

**WORKFORCE CONNECTIONS**  
**BUDGET & FINANCE COMMITTEE AGENDA**  
Wednesday, August 14, 2013 – 2:00 p.m. – 3:30 p.m.  
7251 W. Lake Mead Blvd., Suite 200  
Las Vegas, NV 89128

This is a public meeting. This agenda has been posted in the following locations:

City Hall, Boulder City, 401 California Ave., Boulder City, NV  
City of Las Vegas – City Clerk’s Office, 495 S. Main St., Las Vegas, NV  
City of North Las Vegas, 2250 Las Vegas Blvd. North, 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

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.

Copies of non-confidential supporting materials provided to the Budget & Finance Committee are available upon request. Request for such supporting materials should be made to Dianne Tracy at (702) 636-2302 or at [dtracy@snywc.org](mailto:dtracy@snywc.org). Supporting materials are available at the front desk of Workforce Connections located at 7251 W. Lake Mead Blvd., #200, Las Vegas, Nevada 89128 and are available on-line at [www.nvworkforceconnections.org](http://www.nvworkforceconnections.org).

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: Dan Gouker, Chair; Hannah Brown, Vice-Chair; Councilman Bob Beers; Bill Bruninga; William Kirby; Vida Chan Lin; and Councilwoman Gerri Schroder

*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. DISCUSSION and POSSIBLE ACTION: Approval of the Budget & Finance Committee meeting minutes of June 5, 2013 .....1
5. REVIEW, DISCUSS and ACCEPT REPORTS:
  - A. PY2013 WIA Formula Budget July 1, 2013 through June 30, 2014 and Budget Narrative .....6
  - B. Budget vs. Actual Finance Report (Workforce Connections’ Operations) for the period July 1, 2012 through June 30, 2013 (Formula WIA) .....14
  - C. Awards & Expenditures – Monthly Update (Compliance and Operational Status of Service Providers/Funded Partners) .....15
  - D. Funding Plans Adult/Dislocated Worker and Youth .....18
  - E. Audit Findings for Program Year 2011 (Year Ended June 30, 2012) – August Report .....20
  - F. Staff and Funded Partner Training and Technical Assistance Report per the 2-Year Strategic Plan Matrix Objective item 1.2 .....22
6. INFORMATION: Southern Nevada Children First “High Risk” Designation .....24

7. 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. However, if you commented earlier, please do not 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 ..... 41
8. Adjournment

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

of the meeting of the

**BUDGET & FINANCE COMMITTEE**

The Budget & Finance Committee held a public meeting on Wednesday, June 5, 2013, beginning at 10:20 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 (via telephone); Hannah Brown, Vice-Chair; Bill Bruninga (via telephone); Dan Gouker; and Vida Chan Lin. Absent: Councilman Bob Beers, and William Kirby

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 inclusions of any emergency items or deletion of any items

*A motion to approve the agenda presented by staff, made by Hannah Brown and seconded by Dan Gouker. 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. Welcome Councilman Bob Beers to the Budget & Finance Committee

Councilwoman Gerri Schroder noted that although Councilman Beers was unable to attend the meeting she formally welcomed him to the committee and looks forward to his participation.

5. Discussion and Possible Action: Approval of minutes of the previous Budget & Finance Committee meeting held on May 1, 2013

*A motion to approve the meeting minutes of May 1, 2013 presented by staff, made by Hannah Brown and seconded by Vida Chan Lin. Motion carried.*

6. Discussion and Possible Action: Nomination for election of the Chair and Vice-Chair to the Budget & Finance Committee

Ardell stated, this event occurs every two years and all board members are eligible for nomination. Hannah Brown nominated Vida Chan Lin. Ms. Lin abstained. Hannah nominated Dan Gouker. Hearing no further nominations, Councilwoman Gerri Schroder closed the nominations. She then presented Dan Gouker as Chair to the Budget & Finance Committee for the vote. The vote was unanimous.

Ardell noted that Hannah Brown has one more year as Vice-Chair. Councilwoman Schroder nominated Hannah Brown as Vice-Chair to the Budget & Finance Committee. Hearing no further nominations, Councilwoman Gerri Schroder closed the nominations. She then presented Hannah Brown as Vice-Chair to the Budget & Finance Committee for the vote. The vote was unanimous.

Congratulations, Dan and Hannah!

7. Review, Discuss and Accept Reports:

- A. PY2013 WIA Formula Budget and PY2013 WIA Budget Narrative

Jim Kostecki reported on the PY2013 WIA Formula Budget with accompanying Budget Narrative. Last month the Finance department brought forward an estimated budget based solely on projected numbers. In the past, when WC received Adult and Dislocated Worker funds WC was allowed to transfer up to 50% of the Dislocated Worker or Adult funds between the two funding streams. DETR allowed WC to build this into the main contract rather than performing an intertitle transfer. WC transferred 50% of the allotment of Dislocated Worker (original allotment of \$8,280,823) to the Adult funding stream.

The budget for the expenditures presented last month has not changed. WCs portion of 10% Administrative and 10% Program resulted in an additional \$357,922 available to spend and added to line item 8900 – Strategic Initiative-WIA.

Correction noted on page 13 under Revenues, “Funding is allocated among the three funding streams: Adult - \$10,665,753; Dislocated Worker - \$4,140,823; and Youth - \$6,564,523.”

- B. PY2012 WIA Formula Budget and PY2012 WIA Budget Narratives

Jim reported on the PY2012 WIA Formula Budget with accompanying Budget Narrative reporting that this is the adjustment for the current year’s budget. WC became aware of the waiver for the intertitle transfer at 50% that was available from Dislocated Worker transferred to Adult \$1,423,900. Throughout the year, WC has updated the carry forward number to the actual with \$250,542 applied to line item 8900 – Strategic Initiative-WIA.

- C. 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) indicating it is all "Green."

Ardell noted that staff deserves credit working with the jurisdictions CFOs as it takes a lot of hard work to ensure that a budget is properly balanced. Councilwoman Schroder concurred and thanked WC staff, and credited Ardell for hiring the staff that he has in place.

D. Awards & Expenditures – Monthly Update

Jim presented and reported on the Awards & Expenditures for Program Year PY2011/PY2012 Adult/Dislocated Worker and Youth monthly update.

	<b>Adult Expenditures</b>	<b>Dislocated Worker Expenditures</b>	<b>% Spent</b>
WIA PY2011-PY2012 Adult & DW Green Sector	60%	40%	84.71%
WIA PY2011-PY2012 Adult & DW Health Sector	68%	32%	73.93%
WIA PY2011-PY2012 Adult & DW Rural Services	56%	44%	62.70%
WIA PY2012 Adult & DW Re-Entry Services	100%	0%	34.48%
<b>Total PY2011/PY2012 Adult &amp; Dislocated Worker</b>	<b>65%</b>	<b>35%</b>	<b>73.44%</b>
	<b>Youth In-School</b>	<b>Youth Out-Of-School</b>	<b>% Spent</b>
WIA PY2011 Youth General	62%	38%	70.25%
WIA PY2012 Youth General	49%	51%	35.41%
WIA PY2011 Youth Rural and Tri County	52%	48%	62.37%
Nye Communities Coalition (contract ends 6/30/2014)	0%	100%	27.35%
<b>WIA PY2011 To Be Allocated Amounts</b>	<b>52%</b>	<b>48%</b>	<b>45.86%</b>
<b>Direct Grants PY2010/PY2011</b>			<b>% Spent</b>
Direct Adult & DW Grants			<b>92.49%</b>

- Next years' contracts will have a dual component with a separate amendment to their contract for their two separate budgets, one for the One-Stop Career Center and one for their Home Office locations. Jim noted that the October reporting would reflect the dual components.
- Carol Turner noted that roughly \$2.5M of the \$9.6M is estimated recaptured funds.
- No-cost extensions for rural contracts extended through June 30, 2014.
- Foundation for an Independent Tomorrow (FIT) approved to receive an additional \$700,000 for the Re-Entry Program.
- Dan Gouker queried Easter Seals. Jim noted that last month Easter Seals was approved a contract for Adults with Disabilities for \$800,000, but no activity to date. Carol stated Easter Seals received an advance of \$50,000, but no invoice is due.
- All Youth contracts are extensions to 9/30/2013 with additional funding to cover projected shortfalls, staffing, and overhead. The service providers have training funds to carry them through September; however, any remaining funds after September 30, 2013; will be recaptured and factored into funding streams for the RFP process October 1, 2013.

- YouthBuild Grant – WC should be notified of the new grant in July.

E. Funding Plans ADW/Youth

Carol presented and reported on the Adult and Dislocated Worker Funding Plan. She noted the pending contracts of \$4,800,000 for the One-Stop Career Center and the \$4,800,000 for the Affiliate Sites (Service Provider’s Home Offices).

There is \$400,000 allocated to the Latin Chamber Foundation not brought before the Board last month, but will be presented at the June meeting.

We will be using carry forward funds for the first 3 months of the year with most new funds beginning October 1, 2013.

