

WORKFORCE CONNECTIONS
LOCAL ELECTED OFFICIALS CONSORTIUM

AGENDA

November 12, 2013

1:00 p.m.

Workforce Connections
Bronze Conference Room
6330 W. Charleston Blvd., Ste. 150
Las Vegas, NV 89146

Voice Stream Link: <http://www.nvworkforceconnections.org/mis/listen.php>

This meeting has been properly noticed and posted in the following locations:

City of Las Vegas, 495 S. Main, Las Vegas
City of North Las Vegas, 2250 Las Vegas Blvd. N., North Las Vegas, NV
Clark County, County Clerk's Office 500, S. Grand Central Parkway, Las Vegas, NV
Esmeralda County Courthouse, 233 Crook Street, Goldfield, NV
Henderson City Hall, 240 Water Street, Henderson, NV
City Hall, Boulder City, 401 California Ave., Boulder City, NV
Workforce Connections, 6330 W. Charleston Blvd., Ste. 150, Las Vegas, NV
Nevada JobConnect, 3405 S. Maryland Pkwy., Las Vegas, NV
Lincoln County, 181 Main Street Courthouse, Pioche, NV
Nye County School District, 484 S. West St., Pahrump, NV
Pahrump Chamber of Commerce, 1302 S. Highway 160, Pahrump, NV

This Agenda is also available at www.nvworkforceconnections.org

COMMENTARY BY THE GENERAL PUBLIC

This Board complies with Nevada's Open Meeting Law, by taking Public Comment at the beginning of the meeting immediately after the Board approves the Agenda and before any other action is taken and again before the adjournment of the meeting.

As required by Nevada's Open Meeting Law, the Board may only consider items posted on the agenda. Should you wish to speak on any agenda item or comment on any other matter during the Public Comment Session of the agenda; we respectfully request that you observe the following:

1. Please state your name and home address for the record
2. In fairness to others, groups or organizations are requested to designate one spokesperson
3. In the interest of time, please limit your comments to three (3) minutes. You are encouraged to give brief, non-repetitive statements to insure that all relevant information is presented.

It is the intent of the Board to give all citizens an opportunity to be heard.

Welcome to our meeting.

Copies of non-confidential supporting materials provided to the Board are available upon request. Request for such supporting materials should be made to Suzanne Potter at (702) 638-8750 or at spotter@snvwc.org. Such supporting materials are available at the front desk of Workforce Connections, at 6330 W. Charleston Blvd., Ste. 150, Las Vegas, NV 89146 and are 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 may also be made available with twenty-four (24) hours advance notice. An Equal Opportunity Employer/Program.

NOTE: MATTERS IN THIS AGENDA MAY BE TAKEN OUT OF ORDER.

LEO Consortium Members: Chair Commissioner Lawrence Weekly (Clark County), Vice-Chair Councilwoman Anita Wood (City of North Las Vegas), Councilwoman Peggy Leavitt (Boulder City), Councilwoman Gerri Schroder (City of Henderson), Commissioner Butch Borasky (Nye County), Councilman Bob Beers (City of Las Vegas), Commissioner Ralph Keyes (Esmeralda County), Commissioner Adam Katschke (Lincoln County)

All items listed on this Agenda are for action by the Local Elected Officials Consortium unless otherwise noted. Action may consist of any of the following: approve, deny, condition, hold or table. Public Hearings may be declared open by the Chairperson, as required for any of the items on this Agenda designated for discussion or possible action or to provide direction and recommendations to Workforce Connections.

AGENDA

1. Call to order, confirmation of posting and roll call
2. **DISCUSSION AND POSSIBLE ACTION:** Approve the agenda with inclusions of any emergency items and deletion of any items 2
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 state your address for the record. Each public comment will be limited to three (3) minutes 4
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10. **DISCUSSION AND POSSIBLE ACTION:** Executive Director’s Report ~ Ardell Galbreth 48
11. **SECOND PUBLIC COMMENT SESSION:** Members of the public may now comment on any matter or topic, which is relevant to or within the authority or jurisdiction of the Board. You may comment now even if you commented earlier, however, please do not simply repeat the same comment you previously made. Please clearly state and spell your name and state your address for the record. Each comment will be limited to three (3) minutes..... 50
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13. **ACTION:** Adjournment

Agenda Item 3. FIRST PUBLIC COMMENT:

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 state your address for the record. Each public comment will be limited to three (3) minutes

Agenda Item 4. DISCUSSION AND POSSIBLE ACTION:
Approve the Minutes from the Local Elected Officials
Consortium meeting of October 22, 2013

**WORKFORCE CONNECTIONS
LOCAL ELECTED OFFICIALS CONSORTIUM
MINUTES**

**October 22, 2013
8:30 a.m.**

*Workforce Connections
Bronze Conference Room
6330 W. Charleston Blvd., Suite 150
Las Vegas, NV 89146*

Members Present

Commissioner Lawrence Weekly	Councilwoman Anita Wood (phone)
Councilman Bob Beers	Councilwoman Peggy Leavitt
Commissioner Butch Borasky	Councilwoman Gerri Schroder

Members Absent

Commissioner Adam Katschke	Commissioner Ralph Keyes
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Staff Present

