

*workforce***CONNECTIONS**  
**BUDGET & FINANCE COMMITTEE**  
Wednesday, June 5, 2013 -- 10:00 a.m. – 11:30 a.m.  
7251 W. Lake Mead Blvd., Suite 200  
Las Vegas, NV 89128

This following locations post the meeting Agenda:

City Hall, Boulder City, 401 California Ave., Boulder City, NV  
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  
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  
*workforce***CONNECTIONS**, 7251 W. Lake Mead Blvd., Suite 200, Las Vegas, NV

This Agenda is also available at [www.nvworkforceconnections.org](http://www.nvworkforceconnections.org)

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

#### **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 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; Councilman Bob Beers; Bill Bruninga; Dan Gouker; William Kirby; and Vida Chan Lin**

*All items listed on this Agenda are for action by the Budget & Finance Committee unless otherwise noted. Actions 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. Welcome Councilman Bob Beers to the Budget & Finance Committee..... 1
5. DISCUSSION and POSSIBLE ACTION: Approval of the Budget & Finance Committee meeting minutes of May 1, 2013..... 2
6. DISCUSSION and POSSIBLE ACTION: Nominations for Budget & Finance Committee Chair and Vice-Chair..... 8
7. REVIEW, DISCUSS and ACCEPT REPORTS:
  - a. PY2013 WIA Formula Budget and PY2013 WIA Budget Narrative..... 11
  - b. PY2012 WIA Formula Budget and PY2012 WIA Budget Narrative..... 19
  - c. Budget vs. Actual Finance Report (*workforce*CONNECTIONS' Operations) for the period July 1, 2012 through June 30, 2013 (Formula WIA) .....26
  - d. Awards & Expenditures – Monthly Update ..... 27
  - e. Funding Plans ADW/Youth ..... 30

- f. Audit Findings for Program Year 2011 (Year Ended June 30, 2012) – June Report..... 32
- g. SESP Audit Findings ..... 34
- 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: INFORMATION: Welcome Councilman Bob Beers to the Budget & Finance Committee



Councilman Bob Beers

Category: LEO

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

of the meeting of the

**BUDGET & FINANCE COMMITTEE**

The Budget & Finance Committee held a public meeting on Wednesday, May 1, 2013, beginning at 10:05 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 has speakerphone and voice-stream link capability. 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); William Kirby (via telephone); and Vida Chan Lin. Absent: Dan Gouker

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). Staff members of *workforce***CONNECTIONS** and members of the public were asked to sign in. (Sign in sheets are attached to the original minutes).

2. Discussion and Possible Action: Approval of the Agenda with the inclusion of any emergency items and deletion of any items.

*A motion to approve the agenda presented by staff, made by Bill Bruninga and seconded by William Kirby. 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.

*Hearing no comments, Councilwoman Gerri Schroder-Chair closed the Public Comment Session.*

4. Discussion and Possible Action: Approval of minutes of the previous Budget & Finance Committee meeting held on April 3, 2013.

*A motion to approve the meeting minutes of April 3, 2013 presented by staff, made by Bill Bruninga and seconded by Hannah Brown. Motion carried.*

5. Discussion and Possible Action: PY2013 WIA Formula Budget July 1, 2013 through June 30, 2014 and PY2013 WIA Budget Narrative

Jim Kostecki reported on the PY2013 WIA Formula Budget July 1, 2013 through June 30, 2014 and PY2013 WIA Budget Narrative.

Carol Turner stated that the revenue estimates are very conservative. Last year Workforce Connections was aware of the States actual allocations and could calculate a close estimated percentage with only the factors that could change the distribution. This year, the US DOL has not finalized their allocation to the State, but has provided two estimates: One for the sequestration, and one for the continuing resolution. WC has taken the conservative approach with the sequestration number with the idea that the allocation can only go up.

William Kirby queried Governor's Reserve and a possible allocation of 10% to DETR for Governor's Reserve. Carol responded that prior to two years ago the State was allowed to take 5% administrative off of the State's distribution from the US DOL and 10% Governor's Reserve (15% total) before allocation to the two Workforce Investment Boards (North and South). Two years ago, Congress passed the 10% from the State level to the Local Workforce Investment Boards. WC conservatively set aside the 10% off the estimate hearing that the 10% might be re-implemented.

Jim stated that the budget illustrates 10% Administrative expenditures, 10% Programs operations and the remaining 80% is available funding to the service providers, and for the One-Stop Career Center/One-Stop System that will be opening the latter part of this year. A budget has not been finalized for the One-Stop; however, \$1.2 million has been set aside with detail to support the dollar figure in the upcoming meetings.

Jim reviewed the Board operational changes in the tentative Budget – May 1, 2013 report addressing each line item change.

Of significant note:

- Salaries increase (Line item 6500) – Allocated costs for administrative and program staff salaries. This increase primarily funds two Business Services positions reallocated from a separate DETR inter local contract to WC operations and employee retirement changes. WC will receive additional dislocated worker funds from DETR directly to fund these two positions.
- Accounting and Auditing decrease (Line item 7000) - Workforce Connections reissuing the contract with an Engagement Letter that will reflect the same contract amount (\$75,724). Several factors attributed to the reduction: The Schedule of Expenditures for Federal Awards (SEFA) produced in-house by WC staff, Journal Entries provided by WC staff, Trial Balance produced by WC staff, and varying tables produced by WC staff that reduced the Auditors' necessity to conduct and invoice.
- Legal Fees decrease (Line item 7005) – Allocated costs for legal services in areas such as board and official open meetings preparation including review of agendas, contract agreements, RFPs, and policies. This decrease is due to a decrease in meeting support and attendance.

Councilman Schroder thanked WC staff, the legal team and the auditors for the hard work performed to reduce these costs.

- Utilities new line item (Line item 7060 - estimated costs) – Allocated costs for utilities for the new staff offices location (NV Energy, Southwest Gas, HVAC's, water & sewage). Utilities are included in our current lease agreement.
- Rent (offices) decrease (Line item 7070) – Allocated costs for WC office space for staff in support of the Board's administrative and programmatic functions. This decrease is primarily due to a reduction in rent expense for the new staff office location.
- Facilities Repair & Maintenance increase (Line item 7075) – Allocated costs for equipment or facility repairs and maintenance. This increase is primarily for janitorial, facilities maintenance and pest control for the new location. These services were included in our current lease agreement.
- Program Support Contracts decrease (Line item 7085) – Allocated costs for the program support training agreements and security guard costs. This decrease is primarily due to the closeout of the Healthcare Information Technology (HIT) contract.
- Program Support Contracts – IT NVTrac and Web decrease (Line item 7085) – Allocated costs for temporary staffing to support program and data support activities. The decrease is due to reduced consultant time needed (due in part to the absence of an FTE in the IT Department) to maintain the NVTrac software.

Discussion ensued regarding the 'Cadillac Plan Concept' for health insurance plans that Carol clarified. In the beginning, the plans probably would not qualify as the Cadillac Plan, but due to the escalated amount of the Cadillac Plan based on basic CPI 2% - 3% and benefits increasing from 7% - 12%, the expectation is to hit a Cadillac Plan level if you have full coverage as WC does. When this happens, the health insurance premiums become taxable to the employee.

***A motion to approve the PY2013 WIA Formula Budget July 1, 2013 through June 30, 2014 and PY2013 WIA Budget Narratives presented by staff, made by Hannah Brown and seconded by Vida Chan Lin. Motion carried.***

6. Information: PY2012 WIA Formula Budget July 1, 2012 through June 30, 2013 and PY2012 WIA Budget Narratives

Jim presented and reported on the PY2012 WIA Formula Budget July 1, 2012 through June 30, 2013 and PY2012 WIA Budget Narratives with no changes indicated for the May report.

7. Information: Audit findings for Program Year 2011 (Year Ended June 30, 2012) – April Report (no change for May reporting)

Jim presented and reported Audit findings for Program Year 2011 (Year Ended June 30, 2012) – April Report with no change indicated for the May report.

William Kirby queried asset control. Jim stated that a request was sent to the State to dispose of approximately \$325,000 cost items inventory from FY2007 and prior that was fully depreciated. WC has received approval from the State to reduce (started with approximately 1,800 items and numerous items under \$500) the list in the very near future. Jim will prepare a list for distribution to the Budget & Finance Committee members on or about the June 2013 audit.

Due to a previous engagement, Councilwoman Schroder turned over the duties of running the meeting to Hannah Brown, Vice-Chair.

8. 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 presented and reported on the Budget vs. Actual Finance Report (Workforce Connections' Operations) for the period July 1, 2012 through June 30, 2013 (Formula WIA) through March 2013 indicating it is all "Green."

- b. PY2011/PY2012 Awards & Expenditures – Monthly Update

Jim presented and reported on the PY2011/PY2012 Awards & Expenditures – Monthly Update.

	<b>Adult Expenditures</b>	<b>Dislocated Worker Expenditures</b>	<b>% Spent</b>
WIA PY2011-PY2012 Adult & DW Green Sector	60%	40%	79.87%
WIA PY2011-PY2012 Adult & DW Health Sector	69%	31%	75.72%
WIA PY2011-PY2012 Adult & DW Rural Services	55%	45%	59.73%
WIA PY2012 Adult & DW Re-Entry Services	100%	0%	55.55%
<b>Total PY2011/PY2012 Adult &amp; Dislocated Worker</b>	<b>65%</b>	<b>35%</b>	<b>74.69%</b>
	<b>Youth In-School</b>	<b>Youth Out-Of-School</b>	<b>% Spent</b>
WIA PY2011 Youth General	62%	38%	71.84%
WIA PY2012 Youth General	49%	51%	40.65%
WIA PY2011 Youth Tri County	52%	48%	62.41%
WIA PY2011 Youth Re-Entry Advocate Programs	0%	100%	43.16%
<b>Total PY2011 Youth</b>	<b>53%</b>	<b>47%</b>	<b>52.46%</b>
<b>Direct Grants PY2010/PY2011</b>			<b>% Spent</b>
Direct Adult & DW Grants			90.93%

Carol stated that due to the actual youth funding \$4M carry forward last year, and because of the additional funds WC rolled out, the youth service provider contracts will see a significant decrease next year (available October 1, 2013) of 40% - 45% with a smaller amount of estimated carry forward.

