

WORKFORCE CONNECTIONS
BUDGET & FINANCE COMMITTEE AGENDA

Wednesday, September 11, 2013 – 2:00 p.m.
6330 W. Charleston Blvd., Suite 150
Las Vegas, NV 89146

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**, 6330 W. Charleston Blvd., Suite 150, Las Vegas, NV

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

COMMENTARY BY THE GENERAL PUBLIC

This Committee complies with Nevada’s Open Meeting Law, by taking Public Comment at the beginning of the meeting immediately after the Committee 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, Committee 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 Committee 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@snvwc.org, and supporting materials are available at the front desk of Workforce Connections located at 6330 W. Charleston Blvd, Ste. 150, Las Vegas, Nevada 89146
Supporting material is available on-line at www.nvworkforceconnections.org.

Auxiliary aids and services are available upon request to individuals with disabilities by notifying Dianne Tracy, in writing at 6330 W. Charleston Blvd., Ste. 150, Las Vegas, NV 89146; 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 August 14, 2013 1
5. **REVIEW, DISCUSS and ACCEPT REPORTS:**
 - A. Awards & Expenditures – Monthly Update (Compliance and Operational Status of Service Providers/Funded Partners) 7
 - B. Funding Plans Adult/Dislocated Worker and Youth..... 10
6. **INFORMATION:**
 - A. PY2013 WIA Formula Budget July 1, 2013 through June 30, 2014 and Budget Narrative (No change)..... 12
 - B. Budget vs. Actual Finance Report (Workforce Connections’ Operations) for the period July 1, 2012 through June 30, 2013 (Formula WIA) (No change) 20
 - C. Audit Findings for PY2011 (Year Ended June 30, 2012) – September Report -- (No change) 21
7. **INFORMATION:** Southern Nevada Children First “High Risk” Designation 23
8. **INFORMATION:** Bridge Counseling Associates “High Risk” Designation 32
9. **INFORMATION:** J.A. Solari – WISS Monitoring Report and Response 38

10. SECOND PUBLIC COMMENT SESSION: Members of the public may now comment on any matter or topic, which is relevant to or within the authority or jurisdiction of the Board. 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 60

11. Adjournment

Agenda Item #3: FIRST PUBLIC COMMENT SESSION: 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.

*workforce***CONNECTIONS**
MINUTES

of the meeting of the

BUDGET & FINANCE COMMITTEE

The Budget & Finance Committee held a public meeting on Wednesday, August 14, 2013, beginning at 2:07 p.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.

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

3. Public Comment (1st period)

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

Hearing no comments, Dan Gouker-Chair closed the Public Comment Session.

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

A motion to approve the meeting minutes of June 5, 2013 presented by staff, made by Bill Bruninga and seconded by Councilwoman Gerri Schroder. Motion carried.

5. Review, Discuss and Accept Reports:

A. PY2013 WIA Formula Budget July 1, 2013 through June 30, 2014 and Budget Narrative

Jim Kostecki reported on the PY2013 WIA Formula Budget with accompanying Budget Narrative. He stated there is a request for a budget reclassification of funds from line item 8900 - Strategic Initiative –WIA to support line item 7085 – Program Support Contracts:

- Four summer interns, not factored into the original Program Support Contracts line item at approximately \$30,000 were hired. The interns have been working at WC since the end of May, paid for through the State contract with Jan Tec, Inc. (Temporary Services)
- A contract with Larry Robbins at approximately \$10,000 for staff development training and training of service provider's (2-day session)
- State contract for the security company at the One-Stop Career Center and Administrative Offices initially estimated at \$60,000, now projected at \$76,000, an increase of \$16,000
- Business Services has been reduced by one staff member, and to provide needed Outreach to the Community, an Outreach Services Agency will supplement over the next six months at approximately \$18,000

Councilwoman Schroder queried the business services portion. After the six months has concluded, does WC staff plan to hire a permanent Outreach employee or continue outsourcing? Jim responded that the Executive Director would review the outcome of the selected agency's performance with a potential processing of an RFP to select a company to continue the process rather than hire an additional staff person.

Heather DeSart, Deputy Director spoke to the subject, in that all marketing is against WIA regulations. WC will proceed with caution regarding the entity brought on-board, as it cannot be marketing per se, but Outreach specific.

Dan requested justification on why an RFP was not presented originally opposed to hiring. Why, if it is an emergency hire, let the minutes reflect that this is an emergency hire with the intent of RFP, and that this person/persons that WC staff selects can be part of the RFP process.

Justification came from Jim Kostecki. There was a termination. There is a hiring event at the One-Stop Career Center, and the concern is getting employers involved from the Community on short notice. The event is extended to October, which allows the Outreach Agency in the short-term, to reach out to employers to participate in the event.

Carol Turner provided some additional information, that the WC staff is soliciting quotes following a procurement process, but not the formal RFP.

- Business Writing session for seven weeks (2 hours per day) for staff development training at approximately \$10,000
- Board training from John Chamberlain for potential guidance and training to the end of the year at approximately \$10,000

Dan requested a list developed with associated dollar amounts to reflect the actual trainings conducted for staff, board members, and service providers for potential questions at the upcoming Board meeting.

B. 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 June year-to-date Budget vs. Actual Preliminary Finance Report (Workforce Connections' Operations). The preliminary report percentage of Program Year is 100%. Based on the budget of \$5,500,000, there is well over \$1,500,000 remaining on that budget of the one full year.

C. Awards & Expenditures – Monthly Update (Compliance and Operational Status of Service Providers)

Jim presented and reported on the Awards & Expenditures for Program Year PY2011/PY2012 Adult/Dislocated Worker and Youth monthly update. Budget availability ends on June 30, 2013 with a 60-day closeout time to submit final invoices. An estimate of recaptured funds is factored into the new contracts for the One-Stop Career Center and the Service Provider home office.

| | Adult Expenditures | Dislocated Worker Expenditures | % Spent |
|--|-------------------------------|---|----------------|
| WIA PY2011-PY2012 Adult & DW Green Sector | 60% | 40% | 95.15% |
| WIA PY2011-PY2012 Adult & DW Health Sector | 68% | 32% | 86.51% |
| WIA PY2011-PY2012 Adult & DW Rural Services | 56% | 44% | 70.46% |
| WIA PY2012 Adult & DW Re-Entry Services | 100% | 0% | 44.11% |
| Total PY2011/PY2012 Adult & Dislocated Worker | 65% | 35% | 67.17% |
| | Youth In-School | Youth Out-Of-School | % Spent |
| WIA PY2011 Youth General | 62% | 38% | 75.56% |
| WIA PY2012 Youth General | 50% | 50% | 46.60% |
| WIA PY2011 Youth Rural and Tri County | 53% | 47% | 75.24% |
| Nye Communities Coalition (contract ends 6/30/2014) | 0% | 100% | 32.85% |
| WIA PY2011 To Be Allocated Amounts | 52% | 48% | 54.87% |
| Direct Grants PY2010/PY2011 | | | % Spent |
| Direct Adult & DW Grants | | | 96.32% |

- Foundation for an Independent Tomorrow were provided \$700,000 to continue through 6/30/14 (date will be corrected on original document to reflect 6/30/2014)
- The added WIA PY11 One-Stop contracts to the report reflect contracts beginning June 1, 2013. Eventually the report will provide information reflecting the service providers' home office contracts.
- At the time of this report, a recommendation to highlight 'pink paper' issues in pink are reflected in this manner. Southern Nevada Children First reflects a 'pink paper' issue highlighted in pink.
- In-School and Out-of-School contracts extended to 9/30/2013 with some modification of funding as needed. In-School contracts extended with additional funding issued to Help of Southern Nevada and Nevada Partners, Inc.
- Request for Proposals for Out-of-School contracts in the amount \$1,400,000 received on August 12, 2013, will be evaluated over the next few weeks then brought before the Youth Council and Board for recommendations on award of contracts.

- Goodwill of Southern Nevada for Youth with Disabilities and Olive Crest for Foster Care Youth contracts expire 6/14/2013
- Rural contracts will be brought to the Youth Council in September to extend for additional funding as needed
- The Youth Advocate Re-Entry Program was extended in the amount of \$300,000 to operate the program for next year
- Direct Grants
 - The SESP grant ended on 6/30/2013.
 - WC did not receive additional funding for Layoff Aversion that ended 6/30/13. However, additional Dislocated Worker funds received where the State did not take their percentage off the top that will now support Business Services under this funding stream.
 - YouthBuild PY2013/AmeriCorps - Received \$1,100,000 and \$25,000 respectively.
 - National Emergency Grant for \$1,400,000 received (over a two ½-year period) to supplement Dislocated Worker (eligibility requirements: at least 27 weeks unemployed).

D. Funding Plans Adult/Dislocated Worker and Youth

Carol presented and reported on the Adult and Dislocated Worker Funding Plan.

| Pending Contracts-ADW | |
|--|-----------|
| *PY2013 New One-Stop Partner RFP (Veterans Oct 2013 to Sept 2014) | \$650,000 |
| *PY2013 New Adult and DW (Rural-Esmeralda - Start Jan 2014) | \$50,000 |
| *PY2013 New Adult and DW Contracts (Clark County-Mesquite – Start Jan 2014) | \$50,000 |
| *PY2013 New Adult and DW Contracts (Re-entry - Barber Training) | \$850,000 |
| *PY2013 Adult and DW Contracts (Re-entry – Logistics/Warehousing Operations) | \$500,000 |

| Pending Contracts-Youth | |
|---|-------------|
| *PY2011 Youth Rural Contracts Extension (Extend to Sept 2014) | \$300,000 |
| *PY2013 Out-of-School Youth Contracts (Oct 2013 to Sept 2014) | \$1,400,000 |

Discussion ensued regarding Barber Training and the logistics of the Barber School. The closest Barber School location outside of Nevada with a Master Barber is Arizona. There is a one Barber School with a Master Barber, per state requirement. The current Nevada Master Barber can only train 19 students at a time. However, with additionally trained Master Barbers, service delivery to potential students is available.

