

*workforce***CONNECTIONS**

Budget & Finance Committee

Wednesday, February 6, 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

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; Bill Bruninga; Dan Gouker; William Kirby; 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. DISCUSSION and POSSIBLE ACTION: Approve the agenda with inclusions of any emergency items and deletion of any items
3. FIRST PUBLIC COMMENT SESSION: Members of the public may now comment on any matter posted on this Agenda, which is before this Board for consideration and action today. Please clearly state and spell your name and your address for the record. Each public comment will be limited to three (3) minutes.
4. DISCUSSION and POSSIBLE ACTION: Election of Chair and Vice Chair.....1
5. DISCUSSION and POSSIBLE ACTION: Approval of the Budget & Finance Committee meeting minutes of January 16, 2013.....2
6. REVIEW, DISCUSS and ACCEPT REPORT: Program Year 2011 (Year Ended June 30, 2012) Audit PBTk.....8
7. REVIEW, DISCUSS and ACCEPT REPORTS:
 - a. PY2012 WIA Formula Budget July 1, 2012 through June 30, 2013 and PY2012 WIA Budget Narratives – January 2013..... 9
 - b. Budget vs. Actual Finance Report (*workforce***CONNECTIONS**' Operations) for the period July 1, 2012 through June 30, 2013 (Formula WIA)..... 16
 - c. PY2011/PY2012 Awards and Expenditures – Monthly Update..... 17
 - d. Adult/Dislocated Worker and Youth Funding Plans.....20

e. Audit Findings for Program Year 2010 (Year Ended June 30, 2011) – February 2013 Report..... 22

f. YouthBuild Audit Findings 26

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

9. Adjournment

Agenda Item #4: DISCUSSION and POSSIBLE ACTION: Election of Chair and Vice Chair

*workforce***CONNECTIONS**
MINUTES

of the meeting of the

BUDGET & FINANCE COMMITTEE

The Budget & Finance Committee held a public meeting on Wednesday, January 16, 2013, beginning at 10:02 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; Bill Bruninga (via telephone); Dan Gouker; William Kirby (via telephone); Vida Chan Lin; and, Dennis Perea.

Staff confirmed the agenda 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. Welcome new committee member. Councilwoman Gerri Schroder introduced and welcomed Dennis Perea, Deputy Director - DETR as the new member of the committee.
3. Discussion and Possible Action: 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 Bill Bruninga and seconded by Dan Gouker. Motion carried.

4. Public Comment (1st 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.

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.

5. Discussion and Possible Action: Approval of minutes of the previous Budget & Finance Committee meeting held on November 7, 2012.

A motion to approve the meeting minutes of November 7, 2012 presented by staff was made by Bill Bruninga and seconded by Hannah Brown. Motion carried.

6. Discussion and Possible Action: PY2012 WIA Formula Budget July 1, 2012 through June 30, 2013 and associated PY2012 WIA Budget Narratives – January 2013.

Jim presented the PY2012 WIA Formula Budget July 1, 2012 through June 30, 2013 and associated PY2012 WIA Budget Narratives – January 2013 on pages 6 - 11 of the agenda packet. Two items for correction due to a typographical error: In the Notes section (highlighted) on page 6, should read, “PY2012 Revenues include WIA funding in the total amount of \$20,182.005” with the narrative on page 8 also reflecting the total amount of \$20,182.005.

Jim further stated that WC has implemented an Intertitle transfer based on the WIA regulations that allows up to 30% of the current year allotment moved from Dislocated Worker to the Adult funding stream with a transfer request to the State. Discussion ensued.

Dennis stated that this might be a result of the State holding back the money too long and inundating WC with a contract. The State can hold 25% of the Dislocated Worker money for Rapid Response and Layoff Aversion activities and the State held on to that money then passed down \$679,465 to WC was that influx of money.

Carol Turner spoke to the One-Stop Budgets that are being prepared for submission to the Budget & Finance Committee in February. In-process work conducted on the budget is the RFPs for the construction costs, tenant improvements, equipment, and detailed line item for the One-Stop System/One-Stop Center and one-time cost for the relocation of WC staff to the same facility.

Jim reported on the following line items on page 7 of the agenda packet:

- Line item 7030 – Postage and Delivery – an increase of \$3,000
- Line item 7085 – Program Support Contracts – an increase of \$30,000
- Line items 7600 & 7605 – Youth Program Activities and Adult/DW Program Activities – a decrease of \$15,000 each. Elimination of both line items from the report – reclassified to Program Support Contracts.
- Line item 8900 – Strategic Initiatives – a decrease of \$3,000

William Kirby queried the Strategic Initiative fund (Contingency funds) of \$48,302 whether it is adequate funds for the program year. Carol responded that as a reminder to the Committee, WC is not able to set aside a fund balance, as WIA requires WC to commit every dollar to the programs during the year. Finance is comfortable with the allocations set forth in each line item reported and confident that it is sufficient funds for the balance of the year. WC is not anticipating any unexpected expenditures with the funds used on additional initiatives or special projects. Dennis Perea queried does WC ever make expenditures out of the Strategic Initiative funds without it coming before the committee? Carol Turner responded, “No, we do not.”

A motion to approve the PY2012 WIA Budget July 1, 2012 through June 30, 2013 and associated PY2012 WIA Budget Narratives - January 2013 with the correction of the typographical error from \$21,182,005 to \$20,182,005 on the Revised Budget and Narrative was made by Dan Gouker and seconded by William Kirby. Motion carried.