<b>Pending Contracts-ADW</b>	
*PY2013 New One-Stop Partner RFP (Veterans - Start 10/2013)	\$650,000
*PY2013 New Adult and DW (Rural-Esmeralda - Start 10/2013)	\$50,000
*PY2013 New Adult and DW Contracts (Clark County-Mesquite – Start 10/2013)	\$50,000
*PY2013 New Adult and DW Contracts (Re-entry - Barber Training)	\$1,000,000
*PY2013 Adult and DW Contracts (Re-entry – Logistics/Warehousing Operations)	\$500,000

<b>Pending Contracts-Youth</b>	
*PY2013 Out-of-School Youth Contracts (Start Oct 2013)	\$1,500,000
*PY2013 In-School Youth Contracts (Start Oct 2013)	\$1,400,000
*PY2013 Youth Rural Contracts (Start Oct 2013)	\$350,000
*PY2013 Youth One-Stop Corner (Start Oct 2013)	\$200,000

*\*Not issued until after October 1, 2013*

Carol noted that new Request for Proposal’s will be published for pending youth contracts with funds available to support youth ages 18-21 offered out of the One-Stop Career Center.

F. Audit findings for Program Year 2011 (Year Ended June 30, 2012) – June Report

Jim presented and reported Audit findings for Program Year 2011 (Year Ended June 30, 2012) with minor changes to the report:

- Item 12-1 WC continues to pay providers within 2 days from receipt of funding. When WC has an exception and draws funds for a provider, and cannot pay the service provider, the funds are returned to the State and then redrawn (draw swap). Paperwork is documented and acceptable to the auditors. WC will continue this process.
- Item 12-2 WC staff continues to review all provider invoices to ensure accuracy and completeness.
- Item 12-3 (supporting documentation to participant eligibility files for SESP (400+ participant files)). A quality assurance process is in place for these files that will continue into August 2013 with shortfalls identified and corrected prior to the audit. Hannah Brown queried when the auditors gave their report they provided recommendations to eliminate Item 12-3. Jim concurred. Carol stated that there is a plan set in place to review 100% of the files. As SESP grant staff are finishing the

grant and completing final reporting through June 30, 2013, that system will sunset and SESP staff support will begin in-depth reviews of all files since July 1, 2012.

- Item 12-4 WC staff has requested and received authorization from the State to dispose of a large list of fully depreciated assets. Efforts are in process to reconcile WCs asset list with the service providers lists to ensure all assets coded correctly.

Jim announced that the audit through PBTK begins on or around November 18, 2013.

#### G. SESP Audit Findings

Carol presented the closure of the SESP Audit Findings report with the summaries of five (5) findings that were resolved on page 34 of the agenda packet. Carol stated there was a written response submitted to DETR that included a response to each of the five findings and accepted. Two issues noted -- records retention and data recording.

Carol stated that WC has not seen the informal US DOLs Audit Report conducted last year on the SESP grant. She further stated that this was a large grant (approximately \$6,000,000) statewide with approximately \$3,500,000 assigned to southern Nevada.

Jim stated that the SESP Audit was a compliance audit with no fiscal review conducted.

***A motion to accept the reports A through G presented by staff, made by Bill Bruninga and seconded by Dan Gouker. Motion carried.***

#### 8. Public Comment (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, Councilwoman Gerri Schroder, Chair closed the Public Comment Session.***

Councilwoman Gerri Schroder addressed the Budget & Finance Committee 2013 Calendar and queried the July 9, 2013 meeting. Discussion ensued regarding the dates/times and the locations. Jim noted that the July and August meeting would be at Workforce Connections. Ardell stated that committee meetings would be located at the One-Stop Career Center as long as there is no scheduling conflict with the activities at the Center. He also stated that the July 9 meeting would be a working lunch based on the calendared time. Jim further stated that with the meetings scheduled for the second Wednesday of the month, more current and complete reports will be available for the Committee to review.

#### 9. Adjournment unanimously approved at 11:08 a.m.

Respectfully submitted,  
Dianne Tracy



**workforceCONNECTIONS**  
**PY2013 WIA Formula Budget**  
**July 1, 2013 - June 30, 2014**  
**(Revised Budget - August 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	10,665,753	10,665,753	-	1,066,575	1,066,575	8,532,603	10,665,753
PY2013 Dislocated Worker	4,140,823	4,140,823	-	414,082	414,082	3,312,659	4,140,823
PY2013 Youth	6,564,523	6,564,523	-	656,452	656,452	5,251,619	6,564,523
PY2011 Dislocated Worker - Addl. DETR Allocation Apr 2013	-	-	-	-	-	-	-
PY2012 Dislocated Worker - Addl. DETR Allocation Apr 2013	628,047	628,047	-	62,805	62,805	502,437	628,047
PY2011/2012 Adult Carry Forward	3,400,000	3,400,000	-	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>\$ 27,871,124</b>	<b>\$ 27,871,124</b>	<b>\$ -</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 PY2013	Proposed Budget PY2013	\$ Change	One-Stop Center	One-Stop System	Community Resource Allocation	TOTAL
Adult Services	11,252,603	11,252,603	-	92,734	301,316	10,858,553	11,252,603
Dislocated Worker Services	4,192,659	4,192,659	-	250,000	903,950	3,038,709	4,192,659
Youth Services	7,001,619	7,001,619	-			7,001,619	7,001,619
<b>Subtotal Community Resource Allocations</b>	<b>\$ 22,446,881</b>	<b>\$ 22,446,881</b>	<b>\$ -</b>	<b>\$ 342,734</b>	<b>\$ 1,205,266</b>	<b>\$ 20,898,881</b>	<b>\$ 22,446,881</b>

Board Operations	Approved Budget PY2012	Proposed Budget PY2013	\$ Change	Admin	Program	Total
Subtotal Operating Expenditures	5,424,243	5,424,243	-	1,934,432	3,489,811	5,424,243
<b>Total Expenditures</b>	<b>\$ 27,871,124</b>	<b>\$ 27,871,124</b>		<b>\$ 1,934,432</b>	<b>\$ 3,489,811</b>	
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ 702,677</b>	<b>\$ (702,677)</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 - August 1, 2013 Revision)**

Board Operations	Authorized FTE	Actual FTE	Original Budget PY2013	Proposed Budget PY2013	\$ Change	Admin	Program	Total
6500 Salaries	33.18	30.18	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	170,000	85,000	-	170,000	170,000
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	272,922	(85,000)	98,252	174,670	272,922
<b>Subtotal Board Operations</b>			<b>5,424,243</b>	<b>5,424,243</b>	<b>-</b>	<b>1,934,432</b>	<b>3,489,811</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 - \$10,665,753, 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, State and USDOL sponsored training and conferences. Mileage includes an array of programmatic and fiscal activities, 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: \$170,000 – An increase of \$85,000** – Allocated costs for program support training agreements and security guard costs. The increase is due the additional training contracts for staff and funded partners, the hiring of interns for July and August and the procurement of an outreach consultant to support business services.
- 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: \$272,922 – Decrease of \$85,000** - This account line was created to utilize and track strategic projects in support of workforce initiatives with detailed tactics and strategies in response to unanticipated high demand workforce needs. These funds are available to be allocated for future workforce initiatives approved by the Board. The decrease is a result of funds being moved to support the increase in program support contracts.

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

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

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

One-Stop System	Authorized FTE	Actual FTE	Approved Budget PY2013	Proposed Budget PY2013	\$ Change	Admin	Program	Total
6500 Salaries	4.00	4.00	263,358	263,358	-		263,358	263,358
7000 Accounting and Auditing					-			
7005 Legal Fees					-			
7010 Legal Publication Advertising			1,000	1,000	-		1,000	1,000
7020 License and Permits			500	500	-		500	500
7025 Dues and Subscriptions					-		-	-
7030 Postage and Delivery			3,180	3,180	-		3,180	3,180
7035 Printing and Reproduction			4,500	4,500	-		4,500	4,500
7040 Office Supplies			3,000	3,000	-		3,000	3,000
7045 Systems Comm./Telephone Support			11,310	11,310	-		11,310	11,310
7050 Tuition, Training, and Seminars - Staff			1,000	1,000	-		1,000	1,000
7055 Travel and Mileage - Staff			13,480	13,480	-		13,480	13,480
7060 Utilities			16,200	16,200	-		16,200	16,200
7065 Telephone			3,720	3,720	-		3,720	3,720
7070 Facility Rent/Lease			75,168	75,168	-		75,168	75,168
7075 Facilities Repairs and Maintenance			19,898	19,898	-		19,898	19,898
7080 Admin Support Contracts					-			
7085 Program Support Contracts			345,159	345,159	-		345,159	345,159
7085 Program Support Contracts - IT NVTrac/Web			25,000	25,000	-		25,000	25,000
7090 Non-Board Meetings and Outreach			15,750	15,750	-		15,750	15,750
7095 Board Meetings and Travel					-			
7100 Insurance			2,100	2,100	-		2,100	2,100
7100-7120 Employee Fringe Benefits			92,176	92,176	-		92,176	92,176
7125 Employer Payroll Taxes			7,901	7,901	-		7,901	7,901
7130-7135 Payroll Services and Bank Fees			500	500	-		500	500
7200 Equipment - Operating Leases			28,000	28,000	-		28,000	28,000
8500 Capital - Equipment and Furniture			208,260	208,260	-		208,260	208,260
8900 Strategic Initiative - WIA			64,106	64,106	-		64,106	64,106
<b>Subtotal One-Stop System</b>			<b>1,205,266</b>	<b>1,205,266</b>	<b>-</b>	<b>-</b>	<b>1,205,266</b>	<b>1,205,266</b>

Note: Urban League Resource Center and Academy of Human Development have been included for \$150,000 each.