Heather responded that the \$850,000 would be for a Train-the-Trainer (Master Barber) for the Barber Training as it is cost prohibitive to send 40 clients out-of-state to house them and feed them. It is not cost prohibitive to send two individuals out-of-state to qualify them as Master Barbers. The additional funding possibly allocated to the partners to serve Re-Entry individuals, but it does have to be a Re-Entry friendly occupation.

Dan requested WC staff to establish a breakdown of the 40 clients, and the cost for the 2 individuals to become Master Barbers including State licensing and/or certifications to perform this function in preparation of potential questions at the next Board meeting.

Due to a potential loss of quorum, Heather recommended, to the Committee Chair, a vote on items 5A, B, C, and D deferring items 5E and 5F as time permits.

Dan Gouker entertained a motion to accept the reports on Items 5A, B, C, and D. A motion to accept the reports 5A through 5D presented by staff, made by Bill Bruninga and seconded by Councilwoman Gerri Schroder. Motion carried.

6. Information: Southern Nevada Children First “High Risk” Designation

Jim reported the update on the Southern Nevada Children First “High Risk” Designation. WC Finance staff re-visited Southern Nevada Children First on Monday, based on deliverables required at that time, reissuing another Pink Paper. Southern Nevada Children First CPA staff (unfamiliar with WIA regulations, but understand QuickBooks and general charge accounting) is more aware of the issues needing to be addressed. Southern Nevada Children First is scheduled to respond to the Pink Paper by close of business August 14, 2013 correcting invoices for the summer component and the Out-of-School contracts through December (October, November, and December). If received today (August 14, 2013), a completion Pink Paper will be issued to Southern Nevada Children First stating it has been resolved with the timeline updated accordingly. WC Finance staff has been visiting Southern Nevada Children First every two weeks with a scheduled visit next Friday, August 23, 2013.

Councilwoman Schroder clarified that the order of the letters in the agenda packet reflects the newest letter first and the oldest letter last. The letters were not in date order.

Dan stated that it was determined at the last Board meeting the Chair of the LEO Consortium and the Chair of the Budget & Finance Committee receive copies of letters sent to Southern Nevada Children First. Dan recommended that WC staff pass on to Ms. Harris that if Southern Nevada Children First comes before the Board again, and the issues are not resolved, there may be a motion made to recapture funds.

Dan Gouker, Chair continued with agenda items previously deferred:

5. Review, Discuss and Accept Reports (continued):

E. Audit findings for Program Year 2011 (Year Ended June 30, 2012) – September 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 -- Efforts to pay sub-recipients within two days of receiving funds from the State continues. Funds drawn for a provider, and not paid to the provider, are swapped on the subsequent draw to avoid using those funds for other expenses. WC staff must keep the FE system up-to-date monthly to ensure accuracy. The item will remain on the audit report after the next audit.
- Item 12-2 -- WC staff continues to review all provider invoices to ensure accuracy and completeness. Additionally, as part of the quarterly invoice reconciliation process, all provider invoices were reviewed a second time. Potentially, this item will be removed from the audit report after the next audit.
- Item 12-3 -- The Quality Assurance Analyst has begun reviewing records for the internal and direct programs that have participant files. This is a formal process to ensure 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 concluded with necessary corrections recommended. Potentially, this item will be removed from the audit report after the next audit.

- Item 12-4 -- WC 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 be added to the list. Items remaining after the move to the new location will be offered to the funded partners as needed. Potentially, this item will be removed from the audit report after the next audit.

F. Staff and Funded Partner Training and Technical Assistance Report per the 2-Year Strategic Plan Matrix Objective item 1.2

Jim reported on the Budget & Finance Committees responsibilities to the 2-Year Strategic Plan with an associated response to item 1.2.2 Objective: Correct all noted auditing and monitoring findings, page 22 of the agenda packet. First report due 3 months after initial goal approval. Page 23 of the agenda packet is the report of all staff, board members, and funded partner trainings and technical assistance attended from March through June.

Dan Gouker entertained a motion to accept the reports on 5E and 5F presented by staff. A motion was made by Bill Bruninga and seconded by Vida Chan Lin. Motion carried.

7. Public Comment (2nd period)

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

Hearing no comments, Dan Gouker, Chair closed the Public Comment Session.

8. Adjournment unanimously approved at 2:48 p.m.

Respectfully submitted,
Dianne Tracy

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

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

Providers highlighted in pink have an active pink paper or are on high risk status.

WIA PY11 One-Stop

| Provider | Contract Dates | Contract Award | Adult Expenditures | DW Expenditures | Total Invoiced | % Spent | Remaining Balance |
|--|----------------|---------------------|--------------------|------------------|-------------------|--------------|---------------------|
| Bridge Counseling Associates* (HIGH RISK STATUS) | 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 | \$ 7,302 | \$ 6,583 | \$ 13,885 | 1.74% | \$ 786,115 |
| GNJ Family Life Center | 6/1/13-6/30/14 | \$ 400,000 | \$ 27,734 | \$ 16,314 | \$ 44,048 | 11.01% | \$ 355,952 |
| Goodwill of Southern Nevada | 6/1/13-6/30/14 | \$ 400,000 | \$ 5,903 | \$ 1,375 | \$ 7,279 | 1.82% | \$ 392,721 |
| Latin Chamber Foundation | 6/1/13-6/30/14 | \$ 800,000 | \$ 9,382 | \$ 6,742 | \$ 16,124 | 2.02% | \$ 783,876 |
| Nevada Hospital Association | 6/1/13-6/30/14 | \$ 400,000 | \$ 8,799 | \$ 352 | \$ 9,151 | 2.29% | \$ 390,849 |
| Nevada Partners, Inc | 6/1/13-6/30/14 | \$ 1,200,000 | \$ 31,697 | \$ 23,191 | \$ 54,888 | 4.57% | \$ 1,145,113 |
| So. NV Regional Housing Authority | 6/1/13-6/30/14 | \$ 400,000 | \$ 2,859 | \$ 13,738 | \$ 16,597 | 4.15% | \$ 383,403 |
| Total | | \$ 4,800,000 | \$ 95,868 | \$ 69,577 | \$ 165,445 | 3.45% | \$ 4,634,555 |

WIA PY11 Home Office

| Provider | Contract Dates | Contract Award | Adult Expenditures | DW Expenditures | Total Invoiced | % Spent | Remaining Balance |
|--|----------------|---------------------|--------------------|------------------|-------------------|--------------|---------------------|
| Bridge Counseling Associates* (HIGH RISK STATUS) | 7/1/13-6/30/14 | \$ 600,000 | \$ - | \$ - | \$ - | 0.00% | \$ 600,000 |
| Foundation for an Independent Tomorrow | 7/1/13-6/30/14 | \$ 600,000 | \$ 30,940 | \$ 27,940 | \$ 58,880 | 9.81% | \$ 541,120 |
| GNJ Family Life Center | 7/1/13-6/30/14 | \$ 600,000 | \$ 27,518 | \$ 17,659 | \$ 45,177 | 7.53% | \$ 554,823 |
| Goodwill of Southern Nevada | 7/1/13-6/30/14 | \$ 600,000 | \$ 9,241 | \$ 14,679 | \$ 23,921 | 3.99% | \$ 576,079 |
| Latin Chamber Foundation | 7/1/13-6/30/14 | \$ 600,000 | \$ 15,639 | \$ 12,301 | \$ 27,939 | 4.66% | \$ 572,061 |
| Nevada Hospital Association | 7/1/13-6/30/14 | \$ 600,000 | \$ 8,730 | \$ 1,359 | \$ 10,089 | 1.68% | \$ 589,911 |
| Nevada Partners, Inc | 7/1/13-6/30/14 | \$ 600,000 | \$ 24,123 | \$ 13,316 | \$ 37,439 | 6.24% | \$ 562,561 |
| So. NV Regional Housing Authority | 7/1/13-6/30/14 | \$ 600,000 | \$ 49,182 | \$ 1,007 | \$ 50,189 | 8.36% | \$ 549,811 |
| Total | | \$ 4,800,000 | \$ 165,373 | \$ 88,261 | \$ 253,634 | 5.28% | \$ 4,546,366 |

WIA PY11 Other (Disabilities, Re-Entry, Rural)

| | Contract Dates | Contract Award | Adult Expenditures | DW Expenditures | Total Invoiced | % Spent | Remaining Balance |
|--|-----------------|---------------------|---------------------|-------------------|---------------------|---------------|---------------------|
| Easter Seals | 4/1/13-6/30/14 | \$ 800,000 | \$ 75,456 | \$ 18,934 | \$ 94,390 | 11.80% | \$ 705,611 |
| Foundation for an Independent Tomorrow | 7/1/12-6/30/14 | \$ 1,400,000 | \$ 668,292 | \$ - | \$ 668,292 | 47.74% | \$ 731,708 |
| Lincoln County School District* | 10/1/12-6/30/14 | \$ 100,000 | \$ 28,249 | \$ 18,084 | \$ 46,333 | 46.33% | \$ 53,667 |
| Nye Communities Coalition | 7/1/11-6/30/14 | \$ 1,700,000 | \$ 727,271 | \$ 551,359 | \$ 1,278,630 | 75.21% | \$ 421,370 |
| Total | | \$ 4,000,000 | \$ 1,499,268 | \$ 588,376 | \$ 2,087,645 | 52.19% | \$ 6,458,721 |

| | | | | | | | |
|---------------------------------|--|----------------------|---------------------|-------------------|---------------------|---------------|----------------------|
| Total PY11-PY12 Adult/DW | | \$ 13,600,000 | \$ 1,760,510 | \$ 746,214 | \$ 2,506,723 | 18.43% | \$ 15,639,643 |
|---------------------------------|--|----------------------|---------------------|-------------------|---------------------|---------------|----------------------|

70%

30%

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

Amounts for Providers reflect invoiced allowable expenditures through July 2013. Starred lines only reflect expenditures through June 2013 or prior as referenced.

