.

A motion was made to accept Budget vs. Actual Finance Report for the Period July 1, 2011 through June 30, 2012 (Formula WIA) by Councilwoman Gerri Schroder and seconded by Councilwoman Anita Wood. Motion carried.

b. PY2011 Awards & Expenditures Report – Monthly Update

This report reflects Funded Partner expenditures through the May 2012.

Many of the contracts have been extended for PY2012. Staff is in the process of revising this report to breakout expenditures for existing and additional contract funds so that the columns reflect actual amounts.

Commissioner Weekly requested staff to breakout the Youth Summer School expenditures as well.

A motion was made to accept PY2011 Awards & Expenditures Report – Monthly Update by Councilwoman Anita Wood and seconded by Commissioner Butch Borasky. Motion carried.

c. Adult/Dislocated Worker & Youth Funding Plans

Carol Turner provided an overview of the ADW & Youth Funding Plans. The reports provide an estimate of when the ADW & Youth funding streams will be expended. Discussion ensued.

Ms. Turner reported that ADW funds, good until 6/202013, will be expended by invoices for August/September 2012. All of PY2010 Youth funds and a large portion of the PY2011 Youth funds have been expended. The remaining PY2011 Youth funds should be expended by September 2012 invoices.

Commissioner Weekly asked staff to provide a one-page summary of the services being provided in the rural areas and partner agency that is providing the services.

Ms. Turner provided an overview the Statewide Analysis of Expenditures (Reported by DETR), on page 48 of the agenda packet. The report, dated April 30, 2012, was distributed to the Governor's Workforce Investment Board. The report summarizes PY2010 and PY2011 WIA allocations and expenditures for Workforce Connections, NevadaWorks, and DETR's Rapid Response, Governor's Reserve, and Statewide Admin funding streams.

For PY2010, both NevadaWorks and Workforce Connections expended 100% of their allocations. DETR Rapid Response is at 59%, with \$219,415 remaining; Governor's Reserve is at 79%, with \$618,307 remaining, and Statewide Admin is at 71%, with \$421,471 remaining.

For PY2011, NevadaWorks has expended 32%, with \$5,051,225 remaining and Workforce Connections is at 36% spent, with \$11,718,996 remaining. DETR's PY2011 allocation for Rapid Response is \$3,539,466, and Statewide Admin is \$1,526,666; none of the funds have been expended.

A motion was made to accept Adult/Dislocated Worker & Youth Funding Plans by Commissioner Butch Borasky and seconded by Councilwoman Anita Wood. Motion carried.

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

Ms. Turner provided an overview of the Audit Findings Report. Staff is focusing on updating procedures for the new Financial Edge accounting system. Several of the staff is working on the reconciliation process between the two systems and for year-end.

Ms. Turner reported that about half of the audit findings will be resolved this fiscal year and the remaining should reflect significant progress.

Jim Kosteki reported that a preliminary audit review will take place in September and the audit is scheduled during the second week of November. Discussion ensued.

A motion was made to accept Audit Findings for Program Year 2010 (Year Ended June 30, 2011) Report by Councilwoman Peggy Leavitt and seconded by Councilwoman Anita Wood. Motion carried.

10. INFORMATION: workforceCONNECTIONS' Standing Professional Services Contracts

This item is for information only.

11. DISCUSSION and POSSIBLE ACTION: Southern Nevada One-Stop Career Center and workforceCONNECTIONS' Lease Agreement

Ardell Galbreth noted that language was added to the One-Stop Partner's MOU that relieves Workforce Connections from financial obligations should the agency be dissolved, in which case the financial obligation would become the responsibility of the State of Nevada Department of Employment, Training and Rehabilitation (DETR).

Matt Cecil, Legal Counsel - Workforce Connections' Board and Erin Barnett, Marquis Aurbach Coffing was available to answer questions regarding the revised lease agreement for the one-stop center location at 6330 W. Charleston Blvd, Las Vegas.

Commissioner Bill Kirby asked if DETR would assume legal responsibility for the lease in the event Workforce Connects could not meet its obligations.

Mr. Cecil replied that there are four different scenarios added to the lease that Workforce Connections' can use to terminate the lease without having any additional liability:

1. In the event federal funding is terminated, Workforce Connections can terminate the lease upon giving the required amount of notice.
2. In the event the State forms one State Board and assumes Workforce Connections' responsibilities, etc., the lease can be terminated upon giving the required amount of notice. If the State so chooses, it can assume the lease and not terminate it.
3. In the event that the landlord defaults, Workforce Connections can terminate the lease.
4. Workforce Connections has the right to terminate the lease for convenience (a requirement per CFR 97.36) upon giving 120 days notice.

Regarding leasehold improvements, Ms. Barnett stated that the lease does not bind Workforce Connections to a particular cost for leasehold improvement. Workforce Connections is going to do the renovations as it sees fit to meet its own operational needs. Once the lease is signed, Workforce Connections is bound to occupy the premises for the term and pay rent for the entire term.

Ms. Barnett said two important unresolved lease issues are termination and remedies that are available to the landlord. Typically when a tenant terminates a lease, the tenant is responsible to pay the rent up until the time the premises is rented again or up until the time that would be reasonable to expect the premises to be rented out assuming the landlord were advertising it properly. To protect the agency, a damage provision was added to the lease that says, even

in the event the agency fails to pay rent and there's a default by the agency, the remedy is unlawful detainer and the possible rent is capped by one month. Ms. Barnett stated that this is in accordance with what the agency is able to agree to by law.

Mr. Galbreth stated that Workforce Connections' costs can increase based upon the number of partners in the one-stop. The fewer partners there are, the higher expense the agency will have.

Ms. Barnett clarified Section 2.02 regarding tenant's obligation to pay rent. Ms. Barnett stated the lease allows for three months of tenant improvements for both the first and second areas (office space for the agency) before the rent commences.

Mr. Cecil clarified that the lease is a two-tier lease. The first tier is the 8,000 sq. ft. space for the one-stop center location. Tenant improvements will be done this summer. The second tier is for the 10,000 sq. ft. space directly next to the one-stop center for the Workforce Connections office. This area must be operating by September 1, 2013, so the agency's goal is to have it operating by August 1, 2013. Tenant improvements for this space will take place during the summer of 2013. Mr. Cecil stated that in this regard this lease is not conventional because it is a single lease with two different commencement dates.

Mr. Galbreth stated that Workforce Connections' current lease does not end until September 30, 2013; hence the two different commencement dates.

Mr. Cecil clarified that this entire lease is still under negotiation and Workforce Connections would not enter into any lease agreement that would negatively impact or not be in its best interest.

Commissioner Weekly directed staff to bring the amended lease agreement back to the LEOs for final review, with ample time for the LEOs to review the lease prior to the meeting. Weekly requested staff to print the lease in larger font that is easier to read.

Mr. Galbreth reported that the draft Memorandum of Understanding (MOU) has been sent to the one-stop partners for their review. Once the MOU is vetted by the particular agencies it will be returned and executed by Workforce Connections.

