

*workforce***CONNECTIONS**

**Budget & Finance Committee**

Wednesday, January 16, 2013 -- 10:00AM – 11:30AM

7251 W. Lake Mead Blvd., Suite 200

Las Vegas, NV 89128

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

This meeting has been properly 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](http://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 Blvd., #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 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.

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

*All items listed on this Agenda are for action by the Budget & Finance Committee unless otherwise noted. Action may consist of any of the following: approve, deny, condition, hold or table. Public Hearings may be declared open by the Chairperson, as required for any of the items on this Agenda designated for discussion or possible action or to provide direction and recommendations to workforce***CONNECTIONS.**

**AGENDA**

1. Call to order, confirmation of posting and roll call.
2. WELCOME NEW COMMITTEE MEMBER: Dennis Perea, Deputy Director, Department of Employment, Training, and Rehabilitation..... 1
3. DISCUSSION and POSSIBLE ACTION: Approve the agenda with inclusions of any emergency items and deletion of any items.
4. FIRST PUBLIC COMMENT SESSION: Members of the public may now comment on any matter posted on this Agenda, which is before this Board for consideration and action today. Please clearly state and spell your name and your address for the record. Each public comment will be limited to three (3) minutes.
5. DISCUSSION and POSSIBLE ACTION: Approval of the Budget & Finance Committee meeting minutes of November 7, 2012..... 2
6. DISCUSSION and POSSIBLE ACTION: PY2012 WIA Formula Budget July 1, 2012 through June 30, 2013 and PY2012 WIA Budget Narrative – January 2013..... 6
7. REVIEW, DISCUSS and ACCEPT REPORTS:
  - a. Budget vs. Actual Finance Report (*workforce***CONNECTIONS'** Operations) for the period July 1, 2012 through June 30, 2013 (Formula WIA)..... 12
  - b. PY2011/PY2012 Awards and Expenditures – Monthly Update..... 13
  - c. Adult/Dislocated Worker and Youth Funding Plans..... 16
  - d. Audit Findings for Program Year 2010 (Year Ended June 30, 2011) – January 2013 Report..... 18

8. DISCUSSION and POSSIBLE ACTION: To release RFP for A-133 Audit Services.....ORAL

9. DISCUSSION and POSSIBLE ACTION:

- a. Review and discuss consultant and staff’s recommendation to formulate a new mission statement for the Southern Nevada Workforce Investment Area (Workforce Connections)..... 22
- b. Review and discuss committee(s)/council goal(s), objectives and strategies/action plans to achieve established goals and mission..... 27

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

11. Adjournment



*workforce* **CONNECTIONS**  
PEOPLE. PARTNERSHIPS. POSSIBILITIES.

I approve the following *workforce***CONNECTIONS** Board Member to join the Budget & Finance Committee:

Dennis Perea  
Deputy Director  
Department of Employment, Training and Rehabilitation  
2800 E. St. Louis Ave.  
Las Vegas, NV 89104  
Phone: 702-486-7923  
Fax: 702-486-6426  
Email: [daperea@nvdetr.org](mailto:daperea@nvdetr.org)

Hannah Brown

Chairman, *workforce***CONNECTIONS** Board

*workforce***CONNECTIONS**  
**MINUTES**

of the meeting of the

**BUDGET & FINANCE COMMITTEE**

Wednesday, November 7, 2012

The Budget & Finance Committee held a public meeting on November 7, 2012, beginning at 10:17 a.m. at the following location:

At its principal office at 7251 West Lake Mead Blvd., Suite 200  
Conference Room 200, Las Vegas, Nevada

The site was connected by speakerphone and voice stream link. The public was invited to attend at this location.

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

Councilwoman Gerri Schroder, Chair, called the meeting of the Budget & Finance Committee to order. Those present: Councilwoman Gerri Schroder, Chair; Hannah Brown, Vice-Chair (via telephone); Bill Bruninga (via telephone); and, Vida Chan Lin.

Absent: Dan Gouker  
Commissioner William Kirby

Staff confirmed the agenda was posted three working days prior to the meeting in accordance with the Nevada Open Meeting Law by posting at four Official Bulletin Boards (locations listed on agenda). Present were various staff members of *workforce***CONNECTIONS** and members of the public were asked to sign in. The sign in sheets are attached to the original minutes as Exhibit A.

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

***A motion to approve the agenda as presented by staff was made by Hannah Brown and seconded by Bill Bruninga. Motion carried.***

3. Public Comment (1<sup>st</sup> period)

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

***The Councilwoman Gerri Schroder-Chair opened the meeting to Public Comment. No members of the public made comment. Councilwoman Gerri Schroder presiding closed the Public Comment Session.***

4. Approval of minutes of the previous Budget & Finance Committee meeting held on October 3, 2012.

***A motion to approve the meeting minutes of October 3, 2012 as presented by staff was made by Bill Bruninga and seconded by Vida Chan Lin. Motion carried.***

5. Discussion and Possible Action: PY2012 WIA Formula Budget July 1, 2012 through June 30, 2013 and associated PY2012 WIA Budget Narrative.

Jim presented the PY2012 WIA Formula Budget July 1, 2012 through June 30, 2013 and associated PY2012 WIA Budget Narratives on pages 8 – 14 of the agenda packet.

***A motion to approve the PY2012 WIA Budget July 1, 2012 through June 30, 2013 and associated PY2012 WIA Budget Narrative as presented by staff was made by Bill Bruninga and seconded by Vida Chan Lin. Motion carried.***

6. Review, Discuss, and Accept Reports:

- a. Budget vs. Actual Finance Report (Workforce Connections’ Operations) for the period July 1, 2012 through June 30, 2013 (Formula WIA)

Jim reported on the corrected Budget vs. Actual Finance Report (Workforce Connections’ Operations) for the period July 1, 2012 through June 30, 2013 (Formula WIA) from the handout provided to the committee members (replacing page 18 of the agenda packet). Line items corrected reflect the following with a revised copy forwarded to the Board.