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)

Jim reported the PY2012 WIA Formula Expenses Administrative and Program Operating budget on page 12 of the agenda packet and noting Percentage of Program Year concluded currently at 41.67%. Discussion ensued regarding line items 7060 – Utilities (Included in Rent) that will remain on the report, and line item 8510 – Software–NV Trac Data System will be removed from the report.

Dennis asked if the State decides to go forward with a statewide system, will WC be adding funds back into the reporting for those enhancements. Ardell stated for those not familiar with the discussions that occurred between IT, DETR Leadership and himself, WC will in all probability, add funds back based on the collaboration WC has with DETR and the State offices. Dennis stated if a statewide system goes forward, it would be immensely more complicated in that DETR would be passing down additional Rapid Response money for the enhancements.

- 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 13 - 15 of the agenda packet.

	Adult Expenditures	Dislocated Worker Expenditures	% Spent
WIA PY2011-PY2012 Adult & DW Green Sector	60%	40%	64.69%
WIA PY2011-PY2012 Adult & DW Health Sector	68%	32%	53.53%
WIA PY2011-PY2012 Adult & DW Rural Services	55%	45%	47.76%
WIA PY2012 Adult & DW Re-Entry Services	100%	0%	20.55%
Total PY2011/PY2012 Adult & Dislocated Worker	64%	36%	55.65%
	Youth In-School	Youth Out-Of-School	% Spent
WIA PY2011 Youth General	53%	47%	63.92%
WIA PY2012 Youth General	44%	56%	15.69%
WIA PY2011 Youth Tri County	55%	45%	60.13%
WIA PY2011 Youth Re-Entry Advocate Programs	0%	100%	17.41%
Total PY2011 Youth	51%	49%	44.58%
Direct Grants PY2010/PY2011			% Spent
WIA PY10/PY11 Governor’s Reserve Youth			99.60%
Direct Adult & DW Grants			80.45%

Jim stated that all Adult contracts were extended for this year. In the reporting there are, two line items for each service provider. The first line is the first allotment that the service providers received last year and the second line item is the extension amount. It

is one single contract allowing for tracking and percentages on spend rates to be reported.

Ardell stated that currently all of the Adult/Dislocated Worker funded partners contracts do coincide with a June 30, 2013 end date. However, WC is considering a change to September 30, 2013 to allow closeout or preparation for audit. Jim clarified that with a June 30, 2012 contract end date; the service provider submits invoices to Fiscal by this date allowing Fiscal to close out the books in August in preparation for the Audit.

Heather DeSart clarified a question posed by Mr. Kirby and Dan Gouker stating that contract expenditures would be associated with the contract term. With a no-cost extension, contract terms would be extended to September 30, 2013. There are no current service providers under enrolled at this point. There are two issues: Expenditures, which is why the no-cost contract extensions would take place; and, Enrollments. The service providers are not only enrolling at a pace that is acceptable to WC, but some are over enrolling. Dan Gouker stated the question is not enrollment, the question is, "how much does it cost per person based on how much they were funded?" Heather responded that reports are prepared for the ADW Committee and she will forward a copy to Mr. Gouker.

Mr. Kirby queried on the difference in funds for In-School and Out-of-School youth. Heather clarified that the Out-of-School funds is generally expensed on the youth who have graduated High School into post-secondary education or into a trade program (vocational training) or into the military and recruiting the youth. In-School youth is to help towards mentoring projects, tutoring, additional GED Prep classes, all funds expended towards activities that help to get that attainment of degree or certificate.

Mr. Kirby queried if Esmeralda County school district would be eligible to be a provider in this program because they do not participate due to size. Heather will speak with Mr. Kirby outside the committee, but noted that the Lincoln County youth are served through the University of Nevada Reno Cooperative Extension, Nye County has Nye Communities Coalition, certainly will have a conversation to ensure that Esmeralda County is better serviced.

Ardell added that an RFP for the rural areas would be published whereby the rural areas would not have to compete with the urban areas in both Youth and Adult/Dislocated Worker. At least 30% of the youth dollars are required for Out-of-School Youth in accordance with WIA. Discussion ensued regarding the recapturing of Youth dollars and publishing an RFP to reallocate back out to a service provider.

Discussion ensued regarding the SESP/HIT (Healthcare Information Technology) contract. Heather stated that the SESP/HIT contract identifies a number of jobs available in the Healthcare industry. The \$200,000 came back from DETR to WC in a separate contract where 121 incumbent workers will be served and 21 new job seeker individuals working with employers will co-enroll with WC service providers in the system. Dan Gouker requested the name of the training provider for the SESP/HIT contract. Heather said she would forward this information to Dan.

Ardell spoke to the AmeriCorps Grant that did not go through the Budget & Finance Committee; however, the grant was submitted directly to the Board to accept the AmeriCorps funds due to tight submittal timelines. As a result of this action, when the

monies were offered there was a short deadline to execute the contract and forward the contract back to AmeriCorps.

c. Adult/Dislocated Worker and Youth Funding Plans

Carol Turner presented the Adult/Dislocated Worker and Youth Funding Plans on pages 16 - 17 of the agenda packet that provides projections of when funding streams will be used. The spreadsheet illustrates (as WC draws funds during the month to expend funds) which funding source is used, which year of funding and ensures WC is on track within the 2 years the dollars are available.

