

**WORKFORCE CONNECTIONS
BUDGET & FINANCE COMMITTEE AGENDA**

Wednesday, October 9, 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 September 11, 2013 1
5. REVIEW, DISCUSS and ACCEPT REPORTS:
 - A. PY2013 WIA Formula Budget July 1, 2013 through June 30, 2014 and Budget Narrative..... 7
 - B. Budget vs. Actual Finance Report (Workforce Connections' Operations) for the period July 1, 2013 through June 30, 2014 (Formula WIA)..... 16
 - C. Audit Findings for PY2011 (Year Ended June 30, 2012) – October Report..... 18
 - D. Awards & Expenditures – Monthly Update (Compliance and Operational Status of Service Providers/Funded Partners)..... 20
 - E. Funding Plans Adult/Dislocated Worker and Youth..... 23
6. INFORMATION: Southern Nevada Children First “High Risk” Designation 25
7. INFORMATION: Bridge Counseling Associates “High Risk” Designation 38
8. INFORMATION: Latin Chamber of Commerce Community Foundation “High Risk” Designation..... 44
9. INFORMATION: 2014 Calendar -- Budget & Finance Committee meetings..... 50

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

11. Adjournment

**WORKFORCE CONNECTIONS
MINUTES**

of the meeting of the

BUDGET & FINANCE COMMITTEE

The Budget & Finance Committee held a public meeting on Wednesday, September 11, 2013, beginning at 2:04 p.m. at the following location:

At its principal office at 6330 W. Charleston Blvd., Ste. 150
Bronze Conference Room,
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; Hannah Brown, Vice-Chair; Bill Bruninga (via telephone); and, Vida Chan Lin. Absent: Councilwoman Gerri Schroder; 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 Vida Chan Lin 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 August 14, 2013

A motion to approve the meeting minutes of August 14, 2013 presented by staff, made by Bill Bruninga and seconded by Vida Chan Lin. Motion carried.

5. Review, Discuss and Accept Reports:

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

Jim presented and reported on the Awards & Expenditures for Program Year PY2013 Adult/Dislocated Worker and Youth monthly update. He stated the last reporting period began the institution of the pink highlighted areas on the report for any outstanding “Pink” or “High Risk” designation status. The report contains the new contracts and continuing contracts only.

Lincoln County is highlighted pink for not submitting their invoices timely. Lincoln County had turnover in their program staff in July, and working to rectify this issue. Lincoln County did not have expenditures in July, and did not convey the information to WC staff until the pink paper disseminated. This issue will be resolved.

Jim further stated contracts for Out-of-School youth was approved at the Youth Council today. If approved at the board level, the following contracts will be added to the next reporting period:

- \$400,000 to HELP of Southern of Nevada
- \$600,000 to Latin Chamber of Commerce Community Foundation
- \$600,000 to GNJ Family Life Center

Rural and Tri-County

- \$100,000 to Lincoln County for an additional year (through 9/2014)
- \$200,000 to Nye Community Coalition for an additional year (through 9/2014)

Jim stated that an item of note under the direct grants: YouthBuild 2013 has been awarded with new funding of \$1,100,000 ending November 2016, and the AmeriCorps grant that is tied to the YouthBuild 2013 grant in an amount of \$25,000 is forthcoming. Additionally, the NEG grant awarded to Workforce Connection for \$1,400,000 should be approved at the state level this month. Essentially, this grant is an extension to support the dislocated worker-funding stream with similar rules and one exception: The additional criterion is that you must have 27-weeks of unemployment to be eligible, with no supplemental services – training monies only.

	Adult Expenditures	Dislocated Worker Expenditures	% Spent
WIA PY11 One-Stop			3.45%
WIA PY11 Home Office			5.28%
WIA PY11 Other (Disabilities, Re-Entry, Rural)			5.28%
Total PY2011/PY2012 Adult & Dislocated Worker	70%	30%	18.43%
	Youth In-School	Youth Out-Of-School	% Spent
WIA PY2011 Youth General	65%	35%	69.53%
WIA PY2012 Youth General	52%	48%	52.42%
WIA PY2011 Youth Rural and Tri County	54%	46%	81.80%
WIA PY11-12 Youth Re-Entry	0%	100%	37.23%
WIA PY2011 To Be Allocated Amounts	53%	47%	57.31%
			% Spent
Direct Grants			43.43%

B. Funding Plans Adult/Dislocated Worker and Youth

Carol presented and reported on the Adult and Dislocated Worker Funding Plan on page 10 and 11 of the agenda packet. She indicated that the amount is unknown for the PY2011 Incentive Funding for June 2012 Performance – Waiting for DETR. From the previous year, Workforce Connections received \$75,000 for the Small Business Institute, but as for the Incentive Funding for June 2012 Performance, Workforce Connections has not heard back from DETR on this area.

Ardell stated that he has discussed this with both the Deputy Director and Director of DETR on a couple of occasions. DETR does not have WIA funds or general funds. The WIA funds were cut from 15% that would normally be going to the Governor (5% for Administrative support services and 10% for statewide activities), the Governor no longer has that 10% to use; therefore DETR does not have it in their budget to allocate to the local boards in the form of incentives.

Carol stated that additional funds were set aside for rural projects that are under development through Ardell. He is looking at programs in the rural areas of Boulder City, Laughlin, and Mesquite in the Clark County area, Tonopah, and Esmeralda County.

Carol reported additional information regarding the Re-Entry Barber Training. It costs approximately \$10,000 per client to train. It is a six-month training program with apprenticeship hours. Additionally, there will be supportive service, a caseworker, job developer, and entrepreneurial funds as they will essentially be self-employed.

Heather noted it is less expensive to train in state than to send individuals out-of-state because you are then looking at housing and subsistence costs.

Ardell stated that currently 19 individuals could be trained at a time. Ardell stated that in an effort to have two Barber schools up and running prior to the end of the year. Currently one Barber Training school requires viability for individuals to secure their barber's license. With two Barber schools in the state, anticipating as many as 40 individuals will be trained per year.

Pending Contracts-ADW	
PY2013 New One-Stop Partner RFP (Veterans Oct 2013 to Sept 2014)	\$650,000
PY2013 Workforce Connections Urban Computer Center	\$150,000
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

6. Information:

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 this is no change from the previous reporting period.

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). He stated this is no change from the previous reporting period.

C. 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). He stated there is no change reported from the previous reporting period.

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

Jim stated that this past Monday Southern Nevada Children First (SNCF) was required to have invoices prepared for April, May, and June corrected with documentation provided that would be current for the full year on both contracts. The agency is showing significant improvement, but areas remain non-compliant. On the summer youth component, SNCF will receive some reimbursement as they have substantiated enough for funding; however on the out-of-school contract there is some excess advance money through the June invoice. SNCF has done an excellent job with the consultants they have with Workforce Connections able to re-coop all the money advanced to them, yet still owe them some funds based on expenditures. Based on the RFP issued this morning, SNCF was not selected to continue as a partner going forward.

8. Information: Bridge Counseling Associates “High Risk” Designation

Ardell reported on the Bridge Counseling Associates “High Risk” Designation letter sent to the executive director of Bridge Counseling Associates (BCA) on August 30, 2013 (page 32 of the agenda packet). The letter indicates BCAs’ failure 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.

Ardell further stated that the carryover process changed to reflect a close-out effective either June 30 or September 30 of the program year, that caused the elimination of carryover funds, and as a result reflects the misappropriation of \$115,500.00 by Bridge Counseling Associates.