	<b>Admin</b>	<b>Program</b>	<b>Total</b>
Line item 7005 Legal Fees	\$100,000	0	\$100,000
Correction should reflect	\$50,000	0	\$50,000
Line item 7600 Youth Program Activities	0	0	0
Correction should reflect	0	\$15,000	\$15,000
Line item 7605 Adult/DW Program Activities	0	0	0
Correction should reflect	0	\$15,000	\$15,000
Line item 8900 Strategic Initiative	0	\$36,302	\$36,302
Correction should reflect	0	\$86,302	\$86,302
Line item 7090 Non-Board Meetings & Outreach	\$16,800	\$43,200	\$60,000
Correction should reflect	\$16,800	\$13,200	\$30,000

- Line item 7005 – Legal Fees: Staff is requesting that Legal Fees be adjusted to \$75,000 to reflect the increase due to Open Meeting Law trainings to board members and staff provided by Marquis & Auerbach and the work that has been provided on the One-Stop Center lease. It is anticipated to move approximately \$16,000 Marquis & Auerbach expenditures from the budget to the One-Stop Center line item for the review of the One-Stop Center lease and with the increase in budget will bring the new line item to approximately 24% for legal fees through September.
- Line item 7030 – Postage & Delivery: Paid twice in the first quarter
- Line item 7080/7085 – Support Contracts: Approval to add \$67,000 to support a Systems Programmer position and the multiple Greg Newton Trainings for the One-Stop Center/System

- Line item 7095 – Board Meetings and Travel: Approval to add \$10,000 to support an increase to fund additional Board members travel to workforce conferences

Councilwoman Schroder stated that she and Councilwoman Anita Wood would be in Washington, DC attending the Nevada National League of Cities Conference and attending NAWB (“wear 2 hats”) to alleviate expenses for travel through WC funds.

Ardell stated that the purpose of the line item increase is to cover the expenditures for upcoming conferences. WC will ensure that information is provided to the board members and LEOs.

b. PY2011/PY2012 Awards & Expenditures - Monthly Update

Jim presented the PY2011/PY2012 Awards and Expenditures for Adult/Dislocated Worker and Youth through September invoices on pages 15 – 17 of the agenda packet.

	<b>Adult Expenditures</b>	<b>Dislocated Worker Expenditures</b>	<b>% Spent</b>
WIA PY2011-PY2012 Adult & DW Green Sector	59%	41%	54.63%
WIA PY2011-PY2012 Adult & DW Health Sector	68%	32%	43.47%
WIA PY2011-PY2012 Adult & DW Rural Services	55%	45%	43.28%
WIA PY2012 Adult & DW Re-Entry Services	100%	0%	8.99%
<b>Total PY2011/PY2012 Adult &amp; Dislocated Worker</b>	<b>63%</b>	<b>37%</b>	<b>46.13%</b>
	<b>Youth In-School</b>	<b>Youth Out-Of-School</b>	<b>% Spent</b>
WIA PY2011 Youth General	49%	51%	62.02%
WIA PY2012 Youth General	29%	71%	4.50%
WIA PY2011 Youth Tri County	55%	45%	54.19%
WIA PY2011 Youth Re-Entry Advocate Programs	0%	100%	6.99%
<b>Total PY2011 Youth</b>	<b>49%</b>	<b>51%</b>	<b>38.67%</b>
<b>Direct Grants PY2010/PY2011</b>			<b>% Spent</b>
WIA PY2010/PY2011 Governor’s Reserve Youth			99.60%
Direct Adult & DW Grants			75.13%

Jim reported that CCSD has requested an extension beyond 12/31/2012. Heather DeSart stated that staff was requested to review the numbers from CCSD to see how many have been enrolled and how many have been placed. Currently there are 94 clients enrolled and 21 clients to be placed. The question becomes, do we take those 20-30 clients who are active in the system and transfer them to another service provider, or do we extend CCSD’s contract briefly at no cost to allow the clients to go forward. At this point, it remains in discussion for Adult Education.

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

Jim presented the Audit Findings for Program Year 2010 (Year Ended June 30, 2011) – October 2012 Report on pages 19 - 23 of the agenda packet indicating there are updates with no notable change since last report.

WC is preparing for the new audit that begins Tuesday, November 13, 2012. Jim stated WC has made timely reporting which should eliminate a few items from the list and should not receive the findings again. Jim further stated we have a solid Trial Balance and the significant report that affects WC is called the Schedule of Expenditures of Federal Awards (SEFA) that is rolled over from year to year. There are some issues to resolve from last fiscal year end and it is interfering with this years' reporting -- presenting some challenge.

d. YouthBuild Monitoring Review Report – October 2012

Jim presented the YouthBuild Audit on pages 24 – 32 of the agenda that occurred mid-September. Heather reported that in order to get corrective actions on some of the findings a modification of the scope of work will have to be submitted to the Department of Labor to include a training site that WC is not sending youth too.

Councilwoman Schroder queried page 26 "...providing Green Advantage Certification to the participants..." Jim responded that the modification would result in removing this certification and replacing it with a statement of work for "What's it Mean to be Green" certification. Ardell stated that not only does staff want to see students obtain certification, but also credit with the school district.

Jim stated that finding #3 on page 30 is a fiscal finding relative to the quarterly report. Nothing was omitted, total costs were reported; however, staff did not break it out between the administrative expenditures and the program expenditures which will occur going forward.

***A motion to accept the reports as presented by staff was made by Hannah Brown and seconded by Vida Chan Lin. Motion carried.***

7. Public Comment and Discussion (2<sup>nd</sup> period)

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

***The Councilwoman Gerri Schroder-Chair opened the meeting to Public Comment. No members of the public made comment. Councilwoman Gerri Schroder presiding closed public Comment Session.***

9. Adjournment unanimously approved at 10:36 a.m.

Respectfully submitted,  
Dianne Tracy, Recorder



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

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	6,316,715	8,316,715	2,000,000	831,672	831,672	6,653,371	8,316,715
PY2012 Dislocated Worker	6,847,926	4,847,926	(2,000,000)	484,793	484,793	3,878,340	4,847,926
PY2012 Dislocated Worker - Addl. DETR Allocation Jan 2013		679,465	679,465			679,465	679,465
PY2012 Youth	6,337,899	6,337,899	-	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			-		-		-
<b>Total Revenue by Funding Stream</b>	<b>\$ 24,502,565</b>	<b>\$ 25,182,030</b>	<b>\$ 679,465</b>	<b>\$ 2,450,255</b>	<b>\$ 2,450,280</b>	<b>\$ 20,281,495</b>	<b>\$ 25,182,030</b>
				Subtotal Board Operations \$ 4,900,535			

