

**WORKFORCE CONNECTIONS
BUDGET & FINANCE COMMITTEE AGENDA**

Wednesday, March 9, 2016 – 2:00 p.m.
Rosalie Boulware Board Room (Bronze/Silver)
6330 W. Charleston Blvd., Suite 150
Las Vegas, NV 89146

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

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

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

COMMENTARY BY THE PUBLIC

This Committee complies with Nevada’s Open Meeting Law, by taking Public Comment at the beginning of the meeting prior to the Committee approving the Agenda and before any other action is taken, and again before the adjournment of the meeting.

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

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

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

Copies of non-confidential supporting materials provided to the Budget & Finance Committee are available upon request. Request for supporting materials; contact Dianne Tracy at (702) 636-2302 or at dtracy@snvwc.org. Supporting materials are available at the front desk of Workforce Connections located at 6330 W. Charleston Blvd., Suite 150, Las Vegas, Nevada 89146, or on-line at: www.nvworkforceconnections.org.

Auxiliary aids and services are available upon request to individuals with disabilities by notifying Dianne Tracy or Suzanne Potter in writing at 6330 W. Charleston Blvd., Suite 150, Las Vegas, NV 89146; by calling (702) 638-8750 or fax (702) 638-8774. The TTY/TDD access number is (800) 326-6868 / Nevada Relay 711. A sign language interpreter made available with twenty-four (24) hours advance notice.

An Equal Opportunity Employer/Program

MATTERS IN THIS AGENDA MAY BE TAKEN OUT OF ORDER

Budget & Finance Committee Members: Paul Brandt, Brad Deeds, Lou DeSalvio, Dasya Duckworth, Marvin Gebers, Rebecca Henry, Tobias Hoppe, Rob Mallery, Jerrie Merritt, Chair, Valerie Murzl, Renee Olson, and Michael Vannozzi, Vice-Chair

All items listed on this Agenda are for action by the Budget & Finance Committee unless otherwise noted. Actions may consist of any of the following: Approve, deny, condition, hold, or table. Public Hearings may be declared open by the Chairperson, as required for any of the items on this Agenda designated for discussion and possible action; or to provide direction and recommendations to Workforce Connections.

AGENDA

1. Call to order, confirmation of posting, roll call, and Pledge of Allegiance.....1
2. **FIRST PUBLIC COMMENT SESSION:** Members of the public may now comment on any matter posted on this Agenda, which is before this Committee for consideration and action today. Please clearly state and spell your name and your address for the record. Each public comment will be limited to three (3) minutes.....2
3. **DISCUSSION and POSSIBLE ACTION:** Approve the agenda with inclusions of any emergency and/or deletions of any items3
4. **DISCUSSION and POSSIBLE ACTION:** Approve the Budget & Finance Committee meeting minutes of January 13, 2016.....4
5. **DISCUSSION and POSSIBLE ACTION:** Review, discuss, accept, and approve reports
 - A. PY2015 WIOA Formula Budget July 1, 2015 through June 30, 2016.....10
 - B. Budget vs. Actual Finance Report (Workforce Connections’ Operations) for the period July 1, 2015 through June 30, 2016 (Formula WIOA)21
 - C. Awards & Expenditures – Monthly Update (Status of service providers).....22
 - D. WIOA Expenditure Tracking July 1, 2015 through December 31, 2015.....27
6. **INFORMATION:** Annual Audit PY2014 (Year ended June 30, 2015).....28
7. **INFORMATION:** Audit Finding Status Reports29
8. **SECOND PUBLIC COMMENT SESSION:** Members of the public may now comment on any matter or topic that is relevant to; or within the authority or jurisdiction of the Committee. If you commented earlier, please do not repeat the same comment you previously made. Please clearly state and spell your name and your address for the record. Each comment will be limited to three (3) minutes39
9. **COMMITTEE MEMBERS COMMENTS:** Budget Committee member comments40
10. **ADJOURNMENT**

1. **Call to Order, confirmation of posting, roll call, and Pledge of Allegiance**

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

3. **DISCUSSION and POSSIBLE ACTION:** Approve the agenda with inclusions of any emergency items and/or deletions of any items.

4. **DISCUSSION and POSSIBLE ACTION:** Approve the Budget & Finance Committee meeting minutes of January 13, 2016.

**WORKFORCE CONNECTIONS
BUDGET & FINANCE COMMITTEE
MINUTES**

The Budget & Finance Committee held a public meeting on Wednesday, January 13, 2016 beginning at 2:16 p.m. at the following location:

At its principal office:
6330 W. Charleston Blvd., Ste. 150
Rosalie Boulware Conference Room (Bronze)
Las Vegas, Nevada

The site has speakerphone and voice-stream link capability.

Agenda Item 1 - Call to Order, confirmation of posting, roll call, and Pledge of Allegiance:

Valerie Murzl, Board Chair, called the meeting of the Budget & Finance Committee to order. Members present: Paul Brandt, Brad Deeds (via telephone), Valerie Murzl (via telephone), Dasya Duckworth (via telephone), Rebecca Henry, Tobias Hoppe (via telephone), Rob Mallery, Marvin Gebers, and Michael Vannozzi, Vice-Chair (via telephone).