JUNE YTD 2013 REPORT-PRELIMINARY

**workforce CONNECTIONS**

PY2012 WIA Formula Expenses

Administrative and Program Operating Budget

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

Line Item Number	Budget			ACTUAL EXPENSES			Budget Authority Remaining			% of Program Year Concluded 100.00%			
	Operating Expenses	Admin	Program	Total	Admin	Program	Total	Admin	Program	Total	Admin	Program	Total
6500	Salaries	759,432	1,772,007	2,531,439	555,398	1,476,100	2,031,498	204,034	295,907	499,941	73.13%	83.30%	80.25%
7000	Accounting and Auditing	350,000	0	350,000	223,640	0	223,640	126,360	0	126,360	63.90%	0.00%	63.90%
7005	Legal Fees	75,000	0	75,000	45,530	0	45,530	29,470	0	29,470	60.71%	0.00%	60.71%
7010	Legal Publication Advertising	5,040	12,960	18,000	1,109	3,167	4,275	3,931	9,793	13,725	22.00%	24.43%	23.75%
7020	Licenses and Permits	840	2,160	3,000	242	698	940	598	1,462	2,060	28.79%	32.30%	31.32%
7025	Dues and Subscriptions	3,360	8,640	12,000	2,251	6,907	9,157	1,109	1,733	2,843	66.98%	79.94%	76.31%
7030	Postage & Delivery	1,680	4,320	6,000	666	1,712	2,377	1,014	2,608	3,623	39.61%	39.62%	39.62%
7035	Printing and Reproduction	3,360	8,640	12,000	2,600	7,285	9,885	760	1,355	2,115	77.37%	84.32%	82.37%
7040	Office Supplies	4,200	10,800	15,000	3,368	9,232	12,600	832	1,568	2,400	80.19%	85.48%	84.00%
7045	System Communications	24,600	35,400	60,000	14,199	38,468	52,667	10,401	-3,068	7,333	57.72%	108.67%	87.78%
7050	Tuition, Training and Seminars	18,450	26,550	45,000	7,907	23,245	31,152	10,543	3,305	13,848	42.86%	87.55%	69.23%
7055	Travel and Mileage (Staff)	12,000	28,000	40,000	9,317	27,468	36,785	2,683	532	3,215	77.64%	98.10%	91.96%
7065	Telephone	8,400	21,600	30,000	3,955	10,841	14,795	4,445	10,759	15,205	47.08%	50.19%	49.32%
7070	Rent	102,297	263,051	365,348	81,383	223,844	305,227	20,914	39,207	60,121	79.56%	85.10%	83.54%
7075	Facilities Maintenance	1,820	4,680	6,500	715	2,133	2,849	1,105	2,547	3,651	39.30%	45.58%	43.82%
7080/7085	Support Contracts	120,000	279,000	399,000	125,187	234,460	359,647	-5,187	44,540	39,353	104.32%	84.04%	90.14%
7090	Non-Board Meetings & Outreach	13,500	31,500	45,000	8,192	21,918	30,110	5,308	9,582	14,890	60.68%	69.58%	66.91%
7095	Board Meetings and Travel	0	23,000	23,000	0	15,645	15,645	0	7,355	7,355	0.00%	68.02%	68.02%
7100	Insurance	19,475	28,025	47,500	11,000	28,074	39,074	8,475	-49	8,426	56.48%	100.18%	82.26%
7120	Employee Fringe Benefits	236,927	552,830	789,757	159,804	449,665	609,469	77,123	103,165	180,288	67.45%	81.34%	77.17%
7125	Employer Payroll Taxes	22,784	53,161	75,945	13,370	38,293	51,662	9,414	14,868	24,283	58.68%	72.03%	68.03%
7130/7135	Payroll Services and Bank Fees	16,000	0	16,000	5,983	0	5,983	10,017	0	10,017	37.39%	0.00%	37.39%
7200	Equipment - Operating Leases	4,500	10,500	15,000	3,940	11,019	14,959	560	-519	41	87.56%	104.94%	99.73%
8500	Equipment and Furniture	22,500	52,500	75,000	9,738	25,942	35,679	12,762	26,558	39,321	43.28%	49.41%	47.57%
8900	Strategic Initiative (Operations)	0	501,198	501,198	0	0	0	0	501,198	501,198	0.00%	0.00%	0.00%
	<b>Total</b>	<b>1,826,165</b>	<b>3,730,522</b>	<b>5,556,687</b>	<b>1,289,492</b>	<b>2,656,114</b>	<b>3,945,606</b>	<b>536,673</b>	<b>1,074,408</b>	<b>1,611,081</b>	<b>70.61%</b>	<b>71.20%</b>	<b>71.01%</b>

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**workforce CONNECTIONS**  
**Awards and Expenditures**  
**Program Year 2011/2012 Adult/Dislocated Worker Programs**  
**July 31, 2013**

Amounts for Providers reflect invoiced allowable expenditures through June 2013. Starred lines only reflect expenditures through May 2013.

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

Provider	Contract Dates	Contract Award	Adult Expenditures	DW Expenditures	Total Invoiced	% Spent	Remaining Balance
Bridge Counseling Associates	7/1/11-6/30/13	\$ 500,000	\$ 250,000	\$ 250,000	\$ 500,000	100.00%	\$ -
Bridge Counseling Associates-PY12 Extension	7/1/11-6/30/13	\$ 700,000	\$ 388,918	\$ 267,304	\$ 656,222	93.75%	\$ 43,778
GNJ Family Life Center	7/1/11-6/30/13	\$ 600,000	\$ 300,000	\$ 300,000	\$ 600,000	100.00%	\$ -
GNJ Family Life Center-PY12 Extension	7/1/11-6/30/13	\$ 1,424,602	\$ 627,736	\$ 560,826	\$ 1,188,562	83.43%	\$ 236,040
Goodwill of Southern Nevada	7/1/11-6/30/13	\$ 600,000	\$ 445,000	\$ 155,000	\$ 600,000	100.00%	\$ -
Goodwill of Southern Nevada-PY12 Extension	7/1/11-6/30/13	\$ 1,200,000	\$ 858,392	\$ 311,195	\$ 1,169,587	97.47%	\$ 30,413
Latin Chamber Foundation	7/1/11-6/30/13	\$ 600,000	\$ 380,000	\$ 220,000	\$ 600,000	100.00%	\$ 0
Nevada Partners, Inc	7/1/11-6/30/13	\$ 600,000	\$ 300,000	\$ 300,000	\$ 600,000	100.00%	\$ -
So. NV Regional Housing Authority	7/1/11-6/30/13	\$ 175,000	\$ 87,500	\$ 87,500	\$ 175,000	100.00%	\$ -
<b>Total</b>		<b>\$ 6,399,602</b>	<b>\$ 3,637,546</b>	<b>\$ 2,451,825</b>	<b>\$ 6,089,371</b>	<b>95.15%</b>	<b>\$ 310,231</b>
			60%	40%			

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

Provider	Contract Dates	Contract Award	Adult Expenditures	DW Expenditures	Total Invoiced	% Spent	Remaining Balance
Eastern Seals of Nevada (contract ends 6/30/2014)	4/1/12-6/30/14	\$ 800,000	\$ 56,451	\$ 14,101	\$ 70,552	8.82%	\$ 729,448
Foundation for an Independent Tomorrow	7/1/11-6/30/13	\$ 600,000	\$ 335,000	\$ 265,000	\$ 600,000	100.00%	\$ -
Foundation for an Independent Tomorrow-PY12 Extension	7/1/11-6/30/13	\$ 1,200,000	\$ 671,973	\$ 511,371	\$ 1,183,344	98.61%	\$ 16,656
Latin Chamber Foundation	7/1/11-6/30/13	\$ 600,000	\$ 380,000	\$ 220,000	\$ 600,000	100.00%	\$ -
Latin Chamber Foundation-PY12 Extension	7/1/11-6/30/13	\$ 1,200,000	\$ 479,806	\$ 365,167	\$ 844,972	70.41%	\$ 355,028
Nevada Hospital Association	11/1/11-6/30/13	\$ 600,000	\$ 570,000	\$ 30,000	\$ 600,000	100.00%	\$ -
Nevada Hospital Association-PY12 Extension	11/1/11-6/30/13	\$ 900,000	\$ 856,705	\$ 4,615	\$ 861,320	95.70%	\$ 38,680
Nevada Partners, Inc	7/1/11-6/30/13	\$ 600,000	\$ 360,000	\$ 240,000	\$ 600,000	100.00%	\$ -
Nevada Partners, Inc-PY12 Extension	7/1/11-6/30/13	\$ 1,339,000	\$ 894,552	\$ 436,912	\$ 1,331,464	99.44%	\$ 7,536
So. NV Regional Housing Authority	7/1/11-6/30/13	\$ 175,000	\$ 87,500	\$ 87,500	\$ 175,000	100.00%	\$ -
So. NV Regional Housing Authority-PY12 Extension	7/1/11-6/30/13	\$ 500,000	\$ 311,222	\$ 187,959	\$ 499,181	99.84%	\$ 819
<b>Total</b>		<b>\$ 8,514,000</b>	<b>\$ 5,003,208</b>	<b>\$ 2,362,624</b>	<b>\$ 7,365,833</b>	<b>86.51%</b>	<b>\$ 1,148,167</b>
			68%	32%			

