

*workforce*CONNECTIONS

**Budget & Finance Committee
Wednesday, January 18, 2012
10:00AM – 11:30AM**

7251 W. Lake Mead Blvd., Suite 200
Las Vegas, NV 89128

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

City of North Las Vegas, 2200 Civic Center Dr., North Las Vegas, NV
City of Las Vegas, City Clerk's Office, 400 Stewart Avenue, 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, 7251 W. Lake Mead Blvd., Suite 200, 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 on the *workforce*CONNECTIONS internet website 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." The Board also has discretion to take Public Comment after any item on the agenda, after the item has been discussed by the Board, but before the Board takes action on the item.

Each person participating in Public Comment will be limited to three minutes of comment. If any member of the Board wishes to extend the length of a comment, then the Board member may do so through a majority vote of the Board.

The Board chair has the right to end any Public Comment which: (1) is not related to any matter within the authority of the Board; or (2) is willfully disruptive of the meeting by being irrelevant, repetitious, slanderous, offensive, inflammatory, irrational, making personal attacks, or interfering with the rights of other speakers. ***Members of the public: please comply with the requests of the Board chair and do not be disruptive, otherwise you may be removed.***

Auxiliary aids and services are available upon request to individuals with disabilities by notifying Dianne Tracy, in writing at 7251 W. Lake Mead, #200, Las Vegas, NV 89128; or by calling (702) 638-8750; or by fax (702) 638-8774. The TTY/TDD access number is (800) 326-6868 / Nevada Relay 711. A sign language interpreter may also be made available with twenty-four (24) hour advance notice.

An Equal Opportunity Employer/Program.

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

Budget & Finance Committee Members: Councilwoman Gerri Schroder, CHAIR; Hannah Brown; Bill Bruninga; and Debra Reed.

All items listed on this Agenda are for action by the Budget & Finance Committee 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. **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 state your address for the record. Each public comment will be limited to three (3) minutes.
4. **ACTION:** Approval of the Budget & Finance Committee meeting minutes of November 16, 2011..... 1
5. **DISCUSSION and POSSIBLE ACTION:** Service Provider/Funded Partner Oversight Protocol..... 5
6. **INFORMATION:** Budget vs. Actual Finance Report (Workforce Connections Operations)..14
7. **ACTION:** Review and Approve Revised Budget (Workforce Connections Operations)..... 15
8. **INFORMATION:** PY2011 Awards and Expenditures..... 23
9. **INFORMATION:** Audit Findings Status Report..... 26
10. **INFORMATION:** Financial Edge System Implementation Schedule Update 31
11. **INFORMATION:** Current PY2011 Auditing Update.....ORAL
12. **INFORMATION:** Chief Financial Officer & Financial Manager Recruitment 33
13. **DISCUSSION and POSSIBLE ACTION:** 2012 Budget & Finance Committee meeting schedule..... 36

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

15. Adjournment

workforce CONNECTIONS
BUDGET COMMITTEE
MINUTES

Wednesday, November 16, 2011 – 10:00 a.m.
7251 W. Lake Mead Blvd., Suite 200 Conference Room
Las Vegas, NV 89128

Members Present

Councilwoman Gerri Schroder, Chair
Hannah Brown, Board of Directors, Chair
Bill Bruninga (via telephone)

Members Absent

Debra Reed

Staff Present

MaryAnn Avendano
Ardell Galbreth
Dianne Tracy
Carol Turner
Cornelius Eason

Others Present

Peggy Oliver, ISIS Connection

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

Agenda Item 1 - Call to order, confirmation of posting, and roll call.

The meeting was called to order at 10:10 a.m. Staff confirmed the meeting had been properly noted and posted in accordance with the Nevada Open Meeting Law.

Ardell Galbreth, for the record indicated that in accordance with the By-Laws the Board Chair (Hannah Brown) has the ability to recommend a member to varying committees. Hannah Brown (Board Chair) was accepted and welcomed to the Budget Committee as a Committee member by Councilwoman Gerri Schroder.

Agenda Item 2 - Approval of Agenda with the inclusion of any Emergency Item and deletion of any Items.

A motion was made to approve the agenda by Councilwoman Gerri Schroder and seconded by Bill Bruninga. Motion carried.

Agenda Item 3 – First Public Comment Session: Members of the public may now comment on any matter posted on this Agenda, which is before this 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.

None.

Agenda Item 4 - Approval of the Budget & Finance Committee minutes of November 16, 2011.

A motion to approve the minutes of September 21, 2011 as presented was made by Hannah Brown and seconded by Bill Bruninga. Motion carried.

Agenda Item 5 – INFORMATION: Service Provider/Funded Partner Oversight Protocol

Ardell Galbreth reported on the Service Provider/Funded Partner Oversight procedures under Policy 5.2, Non-Compliance Sanctioning Process dated July 11, 2003.

- Extensive technical assistance to assist partner in complying with WIA directives;
- Pink Papers highlighting deficiencies notifying agency it has 10 days to implement corrective action;
- Red Paper notifying service provider/funded partner of monetary sanctions for non-completion of corrective action(s);

- Monetary sanctions by WC Executive Director may result in contract funding reductions up to \$25,000 in \$5,000 increments or total contract cancellation as approved by the Board of Directors due to noncompliance in response to corrective action;
- Contract sanctions above \$25,000 shall be presented to appropriate WC Committee/Council for consideration and recommended action to WC Board of Directors; and
- Placement of service provider on “High Risk” watch, withholding reimbursement payments, denial of advance reimbursement requests, frequent on-site monitoring, and/or cancellation of awarded contract.

Ardell stated that during the Local Elected Officials meeting it was requested that an appeal process be included in this policy. Ms. Brown stated this process has viable step discipline and will hold the service provider/funded partner and WC staff accountable. Councilwoman Schroder agreed stating that it would be a recommendation to the full board. Bill Bruninga asked if the language of the service providers/funded partners oversight protocol was included the existing service provider/funded partners’ contracts. Ardell responded that the policy is noted in the contract language and the protocol is not specific, but general in language. However, the service provider/funded partners must abide by all policies (State, Federal and local) as indicated in the contract.

A motion to approve the Service Providers/Funded Partners Oversight Protocol was made by Hannah Brown and seconded by Bill Bruninga. Motion carried.

Agenda Item 6 – INFORMATION: Monthly Status Report of Audit Finding.

Carol provided a brief description of the additional action taken on items due in November i.e., recruitment of a Chief Financial Officer, the update on Financial Edge (FE) implementation, coding current transactions that were entered into QuickBooks (budget to actual) from July 1, 2011 – October 31, 2011. She indicated that once the transition is complete the dual entry will cease and abandon the entries to QuickBooks. WC staff is working with the auditors on updating the schedule for the federal awards and conducting reconciliations of revenues/expenditures which are due to the auditors by weeks end. WC staff anticipates the audit fieldwork to be completed by the end of December with the Auditors anticipating the completion of the audit to be by end of January. Staff is working to resolve this difference.

Further discussion revolved around fourth year without a balanced budget and audit findings unresolved; first year WC staff has had detailed reports/corrective actions, better understanding of the audit findings, new financial systems and controls in place, and recruiting efforts for a CFO that will put policies and procedures in place to increase the accuracy and accountability.

Carol reflected on Cash Management noting that WC staff does not have general fund dollars to expend for grants with a reimbursable basis from the federal government. One of the major issues is there is a gap from when WC staff draws money and expends it. Narrative indicates WC staff has 3 days to pay service providers after receiving revenues. A projection is made, a draw is sent for review through DETR which takes up to 2 weeks then a draw is performed. In addition, a finding can be found if there is too much of a cash balance.

Agenda Item 7- INFORMATION: Financial Edge (FE) System Implementation Schedule.

MaryAnn Avendano reported that WC staff is working on coding from July to the end of October with a review next week to ensure that the data entered into FE is accurate. By mid-December WC staff will be off the dual accounting.

MaryAnn referred to a question from the September Budget Committee meeting regarding the costs of the FE system: \$50,000 for software; \$11,000 maintenance per year; \$40,000 of free consulting services training and supportive services.

Agenda Item 8– INFORMATION: Workforce Connections Annual Budget for the period July 1 2011 – June 30, 2012.

Ardell reported on the Annual Budget and noted line item 6500 Outreach. He stated that as soon as the calculations have come back on the carry forwards for PY'09, PY'10; and PY'11 there will be a revised budget for review by the Local Elected Officials, Board of Directors; and the Budget Committee to increase the dollars to this line item to cover the costs of the programmatic initiatives coming forward and to achieve performance and outreach to businesses to meet the goals to the end of the PY'12.

Agenda Item 9 – ACTION: Consolidated Direct Grants.

Carol reported on the Consolidated Direct Grants in addition to the WIA funds and the breakdown of operational expenses. The Direct Grants (totaling \$7,082,605) are administered in-house and are multi-year grants:

- SESP - \$4,050,000
- HRSA - \$ 140,509
- DOJ – \$ 692,096
- YouthBuild '09 - \$1,100,000
- YouthBuild '11 – \$1,100,000

Ardell stated that WC staff will continue to solicit grants from the Department of Justice, Department of Labor, and other grants to continue initiatives for the community. Solicitations regarding training and services, workforce development, and economic development will be pursued with regard to the grant initiatives.

Agenda Item 10 – INFORMATION: PY2010 Awards and Expenditures – Monthly Update.

MaryAnn reported on PY'10 and PY'11 recap of expenditures noting high level expenditures under the Adult & Dislocated Worker and Youth programs as of November 2, 2011. Expenditure rates for the YouthBuild PY'11 are low as PY'09 funds have to be expended first; and SESP at 19% spent and working WC staff is on ramping up these expenditures.

Carol reported on the letter distributed to the Budget Committee regarding the audit conducted by the U.S. Department of Labor for the YouthBuild program. MaryAnn indicated that there were 2 administrative findings as a result of the audit report of PY'10 relating to late reporting and a policy and procedure was devised to address the two issues. The U.S. Department of Labor accepted the corrective action closing the findings.

Ms. Brown indicated concern that WC staff should seek service providers for green. With programs in-house this would exclude services providers in the community. Ardell stated that there are different requirements and expectations for different programs, i.e., ADW programs (by law) have to be contracted out with contracted services providers or funded partners. For the youth program WC staff received a waiver from the Governor because (by law) WC staff cannot deliver services; however, with the youth initiative staff can perform the 3 elements: program design, individual service strategies, and outreach for the youth. The seven of ten elements beyond these three must be contracted out.

Agenda Item 11– INFORMATION: PY2011 Awards and Expenditures – Monthly Update.

Reported under Agenda Item 10.

Agenda Item 12 – ACCEPTANCE: Update Preparation for 2011 Audit (Period Ending June 30, 2011).

MaryAnn reported on the Update Preparations for 2011 Audit. WC staff anticipates the audit to be complete by end of December with the Auditors anticipating to be complete by end of January.

Carol Turner reported on the September Budget Committee meeting request of information from Debra Reed that addressed the Budgets and Contracts Awarded to Service Providers dating back from PY'08 to present that excludes Direct Grants.

Formula Funds	ARRA Funds	Formula Funds
PY'08 - \$ 7,685,906	PY'09 - \$ 1,272,922	PY-10 - \$22,480,302
PY'09 - \$12,820,361	PY'10 - \$20,208,301	PY'11 - \$16,989,523

Councilwoman Schroder requested that this be presented to the Board of Directors at their next regularly scheduled meeting.

Agenda Item 13– INFORMATION: Chief Financial Officer Search Update.

Carol reported that there were four (2 out-of-state and 2 local) telephone interviews to potential CFO candidates last Thursday with excellent participation from the Interviewer Group of CFOs to include Boulder City's Finance Director – Shirley Hughes, City of Las Vegas Finance Representative, Phil Stoeckinger (the former North Las Vegas Finance Director), Representative Tom Wilson from the Comptroller's office at Clark County, and Grant Accountant, Debra Sizemore from the City of Henderson.