Members Absent: Jerrie Merritt, Chair, Lou DeSalvio, and Renee Olson.

No Ex-Officio Members present.

Staff confirmed the agenda posted three working days prior to the meeting in accordance with the Nevada Open Meeting Law by posting at four Official Bulletin Boards (locations listed on agenda). Workforce Connections staff members and members of the public were asked to sign in. (Sign in sheets are attached to the original minutes). Roll call taken and the quorum confirmed.

Agenda Item 2 - FIRST PUBLIC COMMENT SESSION: Members of the public may now comment on any matter posted on this Agenda, which is before this committee for consideration and action today. Please clearly state and spell your name and address for the record. Each public comment will be limited to three (3) minutes.

Hearing no comments, Valerie Murzl closed the First Public Comment Session.

Agenda Item 3 - DISCUSSION and POSSIBLE ACTION: Approval of the Agenda with inclusions of any emergency items or deletion of any items.

A motion was made by Michael Vannozzi to approve the agenda as presented, and seconded by Paul Brandt. The motion carried.

Agenda Item 4 - DISCUSSION and POSSIBLE ACTION: Approve the Budget & Finance Committee Meeting minutes of October 14, 2015.

A motion was made by Michael Vannozzi and seconded by Rebecca Henry to approve the Budget & Finance Committee meeting minutes of October 14, 2015. The motion carried.

Agenda Item 5 - DISCUSSION and POSSIBLE ACTION: Review, discuss, accept, and approve reports

A. PY2015 WIOA Formula Budget July 1, 2015 through June 30, 2016.

Mr. Kostecki reviewed and reported on PY2015 WIOA Formula Budget July 1, 2015 through June 30, 2016 on pages 11-22 of the agenda packet with changes to the revenues for the year through two occurrences. First, Workforce Connections underwent the audit process enabling a true up of the carryforward (increase in total of \$449,000) from previous estimates, and rolling all funds into Community Resource Allocations with no adjustments to the operating budget. Second, the current funds with the Department of Labor making a small rescission in funds to the State as a whole based on allocated percentages (North vs. South). This reflected in a reduction in the adult and dislocated worker-funding stream of approximately \$22,000, and a net overall increase of \$427,367 for the remainder of the year.

Mr. Kostecki addressed a reallocation of funds from line item 8900 Strategic Initiative – WIOA for \$25,000 to line item 7085A Program Support Contracts to procure a writing coach/trainer to assist in the upcoming RFP writing process.

A motion was made by Paul Brandt and seconded by Dasya Duckworth to approve the PY2015 WIOA Formula Budget July 1, 2015 through June 30, 2016. The motion carried.

B. Budget vs. Actual Finance Report (Workforce Connections' Operations) for the period July 1, 2015 through June 30, 2016 (Formula WIOA).

Mr. Kostecki reviewed and reported on the Budget vs. Actual Finance Report (Workforce Connections' Operations) for the period of July 1, 2015 through June 30, 2016 (Formula WIOA) through November on page 23 of the agenda packet. Mr. Kostecki stated that the percentage of expenditures for the current period is approximately 26.53%.

A motion was made by Paul Brandt and seconded by Rob Mallery to approve the Budget vs. Actual Finance Report (Workforce Connections' Operations) for the period July 1, 2015 through June 30, 2016 (Formula WIOA). The motion carried.

C. Awards & Expenditures – Monthly Update (status of service providers).

Mr. Kostecki reviewed and reported on the Awards & Expenditures – Monthly Update (status of service providers) on pages 24 agenda packet that reflects invoicing through October 2015. Mr. Kostecki stated that effective July 1, 2015, WC accepted responsibility for the fiscal duties for training payments on behalf of the sub-recipients illustrated on page 25 of the agenda packet under Awards and Expenditures PY15 Adult and Dislocated Worker WC paid Trainings Obligations through December 2, 2015.

Discussion ensued regarding the National Emergency Grant Funds (NEG) that was due to sunset in June 2015; however, a one-year extension was granted to the State from the Department of Labor for the training funds. NEG funds are strictly training funds applied to occupational skills training, customized training, or On-The-Job (OJT) training. The restrictions that apply to these funds are: 1) you must be a dislocated worker or veteran, and 2) twenty-five percent of the funds to OJT. Ron Hilke, DETR/WISS reiterated and concurred with the restrictions placed on NEG funds.

Rob Mallery queried if ResCare could identify individuals that could be viable fits, and then proactively seek employers that could utilize the funds, and essentially hire an individual free. Mr. Galbreth responded that ResCare was not awarded NEG funds. ResCare was approved to receive funds at the

Committee level, approved by the Board, but the Local Elected Officials did not approve an allocation of funds to ResCare.

Michael Vannozi stated that his previous employer, Las Vegas Global Economic Alliance (LVGEA), has 2,000 additional jobs through Sutherland Global Services that has settled on a campus and will be looking to hire quickly. Mr. Galbreth responded that WC has been actively working with Sutherland Global Services at no significant rate (30 per week); however, the restrictions on the NEG funds are the challenge. Mr. Kostecki confirmed that approximately 20 OJTs enrolled (internally) with Sutherland Global Service, all adults, no dislocated workers.