Mr. Galbreth stated that the employment conditions for the four positions at the one-stop center will indicate that funding for the positions is based upon the grants Workforce Connections receives from the Department of Labor. Galbreth stated that DETR is not obligated to take over the one-stop staff, should Workforce Connections dissolve; however, DETR has expressed interest in some of the talent at Workforce Connections if the proposal for one-statewide workforce board goes into effect. Galbreth stated that previous staff affected by the Reduction in Force will be considered for the one-stop center positions if they apply and have the skills and qualifications.

A motion was made to table this item and direct staff to bring back the final language to the LEO Consortium, wherein a special meeting will be called to take action on the final version of the lease by Councilwoman Gerri Schroder and seconded by Councilwoman Anita Wood. Motion carried.

12. INFORMATION: Interim Executive Director's Report

Ardell Galbreth, Interim Executive Director reported that Workforce Connections has participated in a re-entry consolidation meeting. Several community leaders attended the meeting to discuss some of the concerns for the prisoner re-entry population, such as getting them integrated back into the community.

Mr. Galbreth reported that staff is working on the comprehensive one-stop center and focusing on the regional industry sectors, ensuring that funds and efforts are in alignment with the state plan and sector initiatives.

Commissioner Weekly asked when the re-entry funds will be available to the community. Weekly said he referred individuals to the agencies awarded re-entry funds and according to these individuals, they were told they had to leave their contact information because the re-entry programs haven't started yet. Apparently, the agencies don't know how they're going to roll out their programs and/or have claimed that they haven't received their funding yet.

Heather DeSart thanked Commissioner Weekly for the information and stated that she will address these concerns and take action with the providers.

13. DISCUSSION and POSSIBLE ACTION: Interim Executive Director Employment and Compensation

Sandra Douglas Morgan, Legal Counsel, reported the findings received from the various jurisdictions regarding salary increases for staff assigned to interim positions:

- City of North Las Vegas: department directors receive a 5% increase above base salary beginning on the 31st day after assuming new duties
- City of Las Vegas: No written policies with respect to department directors, but union employees receive a 5% increase above their current pay.
- Clark County: No written policy
- City of Henderson: temporary/interim classifications receive 10% above current pay

Commissioner Kirby stated that Mr. Galbreth is doing an excellent job as the interim director and would like to see him as the executive director. Kirby agreed that the interim director should receive at least a 5% pay increase.

Councilwoman Leavitt agreed that 5% is typical and that it should be retroactive to the date Mr. Galbreth assumed the interim director position.

Councilwoman Wood agreed on a 5% increase retroactive to the date Mr. Galbreth assumed the interim position.

Councilwoman Schroder stated that she was unaware of Henderson's 10% policy and that she will be taking it up with her City Manager. Schroder agrees with the 5% retroactive to the position start date.

Commissioner Borasky stated that due to the uncertainty of the agency's future, he is recommending no increase in salary until the agency has some kind of guarantee, at which time an increase can be considered.

Councilwoman Wood stated that Mr. Galbreth's salary is the same as some of his staff and his salary needs to be adjusted accordingly to make it right.

Commissioner Kirby agreed that the increase should be retroactive to the date of the appointment as interim director.

A motion was made to increase the Interim Executive Director's current salary by 5% retroactive to the date appointed as interim director by Commissioner Bill Kirby and seconded by Councilwoman Peggy Leavitt, with one opposition by Commissioner Butch Borasky. Motion carried.

14. DISCUSSION and POSSIBLE ACTION: LEO Consortium Closed Session

The LEO Consortium meeting went into a closed session at 2:39 p.m. The meeting reconvened at 3:17 p.m. Staff confirmed a quorum was present.

15. SECOND PUBLIC COMMENT SESSION

None

16. LEO Consortium Member Comments

None

17. Adjournment

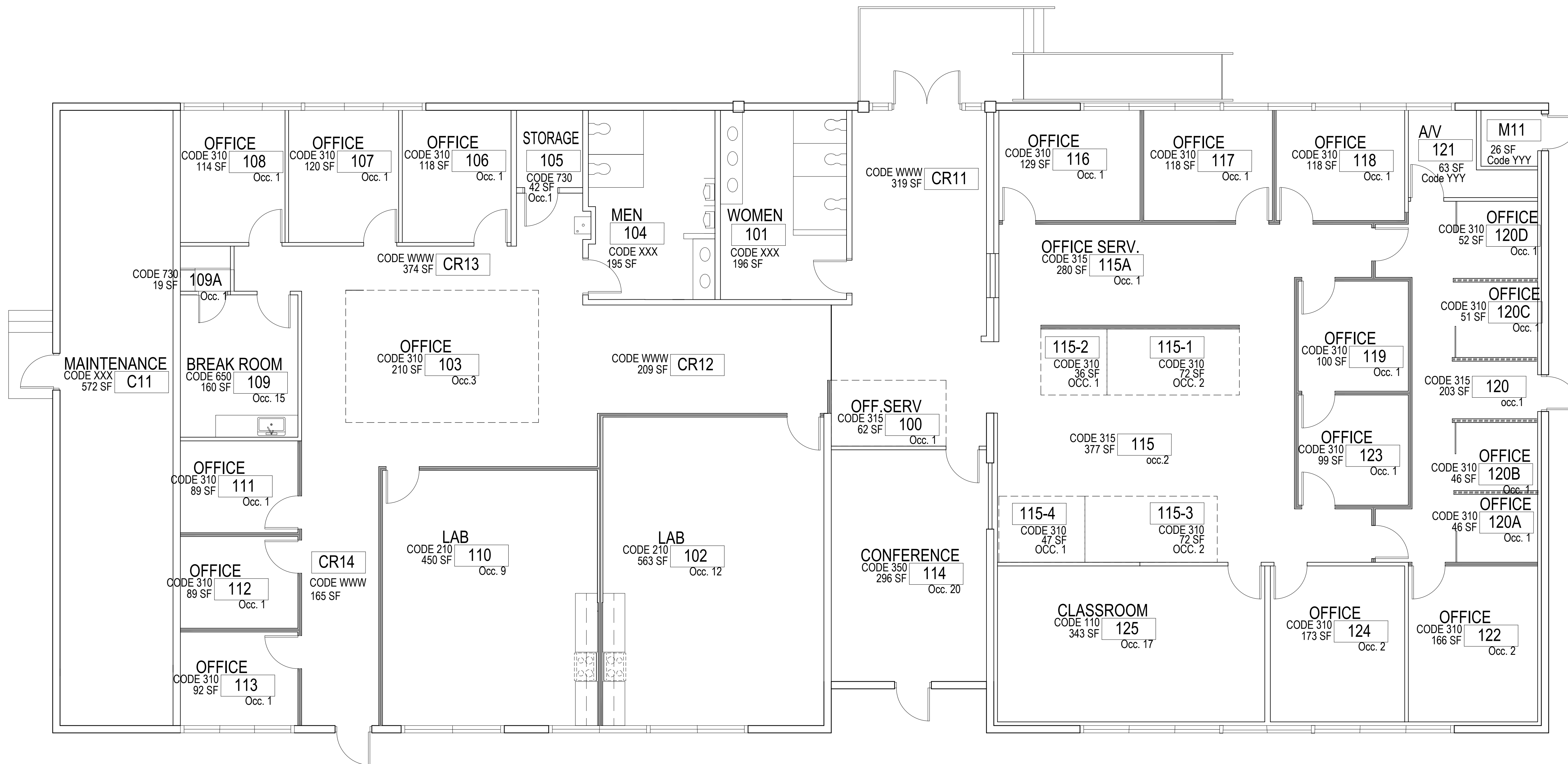
The meeting adjourned at 3:19 p.m.