Providers highlighted in pink have an active pink paper or are on high risk status.

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 | \$ 286,016 | \$ 163,379 | \$ 80,643 | \$ 244,022 | 85.32% | \$ 41,994 |
| Latin Chamber Foundation-PY11 Green Consortium | 5/1/12-9/30/13 | \$ 500,000 | \$ 125,737 | \$ 161,146 | \$ 286,883 | 57.38% | \$ 213,117 |
| Nevada Partners, Inc-PY11 Summer Component | 6/1/12-9/30/13 | \$ 585,525 | \$ 335,108 | \$ 132,345 | \$ 467,452 | 79.83% | \$ 118,073 |
| So. NV Children First-PY11 Summer Component* (HIGH RISK STATUS) - thru 3/13 | 6/1/12-9/30/13 | \$ 264,433 | \$ 113,201 | \$ 25,938 | \$ 139,139 | 52.62% | \$ 125,294 |
| Total | | \$ 1,635,974 | \$ 737,423 | \$ 400,072 | \$ 1,137,495 | 69.53% | \$ 498,479 |
| | | | 65% | 35% | | | |

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 | \$ - | \$ 580,113 | \$ 580,113 | 85.31% | \$ 99,887 |
| Goodwill of So. Nevada-PY12 Youth with Disabilities | 3/1/13-6/30/14 | \$ 500,000 | \$ 12,231 | \$ 44,490 | \$ 56,721 | 11.34% | \$ 443,279 |
| HELP of So. Nevada-PY12 Youth In School | 7/1/12-9/30/13 | \$ 973,403 | \$ 664,876 | \$ - | \$ 664,876 | 68.30% | \$ 308,527 |
| HELP of So. Nevada-PY12 Youth Out of School | 7/1/12-9/30/13 | \$ 483,530 | \$ - | \$ 355,236 | \$ 355,236 | 73.47% | \$ 128,294 |
| Latin Chamber Foundation-PY12 Youth Out of School | 7/1/12-9/30/13 | \$ 413,150 | \$ - | \$ 238,816 | \$ 238,816 | 57.80% | \$ 174,334 |
| Nevada Partners, Inc-PY12 Youth In School | 7/1/12-9/30/13 | \$ 1,030,594 | \$ 712,128 | \$ - | \$ 712,128 | 69.10% | \$ 318,466 |
| Olive Crest-PY12 Foster Youth | 3/1/13-6/30/14 | \$ 500,000 | \$ 36,606 | \$ 38,117 | \$ 74,722 | 14.94% | \$ 425,278 |
| So. NV Children First-PY12 Out of School* (HIGH RISK STATUS) - thru 3/13 | 7/1/12-9/30/13 | \$ 388,798 | \$ - | \$ 99,469 | \$ 99,469 | 25.58% | \$ 289,329 |
| So. NV Regional Housing Authority PY12 Youth Housing | 5/1/13-9/30/14 | \$ 400,000 | \$ 28,215 | \$ 4,454 | \$ 32,669 | 8.17% | \$ 367,331 |
| Total | | \$ 5,369,475 | \$ 1,454,056 | \$ 1,360,694 | \$ 2,814,749 | 52.42% | \$ 2,554,726 |
| | | | 52% | 48% | | | |

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 | \$ 200,000 | \$ 65,554 | \$ 88,564 | \$ 154,118 | 77.06% | \$ 45,882 |
| Nye Communities Coalition-PY11 Year Round | 7/1/11-9/30/13 | \$ 549,284 | \$ 267,455 | \$ 191,322 | \$ 458,777 | 83.52% | \$ 90,507 |
| Total | | \$ 749,284 | \$ 333,009 | \$ 279,886 | \$ 612,894 | 81.80% | \$ 136,390 |
| | | | 54% | 46% | | | |

WIA PY11-12 Youth Re-Entry

| Provider | Contract Dates | Contract Award | Youth In-School Expenditures | Youth Out-Of-School Expenditures | Total Invoiced | % Spent | Remaining Balance |
|-------------------------|----------------|---------------------|------------------------------|----------------------------------|---------------------|---------------|---------------------|
| Youth Advocate Programs | 7/1/12-9/30/14 | \$ 600,000 | \$ - | \$ 223,364 | \$ 223,364 | 37.23% | \$ 376,636 |
| Total | | \$ 600,000 | \$ - | \$ 223,364 | \$ 223,364 | 37.23% | \$ 376,636 |
| | | | 0% | 100% | | | |
| Total Youth | | \$ 8,354,733 | \$ 2,524,488 | \$ 2,264,015 | \$ 4,788,503 | 57.31% | \$ 3,566,230 |
| | | | 53% | 47% | | | |

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

Amounts for Internal Programs reflect expenditures as of August 31, 2013.

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

Direct Grants

| Program | Contract Dates | Contract Award | Total Expended | % Spent | Remaining Balance |
|----------------------------|-----------------------|-----------------------|-----------------------|----------------|--------------------------|
| Americorps YouthBuild PY12 | 8/15/12-8/14/13 | 23,820 | \$ 21,999 | 92.35% | 1,821 |
| US Fish & Wildlife - WC | 6/28/11-12/31/16 | 27,500 | \$ 25,330 | 92.11% | 2,170 |
| Youth Build PY11 - WC | 6/1/11-5/31/14 | 1,100,000 | \$ 928,678 | 84.43% | 171,322 |
| Youth Build PY13 - WC | 7/15/13-11/14/16 | 1,100,000 | \$ 1,853 | 0.17% | 1,098,147 |
| Total | | 2,251,320 | 977,860 | 43.43% | 1,273,460 |

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 | Oct-Dec 2013 | Jan-Mar 2014 | Apr-Jun 2014 | | | | |
| | | | 2 Months | 3 Months | 3 Months | 3 Months | | | | |
| REVENUES (Available as of September 3, 2013) | | | | | | | | | | |
| PY2011 Incentive Funding for June 2012 Performance - Waiting for DETR | Unknown | | | | | | | | | |
| PY2012 Adult and DW Funding | 13,164,641 | 3,811,856 | 2,000,000 | 1,811,856 | | | | 3,811,856 | - | |
| PY2011/2012 Additional Dislocated Worker Funding (BOE approval 05/2013) | 2,028,047 | 1,568,386 | 767,721 | 800,665 | | | | 1,568,386 | - | |
| PY2013 Adult and DW Funding | 14,806,576 | 14,806,576 | | 1,778,979 | 4,754,000 | 4,754,000 | | 11,286,979 | 3,519,597 | |
| TOTAL REVENUES | 29,999,264 | 20,186,818 | 2,767,721 | 4,391,500 | 4,754,000 | 4,754,000 | | 16,667,221 | 3,519,597 | |
| EXPENDITURES | | | | | | | | | 2.22 Months | |
| Community Resources | | | | | | | | | | |
| PY2011 Nye Rural Services (Extended to June 2014) | 1,700,000 | 421,370 | 110,000 | 100,000 | 100,000 | 100,000 | | 410,000 | | |
| PY2011 Extend Adult and DW Contracts (One-Stop Center Partners) | 4,800,000 | 4,634,555 | 984,555 | 1,150,000 | 1,150,000 | 1,150,000 | | 4,434,555 | | |
| PY2011 Extend Adult and DW Contracts (One-Stop Affiliate Locations) | 4,800,000 | 4,546,366 | 896,366 | 1,150,000 | 1,150,000 | 1,150,000 | | 4,346,366 | | |
| PY2012 Lincoln County Rural Services (Extended to June 2014) | 100,000 | 53,667 | 12,000 | 13,500 | 13,500 | 13,500 | | 52,500 | | |
| PY2012 Reentry Program (Extended to June 2014) | 1,400,000 | 731,708 | 124,000 | 195,000 | 195,000 | 195,000 | | 709,000 | | |
| PY2012 Adult and DW (Adults with Disabilities) | 800,000 | 705,611 | 52,000 | 210,000 | 210,000 | 210,000 | | 682,000 | | |
| PY2012 One-Stop Center Operations / One-Time Construction/Equipment | 1,855,600 | 117,583 | 110,000 | | | | | 110,000 | | |
| PY2012 Workforce Connections Urban Computer Center | 150,000 | 82,759 | 25,300 | 40,000 | | | | 65,300 | | |
| PY2013 Academy of Human Development - Computer Center | 150,000 | 140,000 | 10,000 | 40,000 | 40,000 | 40,000 | | 130,000 | | |
| PY2013 One-Stop Center Operations | 342,734 | 292,459 | 28,500 | 85,500 | 85,500 | 85,500 | | 285,000 | | |
| PY2013 One-Stop System Operations | 1,205,266 | 1,102,916 | 85,000 | 315,000 | 315,000 | 315,000 | | 1,030,000 | | |
| Operations | | | | | | | | | | |
| PY2013 Administration and Programs | 3,861,314 | 3,121,901 | 330,000 | 930,000 | 930,000 | 930,000 | | 3,120,000 | | |
| Pending Contracts | | | | | | | | | | |
| PY2013 New One-Stop Partner RFP (Veterans Oct 2013 to Sept 2014) | 650,000 | 650,000 | | 162,500 | 162,500 | 162,500 | | 487,500 | | |
| PY2013 Workforce Connections Urban Computer Center | 150,000 | 150,000 | | | 40,000 | 40,000 | | 80,000 | | |
| 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 | | |
| TOTAL | | | 2,767,721 | 4,391,500 | 4,754,000 | 4,754,000 | | 16,667,221 | | |

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 | 1,548,000 | 6,998,000 | 40% |
| Home Office and Affiliate Locations | 8,350,000 | 450,000 | 8,800,000 | 50% |
| Rural Locations | 1,900,000 | - | 1,900,000 | 11% |
| Total Community Resources | 15,700,000 | 1,998,000 | 17,698,000 | 100% |
| | 89% | 11% | 100% | |