Ardell Galbreth	Suzanne Potter	Ricardo Villalobos
Heather DeSart	Jim Kostecki	Jaime Cruz
LeVerne Kelley	Kenadie Cobbin-Richardson	

Others Present

Mark Wood, Legal Counsel	Dr. Rene Cantu Jr., LCCCF
Maria Flores, Bridge Counseling Associates	Janice M. Rael, Nevada Partners, Inc.
Earl McDowell, DETR	Lynda Parven, DETR/ESD
Jeramey Pickett, Nevada Partners, Inc.	Nield Montgomery, The Learning Center
Tracey Torrence, SNRHA	Dr. Tiffany Tyler, Nevada Partners, Inc.
Yolanda Correa, Bridge Counseling Associates	

(It should be noted that not all attendees may be listed above)

1. CALL TO ORDER, confirmation of posting, roll call

The meeting was called to order by Chair Commissioner Lawrence Weekly at 8:40 a.m. Staff confirmed the meeting had been properly noticed and posted in accordance with the Nevada Open Meeting Law. Roll call was taken and a quorum was present.

2. DISCUSSION AND POSSIBLE ACTION: Approve the Agenda with inclusions of any emergency items and deletion of any items

A motion was made to approve the agenda as presented by Councilwoman Gerri Schroder and seconded by Councilwoman Peggy Leavitt. Motion carried.

3. FIRST PUBLIC COMMENT SESSION

None

4. DISCUSSION AND POSSIBLE ACTION: Approve the Minutes from the Local Elected Officials Consortium Meeting of September 24, 2013

A motion was made to approve the Minutes from the Local Elected Officials Consortium Meeting of September 24, 2013 by Councilwoman Peggy Leavitt and seconded by Councilwoman Gerri Schroder. Motion carried.

5. DISCUSSION AND POSSIBLE ACTION: Nomination for Reappointment to the Workforce Connections' Board: Hannah Brown, Urban Chamber of Commerce/Category: Economic Development and Business (Olive Crest)

Following brief discussion,

A motion was made to approve nomination for reappointment to the Workforce Connections' Board, Hannah Brown, Urban Chamber of Commerce representing Economic Development and Business categories by Councilwoman Gerri Schroder and seconded by Commissioner Butch Borasky. Motion carried.

6. DISCUSSION AND POSSIBLE ACTION: Approve the Board's recommendation to approve repayment plan for the Latin Chamber of Commerce Community Foundation in the amount of \$52,861.44 for costs disallowed under the Adult and Dislocated Worker Program grant for the grant period ending June 30, 2013 over a time period of six (6) months

Jim Kostecki, Finance Manager presented the repayment plan established for Latin Chamber of Commerce Community Foundation as follows:

Payment Date	Amount Due
October 31, 2013	\$8,800.00
November 30, 2013	\$8,800.00
December 31, 2013	\$8,800.00
January 31, 20-14	\$8,800.00
February 28, 2014	\$8,800.00
March 31, 2014	\$8,861.44
Total:	\$52,861.44

A motion was made to approve the Board's recommendation to approve repayment plan for the Latin Chamber of Commerce Community Foundation in the amount of \$52,861.44 for costs disallowed under the Adult and Dislocated Worker Program grant for the grant period ending June 30, 2013 over a time period of six (6) months by Councilwoman Gerri Schroder and seconded by Commissioner Butch Borasky. Motion carried.

7. DISCUSSION AND POSSIBLE ACTION: Approve the Board's recommendation to fund Latin Chamber of Commerce Community Foundation an award amount not to exceed \$300,000.00 for a six (6) month PY2013 Out-of-School contract to serve 215 youth in conjunction with ongoing compliance and approved disallowed cost repayment plan

Ricardo Villalobos, Youth Department Director stated the Board's recommendation is to award LCCCF additional funds after the six month period to continue serving the 215 youth providing they comply with the six month repayment plan.

Councilwoman Anita Wood stated that although she has the utmost respect for LCCCF and has no doubt that they will honor their commitment to the repayment plan, the policy of Workforce Connections' Board is not to fund a funded partner that has an outstanding debt with the agency and therefore, she will not be supporting this item.

Councilwoman Gerri Schroder stated that the outstanding debt is for the Adult and Dislocated Worker program and this funding recommendation is for the Youth program, which is a different program, and if these funds are not approved, she is concerned about the youth that will not be served and therefore, she is in support of this item.

Chair Weekly suggested that the LEOs revisit Workforce Connections' policies and pay careful attention to the treatment provided to LCCCF to ensure they are held to the same standard as any other funded partner. The action taken today must be carefully considered as it will set precedence for future decisions.

Councilman Bob Beers stated this matter is urgent because of the risk of LCCCF's youth not being served if a contract is not approved.

Dr. Rene Cantu, Executive Director – LCCCCF explained some of the issues that led to the fiscal shortfall and stated that they have hired new experienced staff and gave his commitment that LCCCCF will pay of its debt to Workforce Connections. Dr. Cantu will e-mail Councilwoman Leavitt the presentation provided to the Board at their last meeting.

Ardell Galbreth, Executive Director stated that Workforce Connections does not have a policy that prohibits agencies on high risk from receiving funds; however, it is the Board's practice not to award funds to agencies on high risk.

Heather DeSart, Deputy Director stated that whatever decision is made here today, the youth from LCCCCF will be served by a funded partner.