Further discussion ensued regarding the interview process, diversity in the representatives that are reviewing the candidates and the candidates themselves, knowledge base of the community by the representatives of the candidate pool, the response in minority roles, and the appropriate skill sets by the candidates.

Agenda Item 14– INFORMATION: Southern Nevada Medical Industry Coalition (SNMIC)

Councilwoman Schroder asked if this agenda item is relevant to the Budget Committee. Ardell responded that it is relevant because of funds. The PY'11 contract with SNMIC was rescinded by the SNMIC Board.

Agenda Item 15 – 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 address for the record. Each comment will be limited to three (3) minutes.

Peggy Oliver, 3049 Lost Hills Drive, Las Vegas, NV. "I just want to make one brief comment to the committee that my past history is that I worked for the Native American Community Service as their HR/Financial/Program Director. Currently SNMIC has contracted me to come in and help with their fiscal to ensure that all of their paperwork is in order and things are looking pretty good so that the closeout in December will be very smooth."

Agenda Item 16 - Adjournment: The meeting adjourned at 11:24 a.m.

**Workforce Connections
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 Workforce Connections' process for levying sanctions against service providers/funded partners and subrecipients for non-compliance and/or failure to adhere to Workforce Connections' established guidance as outlined in federal, state and local policies.

I. GENERAL PROVISIONS FOR SANCTIONING

- A.** Any time Workforce Connections' service providers/founded partners or subrecipients fail to comply with established federal, state or local laws, statutes, regulations and/or policies, sanctions shall be levied against such agencies *if required corrective action has not been completed after ten working days of the deadline/corrective action due notification. Sanctions notification will be communicated to service providers/funded partners and subrecipients using Workforce Connections' PINK PAPERS/RED PAPERS method highlighting specific correction action instructions and any necessary sanctions that apply. All PINK/RED PAPER notices highlighting deficiencies or non-compliance efforts as to the 10th day of each month shall be distributed/transmitted to appropriate service providers/funded partners.*
- B.** *PINK PAPERS/RED PAPER notices shall be in written form and approved by Workforce Connections' deputy director(s). Prior to levying sanctions against service providers/funded partners or subrecipients, Workforce Connections' staff shall provide technical assistance and corrective action guidance to help service providers/funded partners and subrecipients' overcome noted shortfalls and/or deficiencies. All technical assistance provided by Workforce Connections' staff must be thoroughly documented, indicating specific instructions and directives provided to alleviate the noted finding(s).*

II. TYPES OF SANCTIONS

- A.** Sanctions shall be in the form of withholding service providers/funded partners or subrecipients' reimbursement payments, denial of advanced reimbursement requests, frequent on-site *monitoring* reviews by *Workforce Connections'* staff; required approval by *Workforce Connections'* *executive management staff* prior to any expenditures; reduction in awarded funds; *placement on high risk status*; 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/*funded partner* subrecipient
 4. Failure to respond to *Workforce Connections* after written notification
- B. Service providers' will be notified of *funding reduction* sanctions via RED—PAPERS when appropriate corrective action has not been completed within the required time period. When funding reduction is instituted as a result of sanctioning, *Workforce Connections*' staff shall process a contract amendment for execution with the amount of funds reduced for appropriate service provider/*funded partner and/or subrecipient*.

III. SANCTIONING FUNDING INCREMENTS

When sanctions are instituted, the deputy *director(s)* shall *sign/approve* levy sanctions *notices* 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 to the *appropriate Workforce Connections' Committee/Council for recommendation to the full Workforce Connections Board of Directors*.

IV. APPELLATE PROCESS

- A. *Prior to any sanctions being levied at any level, service providers/funded partners or subrecipients may appellate their compliance/non-compliance case to Workforce Connections' executive director for consideration.*
1. *Service providers/funded partners or subrecipients' appeal of sanctions must be submitted in writing to Workforce Connections' executive director at anytime prior to or during sanctions. Appeal notices should include detailed corrective action(s) efforts taken by funded partners/service providers or subrecipients.*
 2. *Service providers/funded partners or subrecipients may also include any technical assistance needed or received as well as any training initiatives shortfalls and/or noted deficiencies hindering corrective action efforts.*
- B. *Workforce Connections' executive director shall review service providers/funded partners' or subrecipients' appeal notice along with corrective action efforts, and uphold or not uphold sanctions based on compliance initiatives and the degree of effort on the part of funded partners/service providers or subrecipients.*

Language to define "high risk" recipients and sub-recipients per 20 CFR627, Subpart D or 20 CFR 627, Subpart D, Section 423. It is as follows:

PART 627 - GENERAL PROVISIONS GOVERNING PROGRAMS UNDER TITLES I, II, AND III OF THE ACT [20 CFR 627]

Subpart D - Administrative Standards

627.423 - Funding restrictions for "high risk" recipients and sub-recipients.

(a) A recipient or sub-recipient may be considered "high-risk" if an awarding agency determines that the recipient or sub-recipient is otherwise responsible, but:

- (1) Has a history of unsatisfactory performance;
- (2) Is not financially stable;
- (3) Has a management system which does not meet the management standards set forth in this part; or
- (4) Has not conformed to terms and conditions of a previously awarded grant or sub-grant.

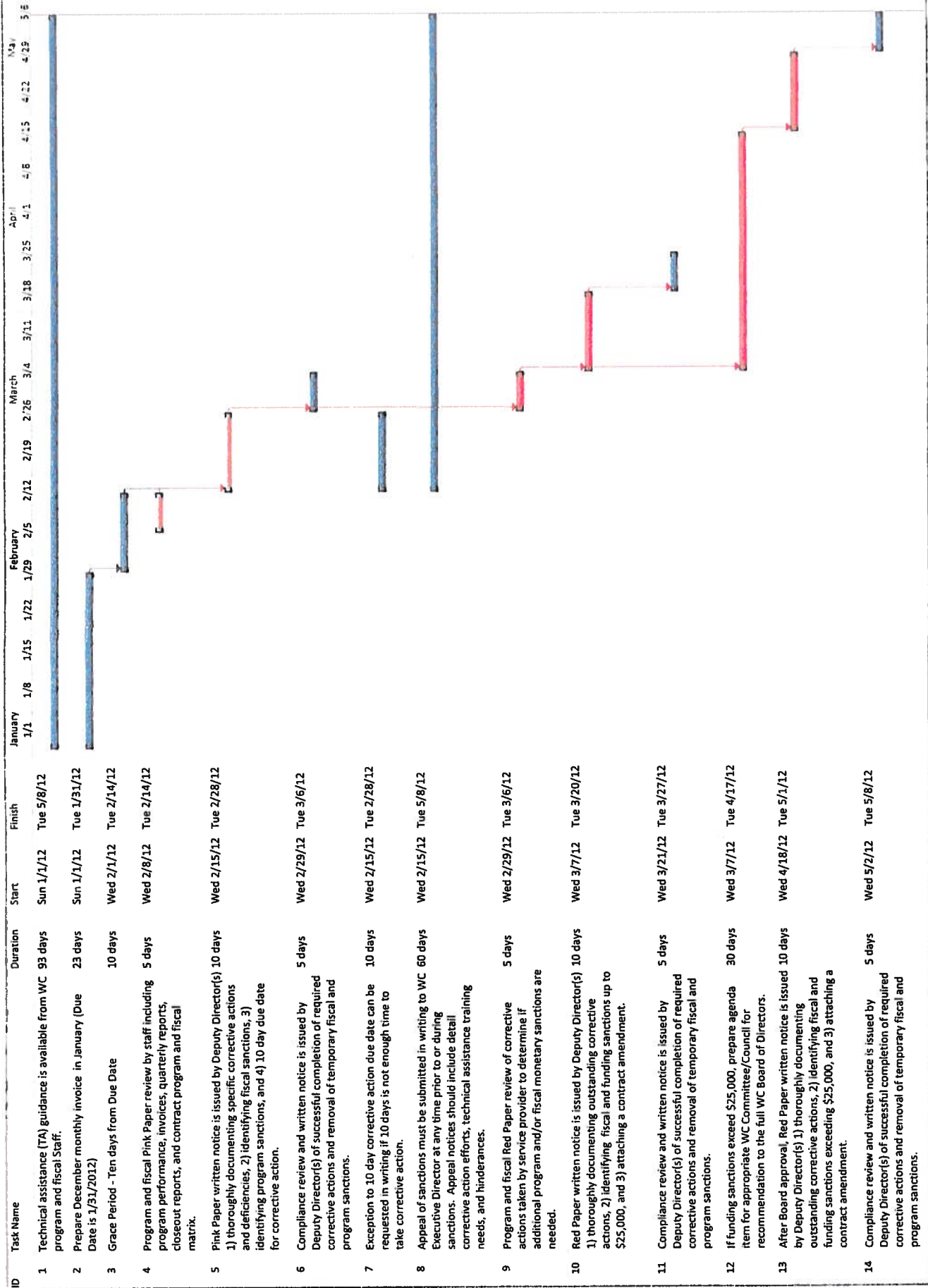
(b) If the awarding agency determines that an award will be made to a "high risk" status may be included in the award. Funding restrictions may include, but are not limited to:

- (1) Payment on a reimbursement basis;
- (2) Requiring additional and/or more detailed financial or performance reports;
- (3) Additional monitoring;
- (4) Requiring the recipient or sub-recipient to obtain specific technical or management assistance; and/or
- (5) Establishing additional prior approvals.

(c) If an awarding agency decides to impose such funding restrictions, the awarding official will notify the recipient or sub-recipient as early as possible, in writing, of:

- (1) The nature of the funding 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 restrictions imposed.

NON-COMPLIANCE SANCTIONING PROCESS (PINK and RED PAPERS)



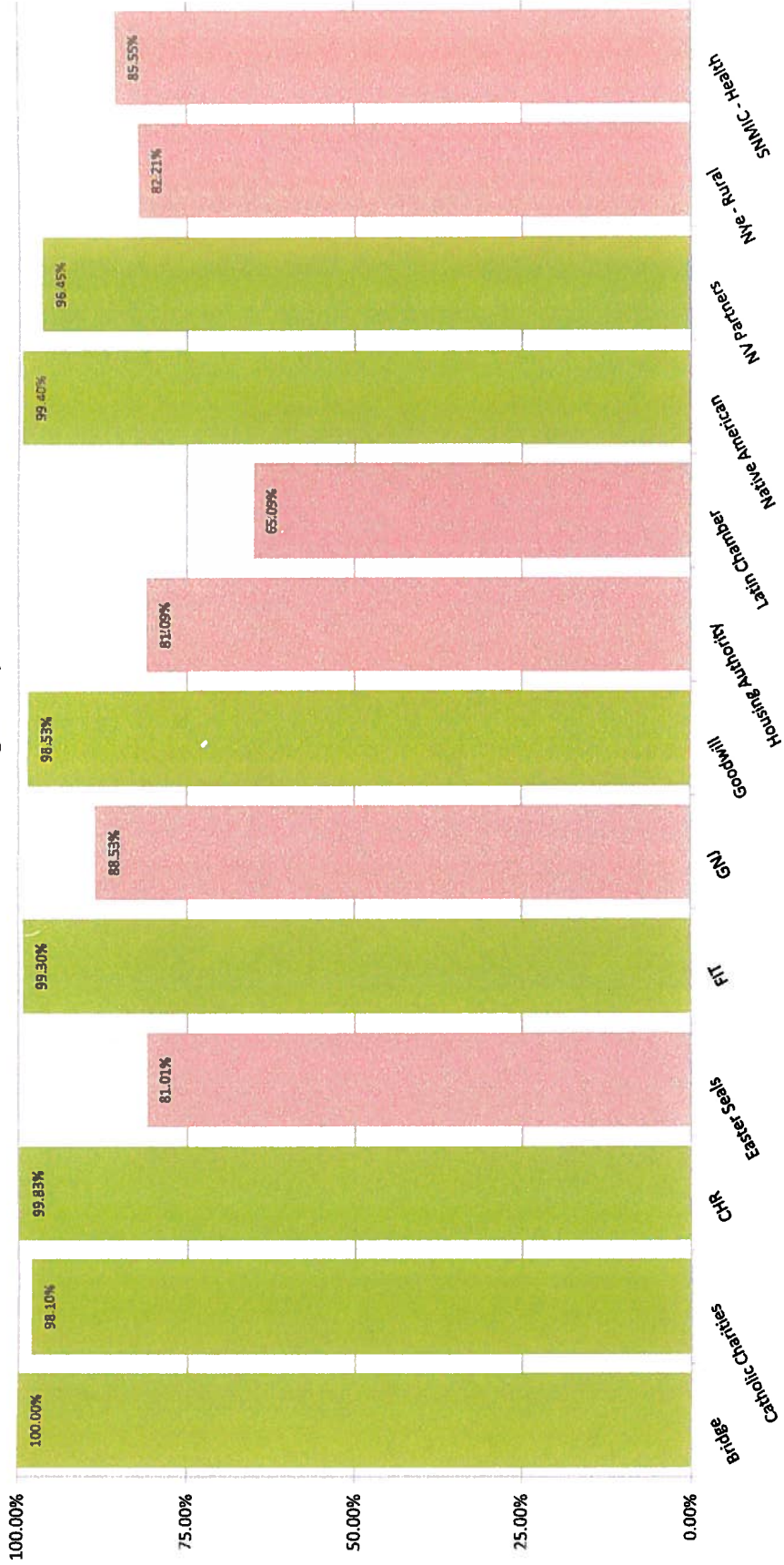
**PY 2010 Contracts
Monitoring Summary**