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

| | Budget | Available Funds | Projections Based on Monthly Invoices | | | | | | |
|---|-------------------|------------------|---------------------------------------|------------------|------------------|------------------|-------------------|------------------------|--------------------|
| | | | Jul-Sep 2013 | Oct-Dec 2013 | Jan-Mar 2014 | Apr-Jun 2014 | Next Program Year | Projected PY2013 TOTAL | Remaining |
| | | | 2 Months | 3 Months | 3 Months | 3 Months | | | |
| REVENUES (Available as of September 3, 2013) | | | | | | | | | |
| PY2012 Youth Funding | 6,337,899 | 2,756,441 | 1,465,310 | 1,291,131 | | | | 2,756,441 | - |
| PY2013 Youth Funding | 6,564,523 | 6,564,523 | - | 391,369 | 1,682,500 | 1,682,500 | 1,205,000 | 4,961,369 | 1,603,154 |
| TOTAL REVENUES | 12,902,422 | 9,320,964 | 1,465,310 | 1,682,500 | 1,682,500 | 1,682,500 | 1,205,000 | 7,717,810 | 1,603,154 |
| EXPENDITURES | | | | | | | | | 2.86 Months |
| Community Resource Contracts - PY2011 | | | | | | | | | |
| PY2011 Latin Chamber Green Consortium (To Sept 2013) | 500,000 | 213,117 | 36,360 | | | | | 36,360 | |
| PY2011 Lincoln County (To Sept 2014) | 200,000 | 39,282 | 13,250 | | | | | 13,250 | |
| PY2011 Nye County (To Sept 2014) | 549,284 | 90,507 | 50,700 | | | | | 50,700 | |
| PY2011 Youth Summer Component/Year Round (To Sept 2013) | 1,136,064 | 249,361 | 98,500 | | | | | 98,500 | |
| Community Resource Contracts - PY2012 | | | | | | | | | |
| PY2012 Youth Out-of-School Contracts (To Sept 2013) | 1,965,478 | 645,844 | 279,600 | | | | | 279,600 | |
| 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 | 2,126,993 | 292,100 | 450,000 | 450,000 | 450,000 | 450,000 | 2,092,100 | |
| PY2012 Youth Re-entry (To Sept 2014) | 600,000 | 376,636 | 40,000 | 75,000 | 75,000 | 75,000 | 75,000 | 340,000 | |
| PY2012 Foster Care and Youth with Disabilities (To Sept 2014) | 1,000,000 | 868,557 | 69,300 | 175,000 | 175,000 | 175,000 | 175,000 | 769,300 | |
| PY2012 Youth Summer Component / Year Round (Public Housing) | 400,000 | 396,955 | 60,000 | 80,000 | 80,000 | 80,000 | 80,000 | 380,000 | |
| Community Resource Contracts - PY2013 | | | | | | | | | |
| 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 | |
| Operations | | | | | | | | | |
| PY2012 Administration and Programs | 1,867,580 | 106,028 | | | | | | - | |
| PY2013 Administration and Programs | 1,562,904 | 1,562,904 | 390,000 | 390,000 | 390,000 | 390,000 | | 1,560,000 | |
| Pending Contracts | | | | | | | | | |
| 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 | |
| TOTAL | | | 1,465,310 | 1,682,500 | 1,682,500 | 1,682,500 | 1,205,000 | 7,717,810 | |

PY2012 funding period is available April 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)

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 |
| Total Revenue by Funding Stream | \$ 27,871,124 | \$ 27,871,124 | \$ - | \$ 2,637,109 | \$ 2,787,134 | \$ 22,446,881 | \$ 27,871,124 |
| | | | | 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 |
| Subtotal Community Resource Allocations | \$ 22,446,881 | \$ 22,446,881 | \$ - | \$ 342,734 | \$ 1,205,266 | \$ 20,898,881 | \$ 22,446,881 |

| 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 |
| Total Expenditures | \$ 27,871,124 | \$ 27,871,124 | | \$ 1,934,432 | \$ 3,489,811 | |
| Fund Balance | \$ - | \$ - | | \$ 702,677 | \$ (702,677) | \$ - |

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 | | | 170,000 | 170,000 | - | - | 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 | | | 272,922 | 272,922 | - | 98,252 | 174,670 | 272,922 |
| Subtotal Board Operations | | | 5,424,243 | 5,424,243 | - | 1,934,432 | 3,489,811 | 5,424,243 |

**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** –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: \$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.

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 |
| Subtotal One-Stop Center | | | 342,734 | 342,734 | - | - | 342,734 | 342,734 |
| | | | | | | | | |
| Per Partner Cost - 38 Total | | | \$ 9,019.32 | | | | | |

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 |
| Subtotal One-Stop System | | | 1,205,266 | 1,205,266 | - | - | 1,205,266 | 1,205,266 |

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

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

Administrative and Program Operating Budget

| | | | | | | | | | | | % of Program Year Concluded | | | 100.00% |
|------------------|-----------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|----------------------------|------------------|------------------|-----------------------------|---------------|---------------|---------|
| Line Item Number | Budget | | | | ACTUAL EXPENSES | | | Budget Authority Remaining | | | % Expended from Budget | | | |
| | Operating Expenses | Admin | Program | Total | Admin | Program | Total | Admin | Program | Total | Admin | Program | Total | |
| 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% | |
| | Total | 1,826,165 | 3,730,522 | 5,556,687 | 1,289,492 | 2,656,114 | 3,945,606 | 536,673 | 1,074,408 | 1,611,081 | 70.61% | 71.20% | 71.01% | |

Legend

| | |
|--|-------------|
| | Correct Now |
| | Watch |
| | OK |

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) |
| 12-1 | Federal Grants | Funding federal grants in advance - excessive time elapsed between receipt of funds and disbursement of funds | 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 | Requests for funds need to be complete, accurate, and agree to supporting documentation. | 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 | Documentation supporting program participant eligibility shall be complete, accurate, and retained | 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 | Property records shall be complete, accurate and equipment will be properly accounted for. | 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) |
| Findings below did not recur in the latest audit. | | | | | | | | | |
| 11-1 | Financial Reporting | Lack of Policies and Procedures and GAAP adherence - improved from last year but still lacks effective policy and procedures | | | 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 | Lack or insufficient skills and knowledge to perform governmental accounting utilizing GAAP - improved from last year but still needs improvement | | | 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 | SEFA schedules did not agree with supporting records or documentation | | | X | X | X | X | X |
| | | Status: The FE system continues to be reconciled to the supporting draw and invoice records. | | | | | | | |
| 11-6 | Federal Grants | ARRA - timely reporting of quarterly reports | | | X | X | | | |
| | | Status: All of the ARRA funds have been expended and there are no more reports due. | | | | | | | |
| 11-8 | Federal Grants | Sub-recipients awards did not contain the required information | | | 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 | Financial reporting of Form ETA 9130 - timely submissions | | | 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 | Monitoring of sub-recipients - Annual Monitoring and Tracking of Findings | | | 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. | | | | | | | |

PINK PAPER

August 26, 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 August 26, 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 January to March 2013 Summer Invoices and the January to March 2013 YOS Invoices were to be fully completed with all source documentation by 10:00 a.m. on August 26, 2013. Faith Cannella and MaryAnn Avendano performed a site visit to verify completion and found that the items referenced on the attachment are still outstanding.

Corrective Action: To correct this deficiency, please submit all of the requested items on the attachment entitled "Items outstanding from 8/26/13 monitoring corrective action timeline" to WC by 4:00 p.m. on August 28, 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 August 26, 2013 timeline
Updated monitoring timeline as of August 26, 2013

cc: Angel Melfi, Accountant, Southern Nevada Children First
Dan Gouker, Budget/Finance Committee Chair, Workforce Connections
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

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

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

| | | | |
|--|------------|---|--|
| Friday, July 19, 2013 (items must be delivered to WC by 4:00 p.m.) | 4:00 p.m. | Items missing from July 15, 2013 due date: 1. June 2012 Summer invoice. GL does not agree with Invoice submitted. Invoice states \$7,075.08 GL states \$7,317.58 2. July 2012 YOS Invoice is not signed and no GL provided. | NONE |
| Monday, July 29, 2013 | 10:00 a.m. | 1. July-Sept 2012 Summer invoices completed 2. Aug-Sept 2012 YOS invoices completed (see July 31, 2013 – items incomplete are now due on July 31) | 1. June bank recon 2. Reporting procedure 3. Show disallowed WEX re-classed to non-federal funds on GL |
| Wednesday, July 31, 2013 (items must be delivered to WC by 4:00 p.m.) | 4:00 p.m. | Items missing from July 29, 2013 due date: 1. All items listed on the attachment titled “Items still outstanding from 7/29/13 monitoring corrective action timeline” | NONE |
| Monday, Aug 12, 2013 | 10:00 a.m. | 1. Oct-Dec 2012 Summer invoices completed 2. Oct-Dec 2012 YOS invoices completed (see August 14, 2013 – items incomplete are now due on August 14) | 1. Participant Listing for each contract giving the following information: a. Participant Name b. School Status c. NV Trac Number d. Enrollment Date e. Exit Date (if applicable) |
| Wednesday, Aug 14, 2013 (items must be delivered to WC by 4:00 p.m.) | 4:00 p.m. | Items missing from August 12, 2013 due date: 1. All items listed on attachment titled “Items still outstanding from 8/12/13 monitoring corrective action timeline” 2. Revised participant listing with correct exit date instead of follow up date. | NONE |

| | | | |
|--|------------|---|--|
| | | 3. Contract period to Dec 2012 bus pass report listing all bus passes distributed per participant in lieu of including them on the B-1 tab. Please include reports for each period billed from now on if not included on tab B-1 of invoices. | |
| Monday, Aug 26, 2013 | 10:00 a.m. | 1. Jan-Mar 2013 Summer invoices completed 2. Jan-Mar 2013 YOS invoices completed (see August 28, 2013 – items incomplete are now due on August 28) | 1. Invoicing procedure 2. July bank recon - (uncleared ACH's from prior months must be removed) 3. Bus pass spreadsheet listing payments (unclassified, SNCF, and WC) and disbursements (YOS and Summer) per month through March 2013. |
| Wednesday, Aug 28, 2013 (items must be delivered to WC by 4:00 p.m.) | 4:00 p.m. | Items missing from August 26, 2013 due date: 1. All items listed on attachment titled "Items still outstanding from 8/26/13 monitoring corrective action timeline" | 1. Bus pass spreadsheet – total amount of distributions listed must reconcile to the amount of bus passes billed through March 2013 |
| Monday, Sept 9, 2013 | 10:00 a.m. | 1. Apr-Jun 2013 Summer invoices completed 2. Apr-Jun 2013 YOS invoices completed **Payroll will be tested for these invoices – please provide timesheets and payroll reports for all billed payroll charges** | NONE |
| Monday, Sept 23, 2013 | 10:00 a.m. | 1. Jul-Aug 2013 Summer invoices completed 2. Jul-Aug 2013 YOS invoices completed | 1. August bank recon |