William Kirby queried if WC has enough service providers and the ability to spend the funds and do the good in the community with the funds that are available.

Heather stated that WC does have qualified service providers currently working to deliver services to the community. WC may not have the level or number of service providers next year that it currently has this year, but that will be because WC does not have the funds available and a significant reduction in the Youth funding stream. WC does anticipate the service delivery being completely adequate. An RFP is being developed for publication, and through the rigorous evaluations in the RFP process WC will have qualified services providers to deliver services to the community.



c. Statewide WIA Distribution (PY2012 – Current year)

Carol stated that this report contains the information on the funds that were available last year, and the distribution of funds from the State level down to the local board level. This process should be a collaborative effort between the Local Elected Officials, the State Board and the community.

Ardell stated the Statewide WIA Distribution report has not been addressed in a public setting. However, the report contains excerpts from the Governors 5-Year Plan that outlines how the formula created distributes funds between the northern board and southern board and indicates what service delivery. Ardell read a portion of Attachment F, Workforce Investment Act State of Nevada Workforce Investment Board – Internal Policy (May 2012) and encouraged the Local Elected Officials to review the report.

- *...a description of how the individuals and entities represented on the State board were involved in determining such methods and factors of distribution, and*
- *...a description of how the State consulted with chief elected officials in local areas throughout the State in determining such distribution...*

Carol stated that there is a northern board and a southern board, which makes the calculation relatively easy with distribution between the two parts of the state. The northern board has thirteen (13) counties; the southern board has four (4) counties and four (4) cities that participate in the formula. Although, the southern board has the majority of the population there is no population calculation in this report, but essentially mirrors the population in distribution. The four (4) southern counties are about 74.15% population and receiving approximately 72% of the distribution.

WC has not received this worksheet in prior years, but would like to encourage the state to send a history of the worksheets to review what change WC has made over a 5-year period, and to see the report prior to the distribution actually occurring. This report was forwarded to WC six months after the distribution of funds were made. Carol continued to review highlighted areas on the report and WCs observations that may or may not be critical to the reported distribution allotment:

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An overall distribution of \$32,488,051.00 (Adult/Youth/Dislocated Worker), less 5% from DETR for administrative costs to run their program (ex.: oversight, monitoring, evaluations and draw down services), and less 25% from the dislocated worker. \$30,863,648.00 is the amount distributed between the two boards.

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A. Allotment Amounts to Adult and Youth.

33 1/3% in each area noted:

- Item 1 - Areas of substantial unemployment greater than 6% unemployment statewide (Total = \$5,726,395.00);

- Item 2 – Areas of substantial unemployment with over 4.5% unemployment statewide (Total = \$5,726,395.00); and,
- Item 3 – Areas of disadvantaged adult (or youth) statewide (Total = \$5,726,395.00).

B. Dislocated Worker Allotment

Six Categories of which WC uses four categories:

- Insured unemployment @ 20% - qualify for UI benefits;
- Plant closings and mass layoff @ 30%;
- Farmer-rancher economic hardship @ 15%;
- Long-term unemployment @ 35%.

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Comment in the worksheet that reflects, “Most of the rest of the state is rural areas – considered north.” DETR is not distributing funds to the South for rural counties Esmeralda (population 825, 4.2% unemployed) and Nye (population 44,513, 11.7% unemployed) with a recommendation to DETR to distribute funds to the South for each county that qualified as an ASU (Nye county).

***A motion to accept the reports presented by staff, made by Vida Chan Lin and seconded by Bill Bruninga. Motion carried.***

9. Information: Solicit nominations for Budget & Finance Committee Chair and Vice-Chair

Ardell stated that every year there is an election of officers and in accordance with the By-Laws does require that the candidates are identified during the month of May and elections conducted in June. Ardell further stated that the officers (Chair and Vice-Chair) elected will serve a 2-year term. Also noted is any Board member has the opportunity to apply for the positions of Chair or Vice-Chair of the committees.

10. 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.

***Hearing no comments, Hannah Brown Vice-Chair closed the Public Comment Session.***

11. Adjournment unanimously approved at 11:40 a.m.

Agenda Item #6: INFORMATION: Nominations for Election of Chair and Vice Chair

(a) The Board's Chairperson and Vice-Chairperson shall be elected by a majority vote of the Board's members present at the Board meeting when the election is held. Each officer shall serve a term of two-years, which shall begin on July 1<sup>st</sup> of the election year and end on June 30<sup>th</sup> two years later. Board elections shall take place during even years.

(b) Each Committee's chairperson and vice chairperson shall be elected by a majority vote of the respective Committee's members present at the Committee meeting when the election is held. Each Committee officer shall serve a term of two years, which shall begin on July 1<sup>st</sup> of the election year and end on June 30<sup>th</sup> two years later. Committee elections shall take place immediately after a Committee is formed, and during odd years thereafter.

(c) No officer may serve more than two consecutive terms in the same office. Elections of the Board and Committee's officers shall be complete no later than June 30<sup>th</sup> of the final year of the officers' term of office; alternatively, if a meeting to conduct the vote in the month of June is impractical, then the vote will be conducted at the next Board meeting before any other business is conducted.

### **5.3 Election Procedures for Board Officers**

(a) Staff will solicit nominations for potential future officers from among the Board members no later than during the month of May immediately before the officers' terms expire. Additionally, Board members who desire to serve as an officer will be presented to the Board for consideration after the Board members desiring to serve have submitted to Staff their names, resumes, and the office in which they desire to serve. Staff will provide information regarding those Board members running for office to each Board member.

(b) The Board will hold a meeting, before the officers' terms expire, where the election of officers will occur. During this meeting, the Board Chairperson will ask the Board members to provide nominations for potential officers. Any qualifying Board member, who is nominated and seconded, will be an officer candidate, unless that Board member does not accept the nomination. Board members will then vote on those members who accept their nominations. The candidate for office who receives the most votes for that office prevails and will serve in that office. In the event qualifying nominated candidate(s) do not exist, then the LEOs Chairperson shall appoint a temporary Board Chairperson and Vice-Chairperson, as needed, who shall serve until a qualified nominated candidate(s) may be elected, which election shall be agendaized in each subsequent Board meeting until the officer(s) are elected.

### **5.4 Election Procedures for Committee Officers**

(a) Staff will solicit nominations for potential future officers from among the Board members serving on the respective Committee no later than during the month of May immediately before the officers' terms expire. Additionally, Board members who desire to serve as an officer will be presented to the respective Committee for consideration after the Board members desiring to serve have submitted to Staff their names, resumes, and the office in which they desire to serve. Staff will provide information regarding those Board members running for office to each respective Committee member.

(b) The respective Committee will hold a meeting, before the officers' terms expire, where the election of officers will occur. During this meeting, the Committee chairperson will ask the Committee members to provide nominations for potential officers. Any qualifying Board member, who is nominated and seconded, will be an officer candidate, unless that Board member does not accept the nomination. The respective Committee members will then vote on those members who accept their nominations. The candidate for office who receives the most votes for that office prevails and will serve in that office. In the event



qualifying nominated candidate(s) do not exist, then the Board Chairperson shall appoint a temporary Committee officer, as needed, who shall serve until a qualified nominated candidate(s) may be elected, which election shall be agendized in each subsequent Committee meeting until the officer(s) are elected.

**5.5 Vacancies.** The Board shall elect successors to fill the unexpired term of any officer within two months after the office becomes vacant. The Board member who is elected to fill a vacant office shall only serve to the end of the original term for which the vacancy was filled.

**5.6 Removal.** Officers will be automatically removed from office under the following conditions: (1) by a majority vote of a quorum of Board members; (2) if the Officer does not qualify under WIA to serve as in the office; (3) if the LEOs remove the Officer from the Board, or (4) if the Officer ceases to be a Board member for any reason.

## **ARTICLE VI AUTHORIZATION TO INCUR DEBT (NOT TO EXCEED \$25,000)**

When necessary to ensure the continued operations and functions of the Board, the ED, or a Staff management member to whom the ED has designated specific authority in writing, may incur debt in the name of the Board for allowable expenditures in accordance with federal, state and local laws, statutes, regulations, and policies, not to exceed \$25,000.00 annually. Whenever finances are expended pursuant to Article VI, Staff will provide the Board a summary and justification of the purchase during the next Board meeting.

## **ARTICLE VII LITIGATION**

**7.1** The Board will maintain its own legal counsel for all matters related to the Board. However, if there is litigation or claims against the Board, then the Board's counsel may, subject to the LEOs approval, also represent the LEOs in a limited capacity with respect to the litigation or claims, because the LEOs' municipalities may ultimately be fiscally responsible to pay any award of damages or settlement resulting from the litigation.

**7.2** The LEOs shall have exclusive authority to settle monetary damage claims made against the Board and to direct the ED with respect to how to respond to litigation and claims against the Board. The Board's attorney shall take instruction from the ED regarding litigation and settlement strategy, subject to LEO direction and approval. To avoid waiving the attorney client privilege, litigation shall not be discussed with the Board in Board meetings. Moreover, to preserve the confidential nature of the Board's strategy, litigation shall not be discussed with Board members unless the need arises, e.g. the Board member is a witness.