Notes:

1. PY2012 Revenues include WIA funding in the total amount of \$21,182,005.
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	One-Stop Location	Staff Office Relocation	Community Resource Allocations	TOTAL
Adult Services	5,853,371	7,453,371	1,600,000	1,000,000		6,453,371	7,453,371
Dislocated Worker Services	6,278,340	5,357,805	(920,535)		679,465	4,678,340	5,357,805
Youth Services	7,470,319	7,470,319	-			7,470,319	7,470,319
<b>Subtotal Community Resource Allocations</b>	<b>\$ 19,602,030</b>	<b>\$ 20,281,495</b>	<b>\$ 679,465</b>	<b>\$ 1,000,000</b>	<b>\$ 679,465</b>	<b>\$ 18,602,030</b>	<b>\$ 20,281,495</b>

Board Operations	Approved Budget PY2012	Proposed Budget PY2012	\$ Change	Admin	Program	Total
Subtotal Operating Expenditures	4,900,535	4,900,535	-	1,937,710	2,962,825	4,900,535
<b>Total Expenditures</b>	<b>\$ 24,502,565</b>	<b>\$ 25,182,030</b>		<b>\$ 1,937,710</b>	<b>\$ 2,962,825</b>	<b>\$ 20,281,495</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ 512,545</b>	<b>\$ (512,545)</b>	<b>\$ -</b>

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 - January 2013)**

Board Operations	Authorized FTE	Actual FTE	Approved Budget PY2012	Proposed Budget PY2012	\$ Change	Admin	Program	Total
6500 Salaries	28.88	25.88	2,451,763	2,451,763	-	809,082	1,642,681	2,451,763
7000 Accounting and Auditing			350,000	350,000	-	350,000	-	350,000
7005 Legal Fees			75,000	75,000	-	75,000	-	75,000
7010 Legal Publication Advertising			18,000	18,000	-	5,040	12,960	18,000
7020 Licenses and Permits			3,000	3,000	-	840	2,160	3,000
7025 Dues and Subscriptions			12,000	12,000	-	3,360	8,640	12,000
7030 Postage and Delivery			3,000	6,000	3,000	1,680	4,320	6,000
7035 Printing and Reproduction			12,000	12,000	-	3,360	8,640	12,000
7040 Office Supplies			15,000	15,000	-	4,200	10,800	15,000
7045 Systems Communications			50,000	50,000	-	14,000	36,000	50,000
7050 Tuition, Training, and Seminars - Staff			40,000	40,000	-	11,200	28,800	40,000
7055 Travel and Mileage - Staff			30,000	30,000	-	8,400	21,600	30,000
7060 Utilities (included in Rent)			-	-	-	-	-	-
7065 Telephone			30,000	30,000	-	8,400	21,600	30,000
7070 Rent (Offices)			365,348	365,348	-	102,297	263,051	365,348
7075 Equipment Repairs			-	-	-	-	-	-
7075 Facilities Maintenance			6,500	6,500	-	1,820	4,680	6,500
7080 Admin Support Contracts			120,000	120,000	-	120,000	-	120,000
7085 Program Support Contracts			30,000	60,000	30,000	-	60,000	60,000
7085 Program Support Contracts - IT NVTrac/Web			137,000	137,000	-	-	137,000	137,000
7090 Non-Board Meetings and Outreach			30,000	30,000	-	8,400	21,600	30,000
7095 Board Meetings and Travel			18,000	18,000	-	-	18,000	18,000
7100 Insurance			40,000	40,000	-	11,200	28,800	40,000
7100-7120 Employee Fringe Benefits			823,818	823,818	-	271,860	551,958	823,818
7125 Employer Payroll Taxes			72,804	72,804	-	24,025	48,779	72,804
7130/7135 Payroll Services and Bank Fees			16,000	16,000	-	16,000	-	16,000
7200 Equipment - Operating Leases			15,000	15,000	-	4,200	10,800	15,000
7600 Youth Program Activities			15,000	-	(15,000)	-	-	-
7605 Adult/DW Program Activities			15,000	-	(15,000)	-	-	-
8500 Capital - Equipment and Furniture			55,000	55,000	-	15,400	39,600	55,000
8510 Capital - Software NVTrac - Data System			-	-	-	-	-	-
8900 Strategic Initiative - WIA			51,302	48,302	(3,000)	67,946	(19,644)	48,302
<b>Subtotal Board Operations</b>			<b>4,900,535</b>	<b>4,900,535</b>	<b>-</b>	<b>1,937,710</b>	<b>2,962,825</b>	<b>4,900,535</b>

**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 \$21,182,005. Intertitle transfers in the amount of \$2,000,000 were processed from the Dislocated Worker to Adult funding stream based on demand. Allocated (revised) among the three funding streams: Adult - \$8,316,715, Dislocated Worker - \$4,847,926, and Youth - \$6,337,899. In addition, additional Dislocated Worker funds were received in January in the amount of \$679,465 from State Rapid Response funds.

Overall funding for PY 2012 was increased by \$1,981,394 (10.89%), 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 \$25,182,030.

**Expenditures – Community Resource Allocation:**

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 \$1,750,000 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 and an extension for Nye Community Coalition youth program in the amount of \$150,000.

**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

**6500 - Salaries: \$2,451,763** – Allocated costs for administrative and program staff salaries.

**7000 - Accounting and Auditing: \$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

**7005 Legal Fees: \$75,000** – Allocated costs for legal services in areas such as board and official open meetings preparation including review of agendas, contract agreements, RFPs, and policies.

**7010 Legal Publication Advertising: \$18,000** – Allocated costs for legal publications including job postings, Request for Proposals notices, and controlled advertisements.

**7020 Licenses and Permits: \$3,000** – Allocated costs for software licenses and permits associated with new computers or purchased upgrades for current software.

**7025 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.

**7030 Postage and Delivery: \$6,000 – an increase of \$3,000** – Allocated costs for postage and mail delivery including such activities as routine postage, courier delivery service, and Federal Express delivery. This increase will provide funds for anticipated contract renewal mailings through USPS or Federal Express.