Service Provider	FINDINGS				Questionable Costs	
	Fiscal	Program	Total	Closed	Yes/No	Closed
Adult/Dislocated Worker						
Bridge	3	1	4	Yes - All	Yes	Yes - Allowable
Catholic Charities	3	0	3	Yes - All	Yes	Yes - Disallowed
Caring, Helping, Restoring Lives	0	1	1	Yes - All	No	N/A
College of Southern NV - Lincoln County	1	1	2	Yes - All	No	N/A
Easter Seals	2	1	3	Yes - All	Yes	Yes - Disallowed
FIT for an Independent Tomorrow	1	3	4	Yes - All	Yes	Yes - Disallowed
GNJ Family Life Center	0	2	2	Yes - All	Yes	Yes - Disallowed
Goodwill of Southern Nevada	0	1	1	Yes - All	No	N/A
So. NV Regional Housing Authority	0	2	2	Yes - All	No	N/A
Latin Chamber Foundation	2	1	3	Yes - All	Yes	Yes - Allowable
Native American Community Services	0	0	0	N/A	No	N/A
Nevada Partners Inc.	2	0	2	Yes - All	Yes	Yes - Disallowed
Nye Communities Coalition	1	0	1	Yes - All	No	N/A
So. NV Medical Industry Coalition	4	4	8	Yes - All	Yes	Yes - Partially Disallowed
Youth						
HELP	0	0	0	N/A	No	N/A
Latin Chamber Foundation	1	0	1	Yes - All	Yes	Yes - Allowable
Nevada Partners Inc.	1	0	1	Yes - All	Yes	Yes - Disallowed
Nye Communities Coalition	0	1	1	Yes - All	No	N/A
Project WE	4	2	6	Yes - All	Yes	Yes - Partially Disallowed

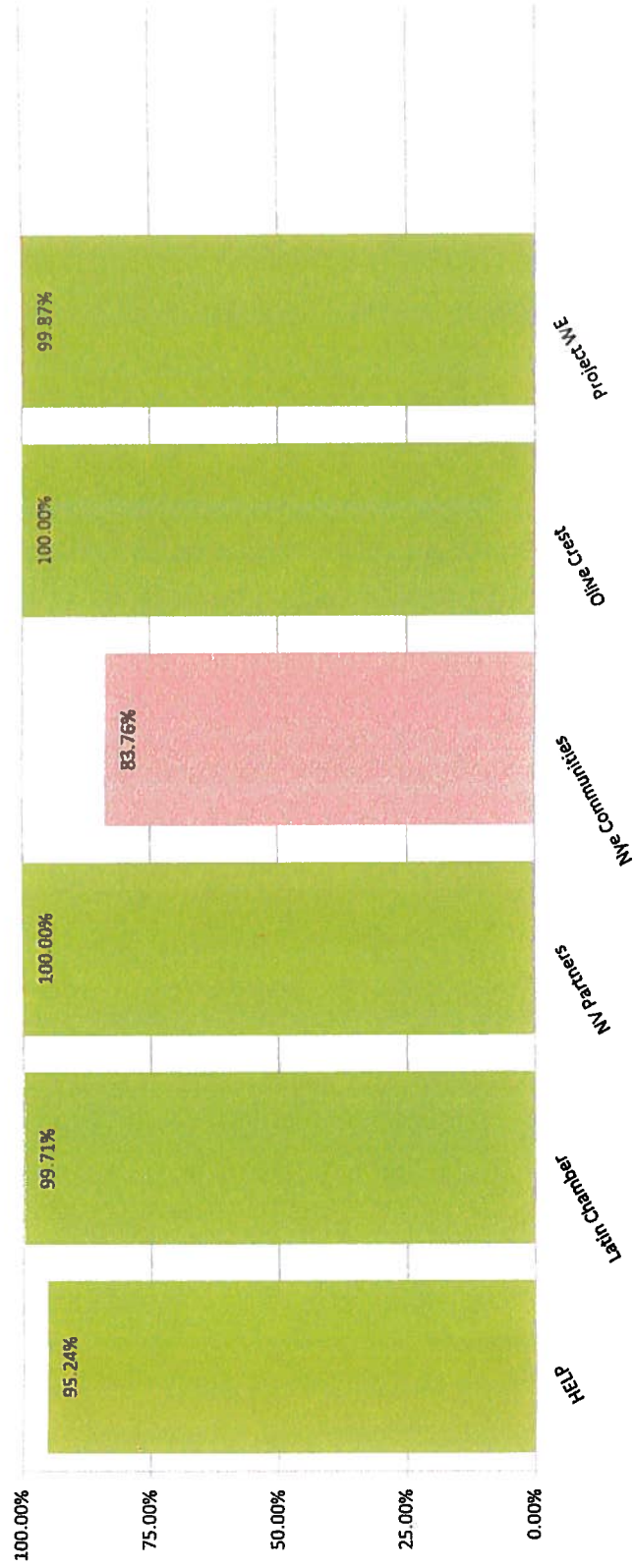
**PY 2009 Contracts
Monitoring Summary**

Service Provider	FINDINGS			
	Fiscal	Program	Total	Closed
Adult/Dislocated Worker				
AHEC	2	8	10	Yes - All
Bridge	0	0	0	N/A
Catholic Charities	0	0	0	N/A
CHR	1	9	10	N/A
Easter Seals	0	3	3	Yes - All
Expertise	10	11	21	Yes - All
FIT for an Independent Tomorrow	2	0	2	Yes - All
GNJ Family Life Center	1	4	5	Yes - All
Goodwill of Southern Nevada	1	1	2	Yes - All
Great Basin	2	2	4	Yes - All
NACS	0	0	0	N/A
Nevada Partners Inc.	0	0	0	N/A
So. NV Housing Authority	0	0	0	N/A

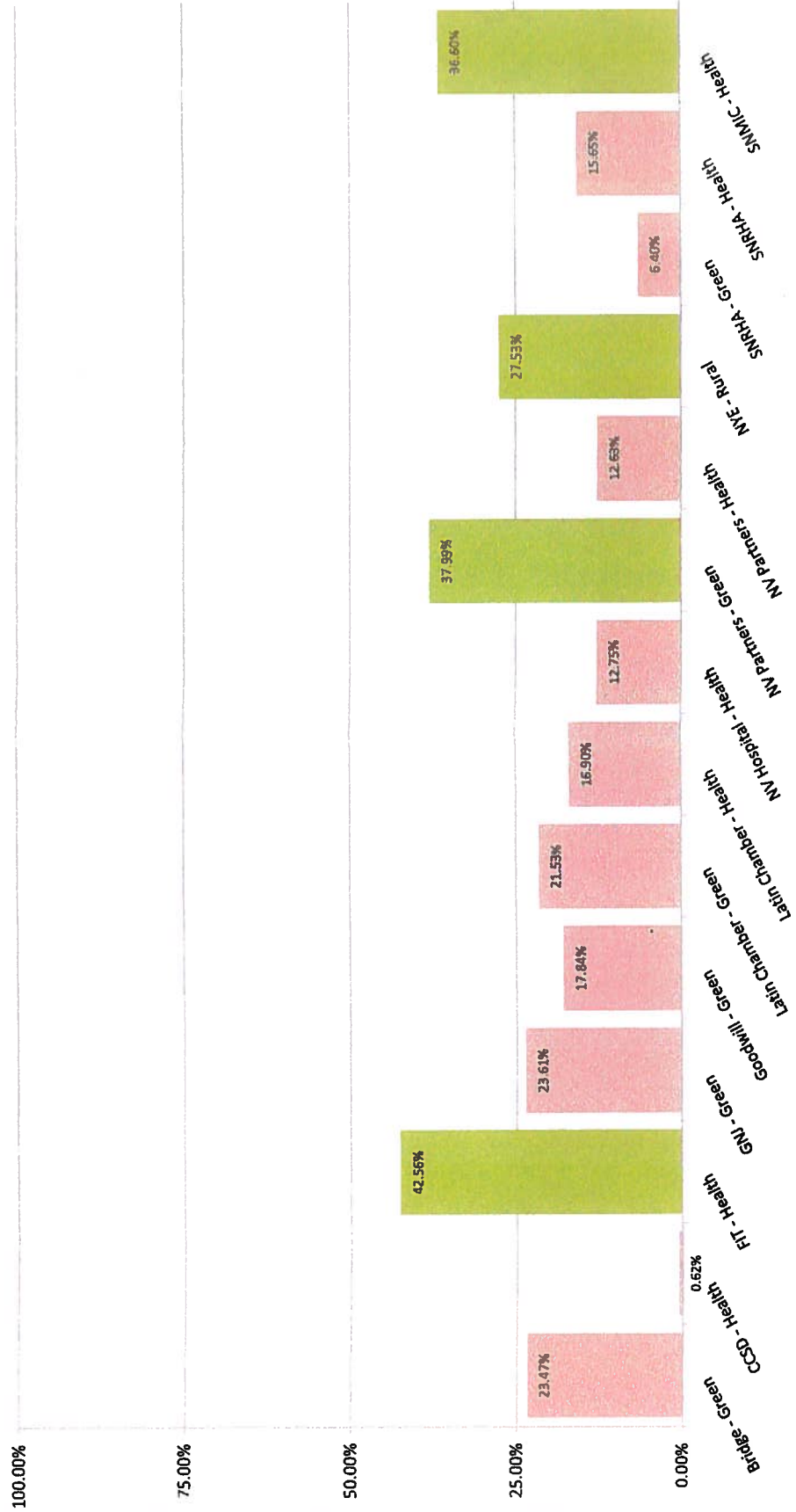
PY2010
Quarter #4 YTD Expenditure Report
Adult and Dislocated Worker
(July through June)