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

Provider	Contract Dates	Contract Award	Adult Expenditures	DW Expenditures	Total Invoiced	% Spent	Remaining Balance
Lincoln County School District (contract ends 6/30/2014)	10/1/12-6/30/14	\$ 100,000	\$ 28,249	\$ 18,084	\$ 46,333	46.33%	\$ 53,667
Nye Communities Coalition	7/1/11-6/30/13	\$ 750,000	\$ 375,000	\$ 375,000	\$ 750,000	100.00%	\$ -
Nye Communities Coalition (contract ends 6/30/2014)	7/1/11-6/30/14	\$ 950,000	\$ 308,417	\$ 163,614	\$ 472,031	49.69%	\$ 477,969
<b>Total</b>		<b>\$ 1,800,000</b>	<b>\$ 711,666</b>	<b>\$ 556,698</b>	<b>\$ 1,268,364</b>	<b>70.46%</b>	<b>\$ 531,636</b>
			56%	44%			

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

Provider	Contract Dates	Contract Award	Adult Expenditures	DW Expenditures	Total Invoiced	% Spent	Remaining Balance
Foundation for an Independent Tomorrow	7/1/12-6/30/13	\$ 700,000	\$ 617,557	\$ -	\$ 617,557	88.22%	\$ 82,443
Foundation for an Independent Tomorrow (ends 6/30/2014)	7/1/12-6/30/13	\$ 700,000	\$ -	\$ -	\$ -	0.00%	\$ 700,000
<b>Total</b>		<b>\$ 1,400,000</b>	<b>\$ 617,557</b>	<b>\$ -</b>	<b>\$ 617,557</b>	<b>44.11%</b>	<b>\$ 782,443</b>
			100%	0%			

**WIA PY11 One-Stop**

Provider	Contract Dates	Contract Award	Adult Expenditures	DW Expenditures	Total Invoiced	% Spent	Remaining Balance
Bridge Counseling Associates	6/1/13-6/30/14	\$ 400,000	\$ 2,191	\$ 1,282	\$ 3,473	0.87%	\$ 396,527
Foundation for an Independent Tomorrow	6/1/13-6/30/14	\$ 800,000	\$ 1,812	\$ 1,572	\$ 3,383	0.42%	\$ 796,617
GNJ Family Life Center	6/1/13-6/30/14	\$ 400,000	\$ 4,169	\$ 6,217	\$ 10,386	2.60%	\$ 389,614
Goodwill of Southern Nevada	6/1/13-6/30/14	\$ 400,000	\$ 2,286	\$ 755	\$ 3,041	0.76%	\$ 396,959
Latin Chamber Foundation	6/1/13-6/30/14	\$ 800,000	\$ 2,353	\$ 2,784	\$ 5,137	0.64%	\$ 794,863
Nevada Hospital Association	6/1/13-6/30/14	\$ 400,000	\$ 3,843	\$ -	\$ 3,843	0.96%	\$ 396,157
Nevada Partners, Inc	6/1/13-6/30/14	\$ 1,200,000	\$ 8,039	\$ 7,979	\$ 16,018	1.33%	\$ 1,183,982
So. NV Regional Housing Authority	6/1/13-6/30/14	\$ 400,000	\$ 2,523	\$ 2,523	\$ 5,047	1.26%	\$ 394,953
<b>Total</b>		<b>\$ 4,800,000</b>	<b>\$ 27,215</b>	<b>\$ 23,113</b>	<b>\$ 50,328</b>	<b>1.05%</b>	<b>\$ 4,749,672</b>

<b>Total PY11-PY12 Adult/DW</b>		<b>\$ 22,913,602</b>	<b>\$ 9,997,192</b>	<b>\$ 5,394,260</b>	<b>\$ 15,391,452</b>	<b>67.17%</b>	<b>\$ 2,772,478</b>
			65%	35%			

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

Amounts for Providers reflect invoiced allowable expenditures through June 2013. Starred lines only reflect expenditures through May 2013.

Items in pink indicates an outstanding Pink Paper at the time of this report.

**WIA PY11 Youth General**

Provider	Contract Dates	Contract Award	Youth In-School		Youth Out-Of-School		Total Invoiced	% Spent	Remaining Balance
			Expenditures	Expenditures	Expenditures	Expenditures			
Latin Chamber Foundation-PY11 Summer Component	6/1/12-9/30/13	\$ 286,016	\$ 159,495	\$ 77,996	\$ 237,491	83.03%	\$ 48,525		
Latin Chamber Foundation-PY11 Green Consortium	5/1/12-9/30/13	\$ 500,000	\$ 116,308	\$ 149,576	\$ 265,884	53.18%	\$ 234,116		
Nevada Partners, Inc-PY11 Year Round	7/1/11-6/30/13	\$ 500,000	\$ 235,685	\$ 263,982	\$ 499,667	99.93%	\$ 333		
Nevada Partners, Inc-PY11 Summer Component	6/1/12-9/30/13	\$ 585,525	\$ 308,422	\$ 119,661	\$ 428,083	73.11%	\$ 157,442		
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>\$ 2,135,974</b>	<b>\$ 993,721</b>	<b>\$ 620,171</b>	<b>\$ 1,613,892</b>	<b>75.56%</b>	<b>\$ 522,082</b>		
			62%	38%					

**WIA PY12 Youth General**

Provider	Contract Dates	Contract Award	Youth In-School		Youth Out-Of-School		Total Invoiced	% Spent	Remaining Balance
			Expenditures	Expenditures	Expenditures	Expenditures			
GNJ Family Life Center-PY12 Youth Out of School	7/1/12-9/30/13	\$ 680,000		\$ 519,663	\$ 519,663	76.42%	\$ 160,337		
Goodwill of So. Nevada-PY12 Youth with Disabilities	3/1/13-6/30/14	\$ 500,000	\$ 9,994	\$ 24,447	\$ 34,442	6.89%	\$ 465,558		
HELP of So. Nevada-PY12 Youth In School	7/1/12-9/30/13	\$ 973,403	\$ 578,169		\$ 578,169	59.40%	\$ 395,234		
HELP of So. Nevada-PY12 Youth Out of School	7/1/12-9/30/13	\$ 483,530		\$ 334,167	\$ 334,167	69.11%	\$ 149,363		
Latin Chamber Foundation-PY12 Youth Out of School	7/1/12-9/30/13	\$ 413,150		\$ 224,120	\$ 224,120	54.25%	\$ 189,030		
Nevada Partners, Inc-PY12 Youth In School	7/1/12-9/30/13	\$ 1,030,594	\$ 642,522		\$ 642,522	62.34%	\$ 388,072		
Olive Crest-PY12 Foster Youth	3/1/13-6/30/14	\$ 500,000	\$ 24,320	\$ 30,587	\$ 54,907	10.98%	\$ 445,093		
So. NV Children First-PY12 Out of School*	7/1/12-9/30/13	\$ 388,798		\$ 111,208	\$ 111,208	28.60%	\$ 277,590		
So. NV Regional Housing Authority	5/1/13-9/30/14	\$ 400,000	\$ 1,914	\$ 1,131	\$ 3,045	0.76%	\$ 396,955		
<b>Total</b>		<b>\$ 5,369,475</b>	<b>\$ 1,256,919</b>	<b>\$ 1,245,323</b>	<b>\$ 2,502,243</b>	<b>46.60%</b>	<b>\$ 2,867,232</b>		
			50%	50%					

**WIA PY11-12 Youth Rural and Tri-County**

Provider	Contract Dates	Contract Award	Youth In-School		Youth Out-Of-School		Total Invoiced	% Spent	Remaining Balance
			Expenditures	Expenditures	Expenditures	Expenditures			
Lincoln County School District-Tri-County-PY11 Year Round	7/1/11-9/30/13	\$ 100,000	\$ 65,554	\$ 30,000	\$ 95,554	95.55%	\$ 4,446		
Lincoln County School District-Tri-County-PY11 Extension	7/1/11-9/30/13	\$ 100,000		\$ 58,564	\$ 58,564	58.56%	\$ 41,436		
Nye Communities Coalition-PY11 Year Round	7/1/11-9/30/13	\$ 300,000	\$ 199,676	\$ 90,000	\$ 289,676	96.56%	\$ 10,324		
Nye Communities Coalition-PY11 Extension	7/1/11-9/30/13	\$ 160,531	\$ -	\$ 53,174	\$ 53,174	33.12%	\$ 107,357		
<b>Total</b>		<b>\$ 660,531</b>	<b>\$ 265,230</b>	<b>\$ 231,738</b>	<b>\$ 496,968</b>	<b>75.24%</b>	<b>\$ 163,563</b>		
			53%	47%					

**WIA PY11-12 Youth Re-Entry**

Provider	Contract Dates	Contract Award	Youth In-School		Youth Out-Of-School		Total Invoiced	% Spent	Remaining Balance
			Expenditures	Expenditures	Expenditures	Expenditures			
Youth Advocate Programs	7/1/12-6/30/13	\$ 300,000	\$ -	\$ 197,093	\$ 197,093	65.70%	\$ 102,907		
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>\$ 197,093</b>	<b>\$ 197,093</b>	<b>32.85%</b>	<b>\$ 402,907</b>		
			0%	100%					

<b>Total Youth</b>		<b>\$ 8,765,980</b>	<b>\$ 2,515,870</b>	<b>\$ 2,294,325</b>	<b>\$ 4,810,195</b>	<b>54.87%</b>	<b>\$ 3,955,785</b>
			52%	48%			