## **ARTICLE VIII REVISIONS AND AMENDMENTS**

The Board understands and agrees that although the Board has duties and responsibilities to comply with applicable federal and state laws, that pursuant to 29 U.S.C. § 2832(d)(3)(B)(i)(I) and the Organizational Agreements the LEOs respective municipalities are responsible to ensure that WIA funds are properly awarded and spent. As such, the Board will be governed in accordance with these By-Laws, which must be approved by the LEOs. If it is ever determined that WIA or another applicable law conflicts with these By-Laws, then the WIA or applicable law shall be followed.

**8.1** These By-Laws may only be amended by a majority vote of the LEOs during a LEOs Consortium meeting.

**workforceCONNECTIONS**  
**PY2013 WIA Formula Budget**  
**July 1, 2013 - June 30, 2014**  
**(Revised Budget - June 1, 2013 Revision)**

Revenue by Funding Stream	Approved Budget PY2013	Proposed Budget PY2013	\$ Change	Available for LWIB Operations		Community Resource Allocations	TOTAL
				10% Admin	10% Program		
PY2013 Adult	5,782,124	10,665,753	4,883,629	1,066,575	1,066,575	8,532,603	10,665,753
PY2013 Dislocated Worker	7,140,903	4,140,823	(3,000,080)	414,082	414,082	3,312,659	4,140,823
PY2013 Youth	5,908,457	6,564,523	656,066	656,452	656,452	5,251,619	6,564,523
PY2011 Dislocated Worker - Addl. DETR Allocation Apr 2013	669,776	-	(669,776)	-	-	-	-
PY2012 Dislocated Worker - Addl. DETR Allocation Apr 2013	1,358,271	628,047	(730,224)	62,805	62,805	502,437	628,047
PY2011/2012 Adult Carry Forward	2,000,000	3,400,000	1,400,000	340,000	340,000	2,720,000	3,400,000
PY2011/2012 Dislocated Worker Carry Forward	471,953	471,953	-	47,195	47,195	377,563	471,953
PY2011/2012 Youth Carry Forward	2,000,000	2,000,000	-	50,000	200,000	1,750,000	2,000,000
Other Revenues (Interest)	25	25	-		25	-	25
<b>Total Revenue by Funding Stream</b>	<b>\$ 25,331,509</b>	<b>\$ 27,871,124</b>	<b>\$ 2,539,615</b>	<b>\$ 2,637,109</b>	<b>\$ 2,787,134</b>	<b>\$ 22,446,881</b>	<b>\$ 27,871,124</b>
				Subtotal Board Operations		\$ 5,424,243	

Notes:

1. PY2013 Estimated Revenues include WIA funding in the total amount of \$21,371,099
2. Carry forward funds have been estimated for PY2012 in the amount of \$6,500,000.
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 PY2013	\$ Change	One-Stop Center	One-Stop System	Community Resource Allocation	TOTAL
Adult Services	6,225,700	11,252,603	5,026,903	92,734	214,266	10,945,603	11,252,603
Dislocated Worker Services	7,712,723	4,192,659	(3,520,064)	250,000	643,000	3,299,659	4,192,659
Youth Services	6,326,765	7,001,619	674,854			7,001,619	7,001,619
<b>Subtotal Community Resource Allocations</b>	<b>\$ 20,265,188</b>	<b>\$ 22,446,881</b>	<b>\$ 2,181,693</b>	<b>\$ 342,734</b>	<b>\$ 857,266</b>	<b>\$ 21,246,881</b>	<b>\$ 22,446,881</b>

Board Operations	Approved Budget PY2012	Proposed Budget PY2013	\$ Change	Admin	Program	Total
Subtotal Operating Expenditures	5,066,321	5,424,243	357,922	1,965,032	3,459,211	5,424,243
<b>Total Expenditures</b>	<b>\$ 25,331,509</b>	<b>\$ 27,871,124</b>		<b>\$ 1,965,032</b>	<b>\$ 3,459,211</b>	
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ 672,077</b>	<b>\$ (672,077)</b>	<b>\$ -</b>

NOTE: PY2013 funding period is available July 1, 2013 through June 30, 2015 (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)

**workforceCONNECTIONS**  
**PY2013 WIA Formula Budget**  
**July 1, 2013 - June 30, 2014**  
**(Revised Budget - June 1, 2013 Revision)**

<b>Board Operations</b>	<b>Authorized FTE</b>	<b>Actual FTE</b>	<b>Original Budget PY2013</b>	<b>Proposed Budget PY2013</b>	<b>\$ Change</b>	<b>Admin</b>	<b>Program</b>	<b>Total</b>
6500 Salaries	33.18	31.18	2,692,533	2,692,533	-	807,760	1,884,773	2,692,533
7000 Accounting and Auditing			300,000	300,000	-	300,000	-	300,000
7005 Legal Fees			50,000	50,000	-	50,000	-	50,000
7010 Legal Publication Advertising			18,000	18,000	-	6,480	11,520	18,000
7020 Licenses and Permits			3,000	3,000	-	1,080	1,920	3,000
7025 Dues and Subscriptions			12,000	12,000	-	4,320	7,680	12,000
7030 Postage and Delivery			6,000	6,000	-	2,160	3,840	6,000
7035 Printing and Reproduction			12,000	12,000	-	4,320	7,680	12,000
7040 Office Supplies			15,000	15,000	-	5,400	9,600	15,000
7045 Systems Communications			50,000	50,000	-	18,000	32,000	50,000
7050 Tuition, Training, and Seminars - Staff			40,000	40,000	-	14,400	25,600	40,000
7055 Travel and Mileage - Staff			40,000	40,000	-	14,400	25,600	40,000
7060 Utilities			30,000	30,000	-	10,800	19,200	30,000
7065 Telephone			30,000	30,000	-	10,800	19,200	30,000
7070 Rent (Offices)			264,723	264,723	-	95,300	169,423	264,723
7075 Facilities Repairs & Maintenance			41,680	41,680	-	15,005	26,675	41,680
7080 Admin Support Contracts			135,000	135,000	-	135,000	-	135,000
7085 Program Support Contracts			85,000	85,000	-	-	85,000	85,000
7085 Program Support Contracts - IT NVTrac/Web			121,800	121,800	-	-	121,800	121,800
7090 Non-Board Meetings and Outreach			39,168	39,168	-	14,100	25,068	39,168
7095 Board Meetings and Travel			18,000	18,000	-	-	18,000	18,000
7100 Insurance			47,500	47,500	-	17,100	30,400	47,500
7100-7120 Employee Fringe Benefits			846,140	846,140	-	253,842	592,298	846,140
7125 Employer Payroll Taxes			80,777	80,777	-	24,233	56,544	80,777
7130/7135 Payroll Services and Bank Fees			11,000	11,000	-	3,960	7,040	11,000
7200 Equipment - Operating Leases			15,000	15,000	-	5,400	9,600	15,000
8500 Capital - Equipment and Furniture			62,000	62,000	-	22,320	39,680	62,000
8900 Strategic Initiative - WIA				357,922	357,922	128,852	229,070	357,922
<b>Subtotal Board Operations</b>			<b>5,066,321</b>	<b>5,424,243</b>	<b>357,922</b>	<b>1,965,032</b>	<b>3,459,211</b>	<b>5,424,243</b>

**Workforce Connections  
Program Year 2013  
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 PY2013 allotted funds are in the amount of \$21,371,099. Funding is allocated among the three funding streams: Adult - \$10,665,573, Dislocated Worker - \$4,140,823, Youth - \$6,564,523.

Overall funding for PY2013 is projected to increase by \$1,868,559 (10%), compared to the PY 2012 WIA allocation which was \$19,502,540.

Other anticipated funding includes operating carry forward funds from PY2012 WIA allocation estimated at \$6,500,000 and interest at \$25.

Total budgeted revenues for PY2013 are \$27,871,124.

**Expenditures – Community Resource Allocation:**

On May 28, 2013, the Board approved funding for the One-Stop Career Center and Systems Operations as well as the extension of the Adult and Dislocated Worker PY2012 contracts. Existing contracts for the LV Clark County Urban League Computer Center and Easter Seals of Southern Nevada will continue into PY2013.

On May 28, 2013, the Board approved additional funding on the extended Youth PY2011 and PY2012 contracts for Summer Component/ Year Round, In-School, Out of School, Re-Entry and the Rural Youth program. Contracts for Olive Crest, Goodwill of Southern Nevada, Southern Nevada Regional Housing Authority and the Latin Chamber Green Consortium will continue into PY2013.

**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, the board of directors has allocated 10% of the total budget allocation. 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: \$2,692,533** –Allocated costs for administrative and program staff salaries.

**7000 - Accounting and Auditing: \$300,000** –Allocated costs for the A-133 audit as well as extended accounting, financial consulting, and technical support.

A-133 Audit	\$ 80,000
Auditing Services	\$ 55,000
Accounting Services	\$165,000

**7005 Legal Fees: \$50,000** –Allocated costs for legal services in areas such as board and official open meetings preparation including review of agendas, contract agreements, RFPs, and policies.

**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 daily operations.

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

**7050 Tuition, Training, and Seminars (Staff): \$40,000** –Allocated costs for local and out-of-town staff training and seminars for both local and out-of-town locations for fiscal, program, and systems management.