- 5. DISCUSSION AND POSSIBLE ACTION:** Authorize Workforce Connections to enter into a Memorandum of Understanding (MOU) with the College of Southern Nevada for the purpose of securing office space to establish a Comprehensive One-Stop Center and staff office space

**Workforce Connections
Potential Office Space for Comprehensive One-Stop Center
and
Staff Operations**

Per discussions with the College of Southern Nevada leadership, there may be a possibility for negotiating an agreement to allow Workforce Connections' to utilize the facilities and offices located at the college's Sahara Campus. The attached details the potential office space to be use to house a Southern Nevada Workforce Investment Area Comprehensive One-Stop Center.

If such space is awarded at no or low costs, approximately an additional \$300,000 could be allocated to serve and deliver critical employment and training services in Southern Nevada



No:	Revision	Approved	Date
	CONFORMANCE SET FY12		06-30-12

Campus: SAHARA WEST
 Rm(s) Area: 'B' BUILDING
 Sheet Title:
SAHARA WEST CENTER
'B' BUILDING FLOOR PLAN



Job #:
Dwg. Name: SW - 'B' BLDG.
Drawn:
Date: 07-30-09
Scale: N.T.S.
Sheet:
 1 OF 1



No.	Revision	Approved	Date
	CONFORMANCE SET FY-12		06-30-12

Campus: SAHARA WEST
Rm(s) Area: 'A' BUILDING
Sheet Title:
SAHARA WEST CENTER
'A' BUILDING FLOOR PLAN



Job #:
Dwg. Name: SW - 'A' BLDG.
Drawn:
Date: 07-30-09
Scale: N.T.S.
Sheet:
 1 OF 1

6. DISCUSSION AND POSSIBLE ACTION: PY2011 WIA Formula Budget July 1, 2011 through June 30, 2012 and PY2011 Budget Narrative

**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			Total
	Budget PY2011	Budget PY2011		Admin	Program	
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.

- 7. INFORMATION:** PY2012 WIA Formula Budget July 1, 2012 through June 30, 2013 and PY2012 Budget Narrative (no change since last LEO Consortium Meeting)

**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.**

8. REVIEW, DISCUSS, AND ACCEPT:

- a. Budget vs. Actual Finance Report (Workforce Connections Operations) for the Period July 1, 2011 through June 30, 2012 (Formula WIA)
- b. PY2011 Awards & Expenditures Report – Monthly Update
- c. Adult/Dislocated Worker & Youth Funding Plans
- d. Audit Findings for Program Year 2010 (Year Ended June 30, 2011) Report
- e. Workforce Connections’ Standing Professional Services Contracts

JUNE 2012 REPORT-PRELIMINARY#2

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	13,441	0	13,441	559	0	559	96.00%	0.00%	96.00%
8500	Equipment/Furniture	42,000	108,000	150,000	23,583	103,181	126,764	18,417	4,819	23,236	56.15%	95.54%	84.51%
8510	NV Trac Data Tracking Systems	0	180,000	180,000	0	137,183	137,183	0	42,817	42,817	0.00%	76.21%	76.21%
	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	4,470	11,117	15,587	3,930	10,483	14,413	53.21%	51.47%	51.96%
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	13,866	20,596	59	3,594	3,654	99.13%	79.41%	84.93%
7100	Insurance	8,400	21,600	30,000	7,356	17,351	24,707	1,044	4,249	5,293	87.57%	80.33%	82.36%
7075	Facilities Maintenance	2,800	7,200	10,000	1,903	4,109	6,012	897	3,091	3,988	67.98%	57.07%	60.12%
7005	Legal Fees	50,000	0	50,000	40,434	0	40,434	9,566	0	9,566	80.87%	0.00%	80.87%
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	6,115	13,134	19,249	885	4,866	5,751	87.36%	72.97%	77.00%
6500	Salaries	949,245	1,927,255	2,876,500	903,693	1,872,052	2,775,746	45,552	55,203	100,754	95.20%	97.14%	96.50%
7120	Employee Fringe Benefits	332,236	674,539	1,006,775	250,356	524,894	775,250	81,880	149,645	231,525	75.35%	77.82%	77.00%
7030	Postage & Delivery	1,120	2,880	4,000	972	2,021	2,992	148	859	1,008	86.75%	70.16%	74.80%
7035	Printing & Reproduction	4,200	10,800	15,000	4,023	8,354	12,377	177	2,446	2,623	95.78%	77.35%	82.51%
7095	Board Travel & Training	0	10,000	10,000	0	6,075	6,075	0	3,925	3,925	0.00%	60.75%	60.75%
7070	Rent	93,499	240,425	333,924	79,029	158,383	237,413	14,470	82,042	96,511	84.52%	65.88%	71.10%
7065	Telephone	11,200	28,800	40,000	10,008	20,707	30,716	1,192	8,093	9,284	89.36%	71.90%	76.79%
7080/7085	Contract Services	80,000	100,000	180,000	67,966	105,155	173,121	12,034	-5,155	6,879	84.96%	105.15%	96.18%
7055	Staff Travel	12,600	32,400	45,000	10,020	22,211	32,231	2,580	10,189	12,769	79.52%	68.55%	71.62%
7050	Training & Seminars - staff	18,200	46,800	65,000	9,227	21,826	31,052	8,973	24,974	33,948	50.70%	46.64%	47.77%
7045	System Communication Support	19,600	50,400	70,000	18,121	38,691	56,812	1,479	11,709	13,188	92.45%	76.77%	81.16%
6500	Outreach	18,200	46,800	65,000	16,688	35,526	52,214	1,512	11,274	12,786	91.69%	75.91%	80.33%
7125	Employer Payroll Taxes	28,477	57,817	86,294	20,481	47,881	68,363	7,996	9,936	17,931	71.92%	82.81%	79.22%
	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	1,242	1,242	0	23,758	23,758	0.00%	4.97%	4.97%
	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	1,912,032	3,189,701	5,101,732	231,255	904,107	1,135,363	89.21%	77.92%	81.80%

Legend

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	Watch
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workforce CONNECTIONS
Awards and Expenditures
Program Year 2011/2012 Adult/Dislocated Worker Programs
As of August 31, 2012

Amounts for Providers reflect invoiced allowable expenditures through July 2012. Starred lines only reflect expenditures through June 2012.
 Amounts for Internal Programs reflect expenditures as of August 27, 2012.