Chair Weekly asked for staff's recommendation. Ardell stated that staff will implement the policies established by this Consortium, and as the Executive Director he does not recommend funding LCCCCF at this time as it departs from standard practice.

*A motion was made to approve the Board's recommendation to fund Latin Chamber of Commerce Community Foundation an award amount not to exceed \$300,000.00 for a six (6) month PY2013 Out-of-School contract to serve 215 youth in conjunction with ongoing compliance and approved disallowed cost repayment plan by Councilwoman Gerri Schroder and seconded by Councilman Bob Beers. **Vote: 3 years (Schroder, Beers, Leavitt); 3 nays (Weekly, Borasky, Wood). Motion denied.***

8. DISCUSSION AND POSSIBLE ACTION: Approve Budget and Finance Committee's recommendation to approve repayment plan for Bridge Counseling Associates according to the following schedule:

Due Date	Repayment Amount
October 31, 2013	Minimum installment of \$40,000.00
November 30, 2013	Minimum installment of \$40,000.00
December 31, 2013	Final Installment of \$41,014.78
Total:	\$121,014.78

Jim Kostecki presented the Disallowed Cost and Debt Establishment for Repayment letter to Bridge Counseling Associates provided on page 22 of the agenda packet. Initially, Workforce Connections demanded full payment from Bridge Counseling Associates (BCA) in 30 days; however, BCA was unable to meet the demands and requested the 90 day repayment period represented above.

Councilman Beers requested staff to e-mail the LEOs and their assistants when the first installment is received; staff concurred.

A motion was made to approve Budget and Finance Committee's recommendation to approve repayment plan for Bridge Counseling Associates as presented by Councilwoman Gerri Schroder and seconded by Councilman Bob Beers. Commissioner Butch Borasky opposed. Motion carried.

9. DISCUSSION AND POSSIBLE ACTION: Approve the Board's recommendation to award HELP of Southern Nevada an Out-of-School Youth contract in the amount of \$400,000.00 for the term of October 1, 2013 through September 30, 2014

Ricardo Villalobos provided brief background.

A motion was made to approve the Board's recommendation to award HELP of Southern Nevada an Out-of-School Youth contract in the amount of \$400,000.00 for the term of October 1, 2013 through September 30, 2014 by Councilwoman Peggy Leavitt and seconded by Commissioner Butch Borasky. Motion carried.

10. DISCUSSION AND POSSIBLE ACTION: Approve the Board's recommendation to award GNJ Family Life Center an Out-of-School contract in the amount of \$600,000.00 for the term of October 1, 2013 through September 30, 2014

A motion was made to approve Board's recommendation to award GNJ Family Life Center an Out-of-School contract in the amount of \$600,000.00 for the term of October 1, 2013 through September 30, 2014 by Commissioner Butch Borasky and seconded by Councilwoman Peggy Leavitt. Motion carried.

11. DISCUSSION AND POSSIBLE ACTION: Executive Director's Report ~ Ardell Galbreth

Ardell Galbreth presented the Executive Director's Report as provided on page 29 – 31 of the agenda packet and reported on the following items not included in the report:

- Funded partners had somewhat of a problem during the government shutdown when trying to verify/sign up eligible males for selective service.
- Bridge Counseling Associates submitted their first installment in the amount of \$40,000.00 per the approved repayment plan. Ardell provided a written status update on page 34 of the agenda packet summarizing the technical assistance provided to BCA and a statement from Yolanda Correa that BCA will be on schedule as planned regarding the agreement with Workforce Connections. Regular updates will be provided to the LEOs and Board.
- YouthBuild Las Vegas may have a possible disallowed cost in the amount of \$450.00 for supportive services provided to participant's dependents. The decision is pending; however, if it is a disallowed cost, Workforce Connections has the funds in an account to pay the \$450.00.
- New policy of the Governor's Workforce Investment Board regarding allocating funds for Occupational Training. The policy, approved in April 2013, requires the local workforce investment areas to channel at least 25% of its funding allocation to Occupational Training activities, not to include On-the-Job Training (OJT). Staff will work with the funded partners to ensure this requirement is met.
- Nevada Day Super Hiring Event on Wednesday, October 23, 2013 from 10:00 a.m. to 3:00 p.m. at the One-Stop Center with 24 employers, 507 job openings, and 300 qualified individuals have been prescreened and scheduled to meet with employers. Kenadie Cobbin-Richardson, One-Stop Business Services Manager provided details.

12. SECOND PUBLIC COMMENT SESSION

Yolanda Correa, Bridge Counseling Associates: Ms. Correa announced that Bridge Counseling is making its first payment installment today.

13. INFORMATION: LEO Consortium Member Comments:

Councilwoman Wood requested an agenda item for next month's meeting to discuss and refine Workforce Connections' "High Risk" policy.

Councilman Beers stated that the LEOs need to have a broader discussion regarding the Board's policies as many are outdated, aside from the ADW policies which were revised in 2011.

Councilwoman Leavitt commented that Boulder City, with Ardell and Heather approached St. Jude's as a possible One-Stop Affiliate Site for youth.

Councilwoman Wood invited all to attend the dedication ceremony for the opening of the new Ranch Park on Wednesday, October 23rd at 10:00 a.m. The event will be open to the public at 9:00 a.m.