**7055 Travel and Mileage (Staff): \$40,000** – Allocated costs for local mileage and out-of-town staff travel for grant related matters such as State and USDOL sponsored training and conferences. Mileage includes 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: A new line item \$30,000** – Allocated costs for utilities for the new location. Utilities are included in our current 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): \$264,723** –Allocated costs for Workforce Connections’ office space for staff in support of the Board’s administrative and programmatic functions.
- 7075 Facilities Maintenance: \$41,680** –Allocated costs for equipment or facility repairs and maintenance..
- 7080 Admin Support Contracts: \$135,000** –Allocated costs for administrative support agreements and temporary staffing with focus on administrative, fiscal, and personnel management.
- 7085 Program Support Contracts: \$85,000** –Allocated costs for program support training agreements and security guard costs.
- 7085 Program Support Contracts – IT NVTrac and Web: \$121,800** –Allocated costs for temporary staffing to support program and data support activities.
- 7090 Non-Board Meetings and Outreach: \$39,168** –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: \$47,500** –Allocated costs for Board anticipated liability insurance costs for workers’ compensation, general business liability, auto, and Board of Directors’ and officers’ omission and errors liability.
- 7100-7120 Employee Fringe Benefits: \$846,140** –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: \$80,777** –Allocated costs for employer payroll taxes which are calculated at 3% of total salaries.
- 7130-7135 Bank/Payroll Services: \$11,000** –Allocated costs for various banking services which include wire transfers, ACH payments, and payroll services.
- |                  |         |
|------------------|---------|
| Bank Fees        | \$6,000 |
| Payroll Services | \$5,000 |

- 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: \$62,000** –Allocated costs for equipment and furniture including computers, servers, and furniture for administrative and programmatic support staff.
- 8900 Strategic Initiatives: \$357,922 – Increase of \$357,922 -** 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**  
**PY 2013 WIA Formula Budget**  
**One Stop Center**  
(Revised Budget - June 1, 2013 Revision)

One-StopCenter	Authorized FTE	Actual FTE	Original Budget PY2013	Proposed Budget PY2013	\$ Change	Admin	Program	Total
6500 Salaries	2.00	2.00		88,526	-		88,526	88,526
7000 Accounting and Auditing					-		-	-
7005 Legal Fees					-		-	-
7010 Legal Publication Advertising					-		-	-
7020 License and Permits					-		-	-
7025 Dues and Subscriptions				1,000	-		1,000	1,000
7030 Postage and Delivery				2,820	-		2,820	2,820
7035 Printing and Reproduction				10,500	-		10,500	10,500
7040 Office Supplies				12,000	-		12,000	12,000
7045 Systems Comm./Telephone Support				9,810	-		9,810	9,810
7050 Tuition, Training, and Seminars - Staff					-			-
7055 Travel and Mileage - Staff				2,000	-		2,000	2,000
7060 Utilities				13,800	-		13,800	13,800
7065 Telephone					-		-	-
7070 Facility Rent/Lease				64,032	-		64,032	64,032
7075 Facilities Repairs and Maintenance				16,082	-		16,082	16,082
7080 Admin Support Contracts					-		-	-
7085 Program Support Contracts				13,442	-		13,442	13,442
7085 Program Support Contracts - IT NVTrac/Web					-			-
7090 Non-Board Meetings and Outreach				6,825	-		6,825	6,825
7095 Board Meetings and Travel					-			-
7100 Insurance				12,900	-		12,900	12,900
7100-7120 Employee Fringe Benefits				30,984	-		30,984	30,984
7125 Employer Payroll Taxes				2,656	-		2,656	2,656
7130/7135 Payroll Services and Bank Fees					-		-	-
7200 Equipment - Operating Leases				4,446	-		4,446	4,446
8500 Capital - Equipment and Furniture					-		-	-
8510 Capital - Software NVTrac - Data System					-		-	-
8900 Strategic Initiative - WIA					-		-	-
GASB Depreciation				50,911	-		50,911	50,911
<b>Subtotal One-Stop Center</b>				<b>342,734</b>	<b>-</b>	<b>-</b>	<b>342,734</b>	<b>342,734</b>
<b>Per Partner Cost - 38 Total</b>			<b>9,019.32</b>	<b>\$ 9,019.32</b>				

**workforceCONNECTIONS**  
**PY 2013 WIA Formula Budget**  
**One Stop Systems**  
(Revised Budget - June 1, 2013 Revision)

One-Stop System	Authorized FTE	Actual FTE	Original Budget PY2013	Proposed Budget PY2013	\$ Change	Admin	Program	Total
6500 Salaries	4.00	4.00		263,358	-		263,358	263,358
7000 Accounting and Auditing					-			
7005 Legal Fees					-			
7010 Legal Publication Advertising				1,000	-		1,000	1,000
7020 License and Permits				500	-		500	500
7025 Dues and Subscriptions				-	-		-	-
7030 Postage and Delivery				3,180	-		3,180	3,180
7035 Printing and Reproduction				4,500	-		4,500	4,500
7040 Office Supplies				3,000	-		3,000	3,000
7045 Systems Comm./Telephone Support				11,310	-		11,310	11,310
7050 Tuition, Training, and Seminars - Staff				1,000	-		1,000	1,000
7055 Travel and Mileage - Staff				13,480	-		13,480	13,480
7060 Utilities				16,200	-		16,200	16,200
7065 Telephone				3,720	-		3,720	3,720
7070 Facility Rent/Lease				75,168	-		75,168	75,168
7075 Facilities Repairs and Maintenance				19,898	-		19,898	19,898
7080 Admin Support Contracts					-			
7085 Program Support Contracts				195,159	-		195,159	195,159
7085 Program Support Contracts - IT NVTrac/Web				25,000	-		25,000	25,000
7090 Non-Board Meetings and Outreach				15,750	-		15,750	15,750
7095 Board Meetings and Travel					-			
7100 Insurance				2,100	-		2,100	2,100
7100-7120 Employee Fringe Benefits				92,176	-		92,176	92,176
7125 Employer Payroll Taxes				7,901	-		7,901	7,901
7130-7135 Payroll Services and Bank Fees				500	-		500	500
7200 Equipment - Operating Leases				28,000	-		28,000	28,000
8500 Capital - Equipment and Furniture				10,260	-		10,260	10,260
8510 Capital - Software NVTrac - Data System					-		-	-
8900 Strategic Initiative - WIA				43,886	-		43,886	43,886
GASB Depreciation					-		-	-
<b>Subtotal One-Stop System</b>				<b>837,046</b>	<b>-</b>	<b>-</b>	<b>837,046</b>	<b>837,046</b>

**Note:** Urban League Resource Center has been included for \$150,000 proposed one time funding.

**workforceCONNECTIONS**  
**PY2012 WIA Formula Budget**  
**July 1, 2012 - June 30, 2013**  
**(Revised Budget - June 1, 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	9,740,615	1,423,900	974,062	974,062	7,792,491	9,740,615
PY2012 Dislocated Worker	4,847,926	3,424,026	(1,423,900)	342,403	342,403	2,739,220	3,424,026
PY2012 Dislocated Worker - Addl. DETR Allocation Jan 2013	679,465	679,465	-			679,465	679,465
PY2012 Dislocated Worker - Addl. DETR Allocation Apr 2013	1,358,271	1,358,271	-	135,827	135,827	1,086,617	1,358,271
PY2011 Dislocated Worker - Addl. DETR Allocation Apr 2013	669,776	669,776	-	66,978	66,978	535,820	669,776
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	3,576,575	2,576,575	100,000	100,000	3,376,575	3,576,575
PY2011 Dislocated Worker Carry Forward	1,000,000	1,316,464	316,464	100,000	100,000	1,116,464	1,316,464
PY2011 Youth Carry Forward	3,000,000	4,252,714	1,252,714	425,271	425,271	3,402,172	4,252,714
Other Revenues (Interest)	25	25	-		25	-	25
Governor's Reserve - Strategic Initiative			-		-		-
<b>Total Revenue by Funding Stream</b>	<b>\$ 27,210,077</b>	<b>\$ 31,355,830</b>	<b>\$ 4,145,753</b>	<b>\$ 2,778,331</b>	<b>\$ 2,778,356</b>	<b>\$ 25,799,143</b>	<b>\$ 31,355,830</b>
				Subtotal Board Operations		\$ 5,556,687	

## Notes:

1. PY2012 Revenues include WIA funding in the total amount of \$22,210,052.
2. Carry forward funds are revised based on final A-133 audit in the amount of \$9,145,753.
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 System	Staff Office Relocation	Community Resource Allocations	TOTAL
Adult Services	7,453,371	11,169,066	3,715,695	1,000,000		10,169,066	11,169,066
Dislocated Worker Services	6,980,242	6,157,586	(822,656)		1,435,600	4,721,986	6,157,586
Youth Services	7,470,319	8,472,491	1,002,172			8,472,491	8,472,491
<b>Subtotal Community Resource Allocations</b>	<b>\$ 21,903,932</b>	<b>\$ 25,799,143</b>	<b>\$ 3,895,211</b>	<b>\$ 1,000,000</b>	<b>\$ 1,435,600</b>	<b>\$ 23,363,543</b>	<b>\$ 25,799,143</b>

Board Operations	Approved Budget PY2012	Proposed Budget PY2012	\$ Change	Admin	Program	Total
Subtotal Operating Expenditures	5,306,145	5,556,687	250,542	1,836,702	3,719,985	5,556,687
<b>Total Expenditures</b>	<b>\$ 27,210,077</b>	<b>\$ 31,355,830</b>		<b>\$ 1,836,702</b>	<b>\$ 3,719,985</b>	<b>\$ 25,799,143</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ 941,629</b>	<b>\$ (941,629)</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 - June 1, 2013)**