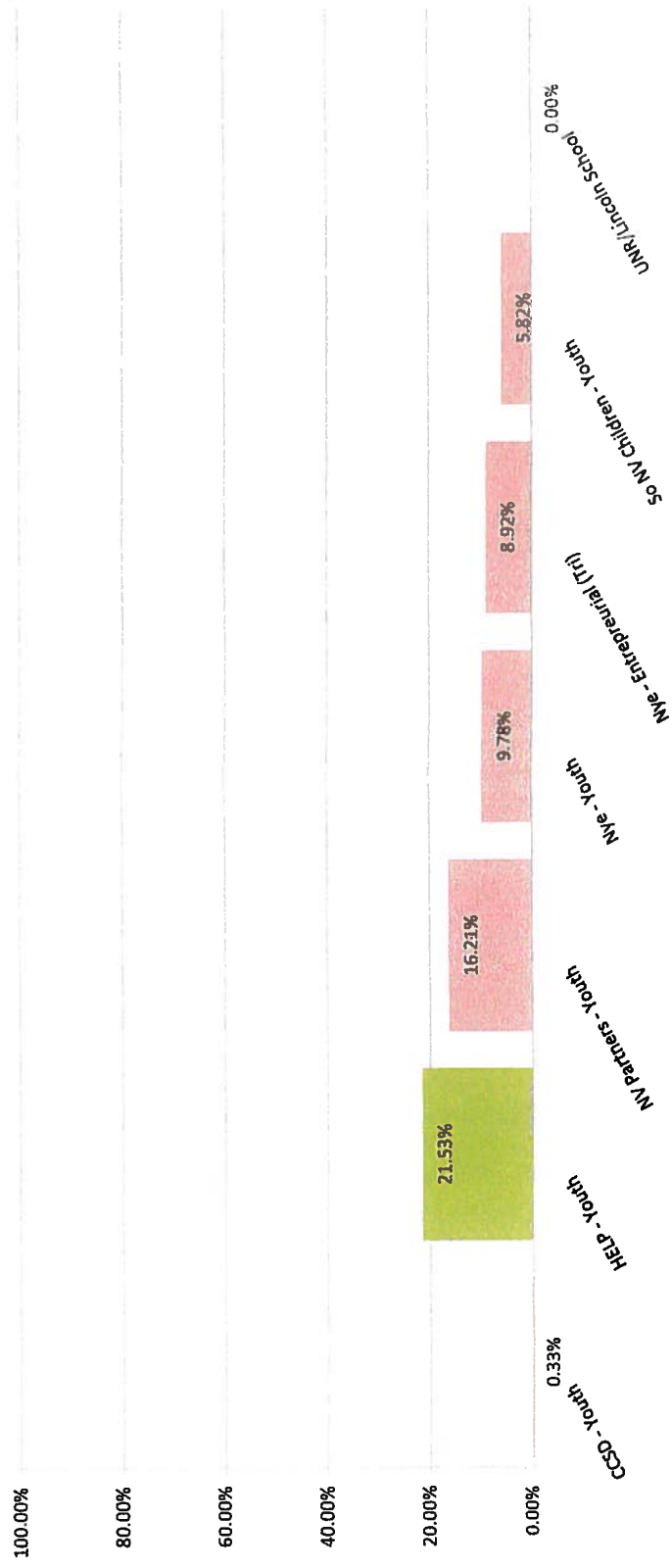
**PY2010
Quarter #4 YTD Expenditure Report
Youth
(July through June)**



PY2011
Quarter #1 YTD Expenditure Report
Adult and Dislocated Worker



PY2011
Quarter #1 YTD Expenditure Report
Youth
15 Month Contracts



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NOVEMBER YTD 2011

PY11 WIA Formula Expenses
CONSOLIDATED BUDGET

For the Period : July 1 '2011 through June 30' 2012(Formula)

Line Item Number	BUDGET			ACTUAL EXPENSES			BUDGET AUTHORITY REMAINING			% Of Program Year concluded		
	Admin	Program	Total	Admin	Program	Total	Admin	Program	Total	Admin	Program	Total
6260	1,048,218	1,784,803	2,833,021	398,763	864,548	1,263,311	649,455	920,255	1,569,710	38.04%	48.44%	44.59%
6265	366,876	624,681	991,557	99,940	216,443	316,383	266,936	408,238	675,174	27.24%	34.65%	31.91%
6550	31,447	53,544	84,991	2,192	8,455	10,647	29,255	45,089	74,344	6.97%	15.79%	12.53%
6100	140,000	0	140,000	105,247	0	105,247	34,753	0	34,753	75.15%	0.00%	75.15%
6120&6125	12,000	0	12,000	1,691	0	1,691	10,309	0	10,309	14.09%	0.00%	14.09%
6130-6139	24,000	51,000	75,000	49,622	108,150	157,773	-25,622	-57,150	-82,773	205.76%	232.96%	219.35%
6130-011	0	250,000	250,000	12,898	30,330	43,228	-12,898	219,670	206,772	0.00%	12.13%	17.29%
6140	1,600	3,400	5,000	0	0	0	1,600	3,400	5,000	0.00%	0.00%	0.00%
6150	14,000	21,000	35,000	4,258	9,721	13,980	9,742	11,279	21,020	30.42%	46.29%	39.94%
6160	4,800	10,200	15,000	1,459	3,183	4,642	3,341	7,017	10,358	30.40%	31.21%	30.95%
6170	6,400	13,600	20,000	2,605	5,436	8,041	3,795	8,164	11,959	40.71%	39.97%	40.21%
6190	14,400	30,600	45,000	1,502	3,319	4,821	12,898	27,281	40,179	10.43%	10.85%	10.71%
6200	4,800	10,200	15,000	636	1,441	2,077	4,164	8,759	12,923	13.25%	14.13%	13.85%
6210	19,200	40,800	60,000	11,852	0	11,852	7,348	40,800	48,148	61.73%	0.00%	19.75%
6230	1,600	3,400	5,000	40	107	147	1,560	3,293	4,853	2.50%	3.14%	2.94%
6250	8,000	17,000	25,000	2,469	5,654	8,123	5,531	11,346	16,877	30.87%	33.26%	32.49%
6270	1,600	3,400	5,000	504	1,160	1,664	1,096	2,240	3,336	31.50%	34.12%	33.28%
6280	4,800	10,200	15,000	1,877	4,056	5,933	2,923	6,144	9,067	39.11%	39.77%	39.56%
6285	0	25,000	25,000	0	2,392	2,392	0	22,608	22,608	0.00%	9.57%	9.57%
6290	106,856	227,068	333,924	35,810	77,066	112,876	71,046	150,002	221,048	33.51%	33.94%	33.80%
6300	16,000	34,000	50,000	5,051	10,773	15,824	10,949	23,227	34,176	31.57%	31.69%	31.65%
6305	0	50,000	50,000	0	33,415	33,415	0	16,585	16,585	0.00%	66.23%	66.23%
6306	55,000	0	55,000	11,513	0	11,513	43,488	0	43,488	20.93%	0.00%	20.93%
6310	24,500	45,500	70,000	4,113	8,835	12,948	20,387	36,665	57,052	16.79%	19.42%	18.50%
6320	16,650	28,350	45,000	5,153	12,174	17,327	11,497	16,176	27,673	30.95%	42.94%	38.50%
6440	24,000	51,000	75,000	9,619	20,867	30,486	14,381	30,133	44,514	40.08%	40.92%	40.65%
6500	8,000	17,000	25,000	7,663	15,897	23,559	337	1,103	1,441	95.79%	93.51%	94.24%
6700	0	15,000	15,000	0	9,322	9,322	0	5,678	5,678	0.00%	62.14%	62.14%
6720	0	15,000	15,000	0	666	666	0	14,334	14,334	0.00%	4.44%	4.44%
Total	1,954,747	3,435,746	5,390,493	776,476	1,453,409	2,229,885	1,178,271	1,982,337	3,160,608	39.72%	42.30%	41.37%



workforceCONNECTIONS
PY2011 WIA Formula Budget
July 1, 2011 - June 30, 2012
(Revised January 3, 2012)

Revenue by Funding Stream	Approved	Revised	\$ Change	Available for LWIB Operations		Service Providers	TOTAL
	Budget PY2011	Budget PY2011		10% Admin	16% Program		
Adult	5,182,567	5,660,975	478,408	566,098	905,756	4,189,121	5,660,975
Dislocated Worker	5,943,200	6,637,823	694,623	663,782	1,062,052	4,911,989	6,637,823
Youth	5,760,743	5,760,743	-	576,074	921,719	4,262,950	5,760,743
PY2010 Adult Budget Carry Forward	1,000,000	2,433,862	1,433,862	243,386	389,418	1,801,058	2,433,862
PY2010 Dislocated Worker Budget Carry Forward	-	443,620	443,620	44,362	70,979	328,279	443,620
PY2010 Youth Budget Carry Forward	-	2,905,927	2,905,927	290,593	464,948	2,150,386	2,905,927
Other Revenues (Interest)	-	1,250	1,250	-	1,250	-	1,250
Governor's Reserve - Strategic Initiative	-	75,000	75,000	-	75,000	-	75,000
Total Revenue by Funding Stream	\$ 17,886,510	\$ 23,919,200	\$ 6,032,690	\$ 2,384,295	\$ 3,891,122	\$ 17,643,783	\$ 23,919,200
					\$ 6,275,417		

Notes:

- 1 PY2011 Revenues include additional DETR funding Adult \$478,408 and Dislocated Worker \$694,623.
- 2 Carry forward funds have been estimated for PY2010 in the amount of \$5,783,409. These fund estimates will be revised later this year when the A-133 audit is complete.
- 3 The Department of Labor allows local boards to expend up to 10% of their total allocation for administrative costs. WIC also allocates 16% of the total allocation for program management and oversight.
- 4 WIA funds have a two year life at the local level and an additional year at the state level.

Service Providers/Contractors	Approved	Revised	\$ Change	Service Providers	TOTAL
	Budget PY2011	Budget PY2011			
Adult Services	3,835,100	5,990,179	2,155,079	5,136,759	5,136,759
Dislocated Worker Services	4,397,968	5,240,268	842,300	4,493,688	4,493,688
Youth Services	4,262,949	6,413,336	2,150,387	5,413,336	5,413,336
Strategic Initiative - Adult/Dislocated Worker	-	-	-	1,600,000	1,600,000
Strategic Initiative - Youth	-	-	-	1,000,000	1,000,000
Subtotal Service Provider/Contractors	\$ 12,496,017	\$ 17,643,783	\$ 5,147,766	\$ 17,643,783	\$ 17,643,783

Administrative and Program Operating Expenditures - Board Staff

Expense Category	Approved	Revised	\$ Change	Admin	Program	Total
	Budget PY2011	Budget PY2011				
6260 Salaries	2,833,021	2,833,021	-	1,048,218	1,784,803	2,833,021
6265 Employee Fringe Benefits	991,557	991,557	-	366,876	624,681	991,557
6550 Employer Payroll Taxes	84,991	84,991	-	31,447	53,544	84,991
6100 Audit/Accounting Services	140,000	190,000	50,000	190,000	-	190,000
6120 Bank/Payroll Services	12,000	13,250	1,250	13,250	-	13,250
6130 Equipment/Furniture	75,000	200,000	125,000	64,000	136,000	200,000
6140 Equipment Repairs	5,000	5,000	-	1,600	3,400	5,000
6150 Legal Publication/Advertising	35,000	50,000	15,000	20,000	30,000	50,000
6160 Dues & Subscriptions	15,000	15,000	-	4,800	10,200	15,000
6170 Equipment Rental	20,000	20,000	-	6,400	13,600	20,000
6190 Insurance	45,000	45,000	-	14,400	30,600	45,000
6200 Janitorial & Maintenance	15,000	15,000	-	4,800	10,200	15,000
6210 Legal Fees	60,000	60,000	-	60,000	-	60,000
6230 License & Permits	5,000	5,000	-	1,600	3,400	5,000
6250 Office Supplies	25,000	25,000	-	8,000	17,000	25,000
6270 Postage & Delivery	5,000	5,000	-	1,600	3,400	5,000
6280 Printing & Reproduction	15,000	15,000	-	4,800	10,200	15,000
6285 Board Support & Travel	25,000	25,000	-	-	25,000	25,000
6290 Facility Rent/Lease	333,924	333,924	-	106,856	227,068	333,924
6300 Telephone	50,000	50,000	-	16,000	34,000	50,000
6305 Program Support Contracts	50,000	80,000	30,000	-	80,000	80,000
6306 Admin Support Contracts	55,000	55,000	-	55,000	-	55,000
6310 Travel - Staff	70,000	70,000	-	24,500	45,500	70,000
6320 Training & Seminars - Staff	45,000	65,000	20,000	24,050	40,950	65,000
6390 Utilities (included in Rent)	-	-	-	-	-	-
6440 Systems Communications Support	75,000	75,000	-	24,000	51,000	75,000
6500 Workforce Development Outreach	25,000	80,000	55,000	25,600	54,400	80,000
6700 Youth Program Activities	15,000	15,000	-	-	15,000	15,000
6720 Adult/DW Program Activities	15,000	15,000	-	-	15,000	15,000
6130-11 NVTrac - Data Tracking System	250,000	250,000	-	-	250,000	250,000
6850 Strategic Initiative	-	588,674	588,674	-	588,674	588,674
Subtotal Operating Expenditures	5,390,493	6,275,417	884,924	2,117,796	4,157,621	6,275,417
Total Expenditures	17,886,510	23,919,200		2,117,796	4,157,621	17,643,783
Fund Balance	\$ -	\$ -		\$ 266,499	\$ (266,499)	\$ -