Mr. Kostecki continued reporting on the Awards and Expenditures PY14/PY15 Youth Programs on pages 26 – 27 of the agenda packet, and continued with the Awards and Expenditures PY13/PY14/PY15 Direct Programs on page 28 of the agenda packet.

Ms. Murzl recommended revisiting the NEG funds allocation to ResCare as a Board Agenda item supported by the Budget and Finance Committee, then from the Board level, resubmit to the Local Elected Officials.

Ms. Murzl queried the NDOC program with a contract award of \$800,000, an expenditure of \$175,068 as of the date of this report, and/or a plan to recapture funds. Mr. Kostecki responded that, prior to the holidays NDOC was placed on Pink Paper status with part of the corrective action to submit an enrollment plan and a spend plan. Enrollments and spend rate were met for the first two months of the plan and NDOC was removed from Pink Paper status, but there will be recaptured funds at the end of the contract that will be factored into a new RFP and other contracts for next year.

Ms. Murzl stated the Programs Committee meeting announced an RFP 101 Training on January 27, 2016. Sixty people scheduled to attend representing 32 different organizations. Six incumbents (of the 32 attendees) have received funds in the past from Workforce Connections.

A motion was made by Rob Mallery and seconded by Rebecca Henry to approve Item C. Awards & Expenditures – Monthly Update (status of service providers). The motion carried.

D. WIOA Expenditure Tracking - Adults, Dislocated Workers, and Youth.

Brett Miller reviewed and reported on the WIOA Expenditure Tracking Report for PY15 YTD Actuals vs. Expected Expenditures for Adult, Dislocated Workers, and Youth report on page 29 of the agenda packet designed to address previous reports within the packet in a tracking methodology of spending vs. actual. Mr. Miller reported on new data applied to the Actuals vs. Expected portion of the Expenditure Tracking report. No significant change on the ADW portion, indicated \$127,326 over plan under Community Resources. Significant changes on the Youth portion, one youth provider expected to continue services through September ended their contract in June. Additionally, there were overlapping contracts and expenditures that did not realize against plan. Discussion ensued.

A motion was made by Paul Brandt and seconded by Brad Deeds to approve Item D. WIOA Expenditure Tracking - Adults, Dislocated Workers, and Youth. The motion carried.

Agenda Item 6 - 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 Committee. You may comment now even if you commented earlier; however, please do not simply repeat the same comment

you previously made. Please clearly state and spell your name and address for the record. Each comment will be limited to three (3) minutes.

Hearing no comments, Valerie Murzl, Chair closed the Second Public Comment Session.

Agenda Item 7 - COMMITTEE MEMBER COMMENTS:

Hearing no comments, Valerie Murzl, Chair closed the Committee Members Comment Session.

Agenda Item 8 - ADJOURNMENT:

The meeting adjourned at 2:55 p.m.

Respectfully submitted,
Dianne Tracy

5. **DISCUSSION and POSSIBLE ACTION:** Review, discuss, accept, and approve reports.

- A. PY2015 WIOA Formula Budget July 1, 2015 through June 30, 2016
- B. Budget vs. Actual Finance Report (Workforce Connections' Operations) for the period July 1, 2015 through June 30, 2016 (Formula WIOA)
- C. Awards & Expenditures – Monthly Update (Status of service providers)
- D. WIOA Expenditure Tracking July 1, 2015 through December 31, 2015.

**WORKFORCE CONNECTIONS
PY2015 WIOA Formula Budget
July 1, 2015 - June 30, 2016
(Revised Budget - March 1, 2016)**

Revenue by Funding Stream	Approved Budget PY2015	Proposed Budget PY2015	\$ Change	Available for LWIB Operations		Community Resource Allocations	TOTAL
				10% Admin	15% Program		
PY2014 Adult	4,462,428	4,462,428	-	430,000	645,000	3,387,428	4,462,428
PY2014 Dislocated Worker	976,651	976,651	-	100,000	150,000	726,651	976,651
PY2014 Youth	3,310,325	3,310,325	-	300,000	450,000	2,560,325	3,310,325
PY2015 Adult	7,363,530	7,363,530	-	736,353	1,104,530	5,522,647	7,363,530
PY2015 Dislocated Worker	4,437,868	4,437,868	-	443,787	665,680	3,328,401	4,437,868
PY2015 Youth	5,973,728	5,973,728	-	597,373	896,059	4,480,296	5,973,728
Other Revenues (Program Income and Interest)	60,025	60,025	-		25	60,000	60,025
Total Revenue by Funding Stream	\$ 26,584,555	\$ 26,584,555	\$ -	\$ 2,607,513	\$ 3,911,294	\$ 20,065,748	\$ 26,584,555
			0.0%	Subtotal Board Operations	\$ 6,518,807		

Notes:

1. PY2015 Revenues include WIOA funding in the total amount of \$17,775,126.
2. Carry forward funds for PY2014 amount to \$8,749,404.
3. The Department of Labor allows local boards to expend up to 10% of their total allocation for administrative costs. WC also allocates 15% of the total allocation for program management and oversight.
4. WIOA funds have a two year life at the local board level and an additional year at the state level.
5. Applies to current year funding only