<b>Board Operations</b>	<b>Authorized FTE</b>	<b>Actual FTE</b>	<b>Approved Budget PY2012</b>	<b>Proposed Budget PY2012</b>	<b>\$ Change</b>	<b>Admin</b>	<b>Program</b>	<b>Total</b>
6500 Salaries	31.18	29.18	2,531,439	2,531,439	-	759,432	1,772,007	2,531,439
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	-	7,380	10,620	18,000
7020 Licenses and Permits			3,000	3,000	-	900	2,100	3,000
7025 Dues and Subscriptions			12,000	12,000	-	3,600	8,400	12,000
7030 Postage and Delivery			6,000	6,000	-	1,800	4,200	6,000
7035 Printing and Reproduction			12,000	12,000	-	3,600	8,400	12,000
7040 Office Supplies			15,000	15,000	-	4,500	10,500	15,000
7045 Systems Communications			50,000	50,000	-	20,500	29,500	50,000
7050 Tuition, Training, and Seminars - Staff			45,000	45,000	-	18,450	26,550	45,000
7055 Travel and Mileage - Staff			40,000	40,000	-	12,000	28,000	40,000
7060 Utilities (included in Rent)			-	-	-	-	-	-
7065 Telephone			30,000	30,000	-	12,300	17,700	30,000
7070 Rent (Offices)			365,348	365,348	-	109,604	255,744	365,348
7075 Facilities Maintenance			6,500	6,500	-	1,950	4,550	6,500
7080 Admin Support Contracts			120,000	120,000	-	120,000	-	120,000
7085 Program Support Contracts			120,000	120,000	-	-	120,000	120,000
7085 Program Support Contracts - IT NVTrac/Web			159,000	159,000	-	-	159,000	159,000
7090 Non-Board Meetings and Outreach			45,000	45,000	-	13,500	31,500	45,000
7095 Board Meetings and Travel			23,000	23,000	-	-	23,000	23,000
7100 Insurance			47,500	47,500	-	19,475	28,025	47,500
7100-7120 Employee Fringe Benefits			789,757	789,757	-	236,927	552,830	789,757
7125 Employer Payroll Taxes			75,945	75,945	-	22,784	53,161	75,945
7130/7135 Payroll Services and Bank Fees			16,000	16,000	-	16,000	-	16,000
7200 Equipment - Operating Leases			15,000	15,000	-	4,500	10,500	15,000
8500 Capital - Tenant Impr., Equipment and Furniture			75,000	75,000	-	22,500	52,500	75,000
8900 Strategic Initiative - WIA			260,656	511,198	250,542	-	511,198	511,198
<b>Subtotal Board Operations</b>			<b>5,306,145</b>	<b>5,556,687</b>	<b>250,542</b>	<b>1,836,702</b>	<b>3,719,985</b>	<b>5,556,687</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 \$22,210,052. Intertitle transfers in the amount of \$1,423,900 were processed from the Dislocated Worker to Adult funding stream based on demand. Allocated (revised) among the three funding streams: Adult - \$9,740,615, Dislocated Worker - \$3,424,026, Youth - \$6,337,899, and Dislocated Worker Rapid Response Funds - \$679,465. In addition, more Dislocated Worker funds were received in May in the amount of \$2,028,047 from State Rapid Response funds.

Overall funding for PY 2012 was increased by \$4,009,441 (22%), 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 \$9,145,753 and interest at \$25.

Total budgeted revenues for PY 2012 are \$31,355,830.

**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: \$2,531,439** – 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): \$45,000** – 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): \$40,000** – 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: \$120,000** – Allocated costs for program support agreements and temporary staffing to support program activities.
- 7085 Program Support Contracts – IT NVTrac and Web: \$159,000** – Allocated costs for program support agreements and temporary staffing to support program and data support activities.
- 7090 Non-Board Meetings and Outreach: \$45,000** – 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: \$23,000** – Allocated costs for facility and event related charges tied to board and committee meetings and Board travel to grant activities.
- 7100 Insurance: \$47,500 – Increase of \$7,500** - Allocated costs for Board anticipated liability insurance costs for workers’ compensation, general business liability, auto, and Board of Directors’ and officers’ omission and errors liability.
- 7100-7120 Employee Fringe Benefits: \$789,757** – 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 used to calculate the fringe benefits.
- 7125 - Employer Payroll Taxes: \$75,945** – 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: \$75,000** – - Allocated costs for equipment and furniture including computers, servers, and furniture for administrative and programmatic support staff.

**8900 Strategic Initiatives: \$511,198** – **An increase of \$250,542** - 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 March 21, 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
				MAY & JUNE						
6500 Salaries	31.88	27.88	2,531,439	Salaries	-	Salaries	7.00	6.00	184,474	2,715,913
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	License and Permits	-	License and Permits			306	3,306
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			1,888	18,888
7045 Systems Communications			50,000	Systems Comm./Telephone Support	1,000	Systems Comm./Telephone Support			5,000	56,000
7050 Tuition, Training, and Seminars - Staff			45,000	Tuition, Training, and Seminars - Staff	-	Tuition, Training, and Seminars - Staff			500	45,500
7055 Travel and Mileage - Staff			40,000	Travel and Mileage - Staff	-	Travel and Mileage - Staff			500	40,500
7060 Utilities				Utilities	2,000	Utilities			11,925	13,925
7060 Utilities (Deposit)				Utilities (Deposit)	-	Utilities (Deposit)			4,560	4,560
7065 Telephone			30,000	Telephone	-	Telephone			550	30,550
7070 Rent (Offices)			365,348	Rent (Offices)	11,600	Rent (Offices)			33,840	410,788
7070 Rent (Deposit)				Rent (Deposit)	-	Rent (Deposit)			52,816	52,816
7075 Facilities Maintenance			6,500	Facilities Repairs and Maintenance	1,860	Facilities Repairs and Maintenance			5,580	13,940
7080 Admin Support Contracts			120,000	Admin Support Contracts	-	Admin Support Contracts			-	120,000
7085 Program Support Contracts			120,000	Program Support Contracts	5,400	Program Support Contracts			221,962	347,362
7085 Program Support Contracts - IT NVTrac/Wet			159,000	Program Support Contracts - IT NVTrac/W	-	Program Support Contracts - IT NVTrac/Web			50,000	209,000
7090 Non-Board Meetings and Outreach			45,000	Non-Board Meetings and Outreach	416	Non-Board Meetings and Outreach			5,000	50,416
7095 Board Meetings and Travel			23,000	Board Meetings and Travel	-	Board Meetings and Travel			-	23,000
7100 Insurance			47,500	Insurance	-	Insurance			15,000	62,500
7100-7120 Employee Fringe Benefits			789,757	Employee Fringe Benefits	-	Employee Fringe Benefits			66,092	855,849
7125 Employer Payroll Taxes			75,945	Employer Payroll Taxes	-	Employer Payroll Taxes			5,665	81,610
7130/7135 Payroll Services and Bank Fees			16,000	Payroll Services and Bank Fees	-	Payroll Services and Bank Fees			350	16,350
7200 Equipment - Operating Leases			15,000	Equipment - Operating Leases	1,600	Equipment - Operating Leases			2,400	19,000
8500 Capital - Tenant Impr, Equip and Furniture			75,000	Capital - Tenant Impr, Equip and Furniture	-	Capital - Tenant Impr, Equip and Furniture			1,518,756	1,593,756
Depreciation (TI, Furnishing, Equip)			-	Depreciation (TI, Furnishing, Equip)	13,625	Depreciation (TI, Furnishing, Equip)			-	13,625
8900 Strategic Initiative - WIA			511,198	Strategic Initiative - WIA	-	Strategic Initiative - WIA			171,313	682,511
<b>Subtotal Board Operations</b>			<b>5,556,687</b>	<b>Subtotal One-Stop Center</b>	<b>41,901</b>	<b>Subtotal One-Stop System</b>			<b>2,393,699</b>	<b>7,992,287</b>

APRIL YTD 2013 REPORT-FINAL

**workforce CONNECTIONS**

PY2012 WIA Formula Expenses

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

Administrative and Program Operating Budget

Line Item Number	Budget				ACTUAL EXPENSES			Budget Authority Remaining			% of Program Year Concluded		
											83.33%		
	Operating Expenses	Admin	Program	Total	Admin	Program	Total	Admin	Program	Total	Admin	Program	Total
6500	Salaries	759,432	1,772,007	2,531,439	465,321	1,127,670	1,592,991	294,111	644,337	938,448	61.27%	63.64%	62.93%
7000	Accounting and Auditing	350,000	0	350,000	197,483	0	197,483	152,517	0	152,517	56.42%	0.00%	56.42%
7005	Legal Fees	75,000	0	75,000	37,441	0	37,441	37,559	0	37,559	49.92%	0.00%	49.92%
7010	Legal Publication Advertising	5,040	12,960	18,000	1,131	2,888	4,020	3,909	10,072	13,980	22.44%	22.29%	22.33%
7020	Licenses and Permits	840	2,160	3,000	230	589	819	610	1,571	2,181	27.44%	27.25%	27.30%
7025	Dues and Subscriptions	3,360	8,640	12,000	1,790	4,564	6,354	1,570	4,076	5,646	53.28%	52.83%	52.95%
7030	Postage & Delivery	1,680	4,320	6,000	636	1,625	2,261	1,044	2,695	3,739	37.88%	37.61%	37.68%
7035	Printing and Reproduction	3,360	8,640	12,000	2,235	5,707	7,942	1,125	2,933	4,058	66.52%	66.06%	66.18%
7040	Office Supplies	4,200	10,800	15,000	2,800	7,150	9,950	1,400	3,650	5,050	66.66%	66.20%	66.33%
7045	System Communications	14,000	36,000	50,000	12,451	31,796	44,247	1,549	4,204	5,753	88.94%	88.32%	88.49%
7050	Tuition, Training and Seminars	18,450	26,550	45,000	6,077	15,523	21,600	12,373	11,027	23,400	32.94%	58.47%	48.00%
7055	Travel and Mileage (Staff)	12,000	28,000	40,000	7,107	18,149	25,256	4,893	9,851	14,744	59.22%	64.82%	63.14%
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	3,395	8,662	12,056	5,005	12,938	17,944	40.42%	40.10%	40.19%
7070	Rent	102,297	263,051	365,348	69,912	178,525	248,438	32,385	84,526	116,910	68.34%	67.87%	68.00%
7075	Facilities Maintenance	1,820	4,680	6,500	562	1,435	1,997	1,258	3,245	4,503	30.88%	30.67%	30.73%
7080/7085	Support Contracts	120,000	279,000	399,000	102,190	171,964	274,154	17,810	107,036	124,846	85.16%	61.64%	68.71%
7090	Non-Board Meetings & Outreach	13,500	31,500	45,000	7,765	19,792	27,557	5,735	11,708	17,443	57.52%	62.83%	61.24%
7095	Board Meetings and Travel	0	23,000	23,000	0	11,771	11,771	0	11,229	11,229	0.00%	51.18%	51.18%
7100	Insurance	19,475	28,025	47,500	10,150	25,920	36,070	9,325	2,105	11,430	52.12%	92.49%	75.94%
7120	Employee Fringe Benefits	236,927	552,830	789,757	128,670	328,568	457,238	108,257	224,262	332,519	54.31%	59.43%	57.90%
7125	Employer Payroll Taxes	22,784	53,161	75,945	10,961	27,990	38,951	11,823	25,171	36,994	48.11%	52.65%	51.29%
7130/7135	Payroll Services and Bank Fees	16,000	0	16,000	5,497	0	5,497	10,503	0	10,503	34.36%	0.00%	34.36%
7200	Equipment - Operating Leases	4,500	10,500	15,000	3,357	8,574	11,931	1,143	1,926	3,069	74.61%	81.65%	79.54%
7600	Youth Program Activities	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%
7605	Adult/DW Program Activities	0	0	0	0	0	0	0	0	0	0.00%	0.00%	0.00%
8500	Equipment and Furniture	22,500	52,500	75,000	9,440	24,108	33,548	13,060	28,392	41,452	41.96%	45.92%	44.73%
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	260,656	260,656	0	0	0	0	260,656	260,656	0.00%	0.00%	0.00%
	<b>Total</b>	<b>1,815,565</b>	<b>3,490,580</b>	<b>5,306,145</b>	<b>1,086,605</b>	<b>2,022,968</b>	<b>3,109,573</b>	<b>728,960</b>	<b>1,467,612</b>	<b>2,196,572</b>	<b>59.85%</b>	<b>57.96%</b>	<b>58.60%</b>