**workforce CONNECTIONS**  
**Awards and Expenditures**  
**Program Year 2011/2012 Direct Programs**  
**July 31, 2013**

Amounts for Internal Programs reflect expenditures as of July 30, 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	\$ 21,706	91.12%	2,114
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	\$ 250,000	100.00%	-
State Energy Sector Partnership (SESP)	4.00	8/10/10-6/30/13	3,503,000	\$ 3,503,000	100.00%	-
SESP - Healthcare Information Technology (HIT)		12/11/2012-6/30/13	179,000	\$ 179,000	100.00%	-
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	\$ 14,301	86.83%	2,170
Youth Build PY11 - CCSD Desert Rose		7/1/11-6/30/13	158,584	\$ 151,341	95.43%	7,243
Youth Build PY11 - WC	3.70	6/1/11-5/31/14	941,416	\$ 734,254	77.99%	207,162
<b>Total</b>	<b>10.20</b>		<b>5,936,925</b>	<b>5,718,235</b>	<b>96.32%</b>	<b>218,690</b>

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

	Budget	Remaining Available Funds	Projections Based on Monthly Invoices				Projected PY2013 TOTAL	Remaining
			Jul-Sep 2013 3 Months	Oct-Dec 2013 3 Months	Jan-Mar 2014 3 Months	Apr-Jun 2014 3 Months		
<b>REVENUES (Available as of July 31, 2013)</b>								
PY2012 Adult and DW Funding	13,164,641	2,471,953	2,471,953	-			2,471,953	-
PY2011/2012 Additional Dislocated Worker Funding (BOE approval 05/2013)	2,028,047	2,028,047	828,047	800,000	400,000		2,028,047	-
PY2013 Adult and DW Funding	14,806,576	14,806,576	978,500	3,583,167	4,705,667	4,705,667	13,973,000	833,576
<b>TOTAL REVENUES</b>	<b>29,999,264</b>	<b>19,306,576</b>	<b>4,278,500</b>	<b>4,383,167</b>	<b>5,105,667</b>	<b>4,705,667</b>	<b>18,473,000</b>	<b>833,576</b>
<b>EXPENDITURES</b>								<b>0.53 Months</b>
<b>Community Resources</b>								
PY2011 Nye Rural Services (Extended to June 2014)	1,700,000	477,969	115,000	115,000	115,000	115,000	460,000	
PY2011 Extend Adult and DW Contracts (One-Stop Center Partners)	4,800,000	4,749,672	1,150,000	1,150,000	1,150,000	1,150,000	4,600,000	
PY2011 Extend Adult and DW Contracts (One-Stop Affiliate Locations)	4,800,000	4,800,000	1,150,000	1,150,000	1,150,000	1,150,000	4,600,000	
PY2012 Lincoln County Rural Services (Extended to June 2014)	100,000	53,667	12,000	12,000	12,000	12,000	48,000	
PY2012 Reentry Program (Extended to June 2014)	1,400,000	782,443	195,000	195,000	195,000	195,000	780,000	
PY2012 Adult and DW (Adults with Disabilities)	800,000	765,702	180,000	180,000	180,000	180,000	720,000	
PY2012 One-Stop Center Operations / One-Time Construction/Equipment	1,855,600	119,083	112,000				112,000	
PY2012 Workforce Connections Urban Computer Center	150,000	92,434	40,000	40,000			80,000	
PY2013 Academy of Human Development - Computer Center	150,000	150,000	37,500	37,500	37,500	37,500	150,000	
PY2013 One-Stop Center Operations	342,734	342,734	85,684	85,684	85,684	85,684	342,734	
PY2013 One-Stop System Operations	1,205,266	1,205,266	301,317	301,317	301,317	301,317	1,205,266	
<b>Operations</b>								
PY2012 Administration and Programs	3,438,540	1,550,000					-	
PY2013 Administration and Programs	3,861,314	3,861,314	900,000	900,000	900,000	900,000	3,600,000	
<b>Pending Contracts</b>								
PY2013 New One-Stop Partner RFP (Veterans Oct 2013 to Sept 2014)	650,000	650,000		216,667	216,667	216,667	650,000	
PY2013 New Adult and DW (Rural - Esmeralda - Start Jan 2014)	50,000	50,000			12,500	12,500	25,000	
PY2013 New Adult and DW Contracts (Clark County - Mesquite - Start Jan 2014)	50,000	50,000			12,500	12,500	25,000	
PY2013 Adult and DW Contracts (Reentry - Barber Training)	850,000	850,000			212,500	212,500	425,000	
PY2013 Adult and DW Contracts (Reentry - Logistics/Warehousing Operations)	500,000	500,000			125,000	125,000	250,000	
<b>TOTAL</b>			<b>4,278,500</b>	<b>4,383,167</b>	<b>4,705,667</b>	<b>4,705,667</b>	<b>18,073,000</b>	

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	5,399,672	1,548,000	6,947,672	45%
Home Office and Affiliate Locations	7,698,145	242,434	7,940,579	51%
Rural Locations	631,636	-	631,636	4%
<b>Total Community Resources</b>	<b>13,729,453</b>	<b>1,790,434</b>	<b>15,519,887</b>	<b>100%</b>
	<b>88%</b>	<b>12%</b>	<b>100%</b>	

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

	Budget	Available Funds	Projections Based on Monthly Invoices						Projected PY2013 TOTAL	Remaining
			Jul-Sep 2013 3 Months	Oct-Dec 2013 3 Months	Jan-Mar 2014 3 Months	Apr-Jun 2014 3 Months	Next Program Year			
<b>REVENUES (Estimate for July 31, 2013)</b>										
PY2012 Youth Funding	6,337,899	2,000,000	2,000,000	-				2,000,000	-	
PY2013 Youth Funding	6,564,523	6,564,523	124,563	1,598,500	1,598,500	1,598,500	1,208,000	6,128,063	436,460	
<b>TOTAL REVENUES</b>	<b>12,902,422</b>	<b>8,564,523</b>	<b>2,124,563</b>	<b>1,598,500</b>	<b>1,598,500</b>	<b>1,598,500</b>	<b>1,208,000</b>	<b>8,128,063</b>	<b>436,460</b>	
<b>EXPENDITURES</b>									<b>0.82 Months</b>	
<b>Community Resource Contracts - PY2011</b>										
PY2011 Latin Chamber Green Consortium (To Sept 2013)	500,000	216,075	67,500					67,500		
PY2011 Lincoln County (To Sept 2014)	200,000	45,882	45,882					45,882		
PY2011 Nye County (To Sept 2014)	549,284	117,681	117,681					117,681		
<b>Community Resource Contracts - PY2012</b>										
PY2012 Youth Out-of-School Contracts (To Sept 2013)	1,965,478	756,320	390,000					390,000		
PY2012 Youth Summer Component/Year Round (To Sept 2013)	1,136,064	275,614	195,000					195,000		
PY2012 New WC Office Location / One-Time Construction/Equipment	430,000	281,706	48,000					48,000		
PY2012 Youth In-School Contracts (To Sept 2014)	3,503,997	2,283,306	400,000	400,000	400,000	400,000	400,000	2,000,000		
PY2012 Youth Re-entry (To Sept 2014)	600,000	402,907	78,000	78,000	78,000	78,000	78,000	390,000		
PY2012 Foster Care and Youth with Disabilities (To Sept 2014)	1,000,000	910,651	180,000	180,000	180,000	180,000	180,000	900,000		
PY2012 Youth Summer Component / Year Round (Public Housing)	400,000	396,955	125,000	38,000	38,000	38,000	125,000	364,000		
<b>Community Resource Contracts - PY2013</b>										
PY2013 Youth Jobs for America's Graduates (JAG) (Begin July 2013)	350,000	350,000	87,500	87,500	87,500	87,500		350,000		
<b>Operations</b>										
PY2012 Administration and Programs	1,867,580	250,000						-		
PY2013 Administration and Programs	1,562,904	1,562,904	390,000	390,000	390,000	390,000		1,560,000		
<b>Pending Contracts</b>										
PY2011 Youth Rural Contracts Extension (Extend to Sept 2014)	300,000	300,000		75,000	75,000	75,000	75,000	300,000		
PY2013 Out-of-School Youth Contracts (Oct 2013 to Sept 2014)	1,400,000	1,400,000		350,000	350,000	350,000	350,000	1,400,000		
<b>TOTAL</b>			<b>2,124,563</b>	<b>1,598,500</b>	<b>1,598,500</b>	<b>1,598,500</b>	<b>1,208,000</b>	<b>8,128,063</b>		

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 April 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  
August 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	
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: August 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: August 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: August 2013 - The Quality Assurance manager has begun reviewing records for the internal and direct programs that have participant files. This is 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. To date, review of SESP incumbent worker files for the fiscal year ended June 30, 2013 has been completed and necessary corrections recommended.								
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: August 2013 - Staff will be working on removing the State approved disposal list from the fixed asset list. Newly acquired assets for the fiscal year ended June 30, 2013 will need to be added to the list. Items remaining after the move to the new location will need to be offered to our funded partners as needed.								