Community Resource Allocations	Approved Budget PY2015	Proposed Budget PY2015	\$ Change	Community Resource Allocations			TOTAL
				One-Stop Centers	One-Stop System	Service Provider Contracts	
Adult Services	8,940,075	8,940,075	-	547,058	1,151,268	7,241,749	8,940,075
Dislocated Worker Services	4,085,052	4,085,052	-	234,454	493,401	3,357,197	4,085,052
Youth Services	7,040,621	7,040,621	-		250,000	6,790,621	7,040,621
Subtotal Community Resource Allocations	\$ 20,065,748	\$ 20,065,748	\$ -	\$ 781,512	\$ 1,894,669	\$ 17,389,567	\$ 20,065,748

Board Operations	Approved Budget PY2015	Proposed Budget PY2015	\$ Change	Admin	Program	Total
Subtotal Operating Expenditures	6,518,807	6,518,807	-	1,738,076	4,780,731	6,518,807
Total Expenditures	\$ 26,584,555	\$ 26,584,555		\$ 1,738,076	\$ 4,780,731	
Fund Balance	\$ -	\$ -		\$ 869,437	\$ (869,437)	\$ -

NOTE: PY2014 funding period is available July 1, 2014 through June 30, 2016 (after two years, funds revert to the State for one additional year)
PY2015 funding period is available July 1, 2015 through June 30, 2017 (after two years, funds revert to the State for one additional year)

**WORKFORCE CONNECTIONS
PY2015 WIOA Formula Budget
July 1, 2015 - June 30, 2016
(Revised Budget - March 1, 2016)**

Board Operations	Authorized FTE	Actual FTE	Approved Budget PY2015	Proposed Budget PY2015	\$ Change	Admin	Program	Total
6500 Salaries	33.18	25.95	2,692,533	2,692,533	-	538,507	2,154,026	2,692,533
7000 Accounting and Auditing			270,000	270,000	-	270,000	-	270,000
7005 Legal Fees			70,000	70,000	-	70,000	-	70,000
7010 Legal Publication Advertising			18,000	18,000	-	4,500	13,500	18,000
7020 Licenses and Permits			3,000	3,000	-	750	2,250	3,000
7025 Dues and Subscriptions			15,000	15,000	-	3,750	11,250	15,000
7030 Postage and Delivery			6,000	6,000	-	1,500	4,500	6,000
7035 Printing and Reproduction			11,000	11,000	-	2,750	8,250	11,000
7040 Office Supplies			31,500	31,500	-	7,875	23,625	31,500
7045 Systems Communications			107,000	107,000	-	26,750	80,250	107,000
7050 Training, and Seminars - Staff			70,000	70,000	-	17,500	52,500	70,000
7055 Travel and Mileage - Staff			72,000	72,000	-	18,000	54,000	72,000
7060 Utilities			30,000	30,000	-	7,500	22,500	30,000
7065 Telephone			30,000	30,000	-	7,500	22,500	30,000
7070 Facilities Rent/Lease			189,414	189,414	-	47,354	142,060	189,414
7075 Facilities Repairs and Maintenance			135,500	141,200	5,700	35,300	105,900	141,200
7080 Admin Support Contracts			118,000	118,000	-	118,000	-	118,000
7085A Program Support Contracts			215,000	215,000	-	-	215,000	215,000
7085B Program Support Contracts - IT/Web			195,000	195,000	-	-	195,000	195,000
7090 Non-Board Meetings and Outreach			43,000	43,000	-	10,750	32,250	43,000
7095 Board Meetings and Travel			25,000	25,000	-	-	25,000	25,000
7100 Insurance			50,000	50,000	-	12,500	37,500	50,000
7100-7120 Employee Fringe Benefits			846,140	846,140	-	211,535	634,605	846,140
7125 Employer Payroll Taxes			80,777	80,777	-	20,194	60,583	80,777
7130/7135 Payroll Services and Bank Fees			11,000	11,000	-	11,000	-	11,000
7200 Equipment - Operating Leases			40,000	40,000	-	10,000	30,000	40,000
7215/8500 Capital - Equipment and Furniture			102,500	102,500	-	25,625	76,875	102,500
8500 Capital - Tenant Improvements			19,950	19,950	-	4,988	14,962	19,950
8900 Strategic Initiative - WIOA			121,493	115,793	(5,700)	28,948	86,845	115,793
8900 Strategic Initiative - 1st Qtr 2016			900,000	900,000	-	225,000	675,000	900,000
Subtotal Board Operations			6,518,807	6,518,807	-	1,738,076	4,780,731	6,518,807

**Workforce Connections
Program Year 2015
WIOA Formula Budget Narrative**

Workforce Connections is responsible for providing management and oversight of the Workforce Development Area's employment and training programs and services. The Board's staff provides direct support to the Workforce Development 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 Development Board.