WIA PY11-PY12 Adult and Dislocated Worker Green Sector

Provider	Contract Award	Adult Expenditures	DW Expenditures	Total Invoiced	% Spent	Remaining Balance	PY11-12 SESP Expenses
Bridge Counseling Associates	500,000	\$ 281,835.82	\$ 218,164.18	\$ 500,000.00	100.00%	-	53,300.00
Bridge Counseling Associates-PY12 extension	700,000	\$ 815.72	\$ -	\$ 815.72	0.12%	699,184.28	See above line
GNJ Family Life Center	600,000	\$ 300,000.00	\$ 300,000.00	\$ 600,000.00	100.00%	-	33,000.00
GNJ Family Life Center-PY12 extension	1,200,000	\$ 27,079.92	\$ 10,030.58	\$ 37,110.50	3.09%	1,162,889.50	See above line
Goodwill of Southern Nevada	600,000	\$ 434,209.11	\$ 159,895.92	\$ 594,105.03	99.02%	5,894.97	31,850.50
Goodwill of Southern Nevada-PY12 extension	1,200,000	\$ -	\$ -	\$ -	0.00%	1,200,000.00	See above line
Latin Chamber Foundation	600,000	\$ 289,266.41	\$ 200,317.40	\$ 489,583.81	81.60%	110,416.19	67,138.20
Nevada Partners, Inc	600,000	\$ 300,000.00	\$ 296,726.93	\$ 596,726.93	99.45%	3,273.07	35,506.91
So. NV Regional Housing Authority	175,000	\$ 62,422.16	\$ 55,674.10	\$ 118,096.26	67.48%	56,903.74	8,847.50
Total	6,175,000	\$ 1,695,629.14	\$ 1,240,809.11	\$ 2,936,438.25	47.55%	3,238,561.75	229,643.11
		58%	42%				

WIA PY11-PY12 Adult and Dislocated Worker Health Sector

Provider	Contract Award	Adult Expenditures	DW Expenditures	Total Invoiced	% Spent	Remaining Balance	PY11-12 SESP Expenses
CCSD - Desert Rose*	500,000	\$ 172,605.97	\$ 82,063.45	\$ 254,669.42	50.93%	245,330.58	-
Foundation for an Independent Tomorrow	600,000	\$ 300,000.00	\$ 300,000.00	\$ 600,000.00	100.00%	-	1,000.00
Foundation for an Independent Tomorrow-PY12 extension	1,200,000	\$ 56,555.08	\$ 4,991.31	\$ 61,546.39	5.13%	1,138,453.61	See above line
Latin Chamber Foundation	600,000	\$ 311,363.37	\$ 201,952.20	\$ 513,315.57	85.55%	86,684.43	See Green Above
Latin Chamber Foundation-PY12 extension	1,200,000	\$ -	\$ -	\$ -	0.00%	1,200,000.00	See Green Above
Nevada Hospital Association	600,000	\$ 502,244.29	\$ 19,204.67	\$ 521,448.96	86.91%	78,551.04	-
Nevada Hospital Association-PY12 extension	900,000	\$ -	\$ -	\$ -	0.00%	900,000.00	See above line
Nevada Partners, Inc	600,000	\$ 348,847.03	\$ 180,833.26	\$ 529,680.29	88.28%	70,319.71	See Green Above
Nevada Partners, Inc-PY12 extension	1,200,000	\$ -	\$ -	\$ -	0.00%	1,200,000.00	See Green Above
So. NV Regional Housing Authority	175,000	\$ 85,671.71	\$ 68,552.85	\$ 154,224.56	88.13%	20,775.44	See Green Above
So. NV Regional Housing Authority-PY12 extension	500,000	\$ -	\$ -	\$ -	0.00%	500,000.00	See Green Above
Total	8,075,000	\$ 1,777,287.45	\$ 857,597.74	\$ 2,634,885.19	32.63%	3,719,339.37	1,000.00
		67%	33%				

WIA PY11 Adult and Dislocated Worker Rural Services

Provider	Contract Award	Adult Expenditures	DW Expenditures	Total Invoiced	% Spent	Remaining Balance	PY11-12 SESP Expenses
Nye Communities Coalition	750,000	\$ 373,330.36	\$ 289,733.93	\$ 663,064.29	88.41%	86,935.71	13,306.01
Nye Communities Coalition-PY12 extension	1,000,000	\$ -	\$ -	\$ -	0.00%	1,000,000.00	See above line
Total	1,750,000	\$ 373,330.36	\$ 289,733.93	\$ 663,064.29	37.89%	1,086,935.71	13,306.01
		56%	44%				

WIA PY11 Adult and Dislocated Worker Re-Entry Services

Provider	Contract Award	Adult Expenditures	DW Expenditures	Total Invoiced	% Spent	Remaining Balance	PY11-12 SESP Expenses
Foundation for an Independent Tomorrow	700,000	\$ 6,780.01	\$ -	\$ 6,780.01	0.97%	693,219.99	
Total	700,000	\$ 6,780.01	\$ -	\$ 6,780.01	0.97%	693,219.99	
		100%	0%				

workforce CONNECTIONS
Awards and Expenditures
Program Year 2011/2012 Youth Programs
As of August 31, 2012

Amounts for Providers reflect invoiced allowable expenditures through July 2012.

Amounts for Internal Programs reflect expenditures as of August 27, 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-PY11 Year Round*	7/1/11-9/30/12	362,000	\$ 146,726.18	\$ 61,650.95	\$ 208,377.13	57.56%	153,622.87
GNJ Family Life Center-PY12 Youth Out of School	7/1/12-6/30/13	600,000	\$ -	\$ 20,172.65	\$ 20,172.65	3.36%	579,827.35
HELP of So. Nevada-PY11 Year Round	7/1/11-9/30/12	713,000	\$ 120,252.53	\$ 221,312.87	\$ 341,565.40	47.91%	371,434.60
HELP of So. Nevada-PY11 Year Round (addl summer \$)	4/1/12-9/30/12	1,200,000	\$ 154,782.79	\$ 160,779.33	\$ 315,562.12	26.30%	884,437.88
HELP of So. Nevada-PY11 Youth In School	7/1/12-6/30/13	922,000	\$ -	\$ -	\$ -	0.00%	922,000.00
HELP of So. Nevada-PY12 Youth Out of School	7/1/12-6/30/13	375,000	\$ -	\$ -	\$ -	0.00%	375,000.00
Latin Chamber Foundation-PY11 Summer Component	6/1/12-6/30/13	250,000	\$ 34,258.44	\$ 14,024.08	\$ 48,282.52	19.31%	201,717.48
Latin Chamber Foundation-PY11 Green Consortium	5/1/12-9/30/13	500,000	\$ 5,842.27	\$ 5,898.00	\$ 11,740.27	2.35%	488,259.73
Latin Chamber Foundation-PY12 Youth Out of School	7/1/12-6/30/13	400,000	\$ -	\$ 256.91	\$ 256.91	0.06%	399,743.09
Nevada Partners, Inc-PY11 Year Round	7/1/11-9/30/12	500,000	\$ 143,500.52	\$ 172,265.47	\$ 315,765.99	63.15%	184,234.01
Nevada Partners, Inc-PY11 Year Round (addl summer \$)	4/1/12-6/30/12	677,909	\$ 209,654.52	\$ 468,254.48	\$ 677,909.00	100.00%	-
Nevada Partners, Inc-PY11 Summer Component	6/1/12-6/30/13	500,000	\$ 30,371.82	\$ 5,833.27	\$ 36,205.09	7.24%	463,794.91
Nevada Partners, Inc-PY12 Youth In School	7/1/12-6/30/13	922,000	\$ 5,082.80	\$ -	\$ 5,082.80	0.55%	916,917.20
So. NV Children First-PY11 Year Round	7/1/11-9/30/12	125,000	\$ 46,664.85	\$ 66,298.05	\$ 112,962.90	90.37%	12,037.10
So. NV Children First-PY11 Summer Component	6/1/12-6/30/13	250,000	\$ 55,109.60	\$ 2,944.64	\$ 58,054.24	23.22%	191,945.76
So. NV Children First-PY12 Out of School	7/1/12-6/30/13	375,000	\$ -	\$ 7,445.25	\$ 7,445.25	1.99%	367,554.75
Total		8,671,909	\$ 952,246.32	\$ 1,207,135.95	\$ 2,159,382.27	24.90%	6,512,526.73
			44%	56%			