**Workforce Connections
Program Year 2011
WIA Formula Budget Narrative**

Workforce Connections is responsible for providing management and oversight of the Workforce Investment Area's employment and training programs and services. The Board's staff provides direct support to the Workforce Investment Area by carrying out the Board's operations plans. Staff responsibilities include implementing Board policies and establishing techniques and methods to achieve the Board's mission. Staff administers and oversees all internal administrative service provisions, including program administration, management analysis and administration support for the Workforce Investment Board.

Revenues:

Workforce Investment Act (WIA) Program Year PY 2011 revised allotted funds were awarded in the amount of \$18,059,541. Allocated (revised) among the three funding streams: Adult - \$5,660,975; Dislocated Worker-\$6,637,823; and Youth - \$5,760,743.

Due to Congressional change in states WIA formula allocations, an additional 10% of adult and dislocated worker funds were reallocated for distribution to Local Workforce Investment Areas. As such, Workforce Connections received an additional \$478,408 in the adult category and \$694,623 in the dislocated worker category.

Because of Workforce Connections' exceptional program services delivery, all established performance measures were met or exceeded during PY2010. As such, an incentive award of \$75,000 was allocated to Workforce Connections in recognition of outstanding workforce development services oversight and delivery.

The overall funding for the PY 2011 was increased by \$1,385,123 (0.92%), compared to the Program Year 2010 WIA allocation which was \$16,749,418.

Other anticipated funding includes operating carry forward funds from Program Year 2010 WIA allocation of approximate \$5,783,409.

Total budgeted revenues for PY 2011 are \$23,919,200.

Upon closing out service providers' contracts, unexpended funds will be recaptured and carried forward to be included in a revised budget that will be presented for approval later this year.

Expenditures – Service Providers/Contractors/Vendors:

On June 28th, 2011, the board of directors approved the Adult and Dislocated Worker PY2011 contracts. The approved board funding awards were: \$2,475,000 for Green Economy Sector contracts; \$2,475,000 for Healthcare Sector contracts; and \$2,450,000 for incumbent service providers' contracts. The Board of Directors also approved the Youth PY2011 contracts in the amount of \$2,000,000 for Year-Round services and \$250,000 for Youth Tri-County Coalition contracts.

Administrative and Program Operating Expenditures – Board Staff:

The Department of Labor allows local workforce investment boards to expend up to 10% of their total formula funding allocation for administrative services. For programmatic operations and oversight, over the last four years, the board of directors have allocated 16% of the total budget allocation. Such operational and management oversight include but 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

Note: A number of these expense categories were initially decreased in comparison to the PY2010 budget allocation. Although such budget line decreases were appropriate at the time of recommendation, the economic and job training markets have driven staff to make some adjustments in a few (seven) budget line items. This overall budget line item reductions in the initial approved budget were due to the exhaustion of the American Reinvestment and Recovery Act (ARRA) funding that was received in PY 2009 with a carry forward allocation to the PY 2010.

6260 - Salaries: \$2,833,021. Even though capacity has been added in the area Workforce Connections' staffing over the last couple of program years, management anticipates adding a few more positions during this program year in various areas to include but not limited to fiscal, adult and dislocated program staff, and contract administration. The decrease in this budget line item is due to funds remaining from last year's budget caused by a number of unfilled positions throughout the entire program year. Because of the exponential growth within the agency, management elected to progressively fill positions as programs and services capacity increased—thus, recruitment and hiring lagged as expected, resulting in an overall cost reduction in salary savings.

6265 - Employee Fringe Benefits: \$991,557. Employee benefits include medical, dental and life insurance, as well as other benefits like employer paid Public Employees Retirement System (PERS) contributions. A rate of 35% of the total salaries has typically been used to calculate the fringe benefits. This decrease is a

result of planned, anticipated lag in staff hiring to coincide with programmatic development plans and services delivery.

- 6550 - Employer Payroll Taxes: \$84,991.** The employer payroll tax average rate is .03% of the total salaries. As indicated in budget line items 6260 and 6265, this decrease due to a reduction in staff salaries and associated benefits.
- 6100 - Audit/Accounting Services: \$190,000 – an increase of \$50,000.** This line item includes the cost of the A-133 audit as well as extended accounting and financial consulting and technical support which were not budgeted in the prior program year. Because of the agency's significant fiscal challenges, this additional increase is due to the anticipation of accounting consultants to assist staff throughout the program year.
- 6120 Bank/Payroll Services: \$13,250 – an increase of \$1,250.** This was a prior year (PY2010) decrease of \$4,000; however with a noted U.S. Department of Labor (DOL) finding, an interest bearing account must be established which will be an additional cost of banking operations. This line item is for various banking services which include wire transfers and ACH payments and payroll services provided. We believe actual expenditures for PY2011 will result in more additional costs than those reflected in the previous program year.
- 6130 Equipment/Furniture: \$200,000 – an increase of \$125,000.** With a classification change in this line item during the previous program year, this line item held steady with no increase in the initial budget allocation. Due to the increased operations requirement, this line item includes the costs for additional equipment/furniture, e.g., computers, servers, furniture, etc., for administrative and programmatic support staff.
- 6140 Equipment Repairs: \$5,000.** This line item is for normal wear and tear or unanticipated equipment repair or breakdowns. There is a decrease on this line due to the actual expenditures for PY2010 being lower than the budgeted amount. We do not anticipate expenditures increasing this program year and have reduced the budget line to reflect a more accurate expectation of expenses based on prior years' history.
- 6150 Legal Publication/Advertising: \$50,000 – an increase of \$15,000.** This line represented a decrease of \$15,000 in the initial budget allocation; however, with the continued requirement for legal publication, i.e., job postings, Request for Proposals and controlled advertisements, the related \$15,000 is needed back to sure-up such support activities.
- 6160 Dues and Subscriptions: \$15,000.** This line item serves to establish memberships in trade and technical associations that benefit Workforce

Connections' outreach and oversight initiatives, and offers valued key contacts for workforce/economic development and technical information support. The decrease is due to the actual expenditures for PY2010 being lower than the budgeted amount. We do not anticipate expenditures increasing this program year, and have reduced this budget line to reflect a more accurate expectation of expenses.

- 6170 Equipment Rental: \$20,000.** This line item is allocated for continuing existing leases on copiers and postage meter equipment, and any rental equipment needed in daily operations. The reduction is due to the actual expenditures during PY 2010 being lower than the budgeted amount. We do not anticipate expenditures increasing this program.
- 6190 Insurance: \$45,000.** Allocated costs for Board liability insurance such as workers' compensation, general business liability and Board directors and officers' omission and errors liability. This line also provides insurance for our green training vehicle. This budget line has been reduced to reflect a more accurate expectation of expenses.
- 6200 Janitorial and Maintenance: \$15,000.** This line item is allocated for any janitorial services or repairs needed to Workforce Connections' administration offices. This budget line element also provides funds for repairs to our green training vehicle. We do anticipate an increase in expenditures compared to PY2010.
- 6210 Legal Counsel Fees: \$60,000.** This budget allocation is for legal services in areas such as board and official open meetings preparation, i.e., review of agendas and contract agreements, and review of RFPs and policies. The need for legal services was greatly reduced in PY 2010 compared to PY 2009 due to reduced official meeting notices.
- 6230 License and Permits: \$5,000.** This line item is allocated for software licenses and permits associated with new computers or purchased upgrades for current software.
- 6250 Office Supplies: \$25,000.** This line item is allocated for various office supplies needed for every day operations.
- 6270 Postage and Delivery: \$5,000.** Postage and mail delivery costs include such activities as routine postage, courier delivery service, and Federal Express delivery. Staff's progressive use of electronic mail has led to a reduction in postage and delivery expenditures.

- 6280 Printing and Reproduction: \$15,000.** This item includes local office copier costs on leased copy equipment and other ancillary copying and printing costs associated with Board administration and daily operations. This reduction is a result of reduced RFPs and associated correspondence related to ARRA funding and resources.
- 6285 Board Support and Travel: \$25,000.** This budget allocation is primarily used for Board members' travel to grant, and support business activities tied to WIA requirements. This allocation also includes costs associated with facility costs tied to board and committee meetings. Board member travel was greatly reduced in PY2010 compared to PY2009 and this budget line has been reduced to reflect a more accurate expectation of expenses.
- 6290 Facility Rent/Lease: \$333,924.** The allocation has increased due to Workforce Connections' anticipation of acquiring additional office space for operational staff in support of the Board's capacity building in critical administrative and programmatic functions.
- 6300 Telephone: \$50,000.** This budget item is designated for all activities related to telephone services, i.e., local and long distance phone charges and wireless communication. Due to the increase in staff from the prior years, funds have been added to this budget line in the area of communication support to include wireless connectivity.
- 6305 Program Support Contracts: \$80,000 – an increase of \$30,000.** This line item was decreased by \$145,000 in the initial budget; however, the cut proved a bit too close and could impede the agency's programmatic progress in supporting awarded contracts and workforce development initiatives in the form of professional agreements and temporary staffing with focus on WIA grant performance and system data support activities.
- 6306 Admin Support Contracts: \$55,000.** This item is for administrative support contracts, including professional agreements and temporary staffing with focus on WIA grant fiscal management and personnel management.
- 6310 Travel (Staff): \$70,000.** Local and out-of-town staff travel for grant related matters such as WIA State and USDOL sponsored training and conferences. This line item also covers travel for staff training on an array of programmatic and fiscal activities, as well as local and rural areas site reviews and monitoring visits to ensure compliance with WIA initiatives and work plans. There is a slight decrease to this line due to a projected reduction in the number of active service providers' contracts.