Revenues:

Workforce Innovation and Opportunity Act (WIOA) Program Year PY2015 allotted funds are in the amount of \$17,775,126. Funding is allocated among the three funding streams: Adult - \$7,363,530, Dislocated Worker - \$4,437,868, Youth - \$5,973,728.

Funding for PY2015 decreased by \$1,621,017 (8.36%), compared to the PY 2014 WIOA allocation which was \$19,396,143.

Other anticipated funding includes estimated operating carry forward funds from PY2014 WIOA allocation of \$8,749,404 and program income/interest at \$60,025.

Total budgeted revenues for PY2015 are \$26,584,555.

Expenditures – Community Resource Allocation:

In January 2016, the Board approved National Emergency Grant (NEG) funds for ResCare Workforce Services in the amount of \$100,000 for additional training support of Dislocated Worker eligible clients.

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 15% 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: \$270,000 – Allocated costs for the A-133 audit as well as extended accounting, financial consulting, and technical support.

A-133 Audit	\$ 80,000
Auditing Services	\$ 25,000
Accounting Services	\$165,000

7005 Legal Fees: \$70,000 – 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: \$15,000 – 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: \$11,000 – Allocated costs for ancillary copying and printing costs associated with Board administration and daily operations.

7040 Office Supplies: \$31,500 – Allocated costs for various office supplies needed for daily operations.

7045 Systems Communications: \$107,000 – Allocated costs for support systems such as data backup, T-1 computer lines, and web hosting for internal e-mail support.

7050 Training and Seminars (Staff): \$70,000 – 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): \$72,000 – 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 WIOA initiatives and work plans.

7060 Utilities: \$30,000 – Allocated costs for electric and gas.

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): \$189,414** – Allocated costs for Workforce Connections’ office space for staff in support of the Board’s administrative and programmatic functions.
- 7075 Facilities Maintenance: \$141,200 – An increase of \$5,700** – Allocated costs for equipment or facility repairs and maintenance and security guard services. **The increase is due to the need to support the security contract expenditure rate that is trending higher than budgeted.**
- 7080 Admin Support Contracts: \$118,000** – Allocated costs for administrative support agreements, HR consultant and temporary staffing with focus on administrative, fiscal, and personnel management.
- 7085A Program Support Contracts: \$215,000** – Allocated costs for program support training agreements.
- 7085B Program Support Contracts – IT and Web: \$195,000** – Allocated costs for temporary staffing to support program and data support activities.
- 7090 Non-Board Meetings and Outreach: \$43,000** – 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: \$25,000** – Allocated costs for facility and event related charges tied to board and committee meetings and Board travel to grant activities
- 7100 Insurance: \$50,000** – 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: \$40,000** – Allocated costs for existing leases on copiers and postage meter equipment as well as any rental equipment needed in daily operations.
- 8500 Capital – Equipment and Furniture: \$122,450** – Allocated costs for equipment and furniture including computers, servers, and furniture for administrative and programmatic support staff.
- 8900 Strategic Initiatives: \$1,015,793 – A decrease of \$5,700** – These funds are available to be allocated for future workforce initiatives approved by the Board.

**WORKFORCE CONNECTIONS
PY2015 WIOA Formula Budget
One Stop Center - Charleston
(Revised Budget - March 1, 2016)**

One-StopCenter	Authorized FTE	Actual FTE	Approved Budget PY2015	Proposed Budget PY2015	\$ Change	Admin	Program	Total
6500 Salaries	0.90	0.90	53,179	53,179	-	1,595	51,584	53,179
7000 Accounting and Auditing			5,000	5,000	-	5,000	-	5,000
7005 Legal Fees					-			-
7010 Legal Publication Advertising					-			-
7020 Licenses and Permits					-			-
7025 Dues and Subscriptions			1,000	1,000	-		1,000	1,000
7030 Postage and Delivery			6,000	6,000	-		6,000	6,000
7035 Printing and Reproduction			4,500	4,500	-		4,500	4,500
7040 Office Supplies			22,500	22,500	-		22,500	22,500
7045 Systems Communications			25,500	25,500	-		25,500	25,500
7050 Training, and Seminars - Staff			3,000	3,000	-		3,000	3,000
7055 Travel and Mileage - Staff			2,000	2,000	-		2,000	2,000
7060 Utilities			30,000	30,000	-		30,000	30,000
7065 Telephone			2,700	2,700	-		2,700	2,700
7070 Facility Rent/Lease			146,000	146,000	-		146,000	146,000
7075 Facilities Repairs and Maintenance			100,025	104,325	4,300		104,325	104,325
7080 Admin Support Contracts			6,000	6,000	-	6,000	-	6,000
7085A Program Support Contracts			20,000	20,000	-		20,000	20,000
7085B Program Support Contracts - IT/Web					-			-
7090 Non-Board Meetings and Outreach			1,800	1,800	-		1,800	1,800
7095 Board Meetings and Travel					-			-
7100 Insurance			12,900	12,900	-		12,900	12,900
7100-7120 Employee Fringe Benefits			18,613	18,613	-		18,613	18,613
7125 Employer Payroll Taxes			1,595	1,595	-		1,595	1,595
7130/7135 Payroll Services and Bank Fees			950	950	-	950	-	950
7200 Equipment - Operating Leases			45,500	45,500	-		45,500	45,500
7215/8500 Capital - Equipment and Furniture			7,750	7,750	-		7,750	7,750
GASB Depreciation			140,000	140,000	-		140,000	140,000
8900 Strategic Initiative - WIOA			125,000	120,700	(4,300)		120,700	120,700
Subtotal One-Stop Center			781,512	781,512	-	13,545	767,967	781,512