WIA PY11 Youth Rural and Tri-County

Provider	Contract Dates	Contract Award	Youth In-School Expenditures	Youth Out-Of-School Expenditures	Total Invoiced	% Spent	Remaining Balance
Lincoln County School District-Tri-County-PY11 Year Round	7/1/11-6/30/13	100,000	\$ 25,533.69	\$ 37,871.11	\$ 63,404.80	63.40%	36,595.20
Lincoln County School District-Tri-County-PY11 Extension	7/1/11-6/30/13	100,000	\$ -	\$ -	\$ -	0.00%	100,000.00
Nye Communities Coalition-PY11 Year Round	7/1/11-6/30/13	300,000	\$ 73,311.16	\$ 48,619.45	\$ 121,930.61	40.64%	178,069.39
Nye Communities Coalition-PY11 Year Round (addl summer \$)	4/1/12-6/30/12	88,753	\$ 56,953.24	\$ 31,799.76	\$ 88,753.00	100.00%	-
Nye Communities Coalition-PY11 Extension	7/1/11-6/30/13	150,000	\$ -	\$ -	\$ -	0.00%	150,000.00
Nye Communities Coalition-Tri-County	7/1/11-9/30/12	150,000	\$ 51,654.23	\$ 54,214.13	\$ 105,868.36	70.58%	44,131.64
Total		888,753	\$ 207,452.32	\$ 172,504.45	\$ 379,956.77	42.75%	\$ 508,796.23
			55%	45%			

WIA PY11 Youth Re-Entry

Provider	Contract Dates	Contract Award	Youth In-School Expenditures	Youth Out-Of-School Expenditures	Total Invoiced	% Spent	Remaining Balance
Youth Advocate Programs	7/1/12-6/30/13	300,000	\$ -	\$ 4,131.21	\$ 4,131.21	1.38%	295,868.79
Total		300,000	\$ -	\$ 4,131.21	\$ 4,131.21	1.38%	\$ 295,868.79
			0%	100%			

**workforce CONNECTIONS
Awards and Expenditures
Program Year 2011/2012 Direct Programs
As of August 31, 2012**

Amounts for Providers reflect invoiced allowable expenditures through July 2012.

Amounts for Internal Programs reflect expenditures as of August 27, 2012.

WIA PY10/PY11 Governor's Reserve Youth

Provider	Contract Dates	Contract Award	Total Invoiced	% Spent	Remaining Balance
Clark County - Summer Business Institute	5/1/12-9/30/12	75,000	\$ 53,652.94	71.54%	21,347.06
Total		75,000	\$ 53,652.94	71.54%	\$ 21,347.06

Direct Grants

Program	Contract Dates	Contract Award	Total Expended	% Spent	Remaining Balance
Department of Justice - Get Out	10/1/12-9/30/12	692,096	\$ 614,375.62	88.77%	77,720.38
Health Resources and Services Admin. (HRSA)	2/8/11-9/30/12	140,509	\$ 135,403.89	96.37%	5,105.11
Layoff Aversion PY12 - Rapid Response	7/1/12-6/30/13	250,000	\$ 25,584.16	10.23%	224,415.84
State Energy Sector Partnership (SESP)	8/10/10-1/29/13	3,503,000	\$ 2,615,731.91	74.67%	887,268.09
US Fish & Wildlife - WC	6/28/11-12/31/16	11,029	\$ 11,029.20	100.00%	-
US Fish & Wildlife - So. NV Children First	6/1/12-9/30/12	16,471	\$ -	0.00%	16,470.80
Youth Build PY11 - CCSD Desert Rose	7/1/11-6/30/13	158,584	\$ 70,584.41	44.51%	87,999.59
Youth Build PY11 - WC	6/1/11-5/31/14	941,416	\$ 382,057.65	40.58%	559,358.35
Total		5,713,105	\$ 3,854,766.84	67.47%	\$ 1,858,338.16

**Workforce Connections
Adult and Dislocated Worker Funding Plan
August 31, 2012**

	Budget	Remaining Available Funds	Projections Based on Monthly Invoices				Projected PY2012 TOTAL	Remaining
			Jul-Sep 2012 3 Months	Oct-Dec 2012 3 Months	Jan-Mar 2013 3 Months	Apr-Jun 2013 3 Months		
REVENUES (Available as of August 22, 2012)								
PY2011 Adult and DW Funding	12,439,868	3,311,621	2,855,820	455,801			3,311,621	-
PY2012 Adult and DW Funding (Approved by BOE 08/14/12)	13,164,641	13,164,641		3,508,431	3,738,232	3,738,232	10,984,895	2,179,746
TOTAL REVENUES	25,604,509	16,476,262	2,855,820	3,964,232	3,738,232	3,738,232	14,296,516	2,179,746
EXPENDITURES							1.83 Months	
Service Provider Contracts								
PY2011 Original Contracts	7,284,398		599,009				599,009	
PY2011 Adult and DW (Contract Extensions to June 2013)	9,100,000		1,487,890	2,525,000	2,525,000	2,525,000	9,062,890	
PY2012 Reentry Program	700,000		168,220	175,000	175,000	175,000	693,220	
Operations								
Administration and Programs	3,032,928		566,701	758,232	758,232	758,232	2,841,397	
PY2012 One-Stop Operation	1,000,000		24,000	476,000	250,000	250,000	1,000,000	
Pending Contracts								
PY2012 Lincoln County Rural Services	100,000		10,000	30,000	30,000	30,000	100,000	
TOTAL			2,855,820	3,964,232	3,738,232	3,738,232	14,296,516	