**workforce CONNECTIONS**

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

Monthly Status Report  
August 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> 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.			X	X	X	X	X		
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> 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.			X	X	X	X			
11-3	Federal Grants	<b>SEFA schedules did not agree with supporting records or documentation</b> Status: The FE system continues to be reconciled to the supporting draw and invoice records.			X	X	X	X	X		
11-6	Federal Grants	<b>ARRA - timely reporting of quarterly reports</b> Status: All of the ARRA funds have been expended and there are no more reports due.			X	X					
11-8	Federal Grants	<b>Sub-recipients awards did not contain the required information</b> Status: All contracts for program year 2011 included the new template that ensured all the required information was entered into the contracts.			X	X	X				X
11-9	Federal Grants	<b>Financial reporting of Form ETA 9130 - timely submissions</b> 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.			X	X					
11-10	Federal Grants	<b>Monitoring of sub-recipients - Annual Monitoring and Tracking of Findings</b> 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.			X	X	X				



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

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

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

**WORKFORCE CONNECTIONS**  
**Staff and Funded Partner Scheduled Training and Technical Assistance**  
**Through June 30, 2013**

<u>Dates</u>	<u>Training Provided/Attended</u>	<u>Attendees</u>
03/08/2013 to 03/12/2013	NAWB Forum 2013	Staff/Board Members
03/27/2013 to 03/29/2013	CWA Spring Workforce Conference 2013	Staff
03/27/2013	Fiscal Training for New and Existing Funded Partners	Funded Partners
04/10/2013	Invoice and Quarterly Report Training	Funded Partners
04/11/2013	Staff Training and Motivational Services Dr. Annie White	Staff
04/15/2013 to 04/19/2013	2013 NAJA Annual Conference	Staff
04/17/2013	Business Writing Workshop Ronna Timpa	Staff
05/07/2013 to 05/08/2013	YouthBuild Conference (DOL)	Staff
05/20/2013 to 05/24/2013	2013 NAWDP Annual Conference	Staff
06/03/2013	Monitoring Training Ronna Timpa and Ardell Galbreth	Staff
06/11/2013 to 06/12/2013	RFP & Procurement Training Macey Prince	Staff/Funded Partners
06/19/2013 to 06/20/2013	Arizona Nurses Association Annual Conference	Staff
April to Ongoing	Weekly Staff Development Classes	Staff

Agenda Item #6: INFORMATION: Southern Nevada Children First “High Risk”  
Designation

Monique Harris, Executive Director  
Southern Nevada Children First  
720 W. Cheyenne #30  
Las Vegas, NV 89117-7528

July 25, 2013

Dear Ms. Harris:

Upon review of additional documentation submitted as part of the PY12 monitoring process, we have revised the amount of disallowed work experience expenses, as outlined in a letter dated July 1, 2013. The revised amount is listed below:

Work experience wages at a political organization:	\$11,479.88 (backup previously sent-unchanged)
Fringe of 17% (per budget):	\$1,951.58
Work experience wages on the July 4 holiday:	\$1,188.00 (see backup for revised amount)
Fringe of 17% (per budget) on holiday wages:	<u>\$201.96</u>
Total:	\$14,821.42

As part of the monitoring corrective action timeline, you must show these expenses covered by a non-federal funding source on your general ledger by the site visit on July 29, 2013 at 10:00 a.m.

Because the PY12 monitoring findings have not yet been resolved, additional expenses may be determined to be disallowed and you will be notified separately of those costs, if applicable.

Regards,



Jim Kostecki  
Finance Manager

cc: Ardell Galbreth, WC Executive Director  
Heather DeSart, WC Deputy Director  
Ricardo Villalobos, WC Program/Department Director – Youth Programs  
Clentine January, WC Program Specialist II – Youth Programs  
Faith Cannella, WC Sr. Financial Analyst  
MaryAnn Avendano, WC Sr. Financial Analyst

ORIGINAL LIST OF HOLIDAY PAY

Lehi Valencia	4
Jene'e Hall	4
Chandler Clayton	4
Tyeisha Reeves	4
Breonna Brown	4
Christian Jackson	4
Kadeem Kennedy	4
Natasha Napolean	4
Joseph Smith	4
La'Marcus Smith	4
Marcus Smith	4
Le'Shaneeque McGregor	4
Stephen Taylor	4
Janiya Levi	4
Moesha Alexis	4
Brandy Polk	4
Lexus Ellison	4
Richard Henry	4
Shawn Fitzgerald	4
Christiana Bagain	4
Re'Shea Conner	4
David Solis	4
Andrew Carter	4
Ashley Hopkins	4
Aymboree Santos	4
Ajahmei Smith	4
Dazhanae Crosby	4
Mitchell Collins	4
Stephone Washington	4
Keeria Graves	4
Anjelika Holliday	4
LaQuaya Alexis	4
Talisa Alexis	4
Dayzhell Wilsonm	4
Yesenia Solis	4
Breeana Moreno	4
McRay Sharpe	4
Adriana Robertson	4
Johnny Trammell	4
Kahalila Love	4
Michael Chinn	4
Shylize Wright	4
Gregory Robertson	4
Altonia Ellington	4
Dalvon Gaines	4
Dlarreon McCoy	4
Kimtari Atkinson	4
Naomi McCabe	4
Total hours	<u>196</u>

8.25/hr	\$ 1,617.00
17% for fringe	\$ 274.89
Total disallowed	<u>\$ 1,891.89</u>

NEW LIST OF HOLIDAY PAY

Lehi Valencia	4
Jene'e Hall	4
Chandler Clayton	4
Tyeisha Reeves	4
Breonna Brown	4
Christian Jackson	4
Kadeem Kennedy	4
Natasha Napolean	4
Moesha Alexis	4
Brandy Polk	4
Lexus Ellison	4
Richard Henry	4
Shawn Fitzgerald	4
Christiana Bagain	4
Re'Shea Conner	4
David Solis	4
Andrew Carter	4
Ashley Hopkins	4
Aymboree Santos	4
Ajahmei Smith	4
Dazhanae Crosby	4
Mitchell Collins	4
Stephone Washington	4
Anjelika Holliday	4
Dayzhell Wilsonm	4
Yesenia Solis	4
McRay Sharpe	4
Kahalila Love	4
Michael Chinn	4
Shylize Wright	4
Altonia Ellington	4
Dalvon Gaines	4
Dlarreon McCoy	4
Kimtari Atkinson	4
Naomi McCabe	4
Total hours	<u>144</u>

8.25/hr	\$ 1,188.00
17% for fringe	\$ 201.96
Total disallowed	<u>\$ 1,389.96</u>

## PINK PAPER

July 17, 2013

Ms. Monique Harris, Executive Director  
Southern Nevada Children First  
720 W. Cheyenne Ave., #30  
North Las Vegas, NV 89030

RE: Failure to fully complete monitoring corrective action timeline items due July 15, 2013

Dear Ms. Harris:

**Please consider this PINK PAPER notice as warning that further sanctions may be levied if the following deficiency is not resolved within 2 days from the date of this letter:**

**Deficiency:** Per the monitoring corrective action timeline agreed upon by WC and Southern Nevada Children First (SNCF), the June 2012 Summer Invoice and the July 2012 YOS Invoice were to be fully completed with all source documentation by 10:00 a.m. on July 15, 2013. Faith Cannella and Jim Valade performed a site visit to verify completion and found that the following items were still outstanding:

- The June Summer Invoice did not agree with the General Ledger report provided.
- The July YOS Invoice was not signed.
- The July YOS Invoice was missing the General Ledger Report.

**Corrective Action:** To correct this deficiency, please submit all of the above requested items to WC by 4:00 p.m. on July 17, 2013.

If the written corrective action is not received within the time requirement indicated above, further sanctions may result. Also, if technical assistance is needed in support of correcting the deficiency, please contact me immediately. I can be reached via phone at (702) 638-8750. Your assistance in resolving this deficiency is most appreciated.

Sincerely,



Jim Kostecki  
Finance Manager

cc: Angel Melfi, Accountant, Southern Nevada Children First  
Ardell Galbreth, Executive Director, Workforce Connections  
Heather DeSart, Deputy Director, Workforce Connections  
Ricardo Villalobos, Program/Department Director-Youth  
Clentine January, Program Specialist II-Youth Programs  
MaryAnn Avendano, Sr. Financial Analyst, Workforce Connections  
Faith Cannella, Sr. Financial Analyst, Workforce Connections

July 15, 2013

Ms. Monique Harris  
Southern Nevada Children First  
720 W. Cheyenne Ave. Suite #30  
North Las Vegas, NV 89030

RE: Failure to fully complete monitoring corrective action timeline items due July 8, 2013

Dear Ms. Harris:

This letter serves as formal notification that the following deficiency outlined in the July 9, 2013 Pink Paper notification has been resolved.

**Deficiency:** Per the monitoring corrective action timeline agreed upon by WC and Southern Nevada Children First (SNCF), the US Fish and Wild contract was to be completely reconciled and a contract to date invoice fully completed with all source documentation by 10:00 a.m. on July 8, 2013. Faith Cannella and MaryAnn Avendano performed a site visit to verify completion and found that the following items were still outstanding:

- 16 work experience timecards
- Confirmation of pay rate changes (4 different rates) for participant with NV Trac #33269
- Backup for retro pay for participant with NV Trac #33269 for pay period ending 5/26/13
- Backup for payroll service fees for entire period of contract
- Signed final invoice

**Corrective Action:** To correct this deficiency, please submit all of the above requested items to WC by 4:00 p.m. on July 10, 2013.

Thank you for your assistance in resolving this deficiency.