**7035 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.

**7040 Office Supplies: \$15,000** – Allocated costs for various office supplies needed for every day operations.

**7045 Systems Communications: \$50,000** – Allocated costs for support systems such as data backup, T-1 lines, and web hosting for internal e-mail support.

**7050 Tuition, 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.

- 7055 Travel and Mileage (Staff): \$30,000** – 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.
- 7060 Utilities: \$0** – Allocated costs for utilities which are currently included in the monthly lease agreement.
- 7065 Telephone: \$30,000** – Allocated costs for all activities related to telephone services including local and long distance phone charges and wireless communication.
- 7070 Rent (Offices): \$365,348** – Allocated costs for Workforce Connections’ office space for staff in support of the Board’s administrative and programmatic functions.
- 7075 Facilities Maintenance: \$6,500** – Allocated costs for equipment or facility repairs and maintenance not included in the monthly rent payments for Workforce Connections’ administration offices.
- 7080 Admin Support Contracts: \$120,000** – Allocated costs for administrative support agreements and temporary staffing with focus on administrative, fiscal, and personnel management.
- 7085 Program Support Contracts: \$60,000 – an increase of \$30,000** – Allocated costs for program support agreements and temporary staffing to support program activities. This increase in funds is a reclassification of funds from accounts #7600 Youth Program Activities and #7605 Adult/DW Program Activities. These accounts were set up in the past to act as a way to cost allocate to those funding categories specifically. Our new cost allocation plan incorporates Youth and Adult/DW specific allocations of expenditures. These accounts will not be used.
- 7085 Program Support Contracts – IT NVTrac and Web: \$137,000** – Allocated costs for program support agreements and temporary staffing to support program and data support activities.
- 7090 Non-Board Meetings and Outreach: \$30,000** – Allocated costs for business and employer outreach initiatives to attract businesses and establish partnerships for workforce development and employer services.
- 7095 Board Meetings and Travel: \$18,000** – Allocated costs for facility and event related charges tied to board and committee meetings and Board travel to grant activities.
- 7100 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.

**7100-7120 Employee Fringe Benefits: \$823,818** – 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.

**7125 - Employer Payroll Taxes: \$72,804** – Allocated costs for employer payroll taxes which are calculated at 3% of total salaries.

**7130-7135 Bank/Payroll Services: \$16,000** – Allocated costs for various banking services which include wire transfers, ACH payments, and payroll services.

Bank Fees	\$9,000
Payroll Services	\$7,000

**7200 Equipment – Operating Leases: \$15,000** – Allocated costs for existing leases on copiers and postage meter equipment as well as any rental equipment needed in daily operations.

**7600 Youth Program Activities: \$0 – a decrease of \$15,000** – Allocated costs for youth program activities outside of daily operations such as service provider trainings and various youth conferences and summits. These funds have been reclassified to account #7085 Program Support Contracts as described above. This account is no longer needed.

**7605 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. These funds have been reclassified to account #7085 Program Support Contracts as described above. This account is no longer needed.

**8500 Capital – Equipment and Furniture: \$55,000** – Allocated costs for equipment and furniture including computers, servers, and furniture for administrative and programmatic support staff.

**8510 Capital – Software NVTrac Data System: \$0** – Allocated costs for contractual expenditures related to the completion and maintenance of the NVTrac data tracking system.

**8900 Strategic Initiatives: \$48,302 – a decrease of \$3,000** – 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. These funds are available to be allocated for future workforce initiatives approved by the Board. This decrease will fund anticipated contract renewal mailings through USPS or Federal Express.

NOVEMBER YTD 2012 REPORT-FINAL

**workforce CONNECTIONS**

PY2012 WIA Formula Expenses

Administrative and Program Operating Budget

For the Period : July 1, 2012 through June 30, 2013

											% of Program Year Concluded		41.67%
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
6500	Salaries	809,082	1,642,681	2,451,763	234,381	561,641	796,022	574,701	1,081,040	1,655,741	28.97%	34.19%	32.47%
7000	Accounting and Auditing	350,000	0	350,000	89,340	0	89,340	260,660	0	260,660	25.53%	0.00%	25.53%
7005	Legal Fees	75,000	0	75,000	31,708	0	31,708	43,292	0	43,292	42.28%	0.00%	42.28%
7010	Legal Publication Advertising	5,040	12,960	18,000	323	772	1,095	4,717	12,188	16,905	6.41%	5.96%	6.08%
7020	Licenses and Permits	840	2,160	3,000	124	297	421	716	1,863	2,579	14.76%	13.75%	14.03%
7025	Dues and Subscriptions	3,360	8,640	12,000	689	1,647	2,336	2,671	6,993	9,664	20.51%	19.06%	19.47%
7030	Postage & Delivery	840	2,160	3,000	346	827	1,173	494	1,333	1,827	41.19%	38.29%	39.10%
7035	Printing and Reproduction	3,360	8,640	12,000	996	2,381	3,377	2,364	6,259	8,623	29.64%	27.56%	28.14%
7040	Office Supplies	4,200	10,800	15,000	1,464	3,497	4,961	2,736	7,303	10,039	34.86%	32.38%	33.07%
7045	System Communications	14,000	36,000	50,000	6,355	15,193	21,548	7,645	20,807	28,452	45.39%	42.20%	43.10%
7050	Tuition, Training and Seminars	11,200	28,800	40,000	2,274	5,436	7,710	8,926	23,364	32,290	20.30%	18.88%	19.28%
7055	Travel and Mileage (Staff)	8,400	21,600	30,000	2,596	6,203	8,799	5,804	15,397	21,201	30.90%	28.72%	29.33%
7060	Utilities (Included in Rent)	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%
7065	Telephone	8,400	21,600	30,000	1,869	4,470	6,339	6,531	17,130	23,661	22.25%	20.69%	21.13%
7070	Rent	102,297	263,051	365,348	36,717	87,774	124,491	65,580	175,277	240,857	35.89%	33.37%	34.07%
7075	Facilities Maintenance	1,820	4,680	6,500	239	572	811	1,581	4,108	5,689	13.13%	12.22%	12.48%
7080/7085	Support Contracts	120,000	167,000	287,000	62,309	58,286	120,595	57,691	108,714	166,405	51.92%	34.90%	42.02%
7090	Non-Board Meetings & Outreach	8,400	21,600	30,000	3,586	8,572	12,158	4,814	13,028	17,842	42.69%	39.69%	40.53%
7095	Board Meetings and Travel	0	18,000	18,000	0	3,246	3,246	0	14,754	14,754	0.00%	18.03%	18.03%
7100	Insurance	11,200	28,800	40,000	2,213	5,292	7,505	8,987	23,508	32,495	19.76%	18.38%	18.76%
7120	Employee Fringe Benefits	271,860	551,958	823,818	63,288	151,296	214,584	208,572	400,662	609,234	23.28%	27.41%	26.05%
7125	Employer Payroll Taxes	24,025	48,779	72,804	3,509	8,388	11,897	20,516	40,391	60,907	14.61%	17.20%	16.34%
7130/7135	Payroll Services and Bank Fees	16,000	0	16,000	2,950	0	2,950	13,050	0	13,050	18.44%	0.00%	18.44%
7200	Equipment - Operating Leases	4,200	10,800	15,000	1,706	4,079	5,785	2,494	6,721	9,215	40.62%	37.77%	38.57%
7600	Youth Program Activities	0	15,000	15,000	0	0	0	0	15,000	15,000	0.00%	0.00%	0.00%
7605	Adult/DW Program Activities	0	15,000	15,000	0	0	0	0	15,000	15,000	0.00%	0.00%	0.00%
8500	Equipment and Furniture	15,400	39,600	55,000	3,972	9,494	13,466	11,428	30,106	41,534	25.79%	23.97%	24.48%
8510	Software - NV Trac Data System	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%
8900	Strategic Initiative (Operations)	0	51,302	51,302	0	0	0	0	51,302	51,302	0.00%	0.00%	0.00%
	<b>Total</b>	<b>1,868,924</b>	<b>3,031,611</b>	<b>4,900,535</b>	<b>552,954</b>	<b>939,363</b>	<b>1,492,317</b>	<b>1,315,970</b>	<b>2,092,248</b>	<b>3,408,218</b>	<b>29.59%</b>	<b>30.99%</b>	<b>30.45%</b>