Ardell has met with the Program Director, and received assurances from the Chairman of the Board of BCA regarding actions taken to repay the disallowed costs. Assurances include working with staff on particular details and defined strategy regarding the recovery of funds; and to alleviate BCAs’ closure to the community. Ardell further stated that BCA has requested a 90-day extension that he supports for two reasons: 1) To recover the disallowed costs; and, 2) The community will be able to receive the services that BCA provides.

Hannah Brown queried the financial report (page 7 of the agenda packet) that indicates BCA has a remaining balance of \$396,000 plus an additional \$600,000 that go through September 2014. What is asked of this committee is to continue the contract for what period? Ardell responded that WC would continue with the current contracts to allow BCA to recover the funds to repay WC, and remain open for services to the community.

Jim Kostecki stated that the funds in question, is the amendment that ended on June 30, 2013. In the past, we added money and rolled forward the contract; however, this time WC ended the funding on that amendment, gave BCA two new contacts (one for the One-Stop Career Center, one for BCAs’ home office). The trainings in questions occurred on the June 30 contract. Those had to close out by August 29 that would reflect all accruals liquidated. At that time, BCA was not able to pay their training provider. That was the amendment. WC needs to continue to work with BCA going forward with the additional funds you have indicated.

Jim further clarified two issues: First on the money owed to WC. That is money WC had physically given to BCA based on invoices to WC saying those trainings have been spent. When it came time to liquidate the accruals, WC received a complaint from the vendor which was 60-days past due from June 30, 2013. That money was not there to pay the vendor even though WC had provided BCA funds. That is where the disallowed cost issue comes. WC had paid funds for WIA expenditures, it has been used somewhere else. Going forward, as the letter states, BCA is on a cash reimbursement basis, based on expenditures. However, it is the 90-day extension issue with WC staff working out the details with BCA.

Hannah Brown queried, “What timeframe can you predict that we [WC] will recover the funds that you owe us?”

Frank Parenti, Program Director for BCAs’ vocational program. “There have been changes with our agency including accepting the resignation of the executive director and the fiscal director. Apparently, this has been somewhat of a reoccurring problem [paying late], and we were just made aware of it, then the board of directors took action on it. We do not pay on a cash basis; we are on a cash reimbursement basis, and then pay. We did it on an accrual basis based on the fact that, it is a large amount of money. Our payroll and obligations are so large that when we had three specific grants that were not paying over a six-month period, we were always behind. When that last final payment came to close out the program year that is where this actually happened. We would have carry forward funds to the next program year and be caught up in our obligation. Programmatically we are doing what we are supposed to do, but fiscally we are not. The people that were responsible for that, up to this point, have resigned effectively yesterday. We are putting everything we can into place to make sure that the debt is paid and we can move forward with meeting the performance standard that we have set for ourselves, and the ones that we have through our contact.”

Ardell stated for the record, that this was not a ‘missed step’ of WC staff. It was at that time, the policy of this Board to allow contracts to have funds carry from one contract year to another. However, I have changed that policy and WC will be closing out contracts annually. Additionally, BCA has been receiving clean independent audits every year and it went undetected. This issue will be presented to the Local Elected Officials prior to the Board meeting, and staff extends an invitation to BCA to attend.

Dan requested that this agenda item be placed on both the LEO agenda and the Board agenda for discussion and possible action. Dan invited BCA to attend both meetings, and prepare to discuss the plan of action, the timeframe in which to reimburse, and the resignation of both the executive director and finance director.

Frank stated for the record, that BCA is accepting full responsibility for the entire situation. The way it was brought to light is just as surprising to you [WC] as it is to us [BCA]. BCA is hoping that moving forward with an interim executive director and the plan that that has been set in place, this issue will be resolved. We [BCA] have been a provider for over 12 years, we have never had “High Risk” status, and it is embarrassing and not our intent. We want to continue providing the services offered that we have over the years with this board. We are appreciative of the opportunity to try to correct this issue with the Board and we appreciate your assistance.

Dan Gouker and Hannah Brown stated they were in full support of the 90-day extension for Bridge Counseling Associates.

Ardell stated for the record, regarding full disclosure, “There is a risk! If BCA is not able (for whatever reason) to recover the disallowed costs within the timeframe allotted, that will be another issue. Yes, I recommend the 90-day extension, but it is not without risk.”

9. Information: J.A. Solari – WISS Monitoring Report and Response

Jim reported that J.A. Solari performed the State’s fiscal monitoring. This is the first year audit report based on their June 30, 2012 review. J.A. Solari came out before and after the audit ended to complete the review. On page 38 of the agenda packet is the corresponding letter from DETR with requested answers to 3-4 questions. On page 40 of the agenda packet is a letter sent August 28, 2013. WC is presuming the letter has been accepted with no contrary response from DETR.

Jim provided an update: One of the issues was no approved cost allocation plan. That came out in previous audits with staff forwarding an approved cost allocation plan in 2011. The report is due April

1 every year. This report, actually completed J.A. Solari in March, DETR had the report revised slightly to reflect the approved cost allocation plan that was submitted a full year back and staff did not receive the update until August from DETR. An email will be forwarded (the March email) to DETR requesting that they approve the cost allocation plan for next year.

Timeline synopsis:

- Site review conducted in January
- Report issued in March
- WC received the report in August with only 3 weeks to respond
- Staff responded on August 28
- No further communication received from DETR
- One outstanding issue – Cost Allocation Plan for July 1, 2013 that will be resubmitted to DETR

10. 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.

11. Adjournment unanimously approved at 3:02 p.m.

Respectfully submitted,
Dianne Tracy

workforceCONNECTIONS
PY2013 WIA Formula Budget
July 1, 2013 - June 30, 2014
(Revised Budget - October 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	-	-	-	-	-	-	-
PY2012 Dislocated Worker - Addl. DETR Allocation Apr	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	-	1,950,432	3,473,811	5,424,243
Total Expenditures	\$ 27,871,124	\$ 27,871,124		\$ 1,950,432	\$ 3,473,811	
Fund Balance	\$ -	\$ -		\$ 686,677	\$ (686,677)	\$ -

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 - October 1, 2013 Revision)

Board Operations	Authorized FTE	Actual FTE	Original Budget PY2013	Proposed Budget PY2013	\$ Change	Admin	Program	Total
6500 Salaries	33.18	30.75	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	4,000	(8,000)	1,440	2,560	4,000
7040 Office Supplies			15,000	15,000	-	5,400	9,600	15,000
7045 Systems Communications			50,000	68,000	18,000	24,480	43,520	68,000
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	195,000	25,000	-	195,000	195,000
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	23,000	8,000	8,280	14,720	23,000
8500 Capital - Equipment and Furniture			62,000	102,000	40,000	36,720	65,280	102,000
8900 Strategic Initiative - WIA			272,922	189,922	(83,000)	68,372	121,550	189,922
Subtotal Board Operations			5,424,243	5,424,243	-	1,925,432	3,498,811	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 June 25, 2013, the Board approved a contract to the Academy of Human Development for an additional computer center in a high needs area. This location is considered a satellite location of the One-Stop System.

On July 23, 2013, the Board approved funding for the In-School Youth Program PY2012 contracts to extend them until September 30, 2014 to continue serving WIA youth in 16 high risk CCSD high schools.