Legend

	Correct Now
	Watch
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**workforce CONNECTIONS**  
**Awards and Expenditures**  
**Program Year 2011/2012 Adult/Dislocated Worker Programs**  
**May 31, 2013**

Amounts for Providers reflect invoiced allowable expenditures through April 2013. Starred lines only reflect expenditures through March 2013.  
All Contracts have an ending date of June 30, 2013 unless noted.

**WIA PY11-PY12 Adult and Dislocated Worker Green/All Sector**

Provider	Contract Award	Adult Expenditures	DW Expenditures	Total Invoiced	% Spent	Remaining Balance
Bridge Counseling Associates	\$ 500,000	\$ 250,000	\$ 250,000	\$ 500,000	100.00%	\$ -
Bridge Counseling Associates-PY12 Extension*	\$ 700,000	\$ 237,432	\$ 130,982	\$ 368,414	52.63%	\$ 331,586
GNJ Family Life Center	\$ 600,000	\$ 300,000	\$ 300,000	\$ 600,000	100.00%	\$ -
GNJ Family Life Center-PY12 Extension	\$ 1,200,000	\$ 494,815	\$ 425,930	\$ 920,745	76.73%	\$ 279,255
Goodwill of Southern Nevada	\$ 600,000	\$ 445,000	\$ 155,000	\$ 600,000	100.00%	\$ -
Goodwill of Southern Nevada-PY12 Extension	\$ 1,200,000	\$ 666,219	\$ 218,021	\$ 884,239	73.69%	\$ 315,761
Latin Chamber Foundation*	\$ 600,000	\$ 362,381	\$ 220,000	\$ 582,381	97.06%	\$ 17,619
Nevada Partners, Inc	\$ 600,000	\$ 300,000	\$ 300,000	\$ 600,000	100.00%	\$ -
So. NV Regional Housing Authority	\$ 175,000	\$ 87,500	\$ 87,500	\$ 175,000	100.00%	\$ -
<b>Total</b>	<b>\$ 6,175,000</b>	<b>\$ 3,143,347</b>	<b>\$ 2,087,432</b>	<b>\$ 5,230,779</b>	<b>84.71%</b>	<b>\$ 944,221</b>
		<b>60%</b>	<b>40%</b>			

**WIA PY11-PY12 Adult and Dislocated Worker Health/All Sector**

Provider	Contract Award	Adult Expenditures	DW Expenditures	Total Invoiced	% Spent	Remaining Balance
CCSD - Desert Rose (contract ends 12/31/2012)	\$ 500,000	\$ 259,837	\$ 142,305	\$ 402,142	80.43%	\$ 97,858
Eastern Seals of Nevada (contract ends 6/30/2014)*	\$ 800,000	\$ -	\$ -	\$ -	0.00%	\$ 800,000
Foundation for an Independent Tomorrow	\$ 600,000	\$ 335,000	\$ 265,000	\$ 600,000	100.00%	\$ -
Foundation for an Independent Tomorrow-PY12 Extension	\$ 1,200,000	\$ 523,582	\$ 436,022	\$ 959,605	79.97%	\$ 240,395
Latin Chamber Foundation	\$ 600,000	\$ 380,000	\$ 220,000	\$ 600,000	100.00%	\$ -
Latin Chamber Foundation-PY12 Extension	\$ 1,200,000	\$ 294,080	\$ 221,251	\$ 515,331	42.94%	\$ 684,669
Nevada Hospital Association	\$ 600,000	\$ 570,000	\$ 30,000	\$ 600,000	100.00%	\$ -
Nevada Hospital Association-PY12 Extension	\$ 900,000	\$ 740,999	\$ 3,902	\$ 744,901	82.77%	\$ 155,099
Nevada Partners, Inc	\$ 600,000	\$ 360,000	\$ 240,000	\$ 600,000	100.00%	\$ -
Nevada Partners, Inc-PY12 Extension	\$ 1,200,000	\$ 696,627	\$ 319,000	\$ 1,015,627	84.64%	\$ 184,373
So. NV Regional Housing Authority	\$ 175,000	\$ 87,500	\$ 87,500	\$ 175,000	100.00%	\$ -
So. NV Regional Housing Authority-PY12 Extension*	\$ 500,000	\$ 229,396	\$ 119,102	\$ 348,499	69.70%	\$ 151,501
<b>Total</b>	<b>\$ 8,875,000</b>	<b>\$ 4,477,021</b>	<b>\$ 2,084,083</b>	<b>\$ 6,561,104</b>	<b>73.93%</b>	<b>\$ 2,313,896</b>
		<b>68%</b>	<b>32%</b>			

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

Provider	Contract Award	Adult Expenditures	DW Expenditures	Total Invoiced	% Spent	Remaining Balance
Lincoln County School District (contract ends 6/30/2014)*	\$ 100,000	\$ 16,837	\$ 11,909	\$ 28,746	28.75%	\$ 71,254
Nye Communities Coalition	\$ 750,000	\$ 375,000	\$ 375,000	\$ 750,000	100.00%	\$ -
Nye Communities Coalition (contract ends 6/30/2014)	\$ 950,000	\$ 238,536	\$ 111,261	\$ 349,797	36.82%	\$ 600,203
<b>Total</b>	<b>\$ 1,800,000</b>	<b>\$ 630,373</b>	<b>\$ 498,170</b>	<b>\$ 1,128,544</b>	<b>62.70%</b>	<b>\$ 671,456</b>
		<b>56%</b>	<b>44%</b>			

**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	\$ 482,729	\$ -	\$ 482,729	68.96%	\$ 217,271
Foundation for an Independent Tomorrow (ends 6/30/2014)	\$ 700,000	\$ -	\$ -	\$ -	0.00%	\$ 700,000
<b>Total</b>	<b>\$ 1,400,000</b>	<b>\$ 482,729</b>	<b>\$ -</b>	<b>\$ 482,729</b>	<b>34.48%</b>	<b>\$ 917,271</b>
		<b>100%</b>	<b>0%</b>			

<b>Total PY11-PY12 Adult/DW</b>	<b>\$ 18,250,000</b>	<b>\$ 8,733,470</b>	<b>\$ 4,669,685</b>	<b>\$ 13,403,155</b>	<b>73.44%</b>	<b>\$ 4,846,845</b>
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**65% 35%**

**workforce CONNECTIONS**  
**Awards and Expenditures**  
**Program Year 2011/2012 Youth Programs**  
**May 31, 2013**

Amounts for Providers reflect invoiced allowable expenditures through April 2013. Starred lines only reflect expenditures through March 2013.