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
August 31, 2012**

	Budget	Available Funds	Projections Based on Monthly Invoices					One Year + Partial Jun 2012 TOTAL	Remaining
			Jul-Sep 2012 3 Months	Oct-Dec 2012 3 Months	Jan-Mar 2013 3 Months	Apr-Jun 2013 3 Months			
REVENUES (Available as of August 22, 2012)									
Governor's Reserve Incentive	75,000	8,324	8,324				8,324	-	
PY2011 Youth Funding	5,760,743	3,769,063	2,448,447	1,320,616			3,769,063	-	
PY2012 Youth Funding (Approved by BOE 8/14/2012)	6,337,899	6,337,899		592,653	1,963,269	2,313,269	4,869,191	1,468,708	
TOTAL REVENUES	12,173,642	10,115,286	2,456,771	1,913,269	1,963,269	2,313,269	8,646,578	1,468,708	
EXPENDITURES								2.04 Months	
PY2011 Service Provider Contracts									
Current Contracts (ending date 9/30/2012)	2,350,000		1,000,000				1,000,000		
Governor's Reserve - CC Summer Business Institute	75,000		8,324				8,324		
PY2011 Lincoln County (Contract Extension)	200,000		33,900	33,900	33,900	33,900	135,600		
PY2011 Nye County (Contract Extension)	450,000		32,505	98,500	98,500	98,500	328,005		
PY2011 Amendments (Board approved 3/27/12)									
Nye Communities (ending 6/30/2012)	88,753						-		
Nevada Partners (ending 6/30/2012)	677,909						-		
HELP (\$1.2 million ending 9/30/2012)	1,200,000		250,000				250,000		
PY2012 Service Provider Contracts									
PY2012 Youth In-School Contracts	1,844,000		338,917	500,000	500,000	500,000	1,838,917		
PY2012 Youth Out-of-School Contracts	1,750,000		72,125	550,000	550,000	550,000	1,722,125		
PY2012 Youth Re-entry	300,000		46,000	50,000	100,000	100,000	296,000		
PY2012 Youth Summer Component/Year Round	1,000,000		50,000	200,000	200,000	550,000	1,000,000		
Operations									
Administration and Programs	1,867,607		575,000	430,869	430,869	430,869	1,867,607		
Pending Contracts									
PY2011 Out-of-School Youth Contract Extension \$200,000			50,000	50,000	50,000	50,000	200,000		
TOTAL			2,456,771	1,913,269	1,963,269	2,313,269	8,646,578		

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
September 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	
				(2/24/2012)	(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	August 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: Sep 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 July 2011 and new policies for Financial Edge are in place July 2012. This portion of the finding should reflect substantial progress for the June 30, 2012 audit.							
		Action: Aug 2012 - Written policies and procedures were updated for Financial Edge.	August 2012						
		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.							
		Action: Aug 2012 - Review program closeout procedure that ensures final draws, reports, and closing documents are submitted timely.							
		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: Sep/Oct 2012 - Develop new monthly/quarterly financial status reports.							
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
September 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	
				(2/24/2012)	(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	October 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: Sep/Oct 2012 - Continue to reconcile PY11 invoice and drawdown transactions in the new FE Financial System. Document monthly procedure, review							
		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: Sep/Oct 2012 - Continue to 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
September 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
September 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	
				(2/24/2012)	(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.							

Department of Labor, Employment Training Administration-funded Grants

**Audit Findings for PY2011
(Report Dated December 2011)**

**Workforce Connections (Local Area - South)
September 2012**

Finding	Entity	Type	Description	Target Date
#12	DETR	One Stop Delivery System	The State's two designated comprehensive One-Stop Centers and other Affiliate sites do not adhere to the federal requirements for the One-Stop Delivery System.	January 2013
			Status: DETR must ensure that the federal requirements for the One-Stop Delivery System are followed and that the services authorized under the WagnerPeyser Act are provided at each designated One-Stop Center and Affiliate site location.	
			Action: Sep 2012 - Workforce Connections' goal is to establish a new One-Stop Center with an estimated opening date of January 1, 2013.	
#26	Local Level - South	Cash Management	Workforce Connections had an excessive amount of cash on hand.	July 2012
			Status: DETR must ensure that Workforce Connections' draw down coincide with their immediate cash needs; the draw downs occur close to when the payments are made; and the funds are held in an interest bearing account.	
			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 disbursal of funds.	
			Action: Jul 2011 - Workforce Connections will review and update as necessary its working capital procedures. WC will review six months of draw downs to determine the timeliness of payments from DETR to determine if the five day timeline can be reasonably met.	
#27	Local Level - South	Allowable Costs	Workforce Connections provides a monthly automobile allowance that does not separate personal and grant use of the automobile.	April 2012
			Status: DETR must ensure that Workforce Connections accounts for any unallowable personal use of the grant funded car allowance.	
			Action: Jan 2012 - Workforce Connections provided comparison mileage reimbursements to show that the car allowance did not exceed detailed mileage logs reimbursed at the current federal rate.	
			Action: Apr 2012 - Workforce Connections no longer paid a car allowance to the Executive Director. Local mileage reimbursements will be processed for the interim and future executive directors based on mileage logs.	
#28	Local Level - Both North and South	One Stop Operator	The Local Workforce Board, with the agreement of the chief elected official, must designate and certify One-Stop Operators in each local workforce area either through a competitive process, under an agreement between the Local Board and a consortium of entities that includes at least three or more of the required One-Stop partners, or in accordance with the "sunshine provision" at 20 CFR 661.307.	September 2012
			Status: DETR must ensure that the federal requirements for selecting the One Stop Operators for each of the two designated One-Stop Centers are followed and the Agreements contain all of the required activities.	
			Action: Sep/Oct 2012 - Workforce Connections will establish a consortium of entities that includes at least three or more of the required One-Stop partners.	

Department of Labor, Employment Training Administration-funded Grants

**Audit Findings for PY2011
(Report Dated December 2011)**

**Workforce Connections (Local Area - South)
September 2012**

Finding	Entity	Type	Description	Target Date
#29	Local Level - Both North and South	Memorandum of Understanding for One-Stop Delivery System	There is no memorandum of understanding in affect between either of the two local workforce boards and any of the required partners of the One-Stop Delivery System, including the designated One-Stop Centers and Affiliate sites.	September/ October 2012
			Status: DETR must ensure that an MOU is in place between the two local workforce boards and the mandated One-Stop partners.	
			Action: Jun 2012 - Workforce Connections took the first draft of a proposed memorandum of understanding (MOU) to the Board for their review and input.	
			Action: Aug 2012 - Workforce Connections will finalize a list of mandated One-Stop partners and select non-mandated One-Stop partners to complete the One-Stop Center.	
			Action: Sep 2012 - Workforce Connections will issue a Request for Interest to solicit applications from potential non-mandated One-Stop partners.	
Action: Sep/Oct 2012 - Workforce Connections will execute MOUs with all One-Stop partners.				
#30	Local Level - South	On-the-Job Training Contracts	A local employer, Las Vegas Professional Institute of Technology is not using the WIA-funded OJT as the law intended - as an occupational training opportunity for the participants. Although there are policies in place outlining the requirements for the OJT, these OJT participants were being treated as employees and not as trainees.	January 2012
			Status: DETR must review the activities and expenditures at LVPITA to determine if the charges to the federal award were limited to "the extraordinary costs" of the on-the-job training activities and not for wages.	
			Action: Jan 2012 - Workforce Connections provided additional documentation reflecting that the specific OJT included training as an IT trainer which meets federal guidelines for OJT expenditures.	
#33	DETR	Area of Concern	The management information system used by Workforce Connections still does not fully interface with the State reporting system, NJCOS, which could result in erroneous data being reported. We recommend that the State work with Workforce Connections to complete this data exchange process between the two systems.	June 2012
			Status: DOL recommends that the State work with Workforce Connections to complete this data exchange process between the two systems.	
			Action: Jun 2012 - Workforce Connections is fully interfaced with the state system for WIA services, and our synchronization errors are less than 1% of the total data transfer between the two systems. We actively monitor the synchronization errors and correct them daily. We prioritize the correction of performance related errors.	