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: \$4,000 – A decrease of \$8,000 – The decrease is a result of the new operating lease for copiers being inclusive of usage and will be reported under Equipment Operating Leases.** 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: \$68,000 – An increase of \$18,000 – The increase is due to additional cost for the high speed internet system.** Allocated costs for support systems such as data backup, T-1 computer lines, and web hosting for internal e-mail support.
- 7050 Tuition, Training, and Seminars (Staff): \$40,000** –Allocated costs for local and out-of-town staff training and seminars for both local and out-of-town locations for fiscal, program, and systems management.

- 7055 Travel and Mileage (Staff): \$40,000** – Allocated costs for local mileage and out-of-town staff travel for grant related matters, State and USDOL sponsored training and conferences. Mileage includes an array of programmatic and fiscal activities, local and rural areas site reviews and monitoring visits to ensure compliance with WIA initiatives and work plans.
- 7060 Utilities: A new line item \$30,000** – Allocated costs for utilities for the new location. Utilities are included in our current lease agreement.
- 7065 Telephone: \$30,000** – Allocated costs for all activities related to telephone services including local and long distance phone charges and wireless communication.
- 7070 Rent (Offices): \$264,723** –Allocated costs for Workforce Connections’ office space for staff in support of the Board’s administrative and programmatic functions.
- 7075 Facilities Maintenance: \$41,680** –Allocated costs for equipment or facility repairs and maintenance..
- 7080 Admin Support Contracts: \$135,000** – Allocated costs for administrative support agreements and temporary staffing with focus on administrative, fiscal, and personnel management.
- 7085 Program Support Contracts: \$170,000 – An increase of \$25,000 – The increase is requested for Management Organization and Leadership Training.** 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: \$23,000 – An increase of \$8,000 – This increase is due to the operating lease for copiers being inclusive of usage. It is a direct reduction from the Printing and Reproduction budget line.** 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: \$102,000 –An increase of \$40,000 – The increase is requested for the cost of installing ADA compliant door entry systems, furniture and equipment to update a staff office to a meeting room, and additional costs for STEM equipment approved and purchased in the prior year but not received until the current fiscal year.** Allocated costs for equipment and furniture including computers, servers, and furniture for administrative and programmatic support staff.
- 8900 Strategic Initiatives: \$189,922 – A decrease of \$83,000 – This decrease is a result of the changes above.** 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.

One-Stop Budget Change Explanations

- 1. Account 7040 – Office Supplies - One-Stop Center increase of \$8,000 and One-Stop System increase of \$2,000. Based on an analysis of office supply purchases through August, the initial budget estimate for supplies overall at the One-Stop needs to be revised. We are asking to reallocate this funding from the approved Strategic Initiative line item.**
- 2. Account 8900 – Strategic Initiative – This is just a shift of \$50,000 from the One-Stop System budget to the One-Stop Center budget. The One-Stop budget is all funded from the same source. This is just reallocating the funds to where the need is anticipated.**

workforceCONNECTIONS
PY 2013 WIA Formula Budget
One Stop Center
(Revised Budget - October 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	20,000	8,000		20,000	20,000
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					-		-	-
8510 Capital - Software NVTrac - Data System					-		-	-
8900 Strategic Initiative - WIA			-	42,000	42,000		42,000	42,000
GASB Depreciation			50,911	50,911	-		50,911	50,911
Subtotal One-Stop Center			342,734	392,734	50,000	-	392,734	392,734
Per Partner Cost - 38 Total				\$ 10,335.11				

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

One-Stop System	Authorized FTE	Actual FTE	Approved Budget PY2013	Proposed Budget PY2013	\$ Change	Admin	Program	Total
6500 Salaries	4.43	3.43	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	5,000	2,000		5,000	5,000
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
8510 Capital - Software NVTrac - Data System					-		-	-
8900 Strategic Initiative - WIA			64,106	12,106	(52,000)		12,106	12,106
GASB Depreciation					-		-	-
Subtotal One-Stop System			1,205,266	1,155,266	(50,000)	-	1,155,266	1,155,266

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

August-Budget to Actual Variances

- 1. Account 7045 – System Communications – Expenses are running high because of the higher cost of high speed internet. We have a request to increase the budget for this line item by \$18,000.**
- 2. Account 7070 – Rent – This account is running high due to the recent relocation and how the budget was created. The budget was built anticipating duplicate facility rent for the month of September. We have three months of the higher old facility rent and ten months of new facility rent built into the budget. If you just divide to total rent for the year by the twelve months, you understate the beginning of the year’s actual budget. This account line will remain high until later in the year when the lower payments will catch up to the budget.**
- 3. Account 7080-7085 – Support Contracts – This account is running high because of the final two months of the summer interns prior to them returning to school. Also, the annual support for the Financial Edge accounting system was paid all at once in August. This skews the budget early in the year.**
- 4. Account 7100 –Insurance – The account is running high because of the annual Directors and Officers insurance bill paid all at once. This will average out over the year.**
- 5. Account 7200 –Equipment-Operating Leases – This account is running high because of the new copier operating lease payment now includes usage. We have a request to reallocate \$8,000 from Printing and Reproduction down to this line item.**
- 6. Account 8500 –Equipment and Furniture – This account is running high because of an equipment purchase for STEM items that was approved and purchased last year. However, the items were not received until August of this fiscal year. Accounting rules require the purchase to be recorded in this year instead of last year. There is a request to increase the current year budget for this line item.**