Jim Kostecki  
Finance Manager

Cc: Angel Melfi, Accountant, Southern Nevada Children First  
Ardell Galbreth, Executive Director, Workforce Connections  
Heather DeSart, Deputy Director, Workforce Connections  
Ricardo Villalobos, Program/Department Director-Youth  
Clentine January, Program Specialist II-Youth Programs  
MaryAnn Avendano, Sr. Financial Analyst, Workforce Connections  
Faith Cannella, Sr. Financial Analyst, Workforce Connections



## PINK PAPER

July 29, 2013

Ms. Monique Harris, Executive Director  
Southern Nevada Children First  
720 W. Cheyenne Ave., #30  
North Las Vegas, NV 89030

RE: Failure to fully complete monitoring corrective action timeline items due July 29, 2013

Dear Ms. Harris:

**Please consider this PINK PAPER notice as warning that further sanctions may be levied if the following deficiency is not resolved within 2 days from the date of this letter:**

**Deficiency:** Per the monitoring corrective action timeline agreed upon by WC and Southern Nevada Children First (SNCF), the July to September 2012 Summer Invoices and the August to September 2012 YOS Invoices were to be fully completed with all source documentation by 10:00 a.m. on July 29, 2013. Faith Cannella and MaryAnn Avendano performed a site visit to verify completion and found that the items referenced on the attachment were still outstanding.

**Corrective Action:** To correct this deficiency, please submit all of the requested items to WC by 4:00 p.m. on July 31, 2013.

If the written corrective action is not received within the time requirement indicated above, further sanctions may result. Also, if technical assistance is needed in support of correcting the deficiency, please contact me immediately. I can be reached via phone at (702) 638-8750. Your assistance in resolving this deficiency is most appreciated.

Sincerely,



Jim Kostecki  
Finance Manager

**Attachment:** Items still outstanding from July 29, 2013 timeline  
Updated monitoring timeline as of July 29, 2013

**cc:** Angel Melfi, Accountant, Southern Nevada Children First  
Ardell Galbreth, Executive Director, Workforce Connections  
Heather DeSart, Deputy Director, Workforce Connections  
Ricardo Villalobos, Program/Department Director-Youth  
Clentine January, Program Specialist II-Youth Programs  
MaryAnn Avendano, Sr. Financial Analyst, Workforce Connections  
Faith Cannella, Sr. Financial Analyst, Workforce Connections

Items outstanding from 7/29/13 monitoring corrective action timeline

**General Notes:**

1. Please be sure that you bill all participant services on tabs A and B based on how the participant is registered (I/S or O/S). These costs cannot be allocated.
2. All participant costs must be for eligible participants only, and only billed under the contract for which the participant was enrolled.
3. Any items listed below that cannot be compiled with must be removed from the invoice.

Youth of School August 2012 Invoice

1. Change invoice number to 2.
2. Remove amounts in Forecast Requested and Prior Forecast Outstanding columns on invoice first page.
3. Invoice tab A-1 must match the amount billed on tab A and list each service provided to each participant. Be sure to include each participant's NV Trac number and ensure that the participant is billed to the correct contract and is billed under the correct school status (all participants should be O/S).
4. Invoice tab B-1 must match the amount billed on tab B and list each service provided to each participant. Be sure to include each participant's NV Trac number and ensure that the participant is billed to the correct contract and is billed under the correct school status (all participants should be O/S).
5. Remove late fees or sales tax from the following lines:

Date	Source Name	Paid Amount	Note
8/2/2012	Beverly Haynes	\$ 22.23	
8/28/2012	Home Depot	\$ 13.52	
8/1/2012	Farmer's Ins	\$ 165.31	
8/30/2012	SW Gas	\$ 25.09	
8/30/2012	SW Gas	\$ 7.86	
8/2/2012	Victoria's Secret	\$ 27.78	
8/2/2012	Victoria's Secret	\$ 27.78	not a duplicate - for 2 clients

6. Provide a non-internal source document for the following items:

Date	Source Name	Paid Amount	Note
8/6/2012	Get N Go Cheyenne	\$ 10.06	

7. The following charges appear to be duplicates - one must be removed:

Date	Source Name	Paid Amount	Note
8/23/2012	Amber LeBarre	\$ 57.61	source docs are for same dates
8/28/2012	Amber LeBarre	\$ 57.60	source docs are for same dates

8. Please provide justification for the following charge. Please provide a short narrative justifying why the

charge was necessary to the contract:

Date	Source Name	Paid Amount	Note
8/9/2012	Monique Harris	2.15	Love book

9. Please provide proof that the client received the following services:

Date	Source Name	Paid Amount	Note
8/2/2012	Victoria's Secret	\$ 27.78	
8/2/2012	Victoria's Secret	\$ 27.78	not a duplicate - for 2 clients

10. Update name of signatory on invoice first page and get signed.

### Youth of School September 2012 Invoice

1. Change invoice number to 3.
2. Remove amounts in Forecast Requested and Prior Forecast Outstanding columns on invoice first page.
3. Invoice tab A-1 must match the amount billed on tab A and list each service provided to each participant. Be sure to include each participant's NV Trac number and ensure that the participant is billed to the correct contract and is billed under the correct school status (all participants should be O/S).
4. Invoice tab B-1 must match the amount billed on tab B and list each service provided to each participant. Be sure to include each participant's NV Trac number and ensure that the participant is billed to the correct contract and is billed under the correct school status (all participants should be O/S).
5. Remove late fees or sales tax from the following lines:

Date	Source Name	Paid Amount	Note
9/6/2012	Sundance Premium	\$ 244.85	
9/20/2012	Ross	\$ 153.90	
9/26/2012	Krispy Kreme	\$ 2.64	

6. Provide a non-internal source document for the following items:

Date	Source Name	Paid Amount	Note
9/6/2012	Carolina Casualty	\$ 364.85	
9/7/2012	Cross Country Educ	\$ 39.00	

7. Please adjust the amount billed for the following charges:

Date	Source Name	Paid Amount	Note
9/6/2012	Cheyenne Commerce	\$ 1,025.97	Amount billed should only be \$996.27 due to transposition error.
9/14/2012	Patricie Snead	\$ 97.50	Amount should be split between I/S and O/S based on attendees.

8. Update name of signatory on invoice first page and get signed.

**Youth Summer July 2012 Invoice**

1. Change invoice number to 2.
2. Invoice tab A-1 must match the amount billed on tab A and list each service provided to each participant. Be sure to include each participant's NV Trac number and ensure that the participant is billed to the correct contract and is billed under the correct school status (all participants should be O/S).
3. Invoice tab B-1 must match the amount billed on tab B and list each service provided to each participant. Be sure to include each participant's NV Trac number and ensure that the participant is billed to the correct contract and is billed under the correct school status (all participants should be O/S).
4. Remove late fees or sales tax from the following lines:

Date	Source Name	Paid Amount	Note
7/5/2012	Michelle Gold	\$ 77.57	

5. Please adjust the amount billed for the following charges:

Date	Source Name	Paid Amount	Note
7/10/2012	Chevron	\$ 55.09	Allocation methodology not evident-over 10% allocated allowed this contract
7/17/2012	NV Energy	\$ 36.10	Over 10% allocated allowed this contract
7/17/2012	NV Energy	\$ 39.02	Over 10% allocated allowed this contract
7/18/2012	Intuit	\$ 107.00	Over 10% allocated allowed this contract

6. Provide a non-internal source document for the following items:

Date	Source Name	Paid Amount	Note
7/20/2012	Village Shop 5	\$ 19.34	Note says HUD meeting - please also provide justification for charge
7/13/2012	Smart and Final	\$ 4.21	
7/3/2012	Tech Soup	\$ 8.00	
7/12/2012	Kids Korner	\$ 120.00	Please provide invoice and voucher
7/26/2012	Kids Korner	\$ 421.00	Please provide invoice and voucher

7. Please provide proof that the client received the following services:

Date	Source Name	Paid Amount	Note
7/26/2012	Suzanne Burke 2	\$ 20.00	
7/5/2012	Charlene Bronson	\$ 40.00	
7/19/2012	Anthony Harris	\$ 40.00	

8. Please provide proof of a cash outlay or remove the following items:

Date	Source Name	Paid Amount	Note
7/12/2012	Christian Jackson	\$ 5.00	
7/19/2012	SNCF-Christina B	\$ 5.00	
7/19/2012	Andrew Carter	\$ 5.00	

7/26/2012 Moesha Alexis \$ 5.00  
 7/26/2012 Shawn Fitzgerald \$ 5.00  
 7/26/2012 La Shneeque McG... \$ 46.92

9. Update name of signatory on invoice first page and get signed.

**Youth Summer August 2012 Invoice**

1. Change invoice number to 3.
2. Invoice tab A-1 must match the amount billed on tab A and list each service provided to each participant. Be sure to include each participant's NV Trac number and ensure that the participant is billed to the correct contract and is billed under the correct school status (all participants should be O/S).
3. Invoice tab B-1 must match the amount billed on tab B and list each service provided to each participant. Be sure to include each participant's NV Trac number and ensure that the participant is billed to the correct contract and is billed under the correct school status (all participants should be O/S).
4. Remove late fees or sales tax from the following lines:

Date	Source Name	Paid Amount	Note
8/1/2012	Farmers Insurance	\$ 50.10	
8/30/2012	SW Gas	\$ 7.60	
8/30/2012	SW Gas	\$ 2.38	