**Workforce Connections
Program Year 2015
WIOA One-Stop Center Budget Narrative-Adjustment Requests**

- 6500 - Salaries: \$53,179** – Allocated costs for administrative and program staff salaries.
- 7000 - Accounting and Auditing: \$5,000** – Allocated costs for the A-133 audit as well as extended accounting, financial consulting, and technical support.
- 7025 Dues and Subscriptions: \$1,000** – 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: \$4,500** – Allocated costs for monthly ancillary copying and printing costs associated with Board administration and daily operations.
- 7040 Office Supplies: \$22,500** – Allocated costs for program support training agreements and security guard costs.
- 7045 Systems Communications: \$25,500** – Allocated costs for support systems such as data backup, T-1 computer lines, and web hosting for internal e-mail support.
- 7050 Training and Seminars (Staff): \$3,000** – 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): \$2,000** – 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 WIOA initiatives and work plans.
- 7060 Utilities: \$30,000** – Allocated costs for electric and gas.
- 7065 Telephone: \$2,700** – Allocated costs for all activities related to telephone services including local and long distance phone charges and wireless communication.
- 7070 Rent (Offices): \$146,000** – Allocated costs for Workforce Connections’ office space for staff in support of the Board’s administrative and programmatic functions.
- 7075 Facilities Maintenance: \$104,325 – An increase of \$4,300** – Allocated costs for equipment, security and facility repairs and maintenance. The increase is due to the need to support the security contract expenditure rate that is trending higher than budgeted.

- 7080 Admin Support Contracts: \$6,000** – Allocated costs for administrative support agreements, HR consultant and temporary staffing with focus on administrative, fiscal, and personnel management.
- 7085A Program Support Contracts: \$20,000** – Allocated costs for program support training agreements.
- 7090 Non-Board Meetings and Outreach: \$1,800** – Allocated costs for business and employer outreach initiatives to attract businesses and establish partnerships for workforce development and employer services.
- 7100 Insurance: \$12,900** – 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: \$18,613** – 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: \$1,595** – Allocated costs for employer payroll taxes which are calculated at 3% of total salaries.
- 7130-7135 Bank/Payroll Services: \$950** – Allocated costs for various banking services which include wire transfers, ACH payments, and payroll services.
- 7200 Equipment – Operating Leases: \$45,500** – 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: \$7,750** – Allocated costs for equipment and furniture including computers, servers, and furniture for administrative and programmatic support staff.
- 8900 Strategic Initiatives: \$120,700 – A decrease of \$4,300** – These funds are available to be allocated for future workforce initiatives approved by the Board.

**WORKFORCE CONNECTIONS
PY2015 WIOA Formula Budget
One Stop System
(Revised Budget - March 1, 2016)**

One-Stop System	Authorized FTE	Actual FTE	Approved Budget PY2015	Proposed Budget PY2015	\$ Change	Admin	Program	Total
6500 Salaries	9.38	7.38	683,158	683,158	-	20,495	662,663	683,158
7000 Accounting and Auditing			18,000	18,000	-	18,000	-	18,000
7005 Legal Fees			30,000	30,000	-	30,000	-	30,000
7010 Legal Publication Advertising			1,000	1,000	-		1,000	1,000
7020 Licenses and Permits			14,500	14,500	-		14,500	14,500
7025 Dues and Subscriptions			3,500	3,500	-		3,500	3,500
7030 Postage and Delivery			-	-	-		-	-
7035 Printing and Reproduction			4,500	4,500	-		4,500	4,500
7040 Office Supplies			10,000	10,000	-		10,000	10,000
7045 Systems Communications			16,310	16,310	-		16,310	16,310
7050 Training, and Seminars - Staff			9,756	9,756	-		9,756	9,756
7055 Travel and Mileage - Staff			18,480	18,480	-		18,480	18,480
7060 Utilities			-	-	-		-	-
7065 Telephone			5,720	5,720	-		5,720	5,720
7070 Facility Rent/Lease			-	-	-		-	-
7075 Facilities Repairs and Maintenance			-	10,000	10,000		10,000	10,000
7080 Admin Support Contracts			17,000	17,000	-	17,000	-	17,000
7085A Program Support Contracts			59,500	59,500	-		59,500	59,500
7085B Program Contracts - IT/Web			15,000	15,000	-		15,000	15,000
7085C Program Contracts - Workforce Dev. Academy			100,000	100,000	-		100,000	100,000
7090 Non-Board Meetings and Outreach			58,500	58,500	-		58,500	58,500
7095 Board Meetings and Travel			-	-	-		-	-
7100 Insurance			19,000	19,000	-		19,000	19,000
7100-7120 Employee Fringe Benefits			216,087	216,087	-		216,087	216,087
7125 Employer Payroll Taxes			21,108	21,108	-		21,108	21,108
7130-7135 Payroll Services and Bank Fees			1,500	1,500	-	1,500	-	1,500
7200 Equipment - Operating Leases			-	-	-		-	-
7500 Participant Training			200,000	200,000	-		200,000	200,000
7215/8500 Capital - Equipment and Furniture			57,000	57,000	-		57,000	57,000
8510 Capital - Tenant Improvements			15,050	15,050	-		15,050	15,050
8900 Strategic Initiative - WIOA			-	-	-		-	-
8900 Strategic Initiative - 1st Qtr 2016			300,000	290,000	(10,000)		290,000	290,000
Subtotal One-Stop System			1,894,669	1,894,669	-	86,995	1,807,674	1,894,669