AUGUST YTD 2013 REPORT-PRELIMINARY

workforce CONNECTIONS

AUGUST YTD

For the Period : July 1, 2013 through June 30, 2014

**PY2012 WIA Formula Expenses
Administrative and Program Operating Budget**

Line Item Number	Budget			ACTUAL EXPENSES			Budget Authority Remaining			% of Program Year Concluded			
	Operating Expenses	Admin	Program	Total	Admin	Program	Total	Admin	Program	Total	% Expended from Budget		
											Admin	Program	Total
6500	Salaries	807,760	1,884,773	2,692,533	52,539	262,582	315,121	755,221	1,622,191	2,377,412	6.50%	13.93%	11.70%
7000	Accounting and Auditing	300,000	0	300,000	20,646	0	20,646	279,354	0	279,354	6.88%	0.00%	6.88%
7005	Legal Fees	50,000	0	50,000	175	0	175	49,825	0	49,825	0.35%	0.00%	0.35%
7010	Legal Publication Advertising	6,480	11,520	18,000	363	1,734	2,097	6,117	9,786	15,903	5.60%	15.05%	11.65%
7020	Licenses and Permits	1,080	1,920	3,000	43	207	250	1,037	1,713	2,750	4.00%	10.76%	8.33%
7025	Dues and Subscriptions	4,320	7,680	12,000	396	1,802	2,198	3,924	5,878	9,802	9.17%	23.46%	18.32%
7030	Postage & Delivery	2,160	3,840	6,000	158	756	914	2,002	3,084	5,086	7.31%	19.68%	15.23%
7035	Printing and Reproduction	4,320	7,680	12,000	104	498	602	4,216	7,182	11,398	2.41%	6.48%	5.02%
7040	Office Supplies	5,400	9,600	15,000	444	2,112	2,556	4,956	7,488	12,444	8.22%	22.00%	17.04%
7045	System Communications	18,000	32,000	50,000	2,254	10,786	13,040	15,746	21,214	36,960	12.52%	33.71%	26.08%
7050	Tuition, Training and Seminars	14,400	25,600	40,000	1,272	5,881	7,153	13,128	19,719	32,847	8.83%	22.97%	17.88%
7055	Travel and Mileage (Staff)	14,400	25,600	40,000	1,420	6,563	7,983	12,980	19,037	32,017	9.86%	25.64%	19.96%
7060	Utilities	10,800	19,200	30,000	603	2,886	3,489	10,197	16,314	26,511	5.58%	15.03%	11.63%
7065	Telephone	10,800	19,200	30,000	438	2,064	2,503	10,362	17,136	27,497	4.06%	10.75%	8.34%
7070	Rent	95,300	169,423	264,723	11,396	54,529	65,924	83,904	114,894	198,799	105.52%	32.18%	24.90%
7075	Facilities Maintenance	15,505	26,675	42,180	1,077	5,153	6,230	14,428	21,522	35,950	1.13%	19.32%	14.77%
7080/7085	Support Contracts	135,000	291,800	426,800	28,791	66,508	95,298	106,209	225,292	331,502	185.69%	22.79%	22.33%
7090	Non-Board Meetings & Outreach	14,100	25,068	39,168	203	945	1,148	13,897	24,123	38,020	1.44%	3.77%	2.93%
7095	Board Meetings and Travel	0	18,000	18,000	0	2,240	2,240	0	15,760	15,760	0.00%	12.44%	12.44%
7100	Insurance	17,100	30,400	47,500	2,377	11,376	13,753	14,723	19,024	33,747	13.90%	37.42%	28.95%
7120	Employee Fringe Benefits	253,842	592,298	846,140	18,985	90,844	109,829	234,857	501,454	736,311	7.48%	15.34%	12.98%
7125	Employer Payroll Taxes	24,233	56,544	80,777	952	4,553	5,505	23,281	51,991	75,272	3.93%	8.05%	6.81%
7130/7135	Payroll Services and Bank Fees	3,960	7,040	11,000	351	0	351	3,609	7,040	10,649	8.86%	0.00%	3.19%
7200	Equipment - Operating Leases	5,400	9,600	15,000	652	3,119	3,771	4,748	6,481	11,229	12.07%	32.49%	25.14%
8500	Equipment and Furniture	22,320	39,680	62,000	4,602	22,129	26,731	17,718	17,551	35,269	20.62%	55.77%	43.11%
8900	Strategic Initiative (Operations)	98,252	174,670	272,922	0	0	0	98,252	174,670	272,922	0.00%	0.00%	0.00%
	Total	1,934,932	3,489,811	5,424,743	150,241	559,266	709,507	1,784,691	2,930,545	4,715,236	7.76%	16.03%	13.08%

NOTE:

Insurance exceeded budget due to a prepaid annual policy. Rent will continue to decrease as a result of monthly timing. Equipment exceeded budget due to the purchase

Legend	
Correct Now	
Watch	
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workforce CONNECTIONS

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

**Monthly Status Report
October 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: October 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: October 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: October 2013 - The Quality Assurance Analyst has reviewed records for the internal and direct programs that have participant files. This was a formal process to help make sure all participant files have proper eligibility documentation. The review was to ensure that all files have required eligibility documentation. To date, review of SESP, SESP-HIT and Youth Build client files for the fiscal year ended June 30, 2013 have 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: October 2013 - Staff is in the process of conducting a physical inventory at each partner locations. Newly acquired assets for the fiscal year ended June 30, 2013 are being added to the list. Items remaining after the move are continuing to be offered to our providers.										

workforce CONNECTIONS

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

Monthly Status Report
October 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 Status: The Finance staff will continue to operate within established policies and modify those that need to be updated. Adherence to GAAP will always be the goal.			X	X	X	X	X		
11-2	Financial Reporting	Lack or insufficient skills and knowledge to perform governmental accounting utilizing GAAP - improved from last year but still needs improvement Status: The Finance Manager and Financial Consultant are providing the expertise necessary to provide the skills and knowledge that have been needed. Staff will keep up skills by attending all applicable training.			X	X	X	X			
11-3	Federal Grants	SEFA schedules did not agree with supporting records or documentation Status: The FE system continues to be reconciled to the supporting draw and invoice records.			X	X	X	X	X		
11-6	Federal Grants	ARRA - timely reporting of quarterly reports Status: All of the ARRA funds have been expended and there are no more reports due.			X	X					
11-8	Federal Grants	Sub-recipients awards did not contain the required information Status: All contracts for program year 2011 included the new template that ensured all the required information was entered into the contracts.			X	X	X				X
11-9	Federal Grants	Financial reporting of Form ETA 9130 - timely submissions Status: A spreadsheet was developed for monitoring all report due dates and two fiscal staff are required to monitor the spreadsheet to ensure every report is submitted in advance of its deadline. Action: Ongoing - monthly monitoring must continue to take place to ensure reports meet all deadlines.			X	X					
11-10	Federal Grants	Monitoring of sub-recipients - Annual Monitoring and Tracking of Findings Status: Dept of Labor requires annual financial reviews of subrecipients. Our policy was updated. A monitoring spreadsheet has been developed to track all findings. Action: Apr 2013 - Continue the annual fiscal monitoring of all service provider contracts. Reports must be issued within 30 days.			X	X	X				

workforce CONNECTIONS
Awards and Expenditures
Program Year 2011/2012/2013 Adult/Dislocated Worker Programs
October 1, 2013

Amounts for Providers reflect invoiced allowable expenditures through August. Starred lines only reflect expenditures through July 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	\$ 6,834	\$ 5,734	\$ 12,568	3.14%	\$ 387,432
Foundation for an Independent Tomorrow	6/1/13-6/30/14	\$ 800,000	\$ 66,367	\$ 21,328	\$ 87,695	10.96%	\$ 712,305
GNJ Family Life Center	6/1/13-6/30/14	\$ 400,000	\$ 45,187	\$ 51,248	\$ 96,434	24.11%	\$ 303,566
Goodwill of Southern Nevada	6/1/13-6/30/14	\$ 400,000	\$ 14,320	\$ 3,310	\$ 17,630	4.41%	\$ 382,370
Latin Chamber Foundation (HIGH RISK STATUS)	6/1/13-6/30/14	\$ 800,000	\$ 22,417	\$ 13,305	\$ 35,722	4.47%	\$ 764,278
Nevada Hospital Association	6/1/13-6/30/14	\$ 400,000	\$ 13,282	\$ 15,398	\$ 28,680	7.17%	\$ 371,320
Nevada Partners, Inc	6/1/13-6/30/14	\$ 1,200,000	\$ 58,718	\$ 43,665	\$ 102,383	8.53%	\$ 1,097,617
So. NV Regional Housing Authority	6/1/13-6/30/14	\$ 400,000	\$ 12,547	\$ 30,671	\$ 43,218	10.80%	\$ 356,782
Total		\$ 4,800,000	\$ 239,673	\$ 184,659	\$ 424,331	8.84%	\$ 4,375,669

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	\$ 10,890	\$ 10,352	\$ 21,242	3.54%	\$ 578,758
Foundation for an Independent Tomorrow	7/1/13-6/30/14	\$ 600,000	\$ 67,010	\$ 58,635	\$ 125,644	20.94%	\$ 474,356
GNJ Family Life Center	7/1/13-6/30/14	\$ 600,000	\$ 95,719	\$ 48,772	\$ 144,491	24.08%	\$ 455,509
Goodwill of Southern Nevada	7/1/13-6/30/14	\$ 600,000	\$ 47,523	\$ 17,866	\$ 65,388	10.90%	\$ 534,612
Latin Chamber Foundation (HIGH RISK STATUS)	7/1/13-6/30/14	\$ 600,000	\$ 32,852	\$ 20,474	\$ 53,325	8.89%	\$ 546,675
Nevada Hospital Association	7/1/13-6/30/14	\$ 600,000	\$ 34,030	\$ 1,511	\$ 35,540	5.92%	\$ 564,460
Nevada Partners, Inc	7/1/13-6/30/14	\$ 600,000	\$ 51,630	\$ 27,502	\$ 79,132	13.19%	\$ 520,868
So. NV Regional Housing Authority	7/1/13-6/30/14	\$ 600,000	\$ 57,594	\$ 10,213	\$ 67,807	11.30%	\$ 532,193
Total		\$ 4,800,000	\$ 397,247	\$ 195,324	\$ 592,571	12.35%	\$ 4,207,430