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: Angel Melfi, Accountant, Southern Nevada Children First
 Dan Gouker, Budget/Finance Committee Chair, Workforce Connections
 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

August 12, 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 August 12, 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 October to December 2012 Summer Invoices and the October to December 2012 YOS Invoices were to be fully completed with all source documentation by 10:00 a.m. on August 12, 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 August 14, 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 August 12, 2013 timeline
Updated monitoring timeline as of August 12, 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

Technical assistance history for SNCF

3/29/12 – Onsite technical assistance visit with Janelyn (she had just been hired)

4/3/12 – Onsite technical assistance visit with Janelyn

4/11/12 – Onsite technical assistance visit - monitoring prep with Janelyn

4/18/12 – Comprehensive WIA Fiscal and Admin Mgmt training with Janelyn onsite at SNCF

5/16/12 – SNCF PY11 fiscal monitoring [5 fiscal findings: segregation of duties, procurement, cost allocation, reporting, invoicing]

6/7/12 – Procurement training at WC

8/16/12 – Onsite technical assistance visit – monitoring corrective action progress

9/24/12 – PY11 fiscal monitoring findings closed

GAP IN TA – PERCEIVED EVERYTHING WAS CORRECTED WITH MONITORING CLOSEOUT

1/23/13 – SNCF PY12 fiscal monitoring [10 fiscal findings: records availability, required postings, segregation of duties (repeat), insurance requirements, reporting (repeat), invoicing (repeat), cost allocation (repeat), allowable costs, allowable activities, work experiences]

2/28/13 – Onsite technical assistance visit – acclimate Sonya who had just been hired

3/27/13 – Fiscal and Admin Training held at WC for all new providers and providers with new fiscal personnel, No one from SNCF showed

4/10/13 – Fiscal Invoice training held at WC for all new providers and providers with new fiscal personnel. Monique showed up 10 minutes prior to end of training.

5/22/13 – Onsite technical assistance visit to check progress of monitoring corrective action – received WEX information and reviewed source documents for first quarter, no GL or corrected invoices were provided, therefore not able to test if source documents agreed with anything.

6/27/13 – Onsite technical assistance visit to check progress of monitoring corrective action – timeline for completion established

7/1/13 – Comprehensive WIA Fiscal and Admin Mgmt training with Angel, Lisa, Joanne at WC

August 30, 2013

Ms. Jacqueline Harris, Executive Director
Bridge Counseling Associates
1640 Alta Drive, Suite #4
Las Vegas, NV 89106

RE: High Risk Designation

Dear Ms. Harris,

Please be advised effective immediately Bridge Counseling Associates' (BCA) WIA Adult/Dislocated Worker (DW) programs have officially been placed on **High Risk** (29 CFR 97.12) status. According to the following workforceCONNECTIONS (wC) high risk designation clauses are as follows:

- Contractor has a history of unsatisfactory financial performance.
- Contractor is not financially stable.
- Contractor has not conformed to the closeout terms and conditions of previous award.

This determination was made because:

- BCA has repeatedly not paid WIA accounts payable in a timely manner despite having already been reimbursed for those expenses. Pink papers were issued on July 1, 2013 and August 27, 2013 for this issue.
- BCA failed to liquidate \$115,500.00 in training accruals as required during the 60 day closeout period of PY11 Adult/DW Green contract and amendment #1.

According to 29 CFR 97.12, wC also reserves the right to institute special conditions or restrictions on high-risk grantees including:

- Payment on a reimbursement basis;
- Withholding authority to proceed to the next phase until receipt of evidence of acceptable performance within a given funding period; or
- Requiring additional, more detailed financial reports.

Per 29 CFR 97.12, the following programmatic and fiscal restrictions are effective immediately:

- BCA will not enroll any new participants under any contract of its WIA Adult/DW programs.
- BCA will not initiate any new training activities with existing WIA Adult/DW participants. A list of participants with pending training activities must be sent to Jeannie Kuennen, Program Manager-A/DW by Friday, September 13, 2013 no later than 4:00 p.m.
- BCA is placed on a “reimbursement only” basis. This means that BCA will not be eligible to receive advance payments under any WIA Adult/DW contract.
- BCA will convert to a cash basis billing for expenses under the WIA Adult/DW contracts and only bill for items that have been paid.
- BCA must provide the following report with each invoice for all vendor payments:
 - Vendor Name
 - Vendor Contact Name
 - Vendor Phone Number
 - Date Paid
 - Amount Paid
 - Description of payment

The following corrective actions **must be** taken before BCA’s WIA Adult/DW program will be removed from this high risk designation:

- BCA must liquidate all accruals from its PY11 Adult/DW Green contract and amendment #1.
- BCA must demonstrate six months of on-time contract vendor payments after the enrollment and training restriction is lifted.

The enrollment and training restriction will be lifted when all accruals are paid from the PY11 Adult/DW Green contract and amendment #1. If corrective action is not taken prior to September 30, 2013, wC pending and/or current contract may be rescinded or cancelled.

wC staff is hopeful that these issues can be successfully resolved so that BCA's WIA Adult/DW programs can continue to provide valuable employment and training services to southern Nevada. If you have any questions regarding this notification, please don't hesitate to contact us at (702) 638-8750.

Regards,



Ardell Galbreth
Executive Director

cc: Hannah Brown, Chair, wC
Commissioner Lawrence Weekly – Chair, Southern Nevada Local Elected Officials Consortium
Dan Gouker, Chair, wC Budget/Finance Committee
Heather DeSart, Deputy Director, wC
Jim Kostecki, Finance Manager, wC
Jeannie Kuennen, A/DW Program Manager, wC
Faith Cannella, Sr. Financial Analyst, wC
MaryAnn Avendano, Sr. Financial Analyst, wC
Chris Carothers, Chair, Board of Directors, BCA
Tony Clapper, Finance Director, BCA
Frank Parenti, Program Director, BCA

PINK PAPER

August 27, 2013

Ms. Jackie Harris
Bridge Counseling Associates
1640 Alta Drive, Suite 4
Las Vegas, NV 89106

RE: Overdue Accounts Payable to Southwest Trucking

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:

Southwest Trucking contacted workforceCONNECTIONS (WC) on Tuesday, August 20 stating that Bridge Counseling Associates (BCA) has \$139,350 in open accounts payable for WIA training services. Of the total amount, \$110,150 is at least 30 days past due. BCA has already been reimbursed for these expenses under their PY11 Green Adult/DW WIA contract, with the final payment being made to BCA on August 1, 2013. According to 29 CFR 97.20, subrecipients must minimize the time elapsing between the receipt of federal funds and disbursement to vendors.

This is the second pink paper for the same issue. The first pink paper for this issue was issued on July 1, 2013 and closed on July 8, 2013.

Corrective Action:

By August 29, 2013, the last day of the funding closeout period, BCA must pay Southwest Trucking for all outstanding invoices billed against the PY11 Green Adult/DW contract. Funded partners must liquidate all contract accruals during the funding closeout period.

If the payment is not made 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: Dan Gouker, Budget & Finance Committee Chair, Workforce Connections
Ardell Galbreth, Executive Director, Workforce Connections
Heather DeSart, Deputy Director, Workforce Connections
MaryAnn Avendano, Sr. Financial Analyst, Workforce Connections
Faith Cannella, Sr. Financial Analyst, Workforce Connections
Jeannie Kuennen, Program Manager-A/DW
Chris Carothers, Board Chair, Bridge Counseling Associates
Tony Clapper, Finance Director, Bridge Counseling Associates
Frank Parenti, Program Manager, Bridge Counseling Associates

PINK PAPER

July 1, 2013

Ms. Jackie Harris
Bridge Counseling Associates
1640 Alta Drive, Suite 4
Las Vegas, NV 89106

RE: Overdue Accounts Payable to Southwest Trucking

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 7 days from the date of this letter:

Deficiency:

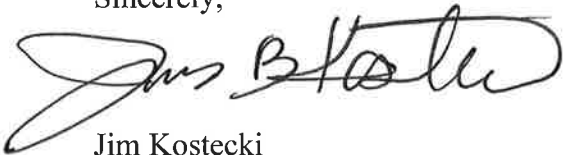
Southwest Trucking contacted workforceCONNECTIONS (WC) on Wednesday, June 26 stating that Bridge Counseling Associates (BCA) has \$181,550 in open accounts payable for WIA training services. Of the total amount, \$65,600 is at least 30 days past due. BCA has already been reimbursed for this \$65,600 by a forecast payment made on May 9, 2013, with the balance paid on June 20, 2013 for the remaining due on the April invoice. According to 29 CFR 97.20, subrecipients must minimize the time elapsing between the receipt of federal funds and disbursement to vendors.

Corrective Action:

By July 8, 2013 at 4:00 p.m., BCA must pay Southwest Trucking a minimum of \$65,600, for the outstanding invoices beyond 30 days, which BCA has already been reimbursed for by WC.