- 6320 Training and Seminars (Staff): \$65,000 – an increase of \$20,000.** This item is designated for staff training/seminars for both local and out-of-town locations. For example, financial management, program and systems management and oversight training and seminars/conferences which focus on grant support activities. This increase is primarily due to the implementation of newly installed financial software, newly assigned staff and much needed technical support in the way of training and staff development.
- 6390 Utilities: \$0.** This budget line has been reduced to zero because the cost of utilities is included in the monthly lease agreement.
- 6440 Systems Communications Support: \$75,000.** This allocation is to support systems such as data backup, T-1 lines and web hosting for internal e-mail support. This budget line has been reduced due to wireless communication being moved to the telephone budget line, as well as a reduction in overall revenues.
- 6500 Workforce Development Outreach Initiatives: \$80,000 – an increase of \$55,000.** The initial budget allocation reduced this line item by \$75,000 which proved to be much too lean for continued job development through business/employer outreach initiative to attract businesses and establish partnerships for workforce development and employer services initiatives.
- 6700 Youth Program Activities: \$15,000 –** This budget line is for youth program activities outside of daily operations such as service provider trainings and various youth conferences and summits.
- 6720 Adult/DW Program Activities: \$15,000 -** This budget line is for adult and dislocated worker program activities outside of daily operations such as service provider trainings and various employability conferences.
- 6130-11 NVTrac - : \$250,000 –** This budget line is for contractual expenditures related to the completion of the NVTrac data tracking system. This system will replace NJCOS which is the current system used to track participant data and serve as a reporting tool.
- 6850 Strategic Initiatives: \$588,674 – New line item –** This item 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.

workforce CONNECTIONS

PY11 WIA Formula Expenses
CONSOLIDATED BUDGET

PROPOSED REVISION

Line Item Number	BUDGET			ACTUAL EXPENSES			BUDGET AUTHORITY REMAINING			% Of Program Year concluded		41.67%
	Operating Expenses			Program			Admin			Total		
	Admin	Program	Total	Admin	Program	Total	Admin	Program	Total	Admin	Program	
6260	Salaries - Operations	1,048,218	1,784,803	2,833,021	398,763	1,263,311	649,455	920,255	1,569,710	38.04%	48.44%	44.59%
6265	Employee Fringe Benefits - Ops	366,876	624,681	991,557	99,940	316,383	266,936	408,238	675,174	27.24%	34.65%	31.91%
6550	Employer Payroll Taxes - Ops	31,447	53,544	84,991	2,192	10,647	29,255	45,089	74,344	6.97%	15.79%	12.53%
6100	Audit/Accounting Services	180,000	0	180,000	105,247	105,247	84,753	0	84,753	55.39%	0.00%	55.39%
6120&6129	Bank/Payroll Services	13,250	0	13,250	1,691	1,691	11,559	0	11,559	12.76%	0.00%	12.76%
6130-6139	Equipment/Capitalized Prof Fees	64,000	136,000	200,000	49,622	157,773	14,378	27,850	42,227	77.53%	79.52%	78.89%
6130-011	NV Trac Data Tracking Systems	0	250,000	250,000	12,898	43,228	-12,888	219,670	206,772	0.00%	12.13%	17.29%
6140	Equipment Repairs	1,600	3,400	5,000	0	0	1,600	3,400	5,000	0.00%	0.00%	0.00%
6150	Legal Publication/Advertising	20,000	30,000	50,000	4,258	13,980	15,742	20,279	36,020	21.29%	32.40%	27.96%
6160	Dues & Subscriptions	4,800	10,200	15,000	1,459	4,642	3,341	7,017	10,358	30.40%	31.21%	30.95%
6170	Equipment Rental	6,400	13,600	20,000	2,605	8,041	3,795	8,164	11,859	40.71%	39.97%	40.21%
6190	Insurance	14,400	30,600	45,000	1,502	4,821	12,898	27,281	40,179	10.43%	10.85%	10.71%
6200	Janitorial & Maintenance	4,800	10,200	15,000	636	2,077	4,164	8,759	12,923	13.25%	14.13%	13.85%
6210	Legal Fees	60,000	0	60,000	11,852	11,852	48,148	0	48,148	19.75%	0.00%	19.75%
6230	License & Permits	1,600	3,400	5,000	40	147	1,560	3,293	4,853	2.50%	3.14%	2.94%
6250	Office Supplies	8,000	17,000	25,000	2,469	6,123	5,591	11,346	16,877	30.87%	33.26%	32.49%
6270	Postage & Delivery	1,600	3,400	5,000	504	1,664	1,096	2,240	3,338	31.50%	34.12%	33.28%
6280	Printing & Reproduction	4,800	10,200	15,000	1,877	5,933	2,923	6,144	9,067	39.11%	39.77%	39.56%
6285	Board Support & Travel	0	25,000	25,000	0	2,392	0	22,608	22,808	0.00%	9.57%	9.57%
6290	Rent	106,856	227,068	333,924	35,810	112,876	71,045	150,002	221,048	33.51%	33.94%	33.80%
6300	Telephone	18,000	34,000	50,000	5,051	15,824	10,949	23,227	34,176	31.57%	31.69%	31.65%
6305	Program Support Contracts	0	80,000	80,000	0	33,415	0	46,585	46,585	0.00%	41.77%	41.77%
6306	Admin Support Contracts	55,000	0	55,000	11,513	11,513	43,488	0	43,488	20.93%	0.00%	20.93%
6310	Staff Travel	24,600	45,600	70,000	4,113	12,948	20,387	36,665	57,052	16.79%	19.42%	18.50%
6320	Training & Seminars - Staff	24,050	40,950	65,000	5,153	17,327	18,897	28,776	47,673	21.43%	29.73%	26.66%
6440	System Communication Support	24,000	51,000	75,000	9,619	30,486	14,381	30,133	44,514	40.08%	40.92%	40.65%
6500	Workforce Development Outreach	25,600	54,400	80,000	7,663	23,559	17,937	38,593	56,441	29.93%	29.22%	29.45%
6700	Youth Program Activities	0	15,000	15,000	0	9,322	0	5,678	5,678	0.00%	62.14%	62.14%
6720	Adult/DW Program Activities	0	15,000	15,000	0	666	0	14,334	14,334	0.00%	4.44%	4.44%
6850	Strategic Initiative	0	588,674	588,674	0	0	0	588,674	588,674	0.00%	0.00%	0.00%
	Total	2,117,797	4,157,620	6,275,417	776,476	2,229,885	1,341,321	2,704,211	4,045,532	36.66%	34.96%	35.53%



workforce CONNECTIONS
Awards and Expenditures
Program Year 2011 Adult/DW Programs
As of December 28, 2011

WIA PY11 Adult and Dislocated Worker Green Sector

Provider	Contract Award	Adult Expenditures	DW Expenditures	Total Invoiced	% Spent	Remaining Balance
Bridge Counseling Associates	\$ 500,000.00	\$ 86,262.29	\$ 71,597.41	\$ 157,859.70	31.57%	342,140.30
GNJ Family Life Center	\$ 600,000.00	\$ 118,651.71	\$ 73,180.88	\$ 191,832.59	31.97%	408,167.41
Goodwill of Southern Nevada	\$ 600,000.00	\$ 102,604.14	\$ 48,815.29	\$ 151,419.43	25.24%	448,580.57
So. NV Regional Housing Authority	\$ 175,000.00	\$ 5,924.95	\$ 5,863.30	\$ 11,788.25	6.74%	163,211.75
Latin Chamber Foundation	\$ 600,000.00	\$ 105,078.18	\$ 80,476.26	\$ 185,554.44	30.93%	414,445.56
Nevada Partners, Inc	\$ 600,000.00	\$ 128,278.29	\$ 128,173.01	\$ 256,451.30	42.74%	343,548.70
Total	\$ 3,075,000.00	\$ 546,799.56 57%	\$ 408,106.15 43%	\$ 954,905.71	31.05%	2,120,094.29

WIA PY11 Adult and Dislocated Worker Health Sector

Provider	Contract Award	Adult Expenditures	DW Expenditures	Total Invoiced	% Spent	Remaining Balance
CCSD - Desert Rose	\$ 500,000.00	\$ 1,650.00	\$ 159,078.30	\$ 1,650.00	0.33%	498,350.00
FIT	\$ 600,000.00	\$ 148,999.03	\$ 159,078.30	\$ 308,077.33	51.35%	291,922.67
So. NV Regional Housing Authority	\$ 175,000.00	\$ 8,496.28	\$ 18,891.22	\$ 27,387.50	15.65%	147,612.50
Latin Chamber Foundation	\$ 600,000.00	\$ 85,501.87	\$ 49,759.94	\$ 135,261.81	22.54%	464,738.19
Nevada Hospital Association	\$ 600,000.00	\$ 6,778.34	\$ -	\$ 6,778.34	1.13%	593,221.66
Nevada Partners, Inc	\$ 600,000.00	\$ 79,650.73	\$ 43,020.63	\$ 122,671.36	20.45%	477,328.64
So. NV Medical Industry Coalition	\$ 600,000.00	\$ 214,707.80	\$ 47,073.11	\$ 261,780.91	43.63%	338,219.09
Total	\$ 3,675,000.00	\$ 545,784.05 63%	\$ 317,823.20 37%	\$ 863,607.25	23.50%	2,811,392.75

WIA PY11 Adult and Dislocated Worker Rural Services

Provider	Contract Award	Adult Expenditures	DW Expenditures	Total Invoiced	% Spent	Remaining Balance
Nye Communities Coalition	\$ 750,000.00	\$ 145,864.33	\$ 112,684.25	\$ 258,548.58	34.47%	491,451.42
Total	\$ 750,000.00	\$ 145,864.33 56%	\$ 112,684.25 44%	\$ 258,548.58	34.47%	491,451.42

WIA PY11 Internal Programs and To Be Allocated Amounts

Contract	Contract Award	Adult Expenditures	DW Expenditures	Total Invoiced	% Spent	Remaining Balance
Pride	\$ 500,000.00	\$ 232,480.98	\$ -	\$ 232,480.98	46.50%	267,519.02
To be allocated	\$ 233,068.00	\$ -	\$ -	\$ -	0.00%	233,068.00
Total	\$ 733,068.00	\$ 232,480.98 0%	\$ - 0%	\$ 232,480.98	31.71%	\$ 500,587.02
Total PY11 Adult/DW	\$ 8,233,068.00	\$ 1,470,928.92 64%	\$ 838,613.60 36%	\$ 2,309,542.52	28.05%	\$ 5,923,525.48

workforce CONNECTIONS
Awards and Expenditures
Program Year 2011 WIA Formula
As of December 28, 2011

WIA PY11 Youth General

Provider	Contract Award	Youth In-School Expenditures	Youth Out-Of-School Expenditures	Total Invoiced	% Spent	Remaining Balance
HELP of Southern Nevada	\$ 713,000.00	\$ 69,173.33	\$ 118,456.68	\$ 187,630.01	26.32%	\$ 525,369.99
CCSD - Desert Rose	\$ 362,000.00	\$ 2,250.00	\$ -	\$ 2,250.00	0.62%	\$ 359,750.00
Nevada Partners	\$ 500,000.00	\$ 62,860.47	\$ 53,329.85	\$ 116,190.32	23.24%	\$ 383,809.68
Nye Communities Coalition (Year Round)	\$ 300,000.00	\$ 25,639.35	\$ 13,880.90	\$ 39,520.25	13.17%	\$ 260,479.75
Nye Communities Coalition (Summer)	\$ 48,514.00	\$ 34,427.16	\$ 14,019.15	\$ 48,446.31	99.86%	\$ 67.69
So. NV Children First	\$ 125,000.00	\$ 3,962.35	\$ 4,287.04	\$ 8,249.39	6.60%	\$ 116,750.61
Total	\$ 2,048,514.00	\$ 198,312.66	\$ 203,973.62	\$ 402,286.28	19.64%	\$ 1,646,227.72

WIA PY11 Youth Tri County

Provider	Contract Award	Youth In-School Expenditures	Youth Out-Of-School Expenditures	Total Invoiced	% Spent	Remaining Balance
Nye Communities Coalition (Tri-County)	\$ 150,000.00	\$ 12,466.73	\$ 5,659.90	\$ 18,126.63	12.08%	\$ 131,873.37
Lincoln County School District (Tri-County)	\$ 100,000.00	\$ -	\$ -	\$ -	0.00%	\$ 100,000.00
Total	\$ 250,000.00	\$ 12,466.73	\$ 5,659.90	\$ 18,126.63	7.25%	\$ 231,873.37