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

Provider	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	\$ 729,667	\$ -	\$ 729,667	52.12%	\$ 670,333
Lincoln County School District	10/1/12-6/30/14	\$ 100,000	\$ 33,049	\$ 19,189	\$ 52,238	52.24%	\$ 47,762
Nye Communities Coalition	7/1/11-6/30/14	\$ 1,700,000	\$ 757,855	\$ 563,622	\$ 1,321,477	77.73%	\$ 378,523
Total		\$ 4,000,000	\$ 1,596,026	\$ 601,745	\$ 2,197,771	54.94%	\$ 6,009,659

Total PY11-PY12 Adult/DW		\$ 13,600,000	\$ 2,232,946	\$ 981,727	\$ 3,214,673	23.64%	\$ 14,592,757
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69%

31%

workforce CONNECTIONS
Awards and Expenditures
Program Year 2011/2012/2013 Youth Programs
October 1, 2013

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

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 (HIGH RISK STATUS)	6/1/12-9/30/13	\$ 286,016	\$ 167,062	\$ 83,165	\$ 250,227	87.49%	\$ 35,789
Latin Chamber Foundation-PY11 Green Consortium (HIGH RISK STATUS)	5/1/12-9/30/13	\$ 500,000	\$ 126,806	\$ 162,170	\$ 288,976	57.80%	\$ 211,024
Nevada Partners, Inc-PY11 Summer Component	6/1/12-9/30/13	\$ 585,525	\$ 364,753	\$ 145,895	\$ 510,647	87.21%	\$ 74,878
So. NV Children First-PY11 Summer Component* (HIGH RISK STATUS)	6/1/12-9/30/13	\$ 264,433	\$ 113,201	\$ 25,938	\$ 139,139	52.62%	\$ 125,294
Total		\$ 4,713,883	\$ 1,506,768	\$ 965,940	\$ 2,472,707	52.46%	\$ 2,241,176
			61%	39%			

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	\$ -	\$ 628,280	\$ 628,280	92.39%	\$ 51,720
Goodwill of So. Nevada-PY12 Youth with Disabilities	3/1/13-6/30/14	\$ 500,000	\$ 15,773	\$ 57,020	\$ 72,793	14.56%	\$ 427,207
HELP of So. Nevada-PY12 Youth In School	7/1/12-9/30/13	\$ 973,403	\$ 803,547	\$ -	\$ 803,547	82.55%	\$ 169,856
HELP of So. Nevada-PY12 Youth Out of School	7/1/12-9/30/13	\$ 483,530	\$ -	\$ 404,153	\$ 404,153	83.58%	\$ 79,377
Latin Chamber Foundation-PY12 Youth Out of School (HIGH RISK STATUS)	7/1/12-9/30/13	\$ 413,150	\$ -	\$ 275,401	\$ 275,401	66.66%	\$ 137,749
Nevada Partners, Inc-PY12 Youth In School	7/1/12-9/30/13	\$ 1,030,594	\$ 780,571	\$ -	\$ 780,571	75.74%	\$ 250,023
Olive Crest-PY12 Foster Youth	3/1/13-6/30/14	\$ 500,000	\$ 51,050	\$ 46,201	\$ 97,251	19.45%	\$ 402,749
So. NV Children First-PY12 Out of School* (HIGH RISK STATUS)	7/1/12-9/30/13	\$ 388,798	\$ -	\$ 145,174	\$ 145,174	37.34%	\$ 243,624
So. NV Regional Housing Authority PY12 Youth Housing	5/1/13-9/30/14	\$ 400,000	\$ 59,548	\$ 8,431	\$ 67,978	16.99%	\$ 332,022
Total		\$ 5,369,475	\$ 1,710,489	\$ 1,564,659	\$ 3,275,148	61.00%	\$ 2,094,327
			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	\$ 75,356	\$ 94,540	\$ 169,896	84.95%	\$ 30,104
Nye Communities Coalition-PY11 Year Round	7/1/11-9/30/14	\$ 549,284	\$ 282,916	\$ 209,212	\$ 492,129	89.59%	\$ 57,155
Total		\$ 749,284	\$ 358,272	\$ 303,752	\$ 662,025	88.35%	\$ 87,259
			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	\$ -	\$ 237,402	\$ 237,402	39.57%	\$ 362,598
Total		\$ 600,000	\$ -	\$ 237,402	\$ 237,402	39.57%	\$ 362,598
			0%	100%			

Total Youth		\$ 11,432,642	\$ 3,575,529	\$ 3,071,753	\$ 6,647,282	58.14%	\$ 4,785,360
			54%	46%			

workforce CONNECTIONS
Awards and Expenditures
Program Year 2011/2012/2013 Direct Programs
October 1, 2013

Amounts for Internal Programs reflect expenditures as of October 1, 2013.

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

Direct Grants

Program	WC FTE	Contract Dates	Contract Award	Total Expended	% Spent	Remaining Balance
Americorps YouthBuild PY12		8/15/12-8/14/13	23,820	\$ 22,531	94.59%	1,289
US Fish & Wildlife - WC		6/28/11-12/31/16	27,500	\$ 25,330	92.11%	2,170
Youth Build PY11 - WC	0.95	6/1/11-5/31/14	1,100,000	\$ 955,865	86.90%	144,135
Youth Build PY13 - WC	3.25	7/15/13-11/14/16	1,100,000	\$ 7,651	0.70%	1,092,349
Total	4.20		2,251,320	1,011,377	44.92%	1,239,943