7005 LEGAL EXPENSES ARE HIGHER THAN EXPECTED DUE TO OML TRAINING ; 7045 SYSTEMS COMMUNICATION FEES SLIGHTLY ELEVATED DUE TO ANNUAL E-DRAWER FEES;  
7080 ADMIN SUPPORT CONTRACTS SLIGHTLY ELEVATED DUE TO ANNUAL FE MAINTENANCE FEES.

Legend	
	Correct Now
	Watch
	OK



**workforce CONNECTIONS**  
**Awards and Expenditures**  
**Program Year 2011/2012 Adult/Dislocated Worker Programs**  
**December 31, 2012**

Amounts for Providers reflect invoiced allowable expenditures through November 2012. Starred lines only reflect expenditures through October 2012.

All Contracts have an ending date of June 30, 2013 unless noted.

**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	\$ 250,000	\$ 250,000	\$ 500,000	100.00%	\$ -	\$ 76,600	
Bridge Counseling Associates-PY12 extension	\$ 700,000	\$ 124,915	\$ 26,230	\$ 151,145	21.59%	\$ 548,855		See above line
GNJ Family Life Center	\$ 600,000	\$ 300,000	\$ 300,000	\$ 600,000	100.00%	\$ -	\$ 36,500	
GNJ Family Life Center-PY12 extension	\$ 1,200,000	\$ 262,526	\$ 198,583	\$ 461,109	38.43%	\$ 738,891		See above line
Goodwill of Southern Nevada	\$ 600,000	\$ 445,000	\$ 155,000	\$ 600,000	100.00%	\$ -	\$ 57,771	
Goodwill of Southern Nevada-PY12 extension	\$ 1,200,000	\$ 326,219	\$ 88,319	\$ 414,538	34.54%	\$ 785,462		See above line
Latin Chamber Foundation	\$ 600,000	\$ 319,274	\$ 205,536	\$ 524,810	87.47%	\$ 75,190	\$ 94,438	
Nevada Partners, Inc	\$ 600,000	\$ 300,000	\$ 300,000	\$ 600,000	100.00%	\$ -	\$ 50,581	
So. NV Regional Housing Authority	\$ 175,000	\$ 77,018	\$ 65,771	\$ 142,789	81.59%	\$ 32,211	\$ 8,848	
<b>Total</b>	<b>\$ 6,175,000</b>	<b>\$ 2,404,952</b>	<b>\$ 1,589,439</b>	<b>\$ 3,994,391</b>	<b>64.69%</b>	<b>\$ 2,180,609</b>	<b>\$ 324,738</b>	

60% 40%

**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 (contract ends 12/31/2012)	\$ 500,000	\$ 248,667	\$ 132,078	\$ 380,745	76.15%	\$ 119,255	\$ -	
Foundation for an Independent Tomorrow	\$ 600,000	\$ 335,000	\$ 265,000	\$ 600,000	100.00%	\$ -	\$ 1,000	
Foundation for an Independent Tomorrow-PY12 extension	\$ 1,200,000	\$ 231,281	\$ 207,395	\$ 438,676	36.56%	\$ 761,324		See above line
Latin Chamber Foundation	\$ 600,000	\$ 380,000	\$ 220,000	\$ 600,000	100.00%	\$ -		See Green Above
Latin Chamber Foundation-PY12 extension	\$ 1,200,000	\$ 112,446	\$ 82,028	\$ 194,474	16.21%	\$ 1,005,526		See Green Above
Nevada Hospital Association	\$ 600,000	\$ 570,000	\$ 30,000	\$ 600,000	100.00%	\$ -	\$ -	
Nevada Hospital Association-PY12 extension	\$ 900,000	\$ 216,082	\$ 2,796	\$ 218,878	24.32%	\$ 681,122		See above line
Nevada Partners, Inc	\$ 600,000	\$ 360,000	\$ 240,000	\$ 600,000	100.00%	\$ -		See Green Above
Nevada Partners, Inc-PY12 extension	\$ 1,200,000	\$ 329,080	\$ 109,584	\$ 438,664	36.56%	\$ 761,336		See Green Above
So. NV Regional Housing Authority	\$ 175,000	\$ 87,500	\$ 87,500	\$ 175,000	100.00%	\$ -		See Green Above
So. NV Regional Housing Authority-PY12 extension	\$ 500,000	\$ 63,159	\$ 13,165	\$ 76,324	15.26%	\$ 423,676		See Green Above
<b>Total</b>	<b>\$ 8,075,000</b>	<b>\$ 2,933,215</b>	<b>\$ 1,389,546</b>	<b>\$ 4,322,761</b>	<b>53.53%</b>	<b>\$ 3,752,239</b>	<b>\$ 1,000</b>	