If the payment is not made 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: Ardell Galbreth, Executive Director, Workforce Connections
MaryAnn Avendano, Sr. Financial Analyst, Workforce Connections
Jeannie Kuennen, Program Manager-A/DW
Frank Parenti, Bridge Counseling Associates
Tony Clapper, Bridge Counseling Associates

**EMPLOYMENT SECURITY
DIVISION**

Workforce Investment
Support Services



BRIAN SANDOVAL
Governor

FRANK WOODBECK
Director

RENEE L. OLSON
Administrator

August 13, 2013

Mr. Ardell Galbreth, Executive Director
Workforce Connections
7251 West Lake Mead, Suite 200
Las Vegas, Nevada 89128

Re: JA Solari Final report PY2012

Dear Mr. Galbreth,

Please find attached the two reports that constitute the final monitoring report from JA Solari. There were four items requiring further action from your operation.

-Direct administration- Labor and therefore other related administrative costs were allocated to WIA formula grant programs only.

Recommendation: Workforce Connections review activities performed in conjunction with its non-WIA grants to ascertain and confirm that none should be classified as administrative under the Cost Allocation Plan.

DETR requests a written confirmation that this review was completed. If there is a change that must be made to the approved Cost Allocation Plan, please submit that amended document too.

-Equipment- Workforce Connections financial statement auditor found that nine items on the property and equipment schedule were found in incorrect locations.

Recommendation: These items will require further monitoring for completion of the implementation.

DETR requests a copy of the revised policy that was created for this finding.

-Cash Management- It was found that Workforce Connections did not minimize the time between receipt of advance from WISS and disbursement of funds.

August 13, 2013
Re: JA Solari Final report PY2012
Page 2

Recommendation: These items will require further monitoring for completion of the implementation.

DETR requests a copy of the revised policy that was created for this finding.

-Results and Findings- From Piercy Bowler Taylor and Kern financial statement audit, items 12-1, 12-2, and 12-3 are uncorrected.

DETR requests a copy of the written response to the CPA firm regarding these issues and the corrective action steps that have been taken since the letter was submitted to Piercy Bowler Taylor and Kern. When the CPA firm determines these are no longer uncorrected items please forward a copy of that determination letter to WISS.

Please provide WISS with a written response and attached requested documents for each item by Monday, August 26, 2013.

If you have any questions, please feel free to contact me at (775) 684-0304 or ghnielson@nvdetr.org.

Sincerely,



Grant Nielson
Chief, Workforce Investment Support Services (WISS)

cc: Frank R. Woodbeck, Director, DETR
Dennis Perea, Deputy Director, DETR
Renee L. Olson, Administrator, ESD
Lynda Parven, Deputy Administrator, DETR/ESD
Duane Anderson, Chief Auditor, DETR
Hannah Brown, Chair for Wfc Board
Lawrence Weekly, Chair for Wfc Local Elected Officials

August 28, 2013

Mr. Grant Nielson, Chief
Workforce Investment Support Services (WISS)
500 East Third Street, Suite 236
Carson City, Nevada 89713

Re: JA Solari Final report PY2012

Dear Mr. Nielson:

GRANT

Below please find Workforce Connections response to the required actions resulting from the JA Solari's audit report:

1. DETR requests a written confirmation that this review was completed. If there is a change that must be made to the approved Cost Allocation Plan, please submit that amended document too.

Recommendation: Workforce Connections review activities performed in conjunction with its non-WIA grants to ascertain and confirm that none should be classified as administrative under the Cost Allocation Plan.

RESPONSE: Per the Cost Allocation Plan submitted to the State for approval in February 2013, costs are direct charged as much as possible. Costs that can't be directly identified to a program are pooled and cost allocated to all programs, that allow allocable costs, based on program benefit and/or labor hours. Administrative costs are handled the same way. There is no change required to the plan as submitted.

2. DETR requests a copy of the revised policy that was created for this finding.

-Equipment- Workforce Connections financial statement auditor found that nine items on the property and equipment schedule were found in incorrect locations.

RESPONSE: Please find attached Property Management policy 2.5.

3. DETR requests a copy of the revised policy that was created for this finding.

-Cash Management- It was found that Workforce Connections did not minimize the time between receipt of advance from WISS and disbursement of funds.

RESPONSE: Please find attached PDF giving the internal procedures for the cash drawdown process. See additional explanation in item 4 below.

4. DETR requests a copy of the written response to the CPA firm regarding these issues and the corrective action steps that have been taken since the letter was submitted to Piercy Bowler Taylor and Kern. When the CPA firm determines these are no longer uncorrected items please forward a copy of that determination letter to WISS.

-Results and Findings- From Piercy Bowler Taylor and Kern financial statement audit, items 12-1, 12-2, and 12-3 are uncorrected.

RESPONSE: Please see attached Audit Findings Matrix which is a current update to the findings.

Finding 12-1 response: When it is necessary to utilize funds for allowable activities other than those specifically requested in drawdown requests, Workforce Connections shall request prior authorization from Nevada's Department of Employment, Training and Rehabilitation (DETR) through the weekly funds drawdown process. Workforce Connections' fiscal staff now draws and requests reimbursement for actual expenditures on a weekly basis. No federal funds will be utilized other than for their purpose intended without prior approval from the appropriate grant officer. With the installation of the agency's new accounting system, cash forecasting and expenditure tracking are more accurate and timely. The agency has implemented a policy to achieve prior authorization from the grantor with drawdown adjustments made prior to use of funds. Effective cash management along with comprehensive policies and oversight monitoring has been instituted. The creation of weekly procedures and processes for upcoming expenses allow for better cash management of the federal awards and mitigate the possibility of making untimely payments and having excess cash on hand. The goal is to pay sub recipients within two days of receiving funds from the State.

Finding 12-2 response: A request for funds checklist process has been implemented. The newly implemented process will provide reasonable assurance that funds requests are complete, accurate, and agree to supporting documentation. This checklist includes documentation of program staff's approval of sub-recipient program activities and payment requests prior to submission to the fiscal department for payment. The request for funds checklist also includes various levels of review to eliminate mathematical errors. In addition, we periodically do an in house review of all invoices to ensure each invoice checklist is complete with accuracy.

Finding 12-3 response: Policies and procedures have been designed and implemented to provide reasonable assurance that required participant eligibility documentation is complete, accurate and retained. Management and program staff will consistently monitor compliance points against such policies and procedures. Program staff will continue to monitor records for the programs that have participant files. Each participant file for the internally run programs will be monitored by Workforce Connections' quality assurance team to ensure required eligibility documents are on file.

If you have any questions please feel free to contact me directly at (702) 636-2337.

Sincerely,



Ardell Galbreth
Executive Director

STATE OF NEVADA
DEPARTMENT OF EMPLOYMENT, TRAINING AND REHABILITATION
EMPLOYMENT SECURITY DIVISION
WORKFORCE INVESTMENT SUPPORT SERVICES UNIT
AGREED-UPON PROCEDURES APPLIED TO
Workforce Connections
Program Year Ended June 30, 2012

**STATE OF NEVADA / DETR / ESD / WISS
WORKFORCE CONNECTIONS
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**INDEPENDENT ACCOUNTANT'S REPORT
ON APPLYING AGREED-UPON PROCEDURES**

State of Nevada
Department of Employment, Training and Rehabilitation
Employment Security Division
Workforce Investment Support Service Unit
Carson City, Nevada

We have performed the procedures enumerated below, which were agreed to by the State of Nevada, Department of Employment, Training and Rehabilitation, Employment Security Division, Workforce Investment Support Services Unit (WISS, the specified party), solely to assist you with respect to your oversight and monitoring of *Workforce Connections*' (a Nevada local area workforce investment board) compliance with

- Workforce Investment Act (WIA) program specific requirements
- Applicable OMB Circulars
- Applicable Code of Federal Regulations
- Nevada Revised Statutes
- U.S. Department of Labor (DOL) Financial Technical Assistance Guide
- WIA State Compliance Policies

for the program year ended June 30, 2012. WISS and *Workforce Connections* are responsible for compliance and oversight/monitoring of same.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures described herein either for the purpose for which this report has been requested or for any other purpose.

Our procedures and findings are as follows:

- We obtained a copy of the WISS letter dated March 13, 2013 approving *Workforce Connections*' Cost Allocation Plan in effect through September 30, 2013. No further action is required on this finding and the matter is considered closed.
- All other recommendations and comments pertain to proactive policies and/or actions that impact future program years and will be monitored as necessary in conjunction with future engagements. No further action is required for the program year ended June 30, 2012.

We were not engaged to, and did not, conduct an examination, the objective of which would be the expression of an opinion on compliance and oversight/monitoring of compliance. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the State of Nevada, Department of Employment, Training and Rehabilitation, Employment Security Division, Workforce Investment Support Services Unit and is not intended to be and should not be used by anyone other than those specified parties.

J.A. Solari & Partners, LLC

July 9, 2013

STATE OF NEVADA
DEPARTMENT OF EMPLOYMENT, TRAINING AND REHABILITATION
EMPLOYMENT SECURITY DIVISION
WORKFORCE INVESTMENT SUPPORT SERVICES UNIT
AGREED-UPON PROCEDURES APPLIED TO
Workforce Connections
Program Year Ended June 30, 2012

**STATE OF NEVADA / DETR / ESD / WISS
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**INDEPENDENT ACCOUNTANT'S REPORT
ON APPLYING AGREED-UPON PROCEDURES**

State of Nevada
Department of Employment, Training and Rehabilitation
Employment Security Division
Workforce Investment Support Service Unit
Carson City, Nevada

We have performed the procedures enumerated in the table of contents and described on the following pages, which were agreed to by the State of Nevada, Department of Employment, Training and Rehabilitation, Employment Security Division, Workforce Investment Support Services Unit (WISS) (the specified party), solely to assist you with respect to your oversight and monitoring of *Workforce Connections* (a Nevada local area workforce investment board) for compliance with the following for the program year ended June 30, 2012:

- Workforce Investment Act (WIA) program specific requirements
- Applicable OMB Circulars
- Applicable Code of Federal Regulations
- Nevada Revised Statutes
- U.S. Department of Labor (DOL) Financial Technical Assistance Guide
- WIA State Compliance Policies

WISS and *Workforce Connections* are responsible for compliance and oversight/monitoring of same.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures described herein either for the purpose for which this report has been requested or for any other purpose.