**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	Next Program Year				
			1 Month	3 Months	3 Months	3 Months					
REVENUES (Available as of September 30, 2013)											
PY2011 Incentive Funding for June 2012 Performance - Waiting for DETR	Unknown										
PY2012 Adult and DW Funding	13,164,641	2,757,763	549,500	2,208,263					2,757,763	-	
PY2011/2012 Additional Dislocated Worker Funding (BOE approval 05/2013)	2,028,047	1,003,900	250,000	753,900					1,003,900	-	
PY2013 Adult and DW Funding	14,806,576	14,806,576		1,731,337	5,235,223	5,222,500	1,160,000		13,349,060	1,457,516	
TOTAL REVENUES	29,999,264	18,568,239	799,500	4,693,500	5,235,223	5,222,500	1,160,000		17,110,723	1,457,516	
EXPENDITURES										0.84 Months	
Community Resources											
PY2011 Nye Rural Services (Extended to June 2014)	1,700,000	378,523	55,000	165,000	158,523		-		378,523		
PY2011 Extend Adult and DW Contracts (One-Stop Center Partners)	4,800,000	4,401,544	200,000	1,380,000	1,380,000	1,380,000	-		4,340,000		
PY2011 Extend Adult and DW Contracts (One-Stop Affiliate Locations)	4,800,000	4,205,832	300,000	1,275,000	1,275,000	1,275,000	-		4,125,000		
PY2012 Lincoln County Rural Services (Extended to June 2014)	100,000	47,200	7,500	22,500	17,200		-		47,200		
PY2012 Reentry Program (Extended to June 2014)	1,400,000	670,330	55,000	195,000	195,000	195,000	-		640,000		
PY2012 Adult and DW (Adults with Disabilities)	800,000	673,732	25,000	210,000	210,000	210,000	-		655,000		
PY2012 One-Stop Center Operations / One-Time Construction/Equipment	1,855,600	-							-		
PY2012 Workforce Connections Urban Computer Center	150,000	72,684	12,000	36,000	12,000				60,000		
PY2013 Academy of Human Development - Computer Center	150,000	140,000	10,000	30,000	30,000	30,000	40,000		140,000		
PY2013 One-Stop Center Operations	392,734	342,459	25,000	105,000	105,000	105,000	-		340,000		
PY2013 One-Stop System Operations	1,155,266	1,052,916	60,000	285,000	285,000	285,000	-		915,000		
Operations											
PY2013 Administration and Programs	3,861,314	3,121,901	50,000	990,000	990,000	990,000	-		3,020,000		
Pending Contracts											
PY2011 Additional Rural Funding	200,000	200,000			12,500	187,500			200,000		
PY2013 New One-Stop Partner RFP (Veterans Jan 2014 to Dec 2014)	650,000	650,000			162,500	162,500	325,000		650,000		
PY2013 Workforce Connections Urban Computer Center	150,000	150,000			40,000	40,000	70,000		150,000		
PY2013 New Adult and DW (New Rural Areas - Start Jan 2014)	100,000	100,000			25,000	25,000	50,000		100,000		
PY2013 Adult and DW Contracts (Reentry - Barber Training)	850,000	850,000			212,500	212,500	425,000		850,000		
PY2013 Adult and DW Contracts (Reentry - Logistics/Warehousing Operations)	500,000	500,000			125,000	125,000	250,000		500,000		
TOTAL			799,500	4,693,500	5,235,223	5,222,500	1,160,000		17,110,723		

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	39%
Home Office and Affiliate Locations	8,350,000	450,000	8,800,000	49%
Rural Locations	2,100,000	-	2,100,000	12%
Total Community Resources	15,900,000	1,998,000	17,898,000	100%
	89%	11%	100%	

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

	Budget	Available Funds	Projections Based on Monthly Invoices						Projected PY2013 TOTAL	Remaining
			Jul-Sep 2013	Oct-Dec 2013	Jan-Mar 2014	Apr-Jun 2014	Next Program Year			
			1 Month	3 Months	3 Months	3 Months				
REVENUES (Available as of September 30, 2013)										
PY2012 Youth Funding	6,337,899	2,166,123	877,600	1,288,523				2,166,123	-	
PY2013 Youth Funding	6,564,523	6,564,523	-	478,477	1,767,000	1,667,000	1,207,000	5,119,477	1,445,046	
TOTAL REVENUES	12,902,422	8,730,646	877,600	1,767,000	1,767,000	1,667,000	1,207,000	7,285,600	1,445,046	
EXPENDITURES									2.60 Months	
Community Resource Contracts - PY2011										
PY2011 Latin Chamber Green Consortium (To Sept 2013)	500,000	193,100	35,000					35,000		
PY2011 Youth Summer Component/Year Round (To Sept 2013)	1,136,064	190,667	75,000					75,000		
PY2011 Lincoln County (To Sept 2014)	300,000	131,200	8,000	25,000	25,000	25,000	25,000	108,000		
PY2011 Nye County (To Sept 2014)	749,284	257,155	25,000	57,000	57,000	57,000	57,000	253,000		
Community Resource Contracts - PY2012										
PY2012 Youth Out-of-School Contracts (To Sept 2013)	1,965,478	645,844	329,600					329,600		
PY2012 New WC Office Location / One-Time Construction/Equipment	430,000	-						-		
PY2012 Youth In-School Contracts (To Sept 2014)	3,503,997	2,126,993	205,000	450,000	450,000	450,000	450,000	2,005,000		
PY2012 Youth Re-entry (To Sept 2014)	600,000	376,600	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	843,547	50,000	175,000	175,000	175,000	175,000	750,000		
PY2012 Youth Summer Component / Year Round (Public Housing)	400,000	337,300	20,000	75,000	75,000	75,000	75,000	320,000		
Community Resource Contracts - PY2013										
PY2013 Youth Jobs for America's Graduates (JAG)	350,000	350,000		150,000	150,000	50,000		350,000		
Operations										
PY2012 Administration and Programs	1,867,580	49,546						-		
PY2013 Administration and Programs	1,562,904	1,383,907	90,000	410,000	410,000	410,000		1,320,000		
Pending Contracts										
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			877,600	1,767,000	1,767,000	1,667,000	1,207,000	7,285,600		

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)

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

PINK PAPER

September 23, 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 September 23, 2013

Dear Ms. Harris:

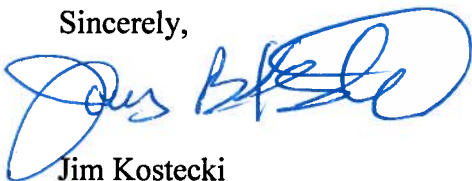
Please consider this PINK PAPER notice as warning that further sanctions may be levied if the following deficiency is not resolved within 2 days from the date of this letter:

Deficiency: Per the monitoring corrective action timeline agreed upon by WC and Southern Nevada Children First (SNCF), the July and August 2013 Summer Invoices and the July and August 2013 YOS Invoices were to be fully completed with all source documentation by 10:00 a.m. on September 23, 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 9/23/13 monitoring corrective action timeline" to WC by 4:00 p.m. on September 25, 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 September 23, 2013 timeline
Updated monitoring timeline as of September 23, 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

September 23, 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

<p>Friday, July 19, 2013 (items must be delivered to WC by 4:00 p.m.)</p>	<p>4:00 p.m.</p>	<p>Items missing from July 15, 2013 due date:</p> <ol style="list-style-type: none"> 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. 	<p>NONE</p>
<p>Monday, July 29, 2013</p>	<p>10:00 a.m.</p>	<ol style="list-style-type: none"> 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) 	<ol style="list-style-type: none"> 1. June bank recon 2. Reporting procedure 3. Show disallowed WEX re-classed to non-federal funds on GL
<p>Wednesday, July 31, 2013 (items must be delivered to WC by 4:00 p.m.)</p>	<p>4:00 p.m.</p>	<p>Items missing from July 29, 2013 due date:</p> <ol style="list-style-type: none"> 1. All items listed on the attachment titled “Items still outstanding from 7/29/13 monitoring corrective action timeline” 	<p>NONE</p>
<p>Monday, Aug 12, 2013</p>	<p>10:00 a.m.</p>	<ol style="list-style-type: none"> 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) 	<ol style="list-style-type: none"> 1. Participant Listing for each contract giving the following information: <ol style="list-style-type: none"> a. Participant Name b. School Status c. NV Trac Number d. Enrollment Date e. Exit Date (if applicable)
<p>Wednesday, Aug 14, 2013 (items must be delivered to WC by 4:00 p.m.)</p>	<p>4:00 p.m.</p>	<p>Items missing from August 12, 2013 due date:</p> <ol style="list-style-type: none"> 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. 	<p>NONE</p>