68% 32%

**WIA PY11-PY12 Adult and Dislocated Worker Rural Services**

Provider	Contract Award	Adult Expenditures	DW Expenditures	Total Invoiced	% Spent	Remaining Balance	PY11-12	
							SESP Expenses	
Lincoln County School District	\$ 100,000	\$ 6,983	\$ 5,787	\$ 12,770	12.77%	\$ 87,230	\$ -	
Nye Communities Coalition	\$ 750,000	\$ 375,000	\$ 375,000	\$ 750,000	100.00%	\$ -	\$ 14,306	
Nye Communities Coalition-PY12 extension	\$ 950,000	\$ 87,476	\$ 9,499	\$ 96,975	10.21%	\$ 853,025		See above line
<b>Total</b>	<b>\$ 1,800,000</b>	<b>\$ 469,459</b>	<b>\$ 390,286</b>	<b>\$ 859,745</b>	<b>47.76%</b>	<b>\$ 940,255</b>	<b>\$ 14,306</b>	

55% 45%

**WIA PY12 Adult and Dislocated Worker Re-Entry Services**

Provider	Contract Award	Adult Expenditures	DW Expenditures	Total Invoiced	% Spent	Remaining Balance
Foundation for an Independent Tomorrow	\$ 700,000	\$ 143,866	\$ -	\$ 143,866	20.55%	\$ 556,134
<b>Total</b>	<b>\$ 700,000</b>	<b>\$ 143,866</b>	<b>\$ -</b>	<b>\$ 143,866</b>	<b>20.55%</b>	<b>\$ 556,134</b>

100% 0%

<b>Total PY11-PY12 Adult/DW</b>	<b>\$ 16,750,000</b>	<b>\$ 5,951,492</b>	<b>\$ 3,369,271</b>	<b>\$ 9,320,763</b>	<b>55.65%</b>	<b>\$ 7,429,237</b>
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64% 36%





**workforce CONNECTIONS**  
**Awards and Expenditures**  
**Program Year 2011/2012 Direct Programs**  
**December 31, 2012**

Amounts for Providers reflect invoiced allowable expenditures through November 2012.

Amounts for Internal Programs reflect expenditures as of December 31, 2012.

**WIA PY10/PY11 Governor's Reserve Youth**

<b>Provider</b>	<b>Contract Dates</b>	<b>Contract Award</b>	<b>Total Invoiced</b>	<b>% Spent</b>	<b>Remaining Balance</b>
Clark County - Summer Business Institute	5/1/12-9/30/12	75,000	\$ 74,698	99.60%	302
<b>Total</b>		<b>75,000</b>	<b>\$ 74,698</b>	<b>99.60%</b>	<b>302</b>

**Direct Grants**

<b>Program</b>	<b>WC FTE</b>	<b>Contract Dates</b>	<b>Contract Award</b>	<b>Total Expended</b>	<b>% Spent</b>	<b>Remaining Balance</b>
Department of Justice - Get Out	0.40	10/1/12-12/31/2012	692,096	\$ 689,449	99.62%	2,647
Health Resources and Services Admin. (HRSA)		2/8/11-9/30/12	140,509	\$ 140,509	100.00%	-
Layoff Aversion PY12 - Rapid Response	2.00	7/1/12-6/30/13	250,000	\$ 123,708	49.48%	126,292
State Energy Sector Partnership (SESP)	3.60	8/10/10-1/29/13	3,503,000	\$ 3,136,591	89.54%	366,409
SESP - Healthcare Information Technology		12/11/2012-6/30/13	200,000	\$ 34,053	17.03%	165,947
US Fish & Wildlife - WC		6/28/11-12/31/16	11,029	\$ 11,029	100.00%	-
US Fish & Wildlife - So. NV Children First		6/1/12-12/31/12	16,471	\$ 10,426	63.30%	6,045
Youth Build PY11 - CCSD Desert Rose		7/1/11-6/30/13	158,584	\$ 93,221	58.78%	65,363
Youth Build PY11 - WC	3.50	6/1/11-5/31/14	941,416	\$ 517,977	55.02%	423,439
<b>Total</b>	<b>9.50</b>		<b>5,913,105</b>	<b>\$ 4,756,963</b>	<b>80.45%</b>	<b>1,156,142</b>

**Workforce Connections  
Adult and Dislocated Worker Funding Plan  
January 8, 2013**

	Budget	Remaining Available Funds	Projections Based on Monthly Invoices					Projected PY2012 TOTAL	Remaining
			Oct-Dec 2012 3 Months	Jan-Mar 2013 3 Months	Apr-Jun 2013 3 Months	Next Program Year			
<b>REVENUES (Available as of January 2, 2013)</b>									
PY2011 Adult and DW Funding	12,439,868	393,829	393,829	-			393,829	-	
PY2012 Adult and DW Funding (Approved by BOE 08/14/12)	13,164,641	12,666,955	733,471	4,416,856	4,512,500	204,465	9,867,292	2,799,663	
<b>TOTAL REVENUES</b>	<b>25,604,509</b>	<b>13,060,784</b>	<b>1,127,300</b>	<b>4,416,856</b>	<b>4,512,500</b>	<b>204,465</b>	<b>10,261,121</b>	<b>2,799,663</b>	
<b>EXPENDITURES</b>								<b>3.27 Months</b>	
<b>Community Resources</b>									
PY2011 Original Contracts	6,900,000	226,656	22,300	104,356			126,656		
PY2011 Adult and DW (Contract Extensions to June 2013)	9,050,000	6,559,217	850,000	2,700,000	2,700,000		6,250,000		
PY2012 Lincoln County Rural Services	100,000	96,417	5,000	25,000	25,000		55,000		
PY2012 Reentry Program	700,000	556,134	40,000	165,000	165,000		370,000		
PY2012 One-Stop Operation	1,000,000	664,556	10,000	285,000	285,000		580,000		
PY2012 One-Stop System/Staff Office Relocation	679,465	529,465		100,000	300,000	129,465	529,465		
<b>Operations</b>									
Administration and Programs	3,032,928	2,217,136	200,000	1,000,000	1,000,000		2,200,000		
<b>Pending Contracts</b>									
Las Vegas/Clark County Urban League Computer Center	150,000	150,000		37,500	37,500	75,000	150,000		
<b>TOTAL</b>			<b>1,127,300</b>	<b>4,416,856</b>	<b>4,512,500</b>	<b>204,465</b>	<b>10,261,121</b>		