Our procedures and findings are referenced in the table of contents and presented on the following pages.

We were not engaged to, and did not, conduct an examination, the objective of which would be the expression of an opinion on compliance and oversight/monitoring of compliance. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the State of Nevada, Department of Employment, Training and Rehabilitation, Employment Security Division, Workforce Investment Support Services Unit and is not intended to be and should not be used by anyone other than those specified parties.

J.A. Solari & Partners, LLC

March 13, 2013

500 Damonte Ranch Parkway Suite 1008 • Reno, NV 89521 • 775-827-3550 • Fax 775-827-5026 •
Certified Public Accountants • Business Advisors

**STATE OF NEVADA / DETR / ESD / WISS
WORKFORCE CONNECTIONS
PROCEDURES AND FINDINGS
PROGRAM YEAR ENDED JUNE 30, 2012**

2012 – 1

Internal Control

Audited Financial Statements

Procedures:

- Obtained and read a copy of the audited financial statements for *Workforce Connections* as of June 30, 2012.
- Compared the amounts reported in the audited financial statements to the *Workforce Connections* trial balance (accounting ledger) as of June 30, 2012.
- Interviewed the auditor to obtain information about the nature and scope of internal control testing performed for the year ended June 30, 2012 in connection with that audit engagement.

Results and Findings:

2012-1a

The auditors' reports included the following:

- (1) An unqualified opinion on the basic financial statements;
- (2) No material weaknesses in internal control over financial reporting reported in accordance with *Government Auditing Standards*;
- (3) No instances of noncompliance with certain provisions of laws, regulations, contracts and grant agreements that could have a direct and material effect on the determination of financial amounts required to be reported under *Government Auditing Standards*;
- (4) An opinion that *Workforce Connections* complied, in all material respects, with the compliance requirements described in the *OMB Circular A-133 Compliance Supplement* that could have a direct and material effect on *Workforce Connections*' major federal programs for the year ended June 30, 2012;
- (5) Four instances of noncompliance with those requirements required to be reported in accordance with *OMB Circular A-133*, two of which were deemed to be significant deficiencies in internal control

Workforce Connections did not qualify as a low-risk auditee. Of the four instances of noncompliance reported for the year ended June 30, 2012, three represented conditions that were also reported as findings for the prior year. The Schedule of Prior Findings and Questioned Costs indicated that the remaining seven findings from Program Year 2011 did not recur and appeared to have been corrected. See Procedure 2012-5 for further description and follow-up.

2012-1b

The amounts reported in the audited financial statements agreed to the *Workforce Connections* trial balance (accounting ledger) as of June 30, 2012 without exception.

2012-1c

The engagement principal at Piercy Bowler Taylor & Kern CPAs in Las Vegas provided the following information related to the nature and scope of the internal control testing performed in connection with their audit engagement as of June 30, 2012:

- Internal controls over timesheet allocations, disbursements, and journal entries were tested.

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PROGRAM YEAR ENDED JUNE 30, 2012**

- Tests of internal controls over and compliance with the following federal grant compliance requirements were performed: (1) allowable costs, (2) allowed activities, (3) cash management, (4) subrecipient monitoring including participant eligibility, (5) equipment, (6) earmarking, (7) procurement, (8) program income, (9) reporting.

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PROGRAM YEAR ENDED JUNE 30, 2012**

2012-2

Allowable Costs (Program vs. Administrative)/Cost Principles

Allocation of Direct and Indirect Costs

Cash Disbursement/Payroll Transactions/Supporting Documentation

Grant Revenue and Expenditures Charged to WIA Grants

Overview:

For the program year ended June 30, 2012, *Workforce Connections* reported program revenues from the following sources –

| | | |
|--|----------------------|----------|
| Workforce Investment Act (WIA) grant program | \$ 14,125,365 | (74.04%) |
| Other federal grants | 3,097,498 | (16.23%) |
| State Energy Sector Partnership (SESP) | 1,825,344 | (9.57%) |
| Governor's Reserve | 17,735 | (0.09%) |
| Other grants | 12,540 | (0.07%) |
| | <u>\$ 19,078,482</u> | |

The \$1,825,344 of SESP grant program revenue was subject to the additional compliance requirements associated with federal awards granted under the American Reinvestment and Recovery Act (ARRA).

For the program year ended June 30, 2012, *Workforce Connections* expended this funding as follows –

| | | | |
|---|------------------|----------------------|----------|
| Subrecipient expenditures | | \$ 9,256,705 | (49.32%) |
| Program and administrative expenditures | | | |
| Allocated program costs – WIA | \$ 4,960,970 | | (26.43%) |
| Administrative costs – WIA | 1,777,986 | | (9.47%) |
| Other program costs | <u>2,440,393</u> | 9,179,349 | (13.00%) |
| Capital outlays | | <u>332,961</u> | (1.78%) |
| | | <u>\$ 18,769,015</u> | |

Of the \$9,179,349 expended on administrative and program expenditures by *Workforce Connections*, \$5,653,480 was staff pay and fringe benefits.

Because of the significance of (1) amounts expended by *Workforce Connections* on payroll and benefits, (2) retention of 48.90% of funding for administrative and program functions performed by *Workforce Connections* at the local workforce investment board level, and (3) the allocation of 80.63% of these to program vs administrative cost pools, specific procedures performed were organized into three broad areas of focus:

Payroll

Cost Allocation

10% Limit on Administrative Expenditures

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PROGRAM YEAR ENDED JUNE 30, 2012**

Procedures:

Payroll

- Obtained and read a copy of *Workforce Connections* personnel policies and procedures.
- Compared total payroll costs per the annual payroll summary worksheet to the audited financial statements and to the annual budget.
- Recalculated the accrued payroll and the accrued paid time off recorded at year end.
- Selected a sample of three salary advancements and verified compliance with personnel policies and procedures.
- Selected a sample of three new employee hires and verified compliance with the personnel policies and procedures.
- Matched employees included on the annual payroll summary worksheet to job positions/descriptions per the organization chart and staff directories.

Cost Allocation

- Obtained and read a copy of Cost Allocation Plan dated September 2012 effective for the period July 1, 2011 – June 30, 2013.
- Considered whether the Cost Allocation Plan was developed in accordance with generally accepted accounting principles and federal OMB Circular A-87 cost principles.
- Considered whether the cost pools were accurate and complete.
- Compared total hours per the payroll allocation summary to the monthly and annual allocation worksheets.

Allowable Costs/10% Limit on Administrative Expenditures

- Obtained *Workforce Connections'* operating budget for the period July 1, 2011 through June 30, 2012 and compared budgeted amounts to the trial balance amounts and to the audited financial statements.
- Agreed the total staff and operating costs per *Workforce Connections'* trial balance to the expenditures per the Statement of Revenues, Expenditures and Changes in Fund Balance presented in the audited financial statements.
- Calculated the percentage of staff and operating costs allocated to and presented as program expenditures and administrative costs.
- Calculated the percentage of hours allocated to program and administrative costs and compared this to employee job descriptions.
- Considered whether the types of costs allocated to "Other program expenditures" were allowable under Title 2 Part 225, Appendix A – General Principles for Determining Allowable Costs.

Results and Findings:

2012-2a (Payroll)

The payroll procedures described above were performed without exception.

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PROGRAM YEAR ENDED JUNE 30, 2012**

2012-2b (Cost Allocation)

The cost allocation procedures described above were performed without exception.

The cost allocation plan implemented by *Workforce Connections* was consistently applied but it has not been approved by the State of Nevada and therefore is not an approved cost allocation plan.

RECOMMENDATION

We are aware that *Workforce Connections* has submitted the revised work plan and cost allocation plan to the State of Nevada. Review and approval of the plans as submitted is underway. A process to ensure that future plans are submitted, reviewed and approved timely should be implemented.

2012-2c (10% Limit on Administrative Expenditures)

The administrative expenditures procedures described above were performed without exception.

As noted above, WIA funding retained by *Workforce Connections* was expended on both administrative and program functions. The 9.47% allocated to administrative functions was within the 10% limit on administrative expenditures. However, this results from the design and implementation of the cost allocation plan and is dependent on the program costs being upheld upon examination by the Department of Labor. If certain amounts currently classified as program were deemed to be administrative costs, this percentage would be higher.

The State Internal Audit dated April, 2012 recommended that a revised Cost Allocation plan be implemented that allocates indirect operational costs to all grants or obtain a written statement and/or approval from the Federal Grantor agency allowing for the exclusion of certain costs (either direct or indirect) in the grant proposal.

Direct administrative labor and therefore other related administrative costs were allocated to WIA formula grant programs only. OMB Circulars A-87 and A-133 typically require that cost allocation plans be consistently applied to all grants. *Workforce Connections'* revised September 2012 Cost Allocation Plan specifies that the "purpose of the cost allocation plan (CAP) is to allocate and record costs in the expense ledger on an equitable basis to all grants awarded to the SNWIB." To the extent that administrative functions are performed for other grants, those grants may not be receiving an equitable share of *Workforce Connections'* administrative costs.

RECOMMENDATION

We recommend that *Workforce Connections* review activities performed in conjunction with its non-WIA grants to ascertain and confirm that none should be classified as administrative under the Cost Allocation Plan.