**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	6/1/12-9/30/13	\$ 286,106	\$ 151,635	\$ 74,543	\$ 226,178	79.05%	\$ 59,928
Latin Chamber Foundation-PY11 Green Consortium	5/1/12-9/30/13	\$ 500,000	\$ 103,944	\$ 128,399	\$ 232,343	46.47%	\$ 267,657
Nevada Partners, Inc-PY11 Year Round	7/1/11-6/30/13	\$ 500,000	\$ 235,735	\$ 259,000	\$ 494,735	98.95%	\$ 5,265
Nevada Partners, Inc-PY11 Summer Component	6/1/12-9/30/13	\$ 585,525	\$ 265,624	\$ 98,912	\$ 364,536	62.26%	\$ 220,989
So. NV Children First-PY11 Summer Component	6/1/12-9/30/13	\$ 264,433	\$ 173,811	\$ 8,955	\$ 182,766	69.12%	\$ 81,667
<b>Total</b>		<b>\$ 2,136,064</b>	<b>\$ 930,749</b>	<b>\$ 569,810</b>	<b>\$ 1,500,558</b>	<b>70.25%</b>	<b>\$ 635,506</b>
			62%	38%			

**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	7/1/12-9/30/13	\$ 680,000		\$ 404,944	\$ 404,944	59.55%	\$ 275,056
Goodwill of So. Nevada-PY12 Youth with Disabilities	3/1/13-6/30/14	\$ 500,000	\$ 2,756	\$ 6,430	\$ 9,186	1.84%	\$ 490,814
HELP of So. Nevada-PY12 Youth In School	7/1/12-9/30/13	\$ 973,403	\$ 404,649		\$ 404,649	41.57%	\$ 568,754
HELP of So. Nevada-PY12 Youth Out of School	7/1/12-9/30/13	\$ 483,530		\$ 261,052	\$ 261,052	53.99%	\$ 222,478
Latin Chamber Foundation-PY12 Youth Out of School	7/1/12-9/30/13	\$ 413,150		\$ 123,302	\$ 123,302	29.84%	\$ 289,848
Nevada Partners, Inc-PY12 Youth In School	7/1/12-9/30/13	\$ 1,030,594	\$ 452,529		\$ 452,529	43.91%	\$ 578,065
Olive Crest-PY12 Foster Youth*	3/1/13-6/30/14	\$ 500,000	\$ 735	\$ 2,151	\$ 2,886	0.58%	\$ 497,114
So. NV Children First-PY12 Out of School*	7/1/12-9/30/13	\$ 388,798		\$ 101,333	\$ 101,333	26.06%	\$ 287,465
<b>Total</b>		<b>\$ 4,969,475</b>	<b>\$ 860,669</b>	<b>\$ 899,211</b>	<b>\$ 1,759,881</b>	<b>35.41%</b>	<b>\$ 3,209,594</b>
			49%	51%			

**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	7/1/11-9/30/13	\$ 100,000	\$ 58,277	\$ 30,000	\$ 88,277	88.28%	\$ 11,723
Lincoln County School District-Tri-County-PY11 Extension	7/1/11-9/30/13	\$ 100,000		\$ 52,305	\$ 52,305	52.31%	\$ 47,695
Nye Communities Coalition-PY11 Year Round	7/1/11-9/30/13	\$ 300,000	\$ 157,128	\$ 90,000	\$ 247,128	82.38%	\$ 52,872
Nye Communities Coalition-PY11 Extension	7/1/11-9/30/13	\$ 160,531	\$ 0	\$ 24,259	\$ 24,260	15.11%	\$ 136,271
<b>Lincoln County School District (contract ends 6/30/2014)</b>		<b>\$ 660,531</b>	<b>\$ 215,405</b>	<b>\$ 196,565</b>	<b>\$ 411,970</b>	<b>62.37%</b>	<b>\$ 248,561</b>
			52%	48%			

**Nye Communities Coalition (contract ends 6/30/2014)**

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	\$ -	\$ 164,118	\$ 164,118	54.71%	\$ 135,882
Youth Advocate Programs - PY13 Extension	7/1/13-6/30/14	\$ 300,000	\$ -	\$ -	\$ -	0.00%	\$ 300,000
<b>Total</b>		<b>\$ 600,000</b>	<b>\$ -</b>	<b>\$ 164,118</b>	<b>\$ 164,118</b>	<b>27.35%</b>	<b>\$ 435,882</b>
			0%	100%			

**WIA PY11 To Be Allocated Amounts**

Total Youth	\$	8,366,070	\$	2,006,824	\$	1,829,704	\$	3,836,527	45.86%	\$	4,529,543
				52%					48%		

**workforce CONNECTIONS**  
**Awards and Expenditures**  
**Program Year 2011/2012 Direct Programs**  
**May 30, 2013**

Amounts for Internal Programs reflect expenditures as of May 30, 2013.

Amounts for Providers reflect invoiced allowable expenditures through April 2013. Starred lines only reflect expenditures through March 2013.

**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>
Americorps YouthBuild PY12	0.50	8/15/12-8/14/13	23,820	\$ 15,704	65.93%	8,116
Department of Justice - Get Out		10/1/12-12/31/12	692,096	\$ 692,096	100.00%	-
Layoff Aversion PY12 - Rapid Response	2.00	7/1/12-6/30/13	250,000	\$ 224,860	89.94%	25,140
State Energy Sector Partnership (SESP)	4.00	8/10/10-6/30/13	3,503,000	\$ 3,474,690	99.19%	28,310
SESP - Healthcare Information Technology (HIT)		12/11/2012-6/30/13	179,000	\$ 95,000	53.07%	84,000
SESP - HIT - So Nv Regional Housing Authority		2/1/13-6/30/13	21,000	\$ 21,000	100.00%	-
US Fish & Wildlife - WC		6/28/11-12/31/16	11,029	\$ 11,029	100.00%	-
US Fish & Wildlife - So. NV Children First		6/1/12-5/31/13	16,471	\$ 10,796	65.55%	5,675
Youth Build PY11 - CCSD Desert Rose		7/1/11-6/30/13	158,584	\$ 135,223	85.27%	23,361
Youth Build PY11 - WC	3.70	6/1/11-5/31/14	941,416	\$ 670,273	71.20%	271,143
<b>Total</b>	<b>10.20</b>		<b>5,936,925</b>	<b>5,491,179</b>	<b>92.49%</b>	<b>445,746</b>



**Workforce Connections  
Adult and Dislocated Worker Funding Plan  
PY 2013 Projections**

		Remaining Available Funds	Projections Based on Monthly Invoices					
			Jul-Sep 2013	Oct-Dec 2013	Jan-Mar 2014	Apr-Jun 2014	Projected PY2013	Remaining
			3 Months	3 Months	3 Months	3 Months	TOTAL	
REVENUES (Available as of May 30, 2013)								
PY2012 Adult and DW Funding	13,164,641	2,500,000	2,030,000	470,000			2,500,000	-
PY2011/2012 Additional Dislocated Worker Funding (BOE approval 05/2013)	2,028,047	2,000,000	2,000,000				2,000,000	-
PY2013 Adult and DW Funding	14,806,576	14,806,576		4,310,000	4,747,000	4,747,000	13,804,000	1,002,576
TOTAL REVENUES	29,999,264	19,306,576	4,030,000	4,780,000	4,747,000	4,747,000	18,304,000	1,002,576
EXPENDITURES								0.63 Months
Community Resources								
PY2011 Nye Rural Services (Extended to June 2014)	1,000,000	500,000	125,000	125,000	125,000	125,000	500,000	
PY2012 Lincoln County Rural Services (Extended to June 2014)	100,000	60,000	12,000	12,000	12,000	12,000	48,000	
PY2012 Reentry Program (Extended to June 2014)	1,400,000	770,000	190,000	190,000	190,000	190,000	760,000	
PY2012 Adult and DW (Adults with Disabilities)	800,000	700,000	170,000	170,000	170,000	170,000	680,000	
PY2012 One-Stop Center Operations / One-Time Construction/Equipment	1,855,600	10,000					-	
PY2012 Workforce Connections Urban Computer Center	150,000	98,000	33,000	33,000			66,000	
PY2013 One-Stop Center Operations	342,000	342,000	85,500	85,500	85,500	85,500	342,000	
PY2013 One-Stop System Operations	858,000	858,000	214,500	214,500	214,500	214,500	858,000	
Operations								
PY2012 Administration and Programs	3,438,540	1,550,000					-	
PY2013 Administration and Programs	3,860,000	3,860,000	800,000	800,000	800,000	800,000	3,200,000	
Pending Contracts								
PY2013 Extend Adult and DW Contracts (One-Stop Center Partners)	4,800,000	4,800,000	1,200,000	1,200,000	1,200,000	1,200,000	4,800,000	
PY2013 Extend Adult and DW Contracts (One-Stop Affiliate Locations)	4,800,000	4,800,000	1,200,000	1,200,000	1,200,000	1,200,000	4,800,000	
PY2013 New One-Stop Partner RFP (Veterans - Start 10/2013)	650,000	650,000		216,667	216,667	216,667	650,000	
PY2013 New Adult and DW (Rural - Esmeralda - Start 10/2013)	50,000	50,000		16,667	16,667	16,667	50,000	
PY2013 New Adult and DW Contracts (Clark County - Mesquite - Start 10/2013)	50,000	50,000		16,667	16,667	16,667	50,000	
PY2013 Adult and DW Contracts (Reentry - Barber Training)	1,000,000	1,000,000		333,333	333,333	333,333	1,000,000	
PY2013 Adult and DW Contracts (Reentry - Logistics/Warehousing Operations)	500,000	500,000		166,667	166,667	166,667	500,000	
TOTAL			4,030,000	4,780,000	4,747,000	4,747,000	18,304,000	

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

PY2013 funding period is available July 1, 2013 through June 30, 2015 (after two years, funds revert to the State for one additional year)

	Service Provider	One-Stop Ctr/Sys	Total	
One Stop System/Center	5,450,000	1,200,000	6,650,000	51%
Affiliate Locations	6,300,000	-	6,300,000	48%
Rural Locations	100,000	-	100,000	1%
<b>Total Community Resources</b>	<b>11,850,000</b>	<b>1,200,000</b>	<b>13,050,000</b>	<b>100%</b>
	91%	9%	100%	