5. Provide a non-internal source document for the following items:

Date	Source Name	Paid Amount	Note
8/6/2012	Get n Go Cheyenne	\$ 10.06	

6. Please adjust the amount billed for the following charges:

Date	Source Name	Paid Amount	Note
8/21/2012	SW Gas	\$ 9.78	Over 10% allocated allowed this contract
8/9/2012	Monique Harris	\$ 7.11	Over 10% allocated allowed this contract

7. Please provide proof that the client received the following services:

Date	Source Name	Paid Amount	Note
8/2/2012	Macy's Stores	\$ 32.43	
8/2/2012	Victoria's Secret	\$ 27.78	
8/2/2012	Victoria's Secret	\$ 27.79	

8. Please provide justification for the following charge. Please provide a short narrative justifying why the charge was necessary to the contract:

Date	Source Name	Paid Amount	Note
8/9/2012	Monique Harris	\$ 7.11	Love book

9. Please provide proof of a cash outlay or remove the following items:

Date	Source Name	Paid Amount	Note
8/16/2012	SNCF-Christina Bagain	\$ 5.00	
8/17/2012	SNCF-Kemoni Bailey	\$ 25.00	

10. Please move all items in account 6302.6 to the B. tab.

11. Adjust lines 3 and 4 on tab B. to reflect actual totals per GL.

12. Provide the bus pass numbers or copies of bus passes given for following:

Date	Source Name	Paid Amount	Note
8/2/2012	Anjelika Holiday	\$ 5.00	

13. Update name of signatory on invoice first page and get signed.

**Youth Summer September 2012 Invoice**

1. Change invoice number to 4.

2. Invoice tab A-1 must match the amount billed on tab A and list each service provided to each participant. Be sure to include each participant's NV Trac number and ensure that the participant is billed to the correct contract and is billed under the correct school status (all participants should be O/S).

3. Invoice tab B-1 must match the amount billed on tab B and list each service provided to each participant. Be sure to include each participant's NV Trac number and ensure that the participant is billed to the correct contract and is billed under the correct school status (all participants should be O/S).

4. Remove late fees or sales tax from the following lines:

Date	Source Name	Paid Amount	Note
9/6/2012	Sundance Premium	\$ 74.20	
9/24/2012	Ross	\$ 133.90	

5. Please adjust the amount billed for the following charges:

Date	Source Name	Paid Amount	Note
9/6/2012	Cheyenne Commerce	\$ 341.99	Over 10% allocated allowed this contract
9/18/2012	SW Gas	\$ 7.47	Over 10% allocated allowed this contract
9/27/2012	Purfect Auto Svc	\$ 156.25	Over 10% allocated allowed this contract
9/26/2012	Krispy Kreme	\$ 2.88	Over 10% allocated allowed this contract-also includes sales tax

6. Provide a non-internal source document for the following items:

Date	Source Name	Paid Amount	Note
9/28/2012	Patricie Sneed	\$ 97.50	
9/24/2012	Ross	\$ 156.60	Also need proof client received service

7. Provide the bus pass numbers or copies of bus passes given for following:

Date	Source Name	Paid Amount	Note
9/19/2012	Christina Bagain	\$ 2.50	
9/24/2012	Aymboree Santos	\$ 12.50	

8. Please provide proof of a cash outlay or remove the following items:

Date	Source Name	Paid Amount	Note
9/12/2012	SNCF-Natjana Fletcher	\$ 200.00	Also need proof client received service
9/12/2012	SNCF-Natjana Fletcher	\$ 25.00	Also need proof client received service

9. Please provide justification for the following charge. Please provide a short narrative justifying why the charge was necessary to the contract:

Date	Source Name	Paid Amount	Note
9/26/2012	Wal-Mart	\$ 69.94	\$6.98 for Goldfish crackers

10. Update name of signatory on invoice first page and get signed.



Monique Harris, Executive Director  
Southern Nevada Children First  
720 W. Cheyenne #30  
Las Vegas, NV 89117-7528

July 17, 2013

Dear Ms. Harris:

This letter serves to revise the agreed upon timeline to resolve all PY12 fiscal monitoring findings. The newly added items are highlighted in yellow, deadlines not 100% complete by the original requested date are in pink, and completed items are highlighted in green. Following is a matrix listing due dates of specific tasks in order to accomplish this goal by the contract end date of September 30, 2013:

Due Date	Time Due	Invoicing Task Due	Other Task Due
Monday, July 8, 2013	10:00 a.m.	<ol style="list-style-type: none"> <li>1. Bank recons Jan-May 2013</li> <li>2. US Fish &amp; Wild contract completely reconciled and contract to date invoice completed (see July 10, 2013 items listed in yellow missing are now due on July 10)</li> </ol>	<ol style="list-style-type: none"> <li>1. Updated Signature Authority List</li> </ol>
Wednesday, July 10, 2013 (items must be delivered to WC by 4:00 p.m.)	4:00 p.m.	<ol style="list-style-type: none"> <li>1. Items missing from July 8, 2013 due date: <ul style="list-style-type: none"> <li>• 16 missing timecards as discussed on July 8</li> <li>• Confirmation of pay rate changes (4 rates) for #33269</li> <li>• Backup for retro pay for #33269 for pay period ending 5/26/13</li> <li>• Backup for ADP fees</li> <li>• Signed final invoice</li> </ul> </li> </ol>	
Monday, July 15, 2013	10:00 a.m.	<ol style="list-style-type: none"> <li>1. June 2012 Summer invoice completed (see July 17, 2013 items listed in yellow missing are now due on July 19)</li> <li>2. July 2012 YOS invoice completed (see July 17, 2013 items listed in yellow missing are now due on July 19)</li> </ol>	<ol style="list-style-type: none"> <li>1. Work experience payment procedure</li> <li>2. Schedule of old outstanding checks through Dec. 2012 listing status (i.e. needs to be voided, needs to be reissued, etc.)</li> <li>3. All outstanding debits and ACH payments voided</li> </ol>

Friday, July 19, 2013 (items must be delivered to WC by 4:00 p.m.)	4:00 p.m.	<ol style="list-style-type: none"> <li>1. June 2012 Summer invoice. GL does not agree with Invoice submitted. Invoice states \$7,075.08 GL states \$7,317.58</li> <li>2. July 2012 YOS Invoice is not signed and no GL provided.</li> </ol>	NONE
Monday, July 29, 2013	10:00 a.m.	<ol style="list-style-type: none"> <li>1. July-Sept 2012 Summer invoices completed</li> <li>2. Aug-Sept 2012 YOS invoices completed</li> </ol>	<ol style="list-style-type: none"> <li>1. June bank recon</li> <li>2. Reporting procedure</li> <li>3. Show disallowed WEX re-classed to non-federal funds on GL</li> </ol>
Wednesday, July 31, 2013 (items must be delivered to WC by 4:00 p.m.)	4:00 p.m.	<ol style="list-style-type: none"> <li>1. All items listed on the attachment titled "Items still outstanding from 7/29/13 monitoring corrective action timeline"</li> </ol>	NONE
Monday, Aug 12, 2013	10:00 a.m.	<ol style="list-style-type: none"> <li>1. Oct-Dec 2012 Summer invoices completed</li> <li>2. Oct-Dec 2012 YOS invoices completed</li> </ol>	<ol style="list-style-type: none"> <li>1. Participant Listing for each contract giving the following information: <ol style="list-style-type: none"> <li>a. Participant Name</li> <li>b. School Status</li> <li>c. NV Trac Number</li> <li>d. Enrollment Date</li> <li>e. Exit Date (if applicable)</li> </ol> </li> </ol>
Monday, Aug 26, 2013	10:00 a.m.	<ol style="list-style-type: none"> <li>1. Jan-Mar 2013 Summer invoices completed</li> <li>2. Jan-Mar 2013 YOS invoices completed</li> </ol>	<ol style="list-style-type: none"> <li>1. Invoicing procedure</li> <li>2. July bank recon-uncleared ACH's from prior months must be removed</li> </ol>
Monday, Sept 9, 2013	10:00 a.m.	<ol style="list-style-type: none"> <li>1. Apr-Jun 2013 Summer invoices completed</li> <li>2. Apr-Jun 2013 YOS invoices completed</li> </ol>	NONE
Monday, Sept 23, 2013	10:00 a.m.	<ol style="list-style-type: none"> <li>1. Jul-Aug 2013 Summer invoices completed</li> <li>2. Jul-Aug 2013 YOS invoices completed</li> </ol>	<ol style="list-style-type: none"> <li>1. August bank recon</li> </ol>

For the Mondays listed in the matrix above where tasks are due, Faith and MaryAnn will conduct a site visit at 10:00 a.m. to review the items.

Please contact me with any questions regarding this process.

Regards,

Jim Kostecki  
Finance Manager

cc: Ardell Galbreth, WC Executive Director  
Heather DeSart, WC Deputy Director  
Ricardo Villalobos, WC Program/Department Director – Youth Programs  
Clentine January, WC Program Specialist II – Youth Programs  
Faith Cannella, WC Sr. Financial Analyst  
MaryAnn Avendano, WC Sr. Financial Analyst

Agenda Item #7: SECOND PUBLIC COMMENT SESSION: Members of the public may now comment on any matter or topic, which is relevant to or within the authority of jurisdiction of the Board. However, if you commented earlier, please do not 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.