*workforce*CONNECTIONS
PROFESSIONAL SERVICES CONTRACTS
As of 9/1/2012

Contractor/Consultant Scope of Work Summary	Amount of Contract	Procurement Method & WISS/State Approval**	Funding Sources	Term of Contract
<p style="text-align: center;">BLACKBAUD</p> <p>Procurement of Fiscal Software and Fiscal Staff Training Amendment #1</p> <p>Fiscal Software Technical Assistance Amendment #2</p> <p>Fiscal Software Technical Assistance</p>	<p>\$65,041.00</p> <p>\$8,413.90</p> <p>\$3,758.78</p>	<p>Competitive</p>	<p>A/DW/Y Formula</p>	<p>6/15/2011 to 9/30/2012</p>
<p style="text-align: center;">CST PROJECT CONSULTING</p> <p>Development of Responses to Clear PY'09-10 A-133 Audit findings;</p> <p>Amendment #1</p> <p>Development and Establishment of an Effective Cash Management System</p>	<p>\$74,990.00</p> <p>\$163,184.00</p>	<p>Sole Source</p>	<p>Governor's Reserve & A/DW/Y Formula</p>	<p>9-15-2011 to 4-22-2012</p> <p>1-23-2012 to 1-23-2013</p>
<p style="text-align: center;">JANTEC</p> <p>Temporary Employment Services for workforceCONNECTIONS Temporary Employees</p> <p>Amendment# 1</p> <p>Youth WEX Special discount</p> <p>Amendment# 2</p> <p>Contract Renewal</p>	<p>11.38% over- head direct cost to vendor which is deducted from total amount</p>	<p>Competitive</p>	<p>A/DW/Y Formula</p>	<p>2/12/2011 To 2/12/2013</p>
<p style="text-align: center;">MACEY PRINCE CONSULTANTS</p> <p>Fiscal & Procurement Technical Assistance; Fiscal Training</p> <p>Amendment #1</p>	<p>\$5,000.00</p> <p>\$20,000.00</p>	<p>Competitive</p>	<p>A/DW/Y</p>	<p>9/23/2011 to 6/30/13</p>

<p>MARQUIS AURBACH COFFIN Board Legal Counsel</p> <p>Second Contract Board/Staff Legal Counsel</p>	<p>\$100 to \$425 per hour</p> <p>\$100 to \$250 per hour</p>	<p>Sole Source</p> <p>Competitive</p>	<p>A/DW/Y Formula</p>	<p>5-18-2009 to 2-24-2013</p>
<p>GREG NEWTON ASSOCIATES One Stop System Planning Consultant Amendment # 1</p>	<p>\$25,200.00</p> <p>\$8,400.00</p>	<p>Sole Source</p>	<p>A/DW/Y Formula</p>	<p>8-1-2012 to 6-30-2013</p>
<p>PRISM GLOBAL MANAGMENT In-House HR Consultant Services Amendment #1 Amendment #2 Amendment #3</p>	<p>\$40,000.00</p> <p>\$27,000.00 \$8,000.00 \$89,000.00</p>	<p>Competitive</p>	<p>A/DW/Y Formula</p>	<p>10-1-2011 to 6-20-2013</p>
<p>TAKA KAJIYAMA NV Trac Maintenance Consultant Amendment #1 Amendment #2 Amendment #3 Amendment #4 NV Trac Maintenance Consultant & Staff Training of NV Tract Edits and Maintenance</p>	<p>\$40,000.00</p> <p>\$9,000.00 \$15,000.00 \$5,400.00 \$78,000.00</p>	<p>Sole Source</p>	<p>A/DW/Y Formula</p>	<p>3/1/2012 to 6-30-2013</p>
<p>JOHN CHAMBERLIN ARRA/WIA Program/Fiscal Attorney- at-Law</p> <p>Amendment #1 WIA Staff Technical Assistance & LEO Technical Assistance</p> <p>Amendment #2 Board & Staff Technical Assistance for Program Year 2012 Strategic Plan</p>	<p>\$20,000.00</p> <p>\$25,000.00</p> <p>\$20,000.00</p>	<p>Sole Source</p>	<p>A/DW/Y Formula</p>	<p>4/1/20078 to 6/30/2013</p>

<p>BOARD OF REGENTS - NEVADA SYSTEM OF HIGHER EDUCATON on behalf of UNIVERSITY OF RENO</p> <p>Health Care Sector Research and Analysis – Status of Current Healthcare Workforce in Nevada</p>	<p>\$4,500.00</p>	<p>Sole Source (Referred by DETR)</p>	<p>HRSA GRANT</p>	<p>10-11-2011 to 9-5-2012</p>
<p>SOLAR INSTITUTE OF NEVADA</p> <p>Re-Entry Solar Energy Training for wC “Pride Program” participants</p> <p>Amendment #1</p>	<p>\$256,000.00</p> <p>\$300,800.00</p>	<p>Sole Source</p>	<p>DOJ GRANT</p>	<p>1—11-2010 to 9-30-2011</p> <p>10-1-2011 to 9-30-12</p>

****All noted Professional Services contracts & the procurement process, has been previously reviewed & approved by DETR, and are in compliance with DETR’s Policy 3.1 which states: Professional services with state prior authorization costs of outside professional services rendered by individuals or organizations are allowable. The procurement of noncompetitive proposals (sole source) may be used when the awarding agency (DETR) authorizes noncompetitive proposals; CFR 97.36 (d), (4), (C)**

****Contracts may have a small balance of unexpended funds at closing.**

9. INFORMATION: Interim Executive Director's Report
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Suzanne Potter

From: Suzanne Potter
Sent: Wednesday, September 05, 2012 10:30 AM
To: Alex Garza (hgarza71@gmail.com); Andrew Borasky; Bill Regenhardt; Butch Borasky; Charles Perry; Commissioner George "Tommy" Rowe (brahamabull717@lcturbonet.com); William Kirby; Bob Coffin; Comm Bob Coffin; Anita G. Wood; Peggy Leavitt; Dan Gouker; Dan Rose; David Lee; Dennis Perea; Dominic Pappalardo; Gerri Schroder; Hannah Brown; Lawrence Weekly; Maggie Arias-Petrel; Mark Edgel; Michelle Bize; Mujahid Ramadan; Pat Maxwell; Sonja Holloway; Valerie Murzl; Vida Lin; William Bruninga; Willie J. Fields
Subject: Update Single Statewide Workforce Investment Board Wavier