**Workforce Connections  
Youth Funding Plan  
PY 2013 Projections**

			Projections Based on Monthly Invoices						
			Jul-Sep 2013 3 Months	Oct-Dec 2013 3 Months	Jan-Mar 2014 3 Months	Apr-Jun 2014 3 Months	Next Program Year	Projected PY2013 TOTAL	Remaining
REVENUES (Available as of April 26, 2013)									
PY2012 Youth Funding	6,337,899	2,000,000	1,900,000	100,000				2,000,000	-
PY2013 Youth Funding	6,564,523	6,564,523	-	1,452,500	1,552,500	1,552,500	1,237,500	5,795,000	769,523
TOTAL REVENUES	12,902,422	8,564,523	1,900,000	1,552,500	1,552,500	1,552,500	1,237,500	7,795,000	769,523
EXPENDITURES									1.49 Months
Community Resource Contracts - PY 2011									
PY2011 Year-Round (Ending June 2013)	500,000	-						-	
PY2011 Latin Chamber Green Consortium (Ending date 9/30/2013)	500,000	225,000	80,000					80,000	
PY2011 Lincoln County	200,000	45,000	25,000					25,000	
PY2011 Nye County	460,531	135,000	75,000					75,000	
Community Resource Contracts - PY2012									
PY2012 Youth In-School Contracts (Extend to 9/30/2013)	2,003,997	915,000	350,000					350,000	
PY2012 Youth Out-of-School Contracts (Extend to 9/30/2013)	1,965,478	825,000	375,000					375,000	
PY2012 Youth Re-entry (Extend to 9/30/2014)	600,000	380,000	80,000	75,000	75,000	75,000	75,000	380,000	
PY2012 Youth Summer Component/Year Round	1,136,064	282,000	200,000					200,000	
PY2012 One-Stop Center Operations / One-Time Construction/Equipment	430,000	-							
Foster Care and Youth with Disabilities	1,000,000	900,000	175,000	175,000	175,000	175,000	175,000	875,000	
PY2012 Youth Summer Component / Year Round (Public Housing)	400,000	350,000	125,000	25,000	25,000	25,000	125,000	325,000	
Operations									
PY2012 Administration and Programs	1,867,580	50,000						-	
PY2013 Administration and Programs	1,712,905	1,712,905	415,000	415,000	415,000	415,000		1,660,000	
Pending Contracts									
PY2013 Out-of-School Youth Contracts (Start Oct 2013)	1,500,000	1,500,000		375,000	375,000	375,000	375,000	1,500,000	
PY2013 In-School Youth Contracts (Start Oct 2013)	1,400,000	1,400,000		350,000	350,000	350,000	350,000	1,400,000	
PY2013 Youth Rural Contracts (Start Oct 2013)	350,000	350,000		87,500	87,500	87,500	87,500	350,000	
PY2013 Youth One-Stop Corner (Start Oct 2013)	200,000	200,000		50,000	50,000	50,000	50,000	200,000	
TOTAL			1,900,000	1,552,500	1,552,500	1,552,500	1,237,500	7,795,000	

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PY2013 funding period is available July 1, 2013 through June 30, 2015 (after two years, funds revert to the State for one additional year)

## workforce CONNECTIONS

Audit Findings for PY2011  
(Year Ended June 30, 2012)

Monthly Status Report  
June 2013

Finding	Type	Description	Target Date	Audit					
				PY2011	PY2010	PY2009	PY2008	PY2007	PY2006
				ended	ended	ended	ended	ended	ended
				6/30/2012	6/30/2011	6/30/2010	6/30/2009	6/30/2008	6/30/2007
				(1/31/2013)	(2/24/2012)	(4/29/2011)	(06/08/2010)	(09/22/2009)	(07/22/2008)
12-1	Federal Grants	<b>Funding federal grants in advance - excessive time elapsed between receipt of funds and disbursement of funds</b>	June 2013	X	X	X	X		
		Action: June 2013 - Efforts to pay subrecipients within two days of receiving funds from the State continues. 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.							
12-2	Federal Grants	<b>Requests for funds need to be complete, accurate, and agree to supporting documentation.</b>	July 2012	X	X	X			
		Action: June 2013 - Staff continues to review all provider invoices to ensure accuracy and completeness. Also, as part of the quarterly invoice reconciliation process, all provider invoices get reviewed again.							
12-3	Federal Grants	<b>Documentation supporting program participant eligibility shall be complete, accurate, and retained</b>	June 2013	X	X				
		Status: Policies and procedures have been developed and annual monitoring by program staff will ensure complete and accurate records.							
		Action: June 2013 - The Quality Assurance manager will begin reviewing records for the internal and direct programs that have participant files. This will be a formal process to help make sure all participant files have proper eligibility documentation. The review will ensure that all files have required eligibility documentation.							
12-4	Federal Grants	<b>Property records shall be complete, accurate and equipment will be properly accounted for.</b>	June 2013	X					
		Status: Policies and procedures will be followed to properly track equipment.							
		Action: June 2013 - Staff has requested and received authorization from the state to dispose of a large list of fully depreciated assets. We are in the process of reconciling our asset list with the funded partner asset lists to make sure we have all our assets coded correctly.							

## workforce CONNECTIONS

Audit Findings for PY2011  
(Year Ended June 30, 2012)

Monthly Status Report  
June 2013

Finding	Type	Description	Target Date	Audit					
				PY2011	PY2010	PY2009	PY2008	PY2007	PY2006
				ended	ended	ended	ended	ended	ended
				6/30/2012	6/30/2011	6/30/2010	6/30/2009	6/30/2008	6/30/2007
				(1/31/2013)	(2/24/2012)	(4/29/2011)	(06/08/2010)	(09/22/2009)	(07/22/2008)
<b>Findings below did not recur in the latest audit.</b>									
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>			X	X	X	X	X
		Status: The Finance staff will continue to operate within established policies and modify those that need to be updated. Adherence to GAAP will always be the goal.							
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>			X	X	X	X	
		Status: The Finance Manager and Financial Consultant are providing the expertise necessary to provide the skills and knowledge that have been needed. Staff will keep up skills by attending all applicable training.							
11-3	Federal Grants	<b>SEFA schedules did not agree with supporting records or documentation</b>			X	X	X	X	X
		Status: The FE system continues to be reconciled to the supporting draw and invoice records.							
11-6	Federal Grants	<b>ARRA - timely reporting of quarterly reports</b>			X	X			
		Status: All of the ARRA funds have been expended and there are no more reports due.							
11-8	Federal Grants	<b>Sub-recipients awards did not contain the required information</b>			X	X	X		X
		Status: All contracts for program year 2011 included the new template that ensured all the required information was entered into the contracts.							
11-9	Federal Grants	<b>Financial reporting of Form ETA 9130 - timely submissions</b>			X	X			
		Status: A spreadsheet was developed for monitoring all report due dates and two fiscal staff are required to monitor the spreadsheet to ensure every report is submitted in advance of its deadline.							
		Action: 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>			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: Apr 2013 - Continue the annual fiscal monitoring of all service provider contracts. Reports must be issued within 30 days.							

## State of Nevada - DETR, State Energy Sector Partnership Grant

Date of Review: January 30 - February 8, 2013

(Report dated March 29, 2013)

Workforce Connections

June 2013

Finding	Type	Description	Target Date
#01	Records Retention	<b>GNJ Family Life Center -- "What it Means to be Green" completion certificates not filed in two client files</b>	April 2013
		Status: Prior to April 30, 2013, please provide what steps are being taken to ensure the certificates are filed in the participant files.	
		Action: Apr 2013 - Workforce Connections staff monitored on-site to ensure that GNJ's client files were updated to include the complete certificates.	
		Action: May 2013 - DETR notified Workforce Connections that the finding is closed.	
#02	Data Recording	<b>Southern Nevada Regional Housing Authority -- Participant non-related employment was not entered into data entry system (RAD).</b>	April 2013
		Status: Prior to April 30, 2013, client's non-related employment should be entered into RAD.	
		Action: Apr 2013 - Workforce Connections staff reviewed SNRHA client files and updated records in the RAD system.	
		Action: May 2013 - DETR notified Workforce Connections that the finding is closed.	
#03	Data Recording	<b>Nye Communities Coalition -- Participant's first and second quarter retention follow-up was not recorded into data entry system (RAD).</b>	April 2013
		Status: Prior to April 30, 2013, client's follow-up notes should be entered into RAD.	
		Action: Apr 2013 - Workforce Connections staff reviewed NYECC client files and updated records in the RAD system.	
		Action: May 2013 - DETR notified Workforce Connections that the finding is closed.	
#04	Records Retention	<b>Nye Communities Coalition -- "What it Means to be Green" completion certificates not filed in client files</b>	April 2013
		Status: Prior to April 30, 2013, please provide what steps are being taken to ensure the certificates are filed in the participant files.	
		Action: Apr 2013 - Workforce Connections staff reviewed the NYECC's client files to ensure they included completed certificates.	
		Action: May 2013 - DETR notified Workforce Connections that the finding is closed.	
#05	Data Recording	<b>Nye Communities Coalition -- Two Youth participant's non-related employment was not entered into data entry system (RAD).</b>	April 2013
		Status: Prior to April 30, 2013, client's non-related employment should be entered into RAD.	
		Action: Apr 2013 - Workforce Connections staff reviewed NYECC client files and updated records in the RAD system.	
		Action: May 2013 - DETR notified Workforce Connections that the finding is closed.	

## BUDGET & FINANCE COMMITTEE 2013 CALENDAR

~~Wednesday, January 16, 2013~~ — ~~10:00am~~

~~Wednesday, February 6, 2013~~ — ~~10:00am~~

~~Wednesday, March 6, 2013~~ — ~~10:00am~~

~~Wednesday, April 3, 2013~~ — ~~10:00am~~

~~Wednesday, May 1, 2013~~ — ~~10:00am~~

~~Wednesday, June 5, 2013~~ — ~~10:00am~~

Tuesday, July 9, 2013                      11:30am -- (working lunch)

Wednesday, August 14, 2013              2:00pm

Wednesday, September 11, 2013        2:00pm

Wednesday, October 9, 2013              2:00pm

Wednesday, November 13, 2013        2:00pm

Wednesday, December 11, 2013        2:00pm