14. ACTION: Adjournment

A motion was made to adjourn the meeting at 9:21 a.m. by Councilwoman Gerri Schroder and seconded by Councilwoman Peggy Leavitt. Motion carried.

Agenda Item 5. DISCUSSION AND POSSIBLE ACTION:

Review, discuss, and approve Workforce Connections' policy related to oversight and sub-recipients high risk designation

Southern Nevada Workforce Investment Board General Policy & Procedure NON-COMPLIANCE SANCTIONING PROCESS	
EFFECTIVE DATE: July 11, 2003	NUMBER: 5.2
	AUTHORIZATION: SNWIB Manager

BACKGROUND:

This policy shall be used in conjunction with all federal, state and local laws, statutes, regulations and policies. The purpose of this policy is to outline the Southern Nevada Workforce Board's (SNWIB) process for levying sanctions against service providers and subrecipients for non-compliance and/or failure to adhere to the SNWIB established guidance as outlined in federal, state and local policies.

I. GENERAL PROVISIONS FOR SANCTIONING

Any time SNWIB service providers or subrecipients fail to comply with established federal, state or local laws, statutes, regulations and/or policies, sanctions shall be levied against such agencies within ten working days after notification of required corrective action (PINK—PAPER) notice. PINK—PAPER's shall be in written form and approved by the SNWIB board manager or deputy board manager. Prior to levying sanctions against service providers/subrecipients, the SNWIB staff shall provide technical assistance and corrective action guidance to help service providers/subrecipients' overcome shortfalls and/or deficiencies.

II. TYPES OF SANCTIONS

A. Sanctions shall be in the form of withholding service providers/subrecipients' reimbursement payments, denial of advanced reimbursement requests, frequent on-site reviews by SNWIB staff, required approval by the SNWIB prior to any expenditures, reduction in awarded funds and/or cancellation of awarded contract. Although not all inclusive, the following are general reasons for levying sanctions:

1. Failure to achieve performance measurements
2. Non-compliance with established regulations, laws, statutes, and policies
3. Failure to comply with contractual obligations and identified as a "high risk" service provider/subrecipient
4. Failure to respond to SNWIB after written notification

B. Service providers' will be notified of sanctions via RED—PAPERS when appropriate corrective action has not been completed within the required time period, and shall result in a reduction of funds awarded. When funding reduction is instituted as a result of sanctioning, the SNWIB staff

shall process a contract amendment for execution with the amount of funds reduced for appropriate service provider.

III. **SANCTIONING FUNDING INCREMENTS**

When sanctions are instituted, the board manager or deputy board manager shall levy sanctions in \$5,000 increments, not to exceed \$25,000 in a single program year per service provider/subrecipient. Monetary sanctions above \$25,000 shall be presented before the SNWIB Performance and Programs Committee for consideration.

COPY

CONTRACT #: 11-WIA-ADW-BCA-03

MODIFICATION: 03

CONTRACTOR in performance of its obligations under this Contract shall become wC's exclusive property. All such materials shall be remitted to wC by the CONTRACTOR upon completion, termination or cancellation of this Contract. The CONTRACTOR shall not use, allow, or cause to have such materials used for any purpose other than the performance of its obligations under this Contract without wC's expressed prior written consent.

5. HIGH RISK DESIGNATION: The CONTRACTOR assures it understands that wC may determine that a CONTRACTOR is "high risk" at any time prior to, or subsequent to, an award based on the following conditions:

- a. The CONTRACTOR has a history of unsatisfactory performance.
- b. The CONTRACTOR exhibits that it is not financially stable or has a management system that does not meet the management standards set forth in 29 CFR 97.12 or,
- c. The CONTRACTOR has not conformed to the terms and conditions of this Contract and/or previous or other current wC contracts or awards, or
- d. The CONTRACTOR overall (fiscal/program) operations exhibits that it is otherwise not implementing a responsible program.
- e. The CONTRACTOR's management staff has not exhibited the required knowledge to effectively operate the program.

6. RESTRICTIONS ON HIGH RISK CONTRACTORS: The CONTRACTOR assures it understands that if the CONTRACTOR is determined "high risk", then, wC's sole discretion, special conditions and/or restrictions may be placed on the CONTRACTOR. These "High-Risk" special conditions and/or restrictions shall include, but not be limited to, the following:

- a. Payment on a verified reimbursement basis only;
- b. Withholding authority to proceed to the next phase of the project until Receipt of evidence of acceptable performance within a given time frame or funding period;
- c. Requiring additional and more detailed financial reports;
- d. Conducting additional project monitoring;
- e. Requiring the CONTRACTOR to obtain technical or management assistance; or
- f. Establishing additional prior funding approvals.

7. NOTIFICATION OF CONDITIONS TO HIGH RISK CONTRACTORS

wC's executive director, or designee, will notify the CONTRACTOR in writing regarding the CONTRACTOR's High Risk status as soon as possible. This written notice will include the following information:

- a. The nature of the special conditions/restrictions;
- b. The reasons for imposing special conditions/restrictions;
- c. The corrective actions that must be taken before such restrictions will be removed and the time allowed for completing the corrective actions and;
- d. The method of requesting reconsideration of the conditions/restrictions imposed.