Dennis Perea noted that the State does not have to take the money back in 2 years and if the State were to recapture funds; it would be primarily due to initiatives in the North that it could redistribute funds too or vice versa.

Of note was the pending contract for the Las Vegas/Clark County Urban League Computer Center project recommended by the ADW Committee for \$150,000 that will go before the Board at the end of the month. Hannah Brown stated that will no longer be an Urban League contract it will become a project oversight by WC and Ardell concurred.

Carol noted a projection based on the Adult/Dislocated Worker service providers expenditures there is a remainder of approximately 3.27 months of funding that would be available for Adult/Dislocated Worker projects. On the Youth Funding Plan Carol noted a projection based on the Youth service provider's expenditures there is a remainder of approximately 3.80 months of funding that would be available for Youth projects.

d. Audit Findings for Program Year 2010 (Year Ended June 30, 2011) - January 2013

Jim presented the Audit Findings for Program Year 2010 (Year Ended June 30, 2011) - January 2013 Report on pages 18 - 21 of the agenda packet. The audit is going extremely well and potentially wrapping up on Friday, January 18, 2013 with draft reports next week. The single current item of note is compliance issues with internal program files similar to finding 11-7 of the report on page 20.

The Committee members extended a 'Well done!' to the Workforce Connections team.

A motion to accept the reports as presented by staff was made by Hannah Brown and seconded by Dan Gouker. Motion carried.

8. Discussion and Possible Action: To release RFP for A-133 Audit Services

Ardell requested the release of an RFP published for A-133 Auditing Services as prudent to consider other auditing services as an alternative/option. The timeline: the Audit should be concluded end of January 2013 and the current contract does not extend beyond this current Program Year.

A motion to accept the release of an RFP for A-133 Audit Services was made by Dennis Perea and seconded by Dan Gouker. Motion carried.

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).

Ardell reported that in November, John Chamberlin made a presentation to the Board on the Strategic Plan Initiative with recommendations to consider establishing a review of the Mission Statement and Goals that might be assigned to committees for accountability and oversight.

The recommendation of the revised Mission Statement to the Board by the ADW Committee was presented to the Budget & Finance Committee for review with the members of the Budget & Finance Committee concurring acceptance for the following:

“To establish dynamic partnerships with employers and the community to connect employment opportunities, education and job training.”

A motion to accept the single page mission statement that was revised by the ADW Committee was made by Dan Gouker and seconded by Hannah Brown. Motion carried.

- b. Review and discuss committee(s)/council goal(s), objectives and strategies/action plans to achieve established goals and mission.

Ardell reviewed the one page Goals to Implement Effective Management and Oversight by the Budget & Finance Committee that Mr. Chamberlin presented to the Board in November with Objectives, Strategy/Action, Timeline, Measurement; and, Assignment-Status.

A motion to accept the goals, objectives and strategies/action plan as presented by staff was made by Dan Gouker and seconded by Hannah Brown. Motion carried.

10. Public Comment and Discussion (2nd 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.

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.

Hannah Brown expressed her deepest appreciation to Workforce Connections for the support received during the illness and passing of her sister.

11. Adjournment unanimously approved at 11:42 a.m.

Respectfully submitted,
Dianne Tracy

Agenda Item #6: DISCUSSION and POSSIBLE ACTION: Program Year 2011 (Year Ended June 30, 2012) – Audit PBTK

Separate attachment

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	8,316,715	8,316,715	-	831,672	831,672	6,653,371	8,316,715
PY2012 Dislocated Worker	4,847,926	4,847,926	-	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			-		-		-
Total Revenue by Funding Stream	\$ 25,182,030	\$ 25,182,030	\$ -	\$ 2,450,255	\$ 2,450,280	\$ 20,281,495	\$ 25,182,030
				Subtotal Board Operations \$ 4,900,535			

Notes:

1. PY2012 Revenues include WIA funding in the total amount of \$20,182,005.
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	7,453,371	7,453,371	-	1,000,000		6,453,371	7,453,371
Dislocated Worker Services	5,357,805	5,357,805	-		679,465	4,678,340	5,357,805
Youth Services	7,470,319	7,470,319	-			7,470,319	7,470,319
Subtotal Community Resource Allocations	\$ 20,281,495	\$ 20,281,495	\$ -	\$ 1,000,000	\$ 679,465	\$ 18,602,030	\$ 20,281,495

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
Total Expenditures	\$ 25,182,030	\$ 25,182,030		\$ 1,937,710	\$ 2,962,825	\$ 20,281,495
Fund Balance	\$ -	\$ -		\$ 512,545	\$ (512,545)	\$ -

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			6,000	6,000	-	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			60,000	60,000	-	-	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
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			48,302	48,302	-	67,946	(19,644)	48,302
Subtotal Board Operations			4,900,535	4,900,535	-	1,937,710	2,962,825	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 \$20,182,005. 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 – Allocated costs for postage and mail delivery including such activities as routine postage, courier delivery service, and Federal Express delivery

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** – Allocated costs for program support agreements and temporary staffing to support program activities.
- 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.