		<p>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.</p>	
Monday, Aug 26, 2013	10:00 a.m.	<p>1. Jan-Mar 2013 Summer invoices completed</p> <p>2. Jan-Mar 2013 YOS invoices completed (see August 28, 2013 – items incomplete are now due on August 28)</p>	<p>1. Invoicing procedure</p> <p>2. July bank recon - (uncleared ACH's from prior months must be removed)</p> <p>3. Bus pass spreadsheet listing payments (unclassified, SNCF, and WC) and disbursements (YOS and Summer) per month through March 2013.</p>
Wednesday, Aug 28, 2013 (items must be delivered to WC by 4:00 p.m.)	4:00 p.m.	<p>Items missing from August 26, 2013 due date:</p> <p>1. All items listed on attachment titled "Items still outstanding from 8/26/13 monitoring corrective action timeline"</p>	<p>1. Bus pass spreadsheet – total amount of distributions listed must reconcile to the amount of bus passes billed through March 2013</p>
Monday, Sept 9, 2013	10:00 a.m.	<p>1. Apr-Jun 2013 Summer invoices completed</p> <p>2. Apr-Jun 2013 YOS invoices completed (see September 11, 2013 – items incomplete are now due on September 11)</p> <p>**Payroll will be tested for these invoices – please provide timesheets and payroll reports for all billed payroll charges**</p>	NONE
Wednesday, Sept 11, 2013 (items must be delivered to WC by 4:00 p.m.)		<p>Items missing from September 9, 2013 due date:</p> <p>1. All items listed on attachment titled "Items still outstanding from 9/9/13 monitoring corrective action timeline"</p>	

Monday, Sept 23, 2013	10:00 a.m.	<ol style="list-style-type: none"> 1. Jul-Aug 2013 Summer invoices completed 2. Jul-Aug 2013 YOS invoices completed (see September 25, 2013 – items incomplete are now due on September 25) 3. Aug 2013 invoices for YOS and Summer must include corrections from "Participant List Inconsistencies" 	<ol style="list-style-type: none"> 1. August bank recon (provided at Sept. 9 site visit) 2. Updated Participant List
Wednesday, Sept 25, 2013 (items must be delivered to WC by 4:00 p.m.)		<p>Items missing from September 25, 2013 due date:</p> <ol style="list-style-type: none"> 1. All items listed on attachment titled "Items still outstanding from 9/23/13 monitoring corrective action timeline" 	

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

September 9, 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 September 9, 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 April to June 2013 Summer Invoices and the April to June 2013 YOS Invoices were to be fully completed with all source documentation by 10:00 a.m. on September 9, 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 9/9/13 monitoring corrective action timeline" to WC by 4:00 p.m. on September 11, 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 September 9, 2013 timeline
Updated monitoring timeline as of September 9, 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

September 9, 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

<p>Friday, July 19, 2013 (items must be delivered to WC by 4:00 p.m.)</p>	<p>4:00 p.m.</p>	<p>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.</p>	<p>NONE</p>
<p>Monday, July 29, 2013</p>	<p>10:00 a.m.</p>	<p>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)</p>	<p>1. June bank record 2. Reporting procedure 3. Show disallowed WEX re-classed to non-federal funds on GL</p>
<p>Wednesday, July 31, 2013 (items must be delivered to WC by 4:00 p.m.)</p>	<p>4:00 p.m.</p>	<p>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"</p>	<p>NONE</p>
<p>Monday, Aug 12, 2013</p>	<p>10:00 a.m.</p>	<p>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)</p>	<p>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)</p>
<p>Wednesday, Aug 14, 2013 (items must be delivered to WC by 4:00 p.m.)</p>	<p>4:00 p.m.</p>	<p>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.</p>	<p>NONE</p>

		<p>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.</p>	
Monday, Aug 26, 2013	10:00 a.m.	<p>1. Jan-Mar 2013 Summer invoices completed</p> <p>2. Jan-Mar 2013 YOS invoices completed</p> <p>(see August 28, 2013 – items incomplete are now due on August 28)</p>	<p>1. Invoicing procedure</p> <p>2. July bank recon - (uncleared ACH's from prior months must be removed)</p> <p>3. Bus pass spreadsheet listing payments (unclassified, SNCF, and WC) and disbursements (YOS and Summer) per month through March 2013</p>
Wednesday, Aug 28, 2013 (items must be delivered to WC by 4:00 p.m.)	4:00 p.m.	<p>Items missing from August 26, 2013 due date:</p> <p>1. All items listed on attachment titled "Items still outstanding from 8/26/13 monitoring corrective action timeline"</p>	<p>1. Bus pass spreadsheet – total amount of distributions listed must reconcile to the amount of bus passes billed through March 2013</p>
Monday, Sept 9, 2013	10:00 a.m.	<p>1. Apr-Jun 2013 Summer invoices completed</p> <p>2. Apr-Jun 2013 YOS invoices completed</p> <p>**Payroll will be tested for these invoices – please provide timesheets and payroll reports for all billed payroll charges**</p>	NONE
Monday, Sept 23, 2013	10:00 a.m.	<p>1. Jul-Aug 2013 Summer invoices completed</p> <p>2. Jul-Aug 2013 YOS invoices completed</p>	<p>1. August bank recon (provided at Sept. 9 site visit)</p>

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

Agenda Item #7: INFORMATION: Bridge Counseling Associates “High Risk” Designation

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

September 24, 2013

Mr. Chris Carothers, Chairman
Bridge Counseling Associates
1640 Alta Drive, Suite #4
Las Vegas, NV 89106

RE: Disallowed Cost and Debt Establishment for Repayment

Mr. Carothers:

Please note that this correspondence establishes a debt whereby Bridge Counseling Associates owes Workforce Connections \$121,014.78. This debt is established in accordance with Workforce Connections' Policy 2.12. Due to Bridge Counseling Associates misappropriation of awarded funds in accordance with the Workforce Investment Act (WIA), your agency/organization must repay the identified disallowed costs. Workforce Connections disbursed funds to your agency/organization for training costs to be paid to training providers delivering such training. However, both Workforce Connections and your records do not reflect such payments being made to appropriate training providers. This determination resulted in Bridge Counseling Associates being placed on High Risk status in accordance with 29 CFR 97.12—as per my letter dated August 30, 2013.

As indicated in the High Risk Designation letter, Bridge Counseling Associates was given until September 30, 2013 to repay the amount owed Workforce Connections. However, your request to repay the entire disallowed costs amount over a period of 90 days was approved. The following repayment schedule has been established with associated amounts and due dates:

- \$40,000.00 minimum installment by October 31, 2013
- \$40,000.00 minimum installment by November 30, 2013
- \$41,014.78 final installment due by December 31, 2013
- The total of \$121,014.78 can be paid in full to WC at any time.

Should Bridge Counseling Associates not adhere to the repayment schedule above, further immediate sanctions, up to and including contract cancellation may be imposed.

Also, Bridge Counseling Associates may appeal the noted disallowed cost in accordance with Workforce Connections' Policy 2.12 (Please see enclosure).

If you have any questions regarding this notification, please don't hesitate to contact us at (702) 638-8750.