7. STRATEGIC PROJECTS: CONTRACTOR assures its willingness to participate in strategic projects initiated by wC and/or Nevada's Department of Employment Training and Rehabilitation (DETR). In such events, CONTRACTOR and wC may negotiate the provision of additional funding to carry out the project if necessary.

F. High Risk

1. **The designation of high risk status will be based upon overall evaluation of Service Provider(s) compliance with Federal, State, local regulations, and contract compliance stipulations. Service Provider(s) designated “High Risk” status will be subject to **but not limited to** provisions delineated herein:**
Types of compliance requirements: Examples include activities allowed or disallowed; allowable costs; cost principles; cash management; eligibility; matching, level of effort, cost allocations; reporting; data entry, record retention; etc.
[29 CFR Part §97.12]
Special Grant or Subgrant conditions for “High-Risk” grantees:
 - a) **A grantee or subgrantee may be considered “high risk” if an awarding agency determines that the grantee or subgrantee:**
 - 1) Has a history of unsatisfactory performance, or
 - 2) Is not financially stable, or
 - 3) Has a management system which does not meet the management system standards set forth in this part, or
 - 4) Has not conformed to terms and conditions of previous awards, or
 - 5) Is otherwise not responsible. If the awarding agency determines that an award will be made, special considerations and/or restrictions shall correspond to the high risk condition and shall be included in the award.
 - b) **Special conditions or restrictions may include:**
 - 1) Payment on a reimbursement basis;
 - 2) Withholding authority to proceed to the next phase until receipt of evidence of acceptable performance within a given funding period;
 - 3) Requiring additional, more detailed financial reports;
 - 4) Additional project monitoring;
 - 5) Requiring the grantee or subgrantee to obtain technical or management assistance; or
 - 6) Establishing additional prior approvals.
 - c) **If an awarding agency decides to impose such conditions, the awarding official will notify the grantee or subgrantee as early as possible, in writing of:**
 - 1) The nature of the especial conditions/restrictions;
 - 2) The reason(s) for imposing them;
 - 3) The corrective actions which must be taken before they will be removed and the time allowed for completing the corrective actions; and
 - 4) The method of requesting reconsideration of the conditions/restrictions imposed.
2. **If, determined that a violation(s) of, Federal, State, local regulations, and/or contract compliance stipulations has occurred, Workforce Connections **may at any time** designate a Service Provider with the “high risk” status.**
3. **Pursuant to authority giving to the awarding agencies as specified in 29 CFR Part §97.12, when High Risk designation is in place and disallowable cost is established and verified then no further awards/funds shall be granted until High Risk designation is removed.**



G. Appeal of Final Determinations

1. Service provider may appeal a final determination to Workforce Connections' Executive Director. The appeal must:
 - a) Be provided in writing
 - b) Be received within 15 working days of the receipt of the final determination
 - c) Specify the factual basis by which the appeal is being made
 - d) Include appropriate support documentation to support the appeal
 - e) Specify the form of relief requested

2. **Workforce Connections' Executive Director will**
 - a) Issue a decision on the appeal in writing
 - b) Provide the decision within 30 days of the receipt of the appeal or will provide written notice to the appellant of an extension of the amount of time within which the decision will be provided

Draft - EP

High Risk Designation
Recommended

<p>Office of Management and Budget (OMB) Circular No. A-133</p>	<p><u>Purpose</u> Sets forth standards for obtaining consistency and uniformity among Federal agencies for the audit of States, local governments, and non-profit organizations expending Federal awards.</p> <p><input type="checkbox"/> <u>Type A programs</u> (major programs)</p> <ul style="list-style-type: none"> ▪ High Risk ▪ Low Risk <p><input type="checkbox"/> <u>Type B programs</u></p> <ul style="list-style-type: none"> ▪ High Risk ▪ Low Risk <p>In general: The auditor shall use a risk-based approach to determine which programs are major programs. (OMB A-133 §__.520) The risk-base approach shall include consideration of the following criteria:</p> <ul style="list-style-type: none"> ▪ Current and prior audit experience; ▪ Oversight by Federal agencies and pass-through entities; and ▪ The inherent risk of the Federal program.
<p>Uniform Administrative Requirements Grants and cooperative agreements to States and Local Governments Special grant or subgrant conditions for “High Risk” grantees. [29 CFR Part §97.12]</p>	<p><u>Purpose</u> In general: Establishes uniform administrative rules for Federal grants and cooperative agreements and subawards to State, local and Indian tribal governments. [29 CFR Part § 97.12]</p>
<p>U.S. Department of Labor (DOL) Employment and Training Administration (ETA) Workforce Investment Act (WIA) Financial and Administrative Review Guide [Criteria for determination of program risk]</p>	<p><u>Purpose</u> Provides instructions to Federal staff in the process for review of WIA Financial and Administrative systems.</p> <ul style="list-style-type: none"> ▪ Recognition of positive practices; ▪ Offer efficient technical assistance when issues of non-compliance are identified; ▪ Allow sufficient time for corrective action; and ▪ Ensure implementation through follow up.
<p>LWIB Oversight for Risk Management</p>	<p>Authority given to Workforce Connections as specified in [29 CFR Part § 97.12]</p> <ul style="list-style-type: none"> ▪ When High Risk designation is in place and disallowable cost is established and verified, then no further awards/funding shall be granted until High Risk designation is removed.