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  
January 2, 2013**

	Budget	Available Funds	Projections Based on Monthly Invoices					Projected PY2012 TOTAL	Remaining
			Oct-Dec 2012 3 Months	Jan-Mar 2013 3 Months	Apr-Jun 2013 3 Months	Next Program Year			
<b>REVENUES (Available as of December 28, 2012)</b>									
Governor's Reserve Incentive	75,000	302	302				302	-	
PY2011 Youth Funding	5,760,743	758,411	758,411				758,411	-	
PY2012 Youth Funding (Approved by BOE 8/14/2012)	6,337,899	6,337,899		2,010,000	2,310,000	535,000	4,855,000	1,482,899	
<b>TOTAL REVENUES</b>	<b>12,173,642</b>	<b>7,096,612</b>	<b>758,713</b>	<b>2,010,000</b>	<b>2,310,000</b>	<b>535,000</b>	<b>5,613,713</b>	<b>1,482,899</b>	
<b>EXPENDITURES</b>								<b>3.80 Months</b>	
<b>Community Resource Contracts - PY 2011</b>									
Current Contracts (ending date 9/30/2012)	1,850,000	464,418					-		
PY2011 Latin Chamber Green Consortium (ending date 9/30/2013)	500,000	451,878	45,000	135,000	135,000	135,000	450,000		
Governor's Reserve - CC Summer Business Institute	75,000	302	302				302		
PY2011 Lincoln County (ending date 6/30/2013)	200,000	116,990	10,000	30,000	30,000		70,000		
PY2011 Nye County (ending date 6/30/2013)	450,000	297,270	15,000	45,000	45,000		105,000		
<b>Community Resource Contracts - PY2011 Amendments</b>									
Nye Communities (ending 6/30/2012)	88,753	-					-		
Nevada Partners (ending 6/30/2012)	677,909	-					-		
HELP (ending 9/30/2012)	1,200,000	572,231					-		
<b>Community Resource Contracts - PY2012</b>									
PY2012 Youth In-School Contracts	1,844,000	1,826,082	80,000	300,000	500,000		880,000		
PY2012 Youth Out-of-School Contracts	1,750,000	1,634,829	110,000	400,000	400,000		910,000		
PY2012 Youth Re-entry	300,000	288,196	10,500	55,000	55,000		120,500		
PY2012 Youth Summer Component/Year Round	1,000,000	576,894	85,000	245,000	245,000		575,000		
<b>Operations</b>									
Administration and Programs	1,867,580	1,675,039	10,000	800,000	800,000		1,610,000		
<b>Pending Contracts</b>									
Foster Care and Youth with Disabilities	500,000	500,000			100,000	400,000	500,000	-	
<b>TOTAL</b>			<b>365,802</b>	<b>2,010,000</b>	<b>2,310,000</b>	<b>535,000</b>	<b>5,220,802</b>		

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  
January 2013**

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	<b>Lack of Policies and Procedures and GAAP adherence - improved from last year but still lacks effective policy and procedures</b>	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.							
		Action: Aug 2012 - Review program closeout procedure that ensures final draws, reports, and closing documents are submitted timely.	August 2012						
		Finding Status: Jun 2012 - We received this audit finding on Feb 24, 2012. Reconciliation and close processes will be implemented and documented for Jul 2011 through Jun 2012 in Financial Edge. This portion of the finding should reflect substantial progress for the June 30, 2012 audit.							
Action: Feb 2013 - The Finance Manager will prepare written documentation detailing the monthly close process including staff assignments.									
11-2	Financial Reporting	<b>Lack or insufficient skills and knowledge to perform governmental accounting utilizing GAAP - improved from last year but still needs improvement</b>	May 2012	X	X	X	X		
		Status: The Finance Manager is providing 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 substantial 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  
January 2013**

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	
11-3	Federal Grants	<b>SEFA schedules did not agree with supporting records or documentation</b>	November 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: Oct/Nov 2012 - Continue to reconcile PY11 invoice and drawdown transactions in FE. Document monthly/quarterly procedure, review and approval.							
		Action: Nov 2012 - The Finance Manager provided report on the status of the SEFA preparation, invoice, and drawdown reconciliations to the Executive Director.							
Action: Ongoing - Update and reconcile FE each month through year end.									
11-4	Federal Grants	<b>Grant funds expended for purposes other than the purpose specified in drawdown.</b>	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.							
		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: Jan 2013 - Continue transition from the SEFA to FE report to ensure that discrepancies between drawdown requests and the actual expenditures are identified.							
		Action: Ongoing - FE must be kept up-to-date monthly to ensure accuracy.							
11-5	Federal Grants	<b>Requests for funds need to be complete, accurate, and agree to supporting documentation.</b>	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: 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.							
		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: Jan 2013 - The Finance Manager will provide reports on the status of the invoice and drawdown reconciliations in FE to the Executive Director.							
		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  
January 2013**