**Workforce Connections
Program Year 2015
WIOA One-Stop System Budget Narrative-Adjustment Requests**

- 6500 - Salaries: \$683,158** – Allocated costs for administrative and program staff salaries
- 7000 - Accounting and Auditing: \$18,000** – Allocated costs for the A-133 audit as well as extended accounting, financial consulting, and technical support.
- 7005 Legal Fees: \$30,000** – 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: \$1,000** – Allocated costs for legal publications including job postings, Request for Proposals notices, and controlled advertisements.
- 7020 Licenses and Permits: \$14,500** – Allocated costs for software licenses and permits associated with new computers or purchased upgrades for current software.
- 7025 Dues and Subscriptions: \$3,500** – 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.
- 7035 Printing and Reproduction: \$4,500** – 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: \$10,000** – Allocated costs for program support training agreements and security guard costs.
- 7045 Systems Communications: \$16,310** – Allocated costs for support systems such as data backup, T-1 computer lines, and web hosting for internal e-mail support.
- 7050 Training and Seminars (Staff): \$9,756** – 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): \$18,480** – 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 WIOA initiatives and work plans.
- 7065 Telephone: \$5,720** – Allocated costs for all activities related to telephone services including local and long distance phone charges and wireless communication.

- 7075 Facilities Maintenance: \$10,000 – An increase of \$10,000** – Allocated costs for equipment, security and facility repairs and maintenance. The increase is due to adding funding to cover drivers for the deployment of the mobile One-Stop vehicles to scheduled events.
- 7080 Admin Support Contracts: \$17,000** – Allocated costs for administrative support agreements, HR consultant and temporary staffing with focus on administrative, fiscal, and personnel management.
- 7085A Program Support Contracts: \$59,500** – Allocated costs for program support training agreements.
- 7085B Program Support Contracts – IT and Web: \$15,000** – Allocated costs for temporary staffing to support program and data support activities.
- 7085C Program Support Contracts – Workforce Dev. Academy: \$100,000** – Allocated costs for temporary staffing to support program and data support activities.
- 7090 Non-Board Meetings and Outreach: \$58,500** – Allocated costs for business and employer outreach initiatives to attract businesses and establish partnerships for workforce development and employer services.
- 7100 Insurance: \$19,000** – 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: \$216,087** – 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: \$21,108** – Allocated costs for employer payroll taxes which are calculated at 3% of total salaries.
- 7130-7135 Bank/Payroll Services: \$1,500** – Allocated costs for various banking services which include wire transfers, ACH payments, and payroll services.
- 7500 Participant Training: \$200,000** – Contracts for training initiatives related to tutoring.
- 8500 Capital – Equipment and Furniture, Tenant Improvements: \$72,050** – Allocated costs for equipment and furniture including computers, servers, and furniture for administrative and programmatic support staff.
- 8900 Strategic Initiatives: \$290,000 – A decrease of \$10,000** – These funds are available to be allocated for future workforce initiatives approved by the Board.