Agenda Item 6. INFORMATION:

Transfer of 522 In-School and Out-of-School Youth to
HELP of Southern Nevada, GNJ Family Life Center,
and Nevada Partners, Inc.



522 In-School and Out-of-School Youth will be transferred from previous PY2012 Youth Funded Partners to recently awarded PY2013 Youth Funded Partners. The breakdown is as follows:

HELP of Southern Nevada

HELP of Southern Nevada's will serve an additional 335 youth transferred from the following agencies:

Southern Nevada Children's First

- In-School Youth: 136

Latin Chamber Community of Commerce Foundation

- Out-of-School Youth: 199

GNJ Family Life Center

GNJ Family Life Center will serve an additional 117 youth transferred from the following agencies:

Southern Nevada Children's First

- In-School Youth: 65

Nevada Partners Inc.

- Out-of-School Youth: 52

Nevada Partners Inc.

Nevada Partners Inc. will serve an additional 70 youth transferred from the following agencies:

Latin Chamber Community of Commerce Foundation

- In-School Youth: 70

Agenda Item 7. INFORMATION:

Bridge Counseling Associates (BCA) “High Risk” and
Debt Repayment Plan Update

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

Suzanne Potter

To: Suzanne Potter
Subject: FW: Bridge Counseling Association Status Update

From: Ardell Galbreth
Sent: Thursday, October 10, 2013 2:26 PM
To: Ardell Galbreth
Subject: Bridge Counseling Association Status Update

I spoke with Ms. Yolanda Correa, Interim Executive Director on October 10, 2013, at approximately 2:15 P.M. I offered continued technical assistance to Ms. Correa and her staff with regards to working in tandem to sure up the agency's fiscal matters with corrective action. Ms. Correa stated that things were going according to their most recent plan with adjustments to recover from their fiscal shortfalls. I also asked if Bridge Counsel Associates would be on schedule as planned with regarding the agreement with Workforce Connections, Ms. Correa stated that at this point and time everything would be on scheduled as planned.

Ardell Galbreth
Executive Director

6330 West Charleston Blvd.

Las Vegas, Nevada 89146

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PEOPLE. PARTNERSHIPS. POSSIBILITIES.

Agenda Item 8. INFORMATION:

Latin Chamber of Commerce Community Foundation
(LCCCF) “High Risk” and Debt Repayment Plan
Update

Agenda Item 9. DISCUSSION AND POSSIBLE ACTION:
Review, Discuss, Accept and Approve Reports

- a. PY2013 WIA Formula Budget July 1, 2013 through June 30, 2014 and Budget Narrative – October 2013
- b. Budget vs. Actual Finance Report (Workforce Connections' Operations) for the period July 1, 2013 through June 30, 2014 (Formula WIA)
- c. Awards & Expenditures Report - October 2013
- d. Adult & Dislocated Worker and Youth Funding Plans
- e. Audit Findings for PY2011 (Year Ended June 30, 2012) – Monthly Status Report
- f. Workforce Connections' Standing Professional Services Contracts

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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	-	142,734	301,316	10,808,553	11,252,603
Dislocated Worker Services	4,192,659	4,192,659	-	250,000	853,950	3,088,709	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	\$ -	\$ 392,734	\$ 1,155,266	\$ 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	-	1,925,432	3,498,811	5,424,243
Total Expenditures	\$ 27,871,124	\$ 27,871,124		\$ 1,925,432	\$ 3,498,811	
Fund Balance	\$ -	\$ -		\$ 711,677	\$ (711,677)	\$ -

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)

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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.**

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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				

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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 YTD 2013 REPORT-PRELIMINARY

workforce CONNECTIONS

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

PY2013 WIA Formula Expenses
Administrative and Program Operating Budget

Line Item Number	Budget	% of Program Year Concluded 16.67%											
		Budget			ACTUAL EXPENSES			Budget Authority Remaining			% Expended from Budget		
		Operating Expenses	Admin	Program	Total	Admin	Program	Total	Admin	Program	Total	Admin	Program
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	
OK	

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	\$ 30,959	\$ 26,301	\$ 57,260	14.32%	\$ 342,740
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	\$ 263,797	\$ 205,226	\$ 469,023	9.77%	\$ 4,330,977

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	\$ 48,866	\$ 22,630	\$ 71,496	11.92%	\$ 528,504
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	\$ 435,223	\$ 207,602	\$ 642,825	13.39%	\$ 4,157,175

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

	Contract Dates	Contract Award	Adult Expenditures	DW Expenditures	Total Invoiced	% Spent	Remaining Balance
Easter Seals	4/1/13-6/30/14	\$ 800,000	\$ 98,497	\$ 24,694	\$ 123,191	15.40%	\$ 676,809
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	\$ 1,619,067	\$ 607,505	\$ 2,226,572	55.66%	\$ 5,930,603