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 –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.

workforceCONNECTIONS --Operations and One-Stop Side-by-Side
July 1, 2012 - June 30, 2013
(Updated January 14, 2013)

Board Operations	Authorized FTE	Actual FTE	Approved Budget PY2012	One-Stop Center	Proposed Budget PY2012	One-Stop System	Authorized FTE	Actual FTE	Proposed Budget PY2012	TOTAL
6500 Salaries	32.88	29.88	2,451,763	Salaries	-	Salaries	6.00	4.00	107,474	2,559,237
7000 Accounting and Auditing			350,000	Accounting and Auditing	-	Accounting and Auditing			-	350,000
7005 Legal Fees			75,000	Legal Fees		Legal Fees			30,766	105,766
7010 Legal Publication Advertising			18,000	Legal Publication Advertising		Legal Publication Advertising			834	18,834
7020 Licenses and Permits			3,000	Licenses and Permits	-	Licenses and Permits			-	3,000
7025 Dues and Subscriptions			12,000	Dues and Subscriptions	500	Dues and Subscriptions			-	12,500
7030 Postage and Delivery			6,000	Postage and Delivery	500	Postage and Delivery			1,522	8,022
7035 Printing and Reproduction			12,000	Printing and Reproduction	1,400	Printing and Reproduction			2,100	15,500
7040 Office Supplies			15,000	Office Supplies	2,000	Office Supplies			1,500	18,500
7045 Systems Communications			50,000	Systems Communications	1,000	Systems Communications			5,000	56,000
7050 Tuition, Training, and Seminars - Staff			40,000	Tuition, Training, and Seminars - Staff		Tuition, Training, and Seminars - Staff			500	40,500
7055 Travel and Mileage - Staff			30,000	Travel and Mileage - Staff		Travel and Mileage - Staff			-	30,000
7060 Utilities			-	Utilities	2,000	Utilities			6,000	8,000
7060 Utilities (Deposit)			-	Utilities (Deposit)		Utilities (Deposit)			4,560	4,560
7065 Telephone			30,000	Telephone		Telephone			-	30,000
7070 Rent (Offices)			365,348	Rent (Offices)	11,600	Rent (Offices)			33,840	410,788
7070 Rent (Deposit on New Location)				Rent (Deposit on New Location)		Rent (Deposit on New Location)			52,816	52,816
7075 Facilities Maintenance			6,500	Facilities Maintenance	1,860	Facilities Maintenance			-	8,360
7080 Admin Support Contracts			120,000	Admin Support Contracts	-	Admin Support Contracts			-	120,000
7085 Program Support Contracts			60,000	Program Support Contracts	5,400	Program Support Contracts			190,275	255,675
7085 Program Support Contracts - IT NVTrac/Web			137,000	Program Support Contracts - IT NVTrac/Web	-	Program Support Contracts - IT NVTrac/Web			25,000	162,000
7090 Non-Board Meetings and Outreach			30,000	Non-Board Meetings and Outreach	416	Non-Board Meetings and Outreach			5,000	35,416
7095 Board Meetings and Travel			18,000	Board Meetings and Travel		Board Meetings and Travel			-	18,000
7100 Insurance			40,000	Insurance	-	Insurance			15,000	55,000
7100-7120 Employee Fringe Benefits			823,818	Employee Fringe Benefits	-	Employee Fringe Benefits			18,900	842,718
7125 Employer Payroll Taxes			72,804	Employer Payroll Taxes	-	Employer Payroll Taxes			2,476	75,280
7130/7135 Payroll Services and Bank Fees			16,000	Payroll Services and Bank Fees	-	Payroll Services and Bank Fees			313	16,313
7200 Equipment - Operating Leases			15,000	Equipment - Operating Leases	1,600	Equipment - Operating Leases			2,400	19,000
8500 Capital - Tenant Improvements, Equipment and Furniture			55,000	Capital - Tenant Improvements, Equipment and Fu	-	Capital - Tenant Improvements, Equipment and Fur			816,713	871,713
Depreciation (Tenant Impr, Furnishings, and Equip)			-	Depreciation (Tenant Impr, Furnishings, and Equip)	13,625	Depreciation (Tenant Impr, Furnishings, and Equip)			-	13,625
8900 Strategic Initiative - WIA			48,302	Strategic Initiative - WIA		Strategic Initiative - WIA			258,530	306,832
Subtotal Board Operations			4,900,535	Subtotal One-Stop Center	41,901	Subtotal One-Stop System			1,637,564	6,580,000
									1,679,465	