Sincerely,



Ardell Galbreth
Executive Director

Enclosure: Workforce Connections' Policy 2.12

cc: Commissioner Lawrence Weekly, Chair, Southern Nevada Workforce Investment Area Local Elected Officials Consortium
Hannah Brown, Chair, Workforce Connections
Dan Gouker, Chair, Workforce Connections Budget/Finance Committee
Heather DeSart, Deputy Director, Workforce Connections
Jim Kostecki, Finance Manager, Workforce Connections
Jeannie Kuennen, Program Manager, Workforce Connections
Faith Cannella, Senior Financial Analyst, Workforce Connections
MaryAnn Avendano, Senior Financial Analyst, Workforce Connections
Frank Parenti, Program Director, Bridge Counseling Associates

Agenda Item #8: INFORMATION: Latin Chamber of Commerce Community Foundation “High Risk” Designation

September 27, 2013

Irene Bustamante Adams, Co-Chair
Eloiza Martinez, Co-Chair
Latin Chamber of Commerce Community Foundation
2900 E. Stewart Ave.
Las Vegas, NV 89101

RE: High Risk Designation-REVISED

Ms. Bustamante Adams and Ms. Martinez:

Please be advised effective immediately Latin Chamber of Commerce Community Foundation (LCCCCF) WIA Adult/Dislocated Worker (DW) program has officially been placed on **High Risk** (29 CFR 97.12) status according to the following Workforce Connections high risk designation clauses:

- Contractor is not financially stable.
- Contractor has not conformed to the closeout terms and conditions of previous award.

This determination was made because:

- LCCCCF has not paid WIA accounts payable in a timely manner despite having already been reimbursed for those expenses.
- LCCCCF failed to liquidate \$58,047.29 in training accruals as required during the 60 day closeout period of PY11 Adult/DW HOT contract. Please note, LCCCCF has not been reimbursed for \$5,185.85 in funds that are expected from the State in December. The net amount of \$52,861.44 is due to Workforce Connections.

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

- 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:

- LCCCCF will need approval to enroll any new participants under any contract of its WIA Adult/DW program.
- LCCCCF will need approval to 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 by Monday, September 30, 2013 at 4:00 p.m.

- LCCCF 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 action **must be** taken before LCCCF's WIA Adult/DW program will be removed from this high risk designation:

- LCCCF must liquidate all accruals from its PY11 Adult/DW Healthcare of Tomorrow contract.
- LCCCF must demonstrate at least six months of on-time contract vendor payments.

If corrective action is not taken prior according to the payment terms, Workforce Connections' pending and/or current contracts may be rescinded or cancelled.

Workforce Connections' staff is hopeful that these issues can be successfully resolved so that LCCCF'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.

Sincerely,



Ardell Galbreth
Executive Director

Enclosure: Workforce Connections' Policy 2.12

cc: Hannah Brown, Chair, Workforce Connections
Commissioner Lawrence Weekly, Chair Local Elected Officials Consortium, wC
Dan Gouker, Chair Budget/Finance Committee, wC
Heather DeSart, Deputy Director, Workforce Connections
Jim Kostecki, Finance Manager, Workforce Connections
Jeannie Kuennen, Program Manager, Workforce Connections
Faith Cannella, Sr. Financial Analyst, Workforce Connections
MaryAnn Avendano, Sr. Financial Analyst, Workforce Connections
Dr. Rene Cantu Jr., Ph.D., Executive Director, LCCCF

September 27, 2013

Irene Bustamante Adams, Co-Chair
Eloiza Martinez, Co-Chair
Latin Chamber of Commerce Community Foundation
2900 E. Stewart Ave.
Las Vegas, NV 89101

RE: Disallowed Cost and Debt Establishment for Repayment-REVISED

Ms. Bustamante Adams and Ms. Martinez:

Please note that this correspondence establishes a debt whereby Latin Chamber of Commerce Community Foundation (LCCCF) owes Workforce Connections \$58,047.29. This debt is established in accordance with Workforce Connections' Policy 2.12. Due to LCCCF's misappropriation of awarded funds in accordance with the Workforce Investment Act (WIA), your agency/organization must repay the identified disallowed costs. Workforce Connections disbursed funds to your agency/organization for training costs to be paid to vendors delivering such training. However, both Workforce Connections and your records do not reflect such payments being made to appropriate vendors or training providers. This determination resulted in LCCCF being placed on High Risk status in accordance with 29 CFR 97.12—as per my letter dated September 25, 2013.

As indicated in the High Risk Designation letter, LCCCF is given until December 31, 2013 to repay the amount owed Workforce Connections. The following repayment schedule has been established with associated amounts and due dates:

- \$17,500.00 minimum installment by October 31, 2013
- \$17,500.00 minimum installment by November 30, 2013
- \$17,861.44 final installment due by December 31, 2013
- The total of \$52,861.44 can be paid in full to WC at any time.

Please note that the total amount due to vendors is \$58,047.29. This amount is reduced by \$5,185.85 for funds not yet reimbursed to LCCCF as stale dated funds from the State. The net amount due vendors at this time is \$52,861.44. Should LCCCF not adhere to the repayment schedule above, further immediate sanctions, up to and including contract cancellation may be imposed.

Also, LCCCF may appeal the noted disallowed cost in accordance with Workforce Connections' Policy 2.12 (Please see enclosure).

If you have any questions regarding this notification, please don't hesitate to contact us at (702) 638-8750.

Sincerely,



Ardell Galbreth
Executive Director

Enclosure: Workforce Connections' Policy 2.12

cc: Hannah Brown, Chair, Workforce Connections
Commissioner Lawrence Weekly, Chair Local Elected Officials Consortium, wC
Dan Gouker, Chair Budget/Finance Committee, Workforce Connections
Heather DeSart, Deputy Director, Workforce Connections
Jim Kostecki, Finance Manager, Workforce Connections
Jeannie Kuennen, Program Manager, Workforce Connections
Faith Cannella, Sr. Financial Analyst, Workforce Connections
MaryAnn Avendano, Sr. Financial Analyst, Workforce Connections
Clentine January, Program Specialist II, Workforce Connections
Dr. Rene Cantu Jr., Ph.D., Executive Director, LCCCF

Latin Chamber of Commerce Community Foundation
Proposed Debt Repayment Schedule

<u>Payment Date</u>	<u>Amount Due</u>
October 31, 2013	\$ 8,800.00
November 30, 2013	\$ 8,800.00
December 31, 2013	\$ 8,800.00
January 31, 2014	\$ 8,800.00
February 28, 2014	\$ 8,800.00
March 31, 2014	<u>\$ 8,861.44</u>
	<u>\$ 52,861.44</u>

Note: Total amount can be paid at any time

Agenda Item #9: INFORMATION: 2014 Calendar – Budget & Finance Committee meetings
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<u>Date</u>	<u>Time</u>	<u>Location</u>
Wednesday, February 12, 2014	2:00 p.m.	6330 W. Charleston Blvd., Bronze room
Wednesday, March 12, 2014	2:00 p.m.	6330 W. Charleston Blvd., Bronze room
Wednesday, April 9, 2014	2:00 p.m.	6330 W. Charleston Blvd., Bronze room
Wednesday, May 14, 2014	2:00 p.m.	6330 W. Charleston Blvd., Bronze room
Wednesday, June 11, 2014	2:00 p.m.	6330 W. Charleston Blvd., Bronze room
Wednesday, July 9, 2014	2:00 p.m.	6330 W. Charleston Blvd., Bronze room
Wednesday, August 13, 2014	2:00 p.m.	6330 W. Charleston Blvd., Bronze room
Wednesday, September 10, 2014	2:00 p.m.	6330 W. Charleston Blvd., Bronze room
Wednesday, October 8, 2014	2:00 p.m.	6330 W. Charleston Blvd., Bronze room
Wednesday, November 12, 2014	2:00 p.m.	6330 W. Charleston Blvd., Bronze room
Wednesday, December 10, 2014	2:00 p.m.	6330 W. Charleston Blvd., Bronze room