Total PY11-PY12 Adult/DW	\$ 13,600,000	\$ 2,318,087	\$ 1,020,333	\$ 3,338,420	24.55%	\$ 14,418,755
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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	\$ 147,889	\$ 40,358	\$ 188,247	71.19%	\$ 76,186
Total		\$ 4,713,883	\$ 1,541,456	\$ 980,360	\$ 2,521,816	53.50%	\$ 2,192,067
			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	\$ -	\$ 580,113	\$ 580,113	85.31%	\$ 99,887
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	\$ -	\$ 170,768	\$ 170,768	43.92%	\$ 218,030
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	\$ 1,542,087	\$ 3,252,575	60.58%	\$ 2,116,900
			53%	47%			

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	7/1/11-9/30/13	\$ 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	\$ 3,610,217	\$ 3,063,601	\$ 6,673,818	58.38%	\$ 4,758,824
			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							
			Jul-Sep 2013	Oct-Dec 2013	Jan-Mar 2014	Apr-Jun 2014	Next Program Year	Projected PY2013 TOTAL	Remaining	
			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)

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
PROFESSIONAL SERVICES CONTRACTS
As of 10/16/2013**

Contractor/Consultant Scope of Work Summary	Amount of Contract	Procurement Method & WISS/State Approval**	Funding Sources	Term of Contract
<p style="text-align: center;">BLACKBAUD Fiscal Software & Fiscal Staff Training Amendment #1 Fiscal Software Technical Assistance Amendment #2 Fiscal Software Technical Assistance</p> <p style="text-align: center;">ANNUAL MAINTENANCE AGREEMENT Maintain existing Software Software Maintenance</p>	<p>\$65,041.00</p> <p>\$8,413.90</p> <p>\$3,758.78</p> <p>\$14,343.21</p>	Competitive	A/DW/Y Formula	6/15/2011 to 4/1/2014
<p style="text-align: center;">CST PROJECT CONSULTING Development of Responses to Clear PY'09-10 A-133 Audit findings;</p> <p style="text-align: center;">Amendment #1 Development and Establishment of an Effective Cash Management System</p> <p style="text-align: center;">Amendment #2 Fiscal Technical Assistance for WC Cash Management System</p>	<p>\$74,990.00</p> <p>\$163,184.00</p> <p>\$163,440.00</p>	Sole Source	Governor's Reserve & A/DW/Y Formula	<p>9/15/2011 to 4/22/2012</p> <p>9/15/2011 to 1/31/2013</p> <p>9/15/2011 to 1/1/2014</p>
<p style="text-align: center;">JANTEC Temporary Employment Services for Workforce Connections Temporary Employees</p> <p style="text-align: center;">Amendment# 1 Youth WEX Special discount</p> <p style="text-align: center;">Amendment# 2 Contract Renewal</p>	32.4% overhead cost	Competitive	A/DW/Y	2/12/2011 to 2/12/2014

<p>MACEY PRINCE CONSULTANTS Fiscal & Procurement Technical Assistance</p> <p>Amendment #1 Funded Partners & DETR Fiscal Training</p> <p>Amendment #2 Modification to hourly rate</p> <p>Amendment #3 Development of Procurement Manual and Modifications and Revisions to Fiscal Policies and Procedures</p> <p>Amendment #4 Staff & Workforce Community RFP Training</p>	<p>\$5,000.00</p> <p>\$20,000.00</p> <p>No cost amendment</p> <p>\$25,000.00</p> <p>\$20,000.00</p>	<p>Competitive</p>	<p>A/DW/Y</p>	<p>9/23/2011 to 6/30/2014</p>
<p>MARQUIS AURBACH COFFING Board Legal Counsel</p> <p>Second Contract Board/Staff Legal Counsel</p> <p>Amendment #1</p>	<p>100 to \$250 per hour not to exceed \$100,000.00</p> <p>\$100,000.00</p> <p>\$100,000.00</p>	<p>Sole Source</p> <p>Competitive</p>	<p>A/DW/Y Formula</p>	<p>5/18/2009 to 1/25/2014</p>
<p>GREG NEWTON ASSOCIATES One Stop System Planning Training</p> <p>Amendment # 1 Partners One Stop System Training</p> <p>Amendment #2 One Stop Training for New Partners & Staff One Stop Refresher Training</p>	<p>\$25,200.00</p> <p>\$8,400.00</p> <p>\$10,000.00</p>	<p>Competitive</p>	<p>A/DW/Y Formula</p>	<p>8/1/2012 to 6/30/2014</p>

JOHN CHAMBERLIN ARRA/WIA Program/Fiscal Attorney Technical Assistance	\$20,000.00	Sole Source	A/DW/Y Formula	4/1/2008 to 6/30/2014
Amendment #1 Procurement Technical Assistance & SNWA LEO Technical Assistance	\$15,000.00			
Amendment #2 Board & Staff Technical Assistance for Program Year 2012 Strategic Plan	\$10,000.00 \$20,000.00			
Amendment #3 Board Strategic Planning	\$1,000.00			
Amendment #4 Continuation of Board PY2013 Strategic Plan	\$10,000.00			
Amendment #5 Legal Status of New Workforce Federal PY2013 Legislation & how it may affect WC's functions & operations				
STRATEGIC PROGRESS Grant Research and Writing	\$8,000.00 per grant - (not to exceed \$24,000.00)	Competitive	WIA/YB/SESP	10/1/2012 to 10/31/2013
SWITCH Co-location Repository and Maintenance of WC Data	\$17,000.00 per year	Competitive	WIA/YB/SESP	8/10/2011 to 7/31/2013
Amendment #1 Extend term	\$17,000.00 per year		A/DW/Y	8/1/2012 to 7/31/2014
PIERCY BOWLER TAYLOR & KERN A-133 AUDITING SERVICES-PY2010	\$219,296.67	Competitive	WIA/YB/DOJ/ SESP	9/15/2011 to 3/31/2012
Contract Extension				9/19/2012 to