DECEMBER 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		50.00%
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
6500	Salaries	809,082	1,642,681	2,451,763	278,570	668,598	947,168	530,512	974,083	1,504,595	34.43%	40.70%	38.63%
7000	Accounting and Au	350,000	0	350,000	99,805	0	99,805	250,195	0	250,195	28.52%	0.00%	28.52%
7005	Legal Fees	75,000	0	75,000	33,581	0	33,581	41,419	0	41,419	44.77%	0.00%	44.77%
7010	Legal Publication A	5,040	12,960	18,000	377	910	1,287	4,663	12,050	16,713	7.48%	7.02%	7.15%
7020	Licenses and Perm	840	2,160	3,000	116	280	396	724	1,880	2,604	13.81%	12.96%	13.20%
7025	Dues and Subscrip	3,360	8,640	12,000	751	1,816	2,567	2,609	6,824	9,433	22.35%	21.02%	21.39%
7030	Postage & Delive	1,680	4,320	6,000	464	1,123	1,587	1,216	3,197	4,413	27.62%	26.00%	26.45%
7035	Printing and Repro	3,360	8,640	12,000	1,282	3,101	4,383	2,078	5,539	7,617	38.15%	35.89%	36.53%
7040	Office Supplies	4,200	10,800	15,000	1,783	4,313	6,096	2,417	6,487	8,904	42.45%	39.94%	40.64%
7045	System Communic	14,000	36,000	50,000	7,854	18,995	26,849	6,146	17,005	23,151	56.10%	52.76%	53.70%
7050	Tuition, Training ar	11,200	28,800	40,000	3,907	9,450	13,357	7,293	19,350	26,643	34.88%	32.81%	33.39%
7055	Travel and Mileage	8,400	21,600	30,000	3,660	8,853	12,513	4,740	12,747	17,487	43.57%	40.99%	41.71%
7060	Utilities (Included in	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%
7065	Telephone	8,400	21,600	30,000	2,224	5,381	7,605	6,176	16,219	22,395	26.48%	24.91%	25.35%
7070	Rent	102,297	263,051	365,348	43,354	104,863	148,217	58,943	158,188	217,131	42.38%	39.86%	40.57%
7075	Facilities Maintena	1,820	4,680	6,500	298	721	1,019	1,522	3,959	5,481	16.37%	15.41%	15.68%
7080/7085	Support Contracts	120,000	197,000	317,000	70,282	74,929	145,211	49,718	122,071	171,789	58.57%	38.04%	45.81%
7090	Non-Board Meeting	8,400	21,600	30,000	4,181	10,113	14,294	4,219	11,487	15,706	49.77%	46.82%	47.65%
7095	Board Meetings an	0	18,000	18,000	0	4,910	4,910	0	13,090	13,090	0.00%	27.28%	27.28%
7100	Insurance	11,200	28,800	40,000	2,202	5,327	7,529	8,998	23,473	32,471	19.66%	18.50%	18.82%
7120	Employee Fringe B	271,860	551,958	823,818	81,219	196,447	277,666	190,641	355,511	546,152	29.88%	35.59%	33.70%
7125	Employer Payroll T	24,025	48,779	72,804	4,521	10,936	15,457	19,504	37,843	57,347	18.82%	22.42%	21.23%
7130/7135	Payroll Services ar	16,000	0	16,000	1,792	0	1,792	14,208	0	14,208	11.20%	0.00%	11.20%
7200	Equipment - Opera	4,200	10,800	15,000	2,037	4,926	6,963	2,163	5,874	8,037	48.50%	45.61%	46.42%
7600	Youth Program Ac	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%
7605	Adult/DW Program	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%
8500	Equipment and Fur	15,400	39,600	55,000	4,663	11,278	15,941	10,737	28,322	39,059	30.28%	28.48%	28.98%
8510	Software - NV Trac	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%
8900	Strategic Initiative	0	48,302	48,302	0	0	0	0	48,302	48,302	0.00%	0.00%	0.00%
	Total	1,869,764	3,030,771	4,900,535	648,923	1,147,270	1,796,193	1,220,841	1,883,501	3,104,342	34.71%	37.85%	36.65%

Legend

	Correct Now
	Watch
	OK

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

Amounts for Providers reflect invoiced allowable expenditures through December 2012. Starred lines only reflect expenditures through November 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	\$ 157,267	\$ 57,738	\$ 215,004	30.71%	\$ 484,996		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	\$ 314,549	\$ 240,734	\$ 555,282	46.27%	\$ 644,718		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	\$ 331,594	\$ 211,261	\$ 542,854	90.48%	\$ 57,146	\$	94,438
Nevada Partners, Inc	\$ 600,000	\$ 300,000	\$ 300,000	\$ 600,000	100.00%	\$ -	\$	55,662
So. NV Regional Housing Authority*	\$ 175,000	\$ 77,018	\$ 65,771	\$ 142,789	81.59%	\$ 32,211	\$	8,848
Total	\$ 6,175,000	\$ 2,501,647	\$ 1,668,821	\$ 4,170,468	67.54%	\$ 2,004,532	\$	329,818
		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	\$ 278,035	\$ 247,871	\$ 525,906	43.83%	\$ 674,094		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	\$ 151,725	\$ 101,578	\$ 253,303	21.11%	\$ 946,697		See Green Above
Nevada Hospital Association	\$ 600,000	\$ 570,000	\$ 30,000	\$ 600,000	100.00%	\$ -	\$	-
Nevada Hospital Association-PY12 extension	\$ 900,000	\$ 237,714	\$ 3,036	\$ 240,750	26.75%	\$ 659,250		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	\$ 414,470	\$ 182,630	\$ 597,100	49.76%	\$ 602,900		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	\$ 112,834	\$ 45,258	\$ 158,091	31.62%	\$ 341,909		See Green Above
Total	\$ 8,075,000	\$ 3,175,945	\$ 1,554,951	\$ 4,730,895	58.59%	\$ 3,344,105	\$	1,000
		67%	33%					

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	\$ 109,210	\$ 32,648	\$ 141,859	14.93%	\$ 808,141		See above line
Total	\$ 1,800,000	\$ 491,193	\$ 413,435	\$ 904,629	50.26%	\$ 895,371	\$	14,306
		54%	46%					

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	\$ 193,400	\$ -	\$ 193,400	27.63%	\$ 506,600
Total	\$ 700,000	\$ 193,400	\$ -	\$ 193,400	27.63%	\$ 506,600
		100%	0%			

Total PY11-PY12 Adult/DW	\$ 16,750,000	\$ 6,362,185	\$ 3,637,207	\$ 9,999,392	59.70%	\$ 6,750,608
		64%	36%			

workforce CONNECTIONS
Awards and Expenditures
Program Year 2011/2012 Youth Programs
January 31, 2012