WIA PY11 Internal Programs and To Be Allocated Amounts

Provider	Contract Award	Youth In-School Expenditures	Youth Out-Of-School Expenditures	Total Invoiced	% Spent	Remaining Balance
Ready4Life Graduate Advocate Initiative	\$ 900,000.00	\$ 70,206.25	\$ -	\$ 70,206.25	7.80%	\$ 829,793.75
Youth Green - TBD	\$ 500,000.00	\$ -	\$ -	\$ -	0.00%	\$ 500,000.00
Youth HealthCare - TBD	\$ 500,000.00	\$ -	\$ -	\$ -	0.00%	\$ 500,000.00
To be allocated	\$ 64,436.00	\$ -	\$ -	\$ -	0.00%	\$ 64,436.00
Total	\$ 1,964,436.00	\$ 70,206.25	\$ -	\$ 70,206.25	3.57%	\$ 1,894,229.75
Total Youth	\$ 4,262,950.00	\$ 280,985.64	\$ 209,633.52	\$ 490,619.16	11.51%	\$ 3,772,330.84

WIA PY10/PY11 Governor's Reserve Youth

Provider	Contract Award	Total Invoiced	% Spent	Remaining Balance
Nevada Public Education Foundation	\$ 645,000.00	\$ 621,679.08	96.38%	\$ 23,320.92
Clark County - Summer Business Institute	\$ 299,028.00	\$ 237,434.34	79.40%	\$ 61,593.66
Total	\$ 299,028.00	\$ 237,434.34	79.40%	\$ 61,593.66

workforce CONNECTIONS
Awards and Expenditures
As of December 28, 2011

WIA PY10 Internal Programs Ongoing

	Contract Award	Total Invoiced	% Spent	Remaining Balance
Clientele	\$ 246,206.00	\$ 65,064.53	26.43%	181,141.47
Total	\$ 246,206.00	\$ 65,064.53	26.43%	181,141.47

Direct A/DW Grants

Provider	Contract Award	Total Invoiced	% Spent	Remaining Balance
Youth Build PY09 - CCSD - Desert Rose	\$ 161,559.99	\$ 161,559.11	100.00%	0.88
Youth Build PY09 - GNJ Family Life Center	\$ 711,000.00	\$ 552,338.93	77.68%	158,661.07
Youth Build PY09 - WC	\$ 227,440.01	\$ 202,157.58	88.88%	25,282.43
Youth Build PY11 - CCSD Desert Rose	\$ 158,584.00	\$ -	0.00%	158,584.00
Youth Build PY11 - WC	\$ 941,416.00	\$ 141,309.11	15.01%	800,106.89
SESP	\$ 4,050,000.00	\$ 1,131,595.55	27.94%	2,918,404.45
HRSA	\$ 140,509.00	\$ 95,643.95	68.07%	44,865.05
Department of Justice - Get Out	\$ 692,096.00	\$ 410,551.43	59.32%	281,544.57
Layoff Aversion (new)	\$ 210,000.00	\$ 12,919.99	6.15%	197,080.01
Total	\$ 7,292,605.00	\$ 2,708,075.65	37.13%	\$ 4,584,529.35

workforce CONNECTIONS

Audit Findings for PY2009
(Year Ended June 30, 2010)

Monthly Status Report
December 2011

Finding	Type	Description	Target Date	Audit					
				PY2009 ended 6/30/2010 (4/29/2011)	PY2008 ended 6/30/2009 (06/08/2010)	PY2007 ended 6/30/2008 (09/22/2009)	PY2006 ended 6/30/2007 (07/22/2008)		
10-1	Financial Reporting	<p>Lack of Policy and Procedures and GAAP adherence - Improved from last year but still lacks effective policy and procedures</p> <p>Status: A schedule of monthly financial reviews was developed and implemented; responsibilities were assigned to staff members; and the Financial Manager has final review and approval. A new financial system will be implemented beginning September 2011. The system will improve the entry and reporting of financial data as well as assist in the implementation of more control and accountability.</p> <p>Action: Sept 2011 - Completed configuration of the new financial system, began staff training, and determine original staff assignments.</p> <p>Action: Nov 2011 - Completed coding of July through October transactions.</p> <p>Action: Dec 2011/Jan 2012 - Begin dual entry of PY 11 data for July through November into the new financial system, review staff assignments and make changes as needed, complete final reconciliation to Quickbooks system and end dual entry.</p> <p>Action: Feb 2012 - Revise and finalize policies and procedures that will address the timely handling of transactions, will determine correct backup documentation, and will establish proper controls and reviews. The new CFO will provide the expertise necessary to ensure the final policies meet GAAP.</p> <p>Action: Jan/Feb 2012 - Produce new monthly/quarterly financial status reports.</p>	December 2011 / January 2012	X	X	X	X	X	X
10-2	Financial Reporting	<p>Lack of insufficient skills and knowledge to perform governmental accounting utilizing GAAP - Improved from last year but still needs improvement</p> <p>Status: The new CFO will provide the expertise necessary to provide the skills and knowledge that have been needed. In addition, we are in the process of configuring the new financial system.</p> <p>Action: Aug 2011 - Finalized the job description, including CFO Committee suggestions.</p> <p>Update: Sept 2011 - The job announcement was issued 9/2/2011 for the CFO vacancy. The deadline for applications is 9/30/2011.</p> <p>Action: Oct 2011 - Reviewed applications and scheduled telephone interviews with candidates and CFOs for November 10, 2011.</p> <p>Action: Nov 2011 - Held telephone interview with the final candidate, and</p> <p>Action: Dec 2011 - Schedule final interviews, begin negotiations with the final candidate, and complete the hiring process for the new CFO.</p> <p>Action: Jan 2012 - Postpone CFO Search until Spring, begin search for new Finance Manager.</p>	December 2011	X	X	X	X	X	X

workforce CONNECTIONS

Audit Findings for PY2009
(Year Ended June 30, 2010)

Monthly Status Report
December 2011

Finding	Type	Description	Target Date	Audit					
				PY2009 ended 6/30/2010 (4/29/2011)	PY2008 ended 6/30/2009 (06/08/2010)	PY2007 ended 6/30/2008	PY2006 ended 6/30/2007		
10-3	Federal Grants	SEFA schedules did not agree with supporting records or documentation	October 2011	X	X	X	X		
		Status: With the assistance of the auditors, the SEFA was updated in April 2011. The SEFA will be finalized for year end when the final invoices are due on August 31. The report is now 100% complete.							
		Action: Sept 2011 - Complete the preliminary PY10 SEFA for the year ending 06/30/2011.							
		Action: Nov 2011 - Finalize PY10 SEFA for the final audit - file to auditors on Dec 2. Action: Dec 2011 - Reconcile PY11 SEFA to Quickbooks and update FE coding. Action: Ongoing - Update and reconcile the PY11 SEFA each month through year end.							
10-4	Federal Grants	Grant funds expended for purposes other than the purpose specified in drawdown.	May 2011	X	X				
		Status: The SEFA has been kept up-to-date since April 2011. This results in improved drawdown calculations and reduces discrepancies.							
		Action: Sept 2011 - An ending fund balance worksheet was developed to ensure that balances reflected on the drawdown documents are accurate.							
		Action: Dec 2011 - Continue to update the PY11 SEFA worksheet ensuring that discrepancies between the drawdown requests and the actual expenditures are identified in a timely manner. Action: Ongoing - the SEFA must be kept up-to-date monthly to ensure accuracy.							
10-5	Federal Grants	Funding federal grants in advance - excessive time elapsed between receipt of funds and disbursement of funds	December 2011/ January 2012	X					
		Status: It currently takes DETR one to three weeks to process a drawdown request. Because Workforce Connections does not have cash available to pay expenditures and then request reimbursements, cash management can be very difficult.							
		Action: Aug 2011 - The Deputy Director discussed with DETR the delays in the drawdown review and payment process. WC is now seeing a reduction in the wait time - now one to two weeks on average instead of three. Action: Dec 2011 - Review the split between programs for the operations drawdowns. Action: Jan 2012 - Research alternatives that will improve the timeliness of the drawdown process with DETR.							
		Action: Ongoing - The Finance Manager, CFO, and Deputy Director will continue to work with DETR to review the drawdown payment process.							

workforce CONNECTIONS

Audit Findings for PY2009
(Year Ended June 30, 2010)

Monthly Status Report
December 2011

Finding	Type	Description	Target Date	Audit				
				PY2009 ended 6/30/2010 (4/29/2011)	PY2008 ended 6/30/2009 (05/08/2010)	PY2007 ended 6/30/2008	PY2006 ended 6/30/2007	
		<p>Funding federal grants in advance - excessive time elapsed between receipt of funds and disbursement of funds (continued)</p> <p>Status: The updated monthly SEFA process has corrected the delayed payment processing for subrecipients. After a preliminary review, the drawdowns are requested from DETR. While waiting for payment, the documents are reviewed by program staff for allowable costs and then by finance staff for accuracy of the calculations and account coding.</p> <p>Action: Dec 2011 - Continue to update the PY11 SEFA worksheet as drawdowns occur.</p> <p>Action: Ongoing - continue to review the process to ensure that documents are processed and paid in a timely manner.</p>	August 2011					
10-6	Federal Grants	<p>Request of funds should be complete and accurate - improved from last year but still needs improvement</p> <p>Status: New forms were developed that ensures two fiscal staff reviews of the drawdown calculations and a new spreadsheet was developed to increase the accuracy of the ending balance calculations.</p> <p>Action: Dec 2011 - Sample provider requests to determine the impact of the new form on accuracy and whether program and financial reviews and approvals are taking place.</p> <p>Action: Ongoing - continue to evaluate the drawdown process and make improvements as necessary.</p>	August 2011	X	X	X	X	X
10-7	Federal Grants	<p>ARRA - timely reporting of quarterly reports</p> <p>Status: All of the ARRA funds have been expended and there are no more reports due. The June 30, 2011 report was submitted within the 10 day deadline.</p> <p>Action: Aug 2011 - Two ARRA reports were due for June 30, 2011. Both were submitted on time.</p> <p>Action: Oct 2011 - One final ARRA report was submitted on time for the Youthbuild program.</p> <p>Action: Jan 2012 - Compare final ARRA audit reconciliation with quarterly reports and adjust as necessary.</p> <p>Action: Ongoing - ARRA accounts need to be reconciled and the bank account closed.</p>	July 2011	X				
10-8	Federal Grants	<p>Verification of CCR Registration, including DUNS number for sub-recipients - not obtained on sub-awards.</p> <p>Status: A monitoring report was developed that tracks the CCR registration number, expiration date, and the DUNS numbers. This worksheet is updated monthly. This information will be attached to every new contract effective July 2011.</p> <p>Action: Dec 2011 - CCR registrations updated through 12/31/2011.</p> <p>Action: Ongoing - monthly follow-up is needed to ensure all registrations are current.</p>	July 2011	X		X		

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Audit Findings for PY2009
(Year Ended June 30, 2010)