A-133 AUDITING SERVICES for Program Year 2011	\$75,724.00			3/31/2013
Amendment #1 A-133 AUDITING SERVICES for Program Year 2012	\$75,724.00			7/16/13 to 3/31/2014
SIN CITY MAD MEN Web Development Services Amendment #1 Maintenance of WC Web Site	\$8,000.00	Competitive	WIA	11/5/2012 to 6/30/2014
Amendment #2 Development & Maintenance of One Stop Web Site	\$30,000.00			
	\$61,500.00			
LANTER CONSULTING GROUP Development of One-Stop Manual	\$6,000.00	Competitive	WIA	1/8/2013 to 1/30/2014
RICHARDSON PARTNERSHIP INC. One Stop Center Architect Amendment #1	\$60,000.00	Competitive	WIA	12/18/2012 to 12/31/2013
Construction/Architectural Change Order for One Stop Center	\$8,935.00			
ANNIE V. WHITE, PHD Staff Team Building Training	\$3,500.00	Competitive	WIA	4/5/2013 to 6/30/2014
Amendment #1 Continuation of Staff Team Building Training	\$10,000.00			
WORKPLACE ESL SOLUTIONS Staff Training - Basic Office Communications Skills Workshop	\$2,000.00	Competitive	WIA	4/9/2/13 to 6/30/2014
Amendment #1 Staff Training-Basic Skills Monitoring Reports	\$5,000.00			

Amendment #2 Continuation of Improvement of Staff's Basic Writing Skills	\$10,000.00			
PRISM GLOBAL MANAGEMENT GROUP HR Services Amendment #1 HR Services Amendment #2 HR Services Amendment #3 HR Services	\$40,000.00 \$27,000.00 \$8,000.00 \$82,000.00 per year; not to exceed for two (2) years \$164,000.00	Competitive	WIA	9/22/2011 to 9/30/2014
ALLIEDBARTON SECURITY SERVICES One-Stop Center & WC Administrative Offices Security Services	\$80,000.00	Competitive State Contract	WIA	7/1/2013 to 6/30/2014
PENTA BUILDING GROUP CMR One Stop Center Pre-Construction Services Amendment #1 One-Stop Center Construction Services Amendment #2 One-Stop Center Construction Change Order Amendment #3 One-Stop Construction Change Order	\$5,244.00 \$849,214.00 \$25,079.00 \$10,456.00	Competitive	WIA	2/12/2013 to 12/31/2013
TAKA KAJIYAMA Software Development	\$62,400.00	Competitive	WIA	8/7/2013 to 6/30/2014

LAURA DIEKEN Software Development	\$24,600.00	Competitive	WIA	8/7/2013 to 6/30/2014
RED 7 COMMUNICATIONS One Stop and WC Out Reach Services	\$15,000.00	Competitive	WIA	9/1/2013 to 2/28/2014

****All noted Professional Services contracts & the procurement process, has been previously reviewed & approved by DETR, and are in compliance with DETR's Policy 3.1 which states: Professional services with state prior authorization costs of outside professional services rendered by individuals or organizations are allowable. The procurement of noncompetitive proposals (sole source) may be used when the awarding agency (DETR) authorizes noncompetitive proposals; CFR 97.36 (d), (4), (C)**

****Contracts may have a small balance of unexpended funds at closing.**

Agenda Item 10. DISCUSSION AND POSSIBLE ACTION:
Executive Director's Report ~ Ardell Galbreth

Local Elected Officials/Executive Committee Executive Director Report

- **Recent Accomplishments**
 - Exceptional Business/Employer Outreach Accomplished
 - During recent hiring event—some 27 businesses/employers offered over 500 job opportunities to participating job seekers
 - Over 800 job seekers attended and over 1,500 participated online
 - While the vetting process is still ongoing, as of November 4, 2013, some 27 job seekers have been hired
 - Expanded business/employer services staffing support is needed
 - Other businesses seeking Workforce Connections' employment and training services
 - One-Stop Career Center Capacity Growth Fast and Steady
 - Daily client traffic is averaging 165
 - One-Stop Career Center Consortium Members starting to take charge of clients' services operation
 - Some concern about consortium staffing, but being worked through with coordination

- **Other Activities**
 - Exploring the establishment of a 501(c) 3 agency linked to workforce employment and training activities in support of Workforce Connections' service delivery and oversight activities
 - Such an entity will be positioned to help reduce the workforce liability risk of Workforce Connections and the area's local jurisdictions
 - Workforce Connections will be seeking donations and/or contributions in support of comprehensive oversight with value-added employment and training services
 - Workforce Development Academy coming together for the purpose of training staff, service providers and building workforce development oversight capacity with the training of workforce development practitioners

Agenda Item 11. SECOND PUBLIC COMMENT:

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

Agenda Item 12. INFORMATION:

LEO Consortium Member Comments