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

WIA PY11 Youth General

Provider	Contract Dates	Contract Award	Youth In-School Expenditures	Youth Out-Of-School Expenditures	Total Invoiced	% Spent	Remaining Balance
Latin Chamber Foundation-PY11 Summer Component	6/1/12-6/30/13	\$ 250,000.00	\$ 134,435	\$ 66,185	\$ 200,619	80.25%	\$ 49,381
Latin Chamber Foundation-PY11 Green Consortium	5/1/12-9/30/13	\$ 500,000.00	\$ 75,299	\$ 80,103	\$ 155,402	31.08%	\$ 344,598
Nevada Partners, Inc-PY11 Year Round	7/1/11-6/30/13	\$ 500,000.00	\$ 235,749	\$ 256,791	\$ 492,540	98.51%	\$ 7,460
Nevada Partners, Inc-PY11 Summer Component	6/1/12-6/30/13	\$ 500,000.00	\$ 230,080	\$ 54,697	\$ 284,776	56.96%	\$ 215,224
So. NV Children First-PY11 Summer Component*	6/1/12-6/30/13	\$ 250,000.00	\$ 113,446	\$ 6,600	\$ 120,046	48.02%	\$ 129,954
Total		\$ 2,000,000	\$ 789,008	\$ 464,375	\$ 1,253,383	62.67%	\$ 746,617
			63%	37%			

WIA PY12 Youth General

Provider	Contract Dates	Contract Award	Youth In-School Expenditures	Youth Out-Of-School Expenditures	Total Invoiced	% Spent	Remaining Balance
GNJ Family Life Center-PY12 Youth Out of School	7/1/12-6/30/13	\$ 600,000		\$ 203,980	\$ 203,980	34.00%	\$ 396,020
HELP of So. Nevada-PY12 Youth In School	7/1/12-6/30/13	\$ 922,000	\$ 146,425		\$ 146,425	15.88%	\$ 775,575
HELP of So. Nevada-PY12 Youth Out of School	7/1/12-6/30/13	\$ 375,000		\$ 100,448	\$ 100,448	26.79%	\$ 274,552
Latin Chamber Foundation-PY12 Youth Out of School	7/1/12-6/30/13	\$ 400,000		\$ 47,506	\$ 47,506	11.88%	\$ 352,494
Nevada Partners, Inc-PY12 Youth In School	7/1/12-6/30/13	\$ 922,000	\$ 189,608		\$ 189,608	20.56%	\$ 732,392
So. NV Children First-PY12 Out of School*	7/1/12-6/30/13	\$ 375,000		\$ 48,585	\$ 48,585	12.96%	\$ 326,415
Total		\$ 3,594,000	\$ 336,033	\$ 400,519	\$ 736,552	20.49%	\$ 2,857,448
			46%	54%			

WIA PY11-12 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	\$ 44,958	\$ 30,000	\$ 74,958	74.96%	\$ 25,042
Lincoln County School District-Tri-County-PY11 Extension	7/1/11-6/30/13	\$ 100,000	\$ -	\$ 40,285	\$ 40,285	40.28%	\$ 59,715
Nye Communities Coalition-PY11 Year Round	7/1/11-6/30/13	\$ 300,000	\$ 127,593	\$ 78,938	\$ 206,531	68.84%	\$ 93,469
Nye Communities Coalition-PY11 Extension	7/1/11-6/30/13	\$ 150,000	\$ -	\$ -	\$ -	0.00%	\$ 150,000
Total		\$ 650,000	\$ 172,552	\$ 149,223	\$ 321,775	49.50%	\$ 328,225
			54%	46%			

WIA PY12 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	\$ -	\$ 65,697	\$ 65,697	21.90%	\$ 234,303
Total		\$ 300,000	\$ -	\$ 65,697	\$ 65,697	21.90%	\$ 234,303
			0%	100%			

Total Youth		\$ 6,544,000	\$ 1,297,593	\$ 1,079,813	\$ 2,377,407	36.33%	\$ 4,166,593
			55%	45%			

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

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

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

Direct Grants

Program	WC FTE	Contract Dates	Contract Award	Total Expended	% Spent	Remaining Balance
AmeriCorps YouthBuild PY12	0.50	8/15/12-8/14/13	23,820	\$ 4,824	20.25%	18,996
Department of Justice - Get Out	0.40	10/1/12-12/31/2012	692,096	\$ 692,096	100.00%	-
Layoff Aversion PY12 - Rapid Response	2.00	7/1/12-6/30/13	250,000	\$ 134,849	53.94%	115,151
State Energy Sector Partnership (SESP)	3.60	8/10/10-1/29/13	3,503,000	\$ 3,203,055	91.44%	299,945
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	\$ 11,137	67.62%	5,334
Youth Build PY11 - CCSD Desert Rose		7/1/11-6/30/13	158,584	\$ 106,697	67.28%	51,887
Youth Build PY11 - WC	3.50	6/1/11-5/31/14	941,416	\$ 545,509	57.95%	395,907
Total	10.00		5,936,925	4,883,759	82.26%	1,053,166