**STATE OF NEVADA / DETR / ESD / WISS
WORKFORCE CONNECTIONS
PROCEDURES AND FINDINGS
PROGRAM YEAR ENDED JUNE 30, 2012**

2012-3

Subrecipient monitoring

Procedures:

- Read OMB Circular A-133 Compliance Supplement for the WIA cluster of programs and the State of Nevada WIA compliance policies for subrecipient monitoring to determine the requirements contained in those policies applicable to *Workforce Connections* and its associated service providers.
- Obtained a list of subrecipients and expenditures for the period July 1, 2011 through June 30, 2012, selected a sample of five subrecipients and inspected the monitoring files of the subrecipients for documentation of: (1) the type and scope of monitoring performed, (2) the period of review, (3) audit programs used and documents inspected, (4) monitoring reports issued, and (5) follow-up on corrective actions taken. Each of the five files also was inspected for monitoring of financial and programmatic reports and closeout reports and to confirm that participant eligibility was considered during monitoring. The five subrecipients were Foundation for an Independent Tomorrow, GNJ Family Life Center, Goodwill Industries of Southern Nevada, Latin Chamber of Commerce Community Foundation, and Nevada Partners, Inc.
- Inspected audit and Excluded Parties List System (EPLS) status reports to determine whether *Workforce Connections* continuously monitored subrecipients and that subrecipients expending \$500,000 or more in federal awards within one fiscal year met the OMB Circular A-133 (single audit) requirements for that year and had submitted these audits to *Workforce Connections*.
- Inspected a sample of five subrecipient requests for reimbursement to confirm that each request was reviewed and approved or rejected by *Workforce Connections* staff and was paid by *Workforce Connections* after receipt of funds from the State of Nevada.

Results and Findings:

No exceptions were noted as a result of performing these procedures.

**STATE OF NEVADA / DETR / ESD / WISS
WORKFORCE CONNECTIONS
PROCEDURES AND FINDINGS
PROGRAM YEAR ENDED JUNE 30, 2012**

2012-4

**Reporting/Earmarking/Equipment/Procurement
Obligated Funds/Period of Availability of Federal Funds/
Cash Management**

Procedures:

Reporting

- Read OMB Circular A-133 Compliance Supplement for the WIA cluster of programs and the State of Nevada WIA compliance policies for reporting to determine the requirements contained in those policies applicable to *Workforce Connections*.
- Inspected quarterly financial reports submitted to the State of Nevada to confirm those reports were filed within 30 days after the end of the reporting quarter.
- Inspected quarterly Section 1512 ARRA reporting to confirm those reports were filed within 10 days after the end of the reporting quarter.
- Confirmed that *Workforce Connections* had a financial statement audit and single audit performed and filed the required submission with Federal Audit Clearinghouse within nine months after the end of the fiscal year.

Earmarking

- Recalculated the percentage of youth activities expenditures used for out-of-school youth to confirm that at least thirty percent (30%) of youth activity funds, except for local area expenditures for administrative costs, are used to provide services to out-of-school youth.
- Recalculated the percentage of youth participants meeting the low-income youth criteria to confirm that a minimum of ninety-five percent (95%) of eligible participants in youth activities meet the criteria for disadvantaged low-income youth.

Equipment

- Read *Workforce Connections*' policies and procedures to determine whether any recipients or subrecipients were permitted to use WIA-funded local area services, facilities, or equipment on a fee-for-service basis and that any income from such fees is treated as program income.
- Inspected a sample of five assets to confirm (1) that depreciation methods and lives are appropriate and (2) that depreciation expense is properly calculated.
- Inspected a sample of five items of property and equipment charged to the WIA program to ensure that (1) assets with value of \$5,000 or more were tracked, (2) that a physical inventory was taken at least every two years and reconciled to the equipment records, (3) that an appropriate control system was used, and (4) that equipment was adequately maintained.
- Inspected records of assets sold or otherwise disposed. Determined that the awarding agency was compensated for its share of any property sold or converted to non-Federal use.

Procurement

- Determined that grants were on a cost-reimbursement basis and that no provision for profit was allowed.

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- Confirmed that youth grants or contracts to subrecipients were awarded on a competitive basis from a list of eligible providers.
- Read *Workforce Connections*' procurement policies to confirm that grants and contracts include applicable pass-thru contract provisions from state and local grant agreements.

Obligated Funds/Period of Availability of Federal Funds

- Confirmed that *Workforce Connections* obligated at least eighty percent (80%) of WIA and other grant funds as of June 30, 2012.
- Confirmed that funds for the prior program year were expended by the end of the current program year or that any funds not expended from the prior program year were returned to the State of Nevada.

Cash Management

- Recalculated a sample of two requests for funds submitted to the State of Nevada.
- Confirmed that payments to vendors were made timely after receipt of funds from the State.
- Compared estimated payroll amounts to actual payrolls.
- Read *Workforce Connections*' policies to ensure that advance payments to subrecipients, if any, conformed substantially to the same timing requirements that apply to *Workforce Connections*.
- Determined that interest earned on advances was reported or remitted as program income and added to the grant program.

Results and Findings:

2012-4a (Reporting)

No exceptions were noted as a result of performing these procedures.

2012-4b (Earmarking)

No exceptions were noted as a result of performing these procedures.

2012-4c (Equipment)

The financial statement auditor found that nine items on the property and equipment schedule were found in incorrect locations and that two items disposed in December 2010 were still in the capital asset schedules. No further exceptions were noted as a result of performing the additional procedures noted above.

Workforce Connections responded to the finding stating that it will implement and monitor policies to provide reasonable assurance that compliance requirements will be met.

RECOMMENDATION

These items will require further monitoring for completion of the implementation process and compliance in the future.

2012-4d (Procurement)

No exceptions were noted as a result of performing these procedures.

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2012-4e (Obligated Funds/Period of Availability of Federal Funds)

No exceptions were noted as a result of performing these procedures.

2012-4f (Cash Management)

The financial statement auditor found that *Workforce Connections* did not minimize the time between receipt of advance funds from WISS and disbursement of funds to subrecipients. No further exceptions were noted as a result of performing the additional procedures noted above.

Workforce Connections responded to the finding stating that it will implement and monitor policies to provide reasonable assurance that compliance requirements will be met.

RECOMMENDATION

These items will require further monitoring for completion of the implementation process and compliance in the future.

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2012-5

Follow-up on Prior Findings and Implementation of Corrective Action Plans

Procedures:

- Obtained and read a copy of the audited financial statements for *Workforce Connections* as of June 30, 2012 noting certain findings as detailed below.
- Obtained and read the monitoring reports from the Department of Labor and the State of Nevada received by *Workforce Connections* during and/or related to the program year.
- Obtained and read *Workforce Connections* written responses to the above monitoring reports.
- Inquired of *Workforce Connections*' personnel about changes in policies and procedures resulting from the current and prior period findings.
- Confirmed that corrective actions in response to the findings were implemented.

Results and Findings:

2012-5

1. Piercy Bowler Taylor and Kern CPAs performed a financial statement audit of *Workforce Connections*. They noted certain findings.
 - a. Finding 12-1 – *Workforce Connections* did not minimize the time between receipt of advanced funds from WISS and disbursements of funds to subrecipients. We sampled additional requests for funds as noted in Procedure 2012-4f and no further exceptions were noted.
 - b. Finding 12-2 – Requests for funds were not reviewed and/or review was not documented.
 - c. Finding 12-3 – Participant eligibility documentation was not complete and accurate.
 - d. Finding 12-4 – Capital asset records were not complete and accurate. We sampled additional requests for funds as noted in Procedure 2012-4c and no further exceptions were noted.
 - e. *Workforce Connections* informed the financial statement auditor that it will implement and monitor policies to provide reasonable assurance that compliance requirements will be met.
 - f. Of the ten findings from the prior year, the financial statement auditor noted that seven appear to have been corrected. The uncorrected findings, #11-4, 11-5 & 11-7 correspond to findings #12-1, 12-2 & 12-3, respectively.
2. The State of Nevada Department of Administration Division of Internal Audits performed an internal audit of WISS and the local boards. They made a number of recommendations for improvements to WISS in the report dated May 2012. Some policy and procedure recommendations were noted but they were all advisory in nature and, to the extent they pertained to fiscal matters, were related to the design and not controls or compliance and no corrective actions were required.

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3. The Department of Employment, Training and Rehabilitation Internal Auditors performed an internal audit of *Workforce Connections* and WISS issued findings that required corrective action in a memo dated April 2012. *Workforce Connections* responded to all recommendations in the memo. Certain items were addressed in the program year and the remaining items were addressed but are expected to be implemented in the program year ending June 30, 2013. These items will require further monitoring for completion of the implementation process and compliance in the future.
4. The Department of Labor performed an on-site monitoring review. WISS issued findings that required corrective action in a letter dated December 29, 2011. All corrective actions were addressed in *Workforce Connections*' November 29, 2011 response and all items appeared to have been corrected. No further exceptions related to these items were noted as a result of performing procedures for the program year ended June 30, 2012.
5. We performed an on-site monitoring on April 25-27, 2012 and WISS issued findings that required corrective action. All corrective actions were addressed in *Workforce Connections*' December 21, 2012 response as follows:

2011-2b (10% Limit on Administrative Expenditures)

- a. *Workforce Connections* submitted a revised organizational chart and outline of administrative and program cost categories. This item has been resolved.

2011-2c (Cost Allocation)

- b. *Workforce Connections* revised their cost allocation plan in September 2012 effective for the period July 1, 2011 through June 30, 2013 which incorporated the changes noted from 2011-2b above. See Procedure 2012-2c for further description and follow-up.

2011-5 (Follow-up on Responses to the Financial Report Auditors' Schedule of Findings and Questioned Costs for the Fiscal Year Ended June 30, 2011)

- c. Except for the recurring findings 12-1, 12-2 and 12-3 reported by the financial statement auditor and detailed above, all items from the Financial Report Auditors' Schedule of Findings and Questioned Costs for the Fiscal Year Ended June 30, 2011 were resolved.

Agenda Item #10: FIRST 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 public comment will be limited to three (3) minutes.