To: All Board Members

Yesterday I received a call from Frank Woodbeck, Director, Nevada Department of Employment, Training and Rehabilitation (DETR), informing me that the U.S. Department of Labor had denied the State's waiver request to establish a single statewide Workforce Investment Board to oversee local areas employment and training services. Mr. Woodbeck also stated that he and his staff were looking forward to working together with Nevada's two Local Workforce Investment Boards in aligning employment and training resources with the Governor's Workforce Investment Board's sector strategies to ensure quality services were delivered to job seekers and businesses. If you have any questions regarding this initiatives, please advise. Thank you all so much for your services.

Ardell Galbreth
Interim Executive Director
Workforce Connections

Interim Executive Director Report Executive Committee

- **My Vision**

- Oversee quality employment and training services to the residents of Southern Nevada Workforce Investment Area
- Ensure compliance in all areas, while being creative in overseeing the delivery of quality employment and training services
- Establish and maintain a local area Workforce Development One-Stop System and a One-Stop Career Center with focus on industry sector strategies
- Target and serve most in need of services/under served clients population
- Engage with local area community workforce development activities
- Establish key workforce development performance indicators with clear, concise return on investment (ROI) outcomes
- Work to gain and retain confidence of Board of Directors

- **Recent Accomplishments**

- Development and Implemented Workforce Connections' 2-Year strategic plan compliance plan, outlining/addressing the state's concerns in the areas of:
 - Staff reduction by 54%
 - Staff operations/program budget reduced to 10%
 - Strategic alignment with Governor's WIB statewide plan
 - Workforce development support and resource alignment with industry and regional sectors
 - Outsourced Graduate Advocates Youth Program with continued oversight
 - Developed effective strategy and response to single Statewide Workforce Investment Board plan
 - Undergoing organizational restructuring for more efficient operation
 - Completed job analysis of all staff positions—bring about change in the way business is conducted
 - Developing new staff job descriptions for alignment with assigned duties

- New job descriptions based on recent job analysis along with the alignment of job families/categories with career ladders
- Developing consistent staff evaluation/appraisal system
- **One-Stop System and Center Update**
 - Workforce Connections to be designated as One-Stop Operator with consortium partners
 - Industry/Regional Sector Initiatives—different from Nevada JobConnect offices—more integrated, creative workforce development services
 - Scheduled One-Stop Center/System Training (With One-Stop Partners/One-Stop Center Staff)
 - Will be the first comprehensive One-Stop Center in the state for some time—compliant with the Workforce Investment Act

- 10. DISCUSSION AND POSSIBLE ACTION:** Accept the Board's recommendation to Appoint Interim Executive Director Ardell Galbreth as Permanent Executive Director of Workforce Connections (Southern Nevada Workforce Investment Board)

RESUME

Ardell Galbreth

Las Vegas, Nevada 89139-6890

Home Phone: [REDACTED]

Cell Phone: [REDACTED]

OBJECTIVE

Active role in executive leadership and team building in support of workforce development management and service delivery oversight initiatives

SUMMARY OF QUALIFICATIONS

- MBA degree—with over 20 years of progressive workforce development and training systems implementation supported by a solid administrative and business development background
- Bachelor's degree in management studies, with over 15 years of executive management in workforce development
- Wrote, edited, and published handouts outlining workforce development systems and employment services programs
- Testified before U.S. Congress regarding resource issues and challenges impacting the nation's workforce development and services delivery system
- Facilitated Nevada-Arizona Workforce Development Summit with emphasis on partnerships and resource leveraging
- Provided liaison and technical assistance throughout the State of Nevada in the areas of workforce development
- Served as facilitator for special interest groups with emphasis in workforce development, career exploration and business ownership initiatives
- Averted Workforce Connections disallowed costs through research and examination of applicable workforce regulations and laws supporting stand-in cost activities while managing a budget in excess of \$25 million

PROFESSIONAL EXPERIENCE

- Performed a case study which improved workforce development services productivity by more than 300% in 186 areas
- Developed fiscal resource publications and checklist guides for workforce development practitioners
- Reviews, monitors, and oversees the tracking and usage of workforce development services, resources and costs
- Developed, wrote, and successfully implemented workforce development strategic plans for the State of Nevada
- Analyzes alternatives and makes solid recommendations regarding personnel utilization, productivity, facilities, policies, procedures, and implementation of workforce development services
- Confers with, and briefs senior level executives and governmental officials regarding policy implementation and workforce development production goals and analysis
- Performs specific management support activities such as coordinating and facilitating executive boards in the area of workforce development services and activities
- Represents senior officials in executive level management during meetings and at social functions

LEADERSHIP QUALITIES

- Provided leadership guidance through effective team-building and administrative management
- Led over 43,000 Air Force airmen with multiple career and educational disciplines
- Communicates advice and instructions which influence employees attitudes to achieve mission goals

EMPLOYMENT HISTORY

2012 – Present	Interim Executive Director, Workforce Connections, Las Vegas, Nevada
2010 – 2012	Deputy Director, Workforce Connections, Las Vegas, Nevada
2006 – 2010	Deputy Director, Nevada’s Department of Employment, Training and Rehabilitation Las Vegas, Nevada
2002 – 2006	Deputy Executive Director, Southern Nevada Workforce Investment Board Las Vegas, Nevada
2001 – 2002	Director, Veterans Employment & Training Services, U.S. Department of Labor Carson City and Las Vegas, Nevada
1998 – 2001	Management Analyst, Department of Employment, Training & Rehabilitation, Employment Security Division, Workforce Investment Support Services Las Vegas, Nevada
1996 – 1998	Credit Union Financial Services Supervisor Las Vegas, Nevada
1994 – 1996	Command Senior Enlisted Advisor Davis-Monthan Air Force Base, Tucson, Arizona
1988 – 1994	Command Senior Enlisted Advisor Nellis Air Force Base, Las Vegas, Nevada
1986 - 1988	Chief Enlisted Manager – European Region Headquarters, Army and Air Force Exchange Service, Munich, Germany

EDUCATION/CERTIFICATIONS

M.B.A. - University of Phoenix

B.S. in Management Studies - University of Maryland

A.A. in Business Management - Georgia Military College

A.A.S. in Hotel and Lodging Management - U.S. Air Force

Certified Public Manager – State of Nevada

PUBLISHED MANUSCRIPTS

Enlisted Leadership—Charting the Stripes (1994)

Ethics in Administration (1981)

11. SECOND PUBLIC COMMENT SESSION
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12. LEO CONSORTIUM MEMBER COMMENTS

13. ADJOURNMENT