**Workforce Connections
Adult and Dislocated Worker Funding Plan
January 31, 2013**

	Budget	Remaining Available Funds	Projections Based on Monthly Invoices					Projected PY2012 TOTAL	Remaining
			Oct-Dec 2012	Jan-Mar 2013	Apr-Jun 2013	Next Program Year			
			1 Month	3 Months	3 Months				
REVENUES (Available as of January 25, 2013)									
PY2011 Adult and DW Funding	12,439,868	2,772	2,772				2,772	-	
PY2011/2012 DW Rapid Response Funding	679,465	603,424		603,424			603,424	-	
PY2012 Adult and DW Funding (Approved by BOE 08/14/12)	13,164,641	12,532,878	98,228	3,449,482	3,515,094	229,465	7,292,269	5,240,609	
TOTAL REVENUES	26,283,974	13,139,074	101,000	4,052,906	3,515,094	229,465	7,898,465	5,240,609	
EXPENDITURES								3.88 Months	
Community Resources									
PY2011 Original Contracts	6,900,000	208,612	6,000	83,000			89,000		
PY2011 Adult and DW (Contract Extensions to June 2013)	9,050,000	5,948,166	90,000	2,200,000	2,200,000		4,490,000		
PY2012 Lincoln County Rural Services	100,000	87,230	5,000	25,000	25,000		55,000		
PY2012 Reentry Program	700,000	506,600		135,000	135,000		270,000		
PY2012 One-Stop Center Operations (May/June)	42,000	42,000			42,000		42,000		
PY2012 One-Stop System Operations (Sept/June)	458,000	273,000		134,906	138,094		273,000		
PY2012 One-Stop/WC Staff Office Construction	500,000	500,000		500,000			500,000		
PY2012 One-Stop/WC Staff Office Furnishing/Equip	529,465	529,465		200,000	200,000	129,465	529,465		
LV/Clark County Urban League Computer Center (May 2014)	150,000	150,000		25,000	25,000	100,000	150,000		
Operations									
Administration and Programs	3,032,928	2,147,845		750,000	750,000		1,500,000		
Pending Contracts									
None							-		
TOTAL			101,000	4,052,906	3,515,094	229,465	7,898,465		

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 31, 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			
REVENUES (Available as of January 25, 2013)									
PY2011 Youth Funding	5,760,743	220,451	195,000	25,451			220,451	-	
PY2012 Youth Funding (Approved by BOE 8/14/2012)	6,337,899	6,337,899	-	1,797,564	1,915,555	805,000	4,518,119	1,819,780	
TOTAL REVENUES	12,098,642	6,558,350	195,000	1,823,015	1,915,555	805,000	4,738,570	1,819,780	
EXPENDITURES								2.85 Months	
Community Resource Contracts - PY 2011									
PY2011 Nevada Partners (extended 6/30/2013)	1,077,909	7,460		7,460					
PY2011 Latin Chamber Green Consortium (ending date 9/30/2013)	500,000	344,598		105,000	105,000	105,000	315,000		
PY2011 Lincoln County (ending date 6/30/2013)	200,000	84,757		30,000	30,000		60,000		
PY2011 Nye County (ending date 6/30/2013)	450,000	243,469		45,000	45,000		90,000		
Community Resource Contracts - PY2012									
PY2012 Youth In-School Contracts	1,844,000	1,507,967		450,000	450,000		900,000		
PY2012 Youth Out-of-School Contracts	1,750,000	1,349,481	110,000	425,000	425,000		960,000		
PY2012 Youth Re-entry	300,000	234,304		55,000	55,000		110,000		
PY2012 Youth Summer Component/Year Round	1,000,000	394,559	85,000	150,000	150,000		385,000		
Operations									
Administration and Programs	1,867,580	956,470		455,555	455,555		911,110		
Pending Contracts									
Foster Care and Youth with Disabilities	1,000,000	1,000,000		100,000	200,000	700,000	1,000,000	-	
TOTAL			195,000	1,823,015	1,915,555	805,000	4,731,110		

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
February 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	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 finding will not repeat 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 finding will not repeat 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	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 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 will not repeat for the June 30, 2012 audit.									

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

Monthly Status Report
February 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)	
11-3	Federal Grants	SEFA schedules did not agree with supporting records or documentation	November 2012	X	X	X	X	X	
		Status: The SEFA 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.							
		Action: Nov 2012 - The Finance Manager provided report on the status of the SEFA preparation, invoice, and drawdown reconciliations to the Executive Director.							
		Finding Status: This finding will not repeat for the June 30, 2012 audit.							
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.							
		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: Feb 2013 - Efforts to pay subrecipients within two days of receiving funds from State is the goal. When funds are drawn for a provider, and not paid to them, the funds will be swapped on the subsequent draw to avoid using those funds for other expenses.							
		Action: Ongoing - FE must be kept up-to-date monthly to ensure accuracy.							
11-5	Federal Grants	Requests for funds need to be complete, accurate, and agree to supporting documentation.	July 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: Feb 2013 - Staff will continue to review all provider invoices to ensure accuracy and completeness. They will then obtain signatures to verify that independent review.							
		Action: Ongoing - The Finance Manager and Staff will continue to review all draws to ensure each invoice has been reviewed and signed.							

workforce CONNECTIONS

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

Monthly Status Report
February 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.		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 portion of the finding will 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 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 will not repeat for the June 30, 2012 audit.							
11-7	Federal Grants	Documentation supporting program participant eligibility shall be complete, accurate, and retained	June 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 will continue for the June 30, 2012 audit.							
		Action: Feb 2013 - Workforce Connections' staff continue to schedule formal on-site monitoring to evaluate participant records to determine compliance with WIA guidelines and regulations.							
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
February 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)
11-8	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 will 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.						
		Finding Status: Sep 2011, Dec 2011, Mar 2012 and Jun 2012 - All WIA quarterly reports were filed timely. This finding will 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	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 will 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.							