Monthly Status Report
December 2011

Finding	Type	Description	Target Date	Audit				
				PY2009 ended 5/30/2010 (4/28/2011)	PY2008 ended 5/30/2009 (05/08/2010)	PY2007 ended 5/30/2008	PY2006 ended 5/30/2007	
10-9	Federal Grants	<p>Sub-recipients awards did not contain the required information</p> <p>Status: A contract template was developed for July 2011 contracts that ensures all data elements will be collected from each service provider. Regarding the failure to identify ARRA funding, there will be no more ARRA contracts issued since all funds have been expended.</p> <p>Action: Sept 2011 - A contract checklist was developed for PY11 contracts to ensure all data elements are collected. The contracts will be processed this month.</p> <p>Action: Jan 2012 - Review recently executed contracts to ensure new check lists are complete and all data elements are collected.</p> <p>Action: Ongoing - Ensure all future contracts contain data.</p>	July 2011	X	X		X	
10-10	Federal Grants	<p>Monitoring of sub-recipients were not performed</p> <p>Status: The Department of Labor requires annual financial reviews of subrecipients. Our policy will be updated to require an annual review of all recipients. A monitoring spreadsheet has been developed to track all findings from PY10. The outstanding findings are followed up on and payments will be held for those subrecipients with outstanding findings.</p> <p>Action: Aug 2011 - the Board approved the policy change from semi-annual reviews to annual reviews on 8/23/2011.</p> <p>Action: Sept 2011 - Following six technical assistance visits in August, four providers continue to have outstanding findings. The providers have been notified in writing that reimbursement payments will be held until they complete their findings.</p> <p>Action: Oct 2011 - Three providers have outstanding monitoring findings. Two providers are scheduled to complete their projects by 10/31/2011 and have been notified that the questionable costs will be unallowable if they are not successful. A third provider has been placed into high risk status and a plan of action has been developed.</p> <p>Action: Nov 2011 - One provider has outstanding monitoring findings and has been notified that the questionable costs are determined to be unallowable and that sanctions are pending. A second provider placed into high risk status in September has decided not to contract with WC for PY2011. Their letter of intent was extended through December 2011 to allow transition of clients to the new service provider.</p> <p>Action: Dec 2011 - One provider has been removed from Pink Paper status by submitting late invoices, a quarterly report, and updating their cost allocation model. Three providers received Pink Papers regarding their late October 31 prior year close out documents and one for late invoices.</p> <p>Action: Ongoing - Schedule monitoring visits for PY11 and late invoices.</p>	August 2011	X	X			

workforce CONNECTIONS

Audit Findings for PY2009
(Year Ended June 30, 2010)

Monthly Status Report
December 2011

Finding	Type	Description	Target Date	Audit					
				PY2009 ended 6/30/2010 (4/29/2011)	PY2008 ended 6/30/2009 (06/08/2010)	PY2007 ended 6/30/2008	PY2006 ended 6/30/2007		
10-11	Federal Grants	<p>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: Aug 2011 - One quarterly report was late for the June 30, 2011 reporting period due to a miscommunication regarding the report timeline. In the future, all notice of awards (NOA) will be reviewed for their reporting deadlines by the Financial Manager. The deadlines will be entered on the calendar with reminders to the assigned staff member and the Financial Manager. The Financial Manager will physically review the submitted reports prior to the deadline and update the status on the report tracking worksheet. Action: Nov 2011 - Quarterly direct grant reports are submitted in a timely manner. Action: Ongoing - weekly monitoring must continue to take place to ensure reports meet all deadlines.</p>	July 2011	X					
	Other	<p>Audit not completed by due date (within 9 months). Status: In August, Piercy Bowler was selected for the PY10 audit for the year ending 06/30/2011. The final audit must be complete by March 31, 2012. Action: Nov 2011 - Preliminary field work was rescheduled to begin November 15, 2011. Action: Nov 2011 - A list of schedules and required documentation to be collected prior to the audit was provided by PBTk. Action: Nov 2011 - Discuss with PBTk outstanding requests to ensure the timely completion of the audit. Action: Jan 2012 - Audit scheduled to be completed by January 31, 2102. Action: All months - The Finance Manager will track all auditor's requests for data or documentation. Requests will be responded to within two days or email will be sent with projected completion date (Ardell/CFO will be copied on all emails and responses).</p>	March 2012	X	X	X	X		

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Financial Edge (FE) System Implementation Schedule

Monthly Status Report

December 2011

Type	Description	Target Date
Implementation	Configuration of New Financial Edge Software	September 2011
	Status: Continue to work on the configuration and implementation of the new financial system.	
	Action: Sept 2011 - The test environment has been configured and now is available for staff training.	
	Action: Sept 2011 - The Financial Manager completed the configuration of the new financial system.	
Training	Staff Training in the Finance Department	September 2011
	Status: Staff will begin training in a temporary test environment of the new Financial Edge software system.	
	Action: Sept 2011 - The Financial Manager will prepare training plans for each of the staff including deadlines and progress reports.	
	Action: Sept 2011 - Staff will work with online training tools including webinars provided by the vendor.	
	Action: Sept 2011 - Staff will review online user guides and training manual.	
	Action: Sept 2011 - Staff will subscribe to Financial Edge's how-to emails that provide tips and tricks on using their software.	
	Action: Sept 2011 - Staff will practice entry and processing in the test environment of the new system.	
	Action: Oct 2011 - Staff will continue practice during the first week of October in the test environment of the new system.	
Implementation	Begin Startup of Financial Edge Software	December 2011 / January 2012
	Status: Begin the dual entry of documents into the live version of Financial Edge.	
	Action: Oct 2011 - Coding the July Quickbooks entries began in October however input was delayed.	
	Action: Nov 2011 - Coded the Quickbooks entries for August through October, however input entry was delayed.	
	Action: Dec 2011 - Input, proof, reconcile to QuickBooks, and then close the month of <u>July</u> in the new system. Print five (5) monthly financial reports.	
	Action: Jan 2011 - Input, proof, reconcile to QuickBooks, and then close the month of <u>August, September, October</u> in the new system. Print five (5) monthly financial reports.	

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Financial Edge (FE) System Implementation Schedule

Monthly Status Report December 2011

Type	Description	Target Date
Implementation	Complete Startup of Financial Edge Software	January 2012
	Status: Complete the dual entry of documents into the live version of Financial Edge.	
	Action: Jan 2012 - Input, proof, reconcile to QuickBooks, and then close the month of <u>November and December</u> in the new system. Print five (5) monthly financial reports. Action: Jan 2012 - End the dual entry of data in QuickBooks.	
Implementation	Implementation of the WebPortal and Web Invoicing Modules	February 2012
	Status: Implement Financial Edge's WebPortal Module that allows for the online requisitioning of supplies and materials.	
	Action: Feb 2012 - The Financial Manager will complete the configuration of the new financial module.	
	Status: Implement the Web Invoicing module that allows online approval routing of employee reimbursements.	
	Action: Feb 2012 - IT will install the new financial module.	
	Action: Feb 2012 - Financial Manager will begin the configuration of the new financial module.	
Implementation	Implementation of PaperSave software	February 2012
	Status: Begin to install and implement the third party PaperSave software that allows Finance staff to scan invoices and document backup.	
	Action: Feb 2012 - Financial Manager will work with third party vendor to configure new module. Action: Feb 2012 - Implementation schedule will be developed.	

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FINANCE MANAGER

Salary Range: \$60,000 - \$105,000

Date Approved:

FLSA Status: Exempt

REPORTS TO: Deputy Director - Operations

POSITION STATEMENT: Manages and supervises Workforce Connections' financial activities including federal, state and other allocated grant funding and resources. Oversees subrecipients' financial activities and records funded by Workforce Connections. Supervises the preparation of financial reports and budget plans. Interprets federal, state and local financial directives and ensure regulatory compliance with applicable U.S. Office of Management and Budget (OMB) Circulars, including A-133, A-122, A-110 and A-87, as well as state and local policies.

SUPERVISION EXERCISED: Provides direct supervision over subordinate financial staff, including financial analysts and accounting staff members.

SUPERVISION RECEIVED: Receives general direction from the Deputy Director - Operations and appropriate executive level management staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Supervises the maintenance of financial records and preparation of financial and budget reports; supervises or performs bookkeeping and related transactions; oversees service providers/subrecipients' financial activities and records funded by Workforce Connections.
2. Interprets federal, state and local financial directives and ensures regulatory compliance with applicable U.S. Office of Management and Budget (OMB) Circulars including A-133, A-122, A-110 and A-87, as well as state and local policies.
3. Ensures service providers/subrecipients or funding partners establish and maintain financial control systems that meet or exceed the requirements of applicable federal, state and local laws, statutes, regulations, directives and policies and the requirements of executed contracts between the parties, and generally accepted accounting and financial principles and standards.
4. Conducts technical, operational and analytical studies and reviews related to Workforce Connections' financial activities.
5. Conducts formal and informal training programs for staff and service providers/subrecipients related to accrual accounting procedures, expenditure and revenue projection, cost controls,

budget planning and administration, cost benefit analysis, contract administration and compliance with Workforce Investment Act guidelines.

6. Oversees and participates in the review of invoices from service providers/subrecipients, analyzes and interprets data and information, and reconciles contract expenditures; approves service providers/subrecipient' invoices for payment after verification of allowability.
7. Oversees and participates in desk and on-site monitoring reviews of service providers/subrecipients' financial activities, reported findings and documented corrective actions.
8. Uses current computer applications and financial software to maintain and prepare budgets and report financial activities.
9. Prepares and maintains financial policies and procedures, and communicates them to staff and service providers/subrecipients.
10. Participates in selecting staff and ensures effective morale, productivity and discipline are maintained
11. Plans, organizes, administers, reviews and evaluates the activities and performance of staff.
12. Works with staff to establish work priorities and schedules, and encourages and provides for staff training and professional development.
13. Interprets policies and procedures for staff, and prepares and conducts formal performance evaluations; monitors accomplishments, establishes performance requirements and personal development targets, as well as provides coaching for staff performance improvement and development.

Marginal Functions:

1. Performs other duties as assigned.

QUALIFICATIONS:

- Comprehensive knowledge of principles and practices of budget development and administration.
- Knowledge of federal financial accounting standards, and record keeping and bookkeeping practices and techniques.
- Advanced knowledge of principles and practices of contract oversight and administration.
- Knowledge of financial planning.
- Ability to interpret, explain, apply and enforce principles of public agency budgeting, cost and revenue projection, revenue control and contract administration.
- Knowledge of policies and regulations pertaining to workforce investment boards and the Workforce Investment Act.
- Ability to analyze problems and create opportunities, identify and evaluate alternative solutions, and develop sound, effective approaches.

- Ability to establish sound leadership standards, and maintain effective working relationships with a diverse group of citizens, local business leaders, and representatives of public agencies.
- Knowledge of principles and techniques of supervision, training and performance evaluation.
- Ability to conduct training in both formal and informal settings.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to establish and maintain effective cooperative working relationships with those contacted in the course of work.
- Ability to maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
 - Walking, standing, or sitting for extended periods of time; and
 - Operating assigned equipment.
- Ability to maintain effective audio-visual discrimination and perception needed for:
 - Making observations;
 - Communicating with others;
 - Reading and writing; and
 - Operating assigned equipment
- Ability to maintain mental capacity which allows the capability of:
 - Making sound decisions;
 - Effective interaction and communication with others; and
 - Demonstrating intellectual capabilities.

EDUCATION AND EXPERIENCE:

Bachelor’s degree in accounting, finance, or a closely related field and at least six years experience in financial management, preferably with four years experience in a public agency administering Workforce Investment Act or other government grants. A Master’s degree in finance or accounting or a CPA is preferred.

A valid Nevada driver’s license and the ability to maintain insurability.

WORKING CONDITIONS

Environmental Conditions:

Work in an office environment; travel from site to site; exposure to computer screens.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time.

EEO/AA Employer

Signature _____ Date _____

BUDGET COMMITTEE 2012 CALENDAR

Wednesday, January 18, 2012 @ 10:00 a.m.

Wednesday, February 15, 2012 @ 10:00 a.m.

Wednesday, March 21, 2012 @ 10:00 a.m.

Wednesday, April 18, 2012 @ 10:00 a.m.

Wednesday, May 16, 2012 @ 10:00 a.m.

Wednesday, June 20, 2012 @ 10:00 a.m.

Wednesday, July 18, 2012 @ 10:00 a.m.

Wednesday, August 15, 2012 @ 10:00 a.m.

Wednesday, September 19, 2012 @ 10:00 a.m.

Wednesday, October 17, 2012 @ 10:00 a.m.

Wednesday, November 21, 2012 @ 10:00 a.m.

Wednesday, December 19, 2012 @ 10:00 a.m.