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.		<b>Funding federal grants in advance - excessive time elapsed between receipt of funds and disbursement of funds</b>	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	<b>ARRA - timely reporting of quarterly reports</b>	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 June 30, 2011 and 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	<b>Documentation supporting program participant eligibility shall be complete, accurate, and retained</b>	January 2013	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.							
		Finding Status: Jun 2012 - We received this new audit finding on Feb 24, 2012. Additional technical assistance was provided and informal monitoring was conducted for Youthbuild and reentry programs. This finding is expected to continue for the June 30, 2012 audit.							
		Action: Jan 2013 - Workforce Connections' staff continue to evaluate participant records to determine compliance with WIA guidelines and regulations. In regards to the current audit, some discrepancies have been noted, however, it is not known at this time if a finding will occur, and if it does, what it may look like.							
	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  
January 2013**

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	
11-8	Federal Grants	<b>Sub-recipients awards did not contain the required information</b>	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	<b>Financial reporting of Form ETA 9130 - timely submissions</b>	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.							
		Finding Status: Sep 2011, Dec 2011, Mar 2012 and Jun 2012 - All WIA quarterly reports were filed timely. This finding should not repeat for the June 30, 2012 audit.							
		Action: Oct 2012 - Quarterly direct grant reports were completed within deadlines.							
		Action: Ongoing - monthly monitoring must continue to take place to ensure reports meet all deadlines.							
11-10	Federal Grants	<b>Monitoring of sub-recipients - Annual Monitoring and Tracking of Findings</b>	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: Jan 2013 - Continue the annual fiscal monitoring of all service provider contracts. Reports must be issued within 30 days.							
	Action: Ongoing - Pink Paper monthly review of fiscal and program status.								



## **Mission Statement**

To establish dynamic partnerships with employers and with the community which facilitate employment, educational and job training gains.

Assignment: Staff and the Executive Committee will finalize the mission statement prior to the January Board meeting.

## **Goal 1: Management and Oversight**

The Board will maximize the return on the investment of public workforce funds and will manage those funds responsibly and in accordance with the highest standards.

Assignment: The Budget and Oversight Committee will finalize the goal statement prior to the January Board meeting and will work with staff to develop an action plan to achieve this goal. The action plan will include specific action steps, due dates and measurable results and will begin no later than April 30, 2013 and will run through June 30, 2015.

Sample Action Step: Resolve all open monitoring and audit findings by June 30, 2013.

## **Goal 2: Youth Education, Training and Employment**

The Board will partner with educators, employers and the community to increase youth core competencies and employment.

**Assignment:** The Youth Council will finalize the goal statement prior to the January Board meeting. The Council will work with staff to develop action steps to achieve the goal, including timelines and measurable results. The action plan will begin no later than April 30, 2013 and will be completed prior to June 30, 2015.

**Sample Action Step:** The Council will work with healthcare employers and educators to determine the core competencies each youth should have to enter post-secondary healthcare training programs and to obtain entry employment in the healthcare sector. Due date: September 30, 2013.

### **Goal 3: One-stop Center Establishment**

The Board will work with partners to establish a One-stop Center and a Southern Nevada workforce system that maximizes employment and job training opportunities.

Assignment: The Adult/Dislocated Worker Committee will finalize the goal statement prior to the January Board meeting. The Committee will work with staff to develop action steps to achieve the goal, including due dates and measurable results. The action plan will begin no later than April 30, 2013 and will be completed prior to June 30, 2015.

Sample Action Step: The Board will work with partners to develop a Center certification process for the Southern Nevada workforce area. Due date: September 30, 2013.

## **Goal 4: Attract, Grow and Retain Businesses**

The Board will work with employers, economic development agencies and the community to help attract, grow and retain employers in the following eight sectors:

(List the eight sectors designated by the Governor)

Assignment: The Executive Committee will finalize the goal statement prior to the January Board meeting. The Executive Committee will determine whether to continue taking the lead on this goal or whether a new Board committee is needed. The committee will work with staff to adopt an action plan to achieve this goal. Action steps will have due dates and measurable results.

Sample Action Step: Review the membership of the eight sectoral committees established by the Governor. Recruit at least one member from each of the eight sectoral committees to actively work with the Board to align the Southern Nevada workforce strategy with the eight sectoral initiatives. Due date: April 30, 2013.

## **The Game Plan**

- 1. Formally adopt the new mission statement and four goals at the January Board meeting along with the proposed committee assignments.**
- 2. The committees will work with staff to develop proposed action steps, due dates and measurable outcomes for formal adoption by the Board in April.**
- 3. The committees and staff will report progress to the Board quarterly and annually.**
- 4. The Board will review progress at an annual meeting and will update the goals and action steps as needed.**
- 5. The Strategic Plan will be revisited in the Spring of 2015.**

**Workforce Connections**  
**Southern Nevada Workforce Investment Area Strategic Plan Matrix**  
**Mission, Goals, Objectives and Strategies**  
**2 – Year Strategic Plan (April 30, 2013 – June 30, 2015)**

**MISSION: To establish dynamic partnerships with employers and the community to facilitate employment opportunities, education and job training gains.**

<b>Goal 1</b>				
<b>Implement Effective Management and Oversight</b>				
<b>Objective</b>	<b>Strategy/Action</b>	<b>Timeline</b>	<b>Measurement</b>	<b>Assignment—Status</b>
1.1. Maximize return on investment and manage funds responsibly with the highest standards.	1. Hire well qualified staff talent and encourage ongoing management and oversight training.	Present programmatic and fiscal updates during every committee/council and board meeting.	Clear, concise programmatic and fiscal reports documenting quantitative and qualitative results.	Budget Committee—Due Monthly
	2. Lend strong technical assistance support to awarded programs along with comprehensive fiscal oversight and accountability for productive outcomes.	Ongoing	Unqualified fiscal auditing financial statements and less than ten noted monitoring findings identified by the State of Nevada and/or U.S. Department of Labor.	Budget Committee—Due Monthly
1.2. Correct all noted auditing and monitoring findings.	1. Develop and document sound corrective action measures with permanent fixes to prevent non-compliance recurrence.	Corrective action with responses due per published auditing and monitoring reports and associated directives.	Corrective action validated along with findings closure notice from auditing/monitoring agency.	Budget Committee—status update due monthly
	2. Provide technical assistance to staff and/or funded partners/service providers and ongoing training initiatives associated with awarded programs and funding.	Within 3 months or program/funding award.	Published training and technical assistance reports.	Budget Committee—first report due 3 months after initial goal approval