Department of Labor, Youthbuild 2011 Grant

Date of Review: September 18-20, 2012
(Report Dated October 2012)

**Workforce Connections
February 2013**

Finding	Type	Description	Target Date
#01	Administrative Controls	The grantee's record retention and access policy does not comply with Federal Regulations.	February 2013
		Status: Revise the record retention and access policy to incorporate the Federal requirement access to and the right to examine all records, books, papers, or documents related to the award.	
		Action: Nov 2012 - Workforce Connections notified DOL that the policy had been revised.	
		Action: Dec 2012 - DOL notified Workforce Connections that the finding is closed subject on on-site verification.	
		Action: Jan 2013 - It was determined that the WC procedure for revising policies, and posting those to the website, was not completed.	
		Action: Feb 2013 - Youthbuild and Workforce Connections staff will complete the procedure to ensure that the policy revision is completed.	
#02	Civil Rights	The grantee is not in compliance with the Workforce Investment Act Equal Opportunity and Non-Discrimination requirements.	November 2012
		Status: Post Workforce Investment Act Equal Opportunity and Non-Discrimination notices prominently, in reasonable numbers and places.	
		Action: Nov 2012 - Workforce Investment Act Equal Opportunity and Non-discrimination notices have been posted in all areas where YouthBuild staff and participants congregate (Desert Rose High School).	
		Action: Dec 2012 - DOL notified Workforce Connections that the finding is closed subject to on-site verification. On-site monitoring by WC staff will be completed in Feb 2013 to verify status.	
#03	Financial Reporting	The grantee is not reporting administrative expenditures on the ETA-9130 quarterly financial status report.	November 2012
		Status: Report administrative expenditures charged to the grant on the ETA-9130 financial status report on line 10f. Each quarter as required.	
		Action: Nov 2012 - ETA-9130 report for quarter ended September 30, 2012 correctly reports Administrative Expenditures for the grant. Administrative expenses are tracked and future administrative expenses will be reported timely.	
		Action: Dec 2012 - DOL notified Workforce Connections that the finding is closed subject to on-site verification. On-site monitoring by WC staff will be completed in Feb 2013 to verify status.	

Department of Labor, Youthbuild 2011 Grant

Date of Review: September 18-20, 2012
(Report Dated October 2012)

**Workforce Connections
February 2013**

Finding	Type	Description	Target Date
#04	Operating Systems	The grantee's enrollment and eligibility policies and procedures do not define when an individual's high school drop-out status is determined.	November 2012
		Status: Revise the enrollment and eligibility policy and procedure to define when an individual's high school drop-out status is determined based on guidance provided in the YouthBuild regulations.	
		Action: Nov 2012 - The program manual has been revised with regards to policies and procedures as related to drop-out status and/or enrollment based on a sequential service strategy.	
		Action: Dec 2012 - DOL notified Workforce Connections that the finding is closed subject to on-site verification. On-site monitoring by WC staff will be completed in Feb 2013 to verify status.	
#05	Operating Systems	The grantee had participants receiving training on two construction worksites that are not included in the approved grant statement of work.	January 2013
		Status: Submit a modification request and other required documentation to the Regional Office in order to seek approval from the Grant Officer to add the two unapproved worksites to the grant agreement.	
		Action: Nov 2012 - A statement of work modification including the two worksites was submitted to DOL for approval.	
		Action: Dec 2012 - The Statement of work modification was resubmitted with additional documentation.	
#06	Operating Systems	The grantee is not providing Green Advantage Certification to the participants as stated in the grant agreement.	January 2013
		Status: Submit a modification request to DOL to seek approval from the Grant Officer to remove the Green Advantage Certification from the grant's statement of work and to replace it with "What's it Mean to be Green" certification.	
		Action: Nov 2012 - A statement of work modification removing the Green Advantage Certification and replacing it with the "What's It Mean to be Green" certification was submitted to DOL for approval.	
		Action: Dec 2012 - The Statement of work modification was resubmitted with additional documentation.	
		Action: Jan 2013 - YouthBuild is waiting for formal notice of completion - an email has been received stating finding is now complete.	

Department of Labor, Youthbuild 2011 Grant

Date of Review: September 18-20, 2012
(Report Dated October 2012)

**Workforce Connections
February 2013**

Finding	Type	Description	Target Date
#07	Operating Systems	The grantee does not have accident insurance to cover the participants for activities performed at the construction work sites.	November 2012
		Status: Obtain liability insurance coverage for YouthBuild participants and provide proof of that coverage to DOL.	
		Action: Nov 2012 - Workforce Connections has obtained accidental death and accidental medical insurance coverage for its YouthBuild participants - an insurance binder was provided to DOL.	
		Action: Dec 2012 - DOL notified Workforce Connections that the finding is closed subject to on-site verification. On-site monitoring by WC staff will be completed in Feb 2013 to verify status.	
#08	Performance Data	The grantee did not properly exit four participants from the Youthbuild program.	November 2012
		Status: Exit the four participants as unsuccessful exits in the MIS system if it is not possible to document a soft exit for these individuals.	
		Action: Nov 2012 - Workforce Connections data entered unsuccessful exits in the MIS system.	
		Action: Dec 2012 - DOL notified Workforce Connections that the finding is closed subject to on-site verification. On-site monitoring by WC staff will be completed in Feb 2013 to verify status.	