WORKFORCE CONNECTIONS

PY2015 WIOA Formula Expenses

For the Period : July 1, 2015 through June 30, 2016

Administrative and Program Operating Budget

% OF PROGRAM YEAR COMPLETED 58.3%

Line Item Number	Budget				Actual Expenses			Budget Authority Remaining			% Expended from Budget		
	Operating Expenses	Admin	Program	Total	Admin	Program	Total	Admin	Program	Total	Admin	Program	Total
6500	Salaries	538,507	2,154,026	2,692,533	308,635	881,011	1,189,647	229,872	1,273,015	1,502,886	57.31%	40.90%	44.18%
7000	Accounting and Auditing	270,000	0	270,000	114,852	0	114,852	155,148	0	155,148	42.54%	0.00%	42.54%
7005	Legal Fees	70,000	0	70,000	5,316	0	5,316	64,684	0	64,684	7.59%	0.00%	7.59%
7010	Legal Publication Advertising	4,500	13,500	18,000	16	890	906	4,484	12,610	17,094	0.36%	6.59%	5.03%
7020	Licenses and Permits	750	2,250	3,000	81	214	296	669	2,036	2,704	10.86%	9.53%	9.86%
7025	Dues and Subscriptions	3,750	11,250	15,000	868	3,340	4,208	2,882	7,910	10,792	23.14%	29.69%	28.05%
7030	Postage & Delivery	1,500	4,500	6,000	399	1,190	1,589	1,101	3,310	4,411	26.62%	26.45%	26.49%
7035	Printing and Reproduction	2,750	8,250	11,000	748	2,251	2,998	2,002	5,999	8,002	27.18%	27.28%	27.26%
7040	Office Supplies	7,875	23,625	31,500	3,677	11,023	14,700	4,198	12,602	16,800	46.69%	46.66%	46.67%
7045	System Communications	26,750	80,250	107,000	14,324	42,018	56,342	12,426	38,232	50,658	53.55%	52.36%	52.66%
7050	Training and Seminars	17,500	52,500	70,000	2,567	11,408	13,976	14,933	41,092	56,024	14.67%	21.73%	19.97%
7055	Travel and Mileage (Staff)	18,000	54,000	72,000	5,254	25,103	30,357	12,746	28,897	41,643	29.19%	46.49%	42.16%
7060	Utilities	7,500	22,500	30,000	4,207	12,444	16,651	3,293	10,056	13,349	56.10%	55.31%	55.50%
7065	Telephone	7,500	22,500	30,000	2,072	9,380	11,451	5,428	13,120	18,549	27.62%	41.69%	38.17%
7070	Rent	47,354	142,060	189,414	27,466	81,602	109,068	19,888	60,458	80,346	58.00%	57.44%	57.58%
7075	Facilities Maintenance	33,875	101,625	135,500	18,156	55,586	73,742	15,719	46,039	61,758	53.60%	54.70%	54.42%
7080/7085	Support Contracts	118,000	385,000	503,000	56,217	169,163	225,380	61,783	215,837	277,620	47.64%	43.94%	44.81%
7090	Non-Board Meetings & Outreach	10,750	32,250	43,000	1,722	10,637	12,359	9,028	21,613	30,641	16.02%	32.98%	28.74%
7095	Board Meetings and Travel	0	25,000	25,000	0	14,075	14,075	0	10,925	10,925	0.00%	56.30%	56.30%
7100	Insurance	12,500	37,500	50,000	5,197	13,672	18,869	7,303	23,828	31,131	41.58%	36.46%	37.74%
7120	Employee Fringe Benefits	211,535	634,605	846,140	101,199	301,751	402,950	110,336	332,854	443,190	47.84%	47.55%	47.62%
7125	Employer Payroll Taxes	20,194	60,583	80,777	5,888	18,984	24,872	14,306	41,599	55,905	29.16%	31.34%	30.79%
7130/7135	Payroll Services and Bank Fees	11,000	0	11,000	4,006	0	4,006	6,994	0	6,994	36.41%	0.00%	36.41%
7200	Equipment - Operating Leases	10,000	30,000	40,000	4,462	13,271	17,733	5,538	16,729	22,267	44.62%	44.24%	44.33%
8500	Equipment and Furniture	30,613	91,837	122,450	8,962	25,834	34,796	21,651	66,003	87,654	29.28%	28.13%	28.42%
8900	Strategic Initiative (Operations)	263,001	789,002	1,052,003	0	0	0	263,001	789,002	1,052,003	0.00%	0.00%	0.00%
	Total	1,745,704	4,778,613	6,524,317	696,291	1,704,845	2,401,137	1,049,413	3,073,768	4,123,180	39.89%	35.68%	36.80%

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**Workforce Connections
Awards and Expenditures
Program Year 2014/2015 Adult/Dislocated Worker Programs
December 31, 2015**

Amounts for Providers reflect invoiced allowable expenditures through December 2015. Starred lines only reflect expenditures through November 2015.

Providers highlighted in red are on high risk status.

Providers highlighted in pink have an active pink paper.

WIA/WIOA PY15 One-Stop Career Center

Provider	Contract Dates	Contract Award	Adult Expenditures	DW Expenditures	Total Invoiced	% Spent	Remaining Balance
ResCare Operator Costs	7/1/15-6/30/16	\$ 338,777	\$ 91,737	\$ 50,019	\$ 141,756	41.84%	\$ 197,021
ResCare Economic Development	7/1/15-6/30/16	\$ 137,515	\$ 38,842	\$ 5,789	\$ 44,632	32.46%	\$ 92,883
ResCare General Career and Training	7/1/15-6/30/16	\$ 1,259,486	\$ 327,672	\$ 192,009	\$ 519,681	41.26%	\$ 739,805
JanTec - Follow-up Files	7/1/15-2/29/16	\$ 100,000	\$ 20,084	\$ 11,541	\$ 31,625	31.63%	\$ 68,375
Total		\$ 1,835,778	\$ 478,336	\$ 259,358	\$ 737,694	40.18%	\$ 1,098,084

WIA/WIOA PY15 One-Stop Affiliate Sites

Provider	Contract Dates	Contract Award	Adult Expenditures	DW Expenditures	Total Invoiced	% Spent	Remaining Balance
Academy of Human Development - East	7/1/15-6/30/16	\$ 395,000	\$ 92,015	\$ 81,353	\$ 173,368	43.89%	\$ 221,632
HELP of Southern Nevada - South	7/1/15-6/30/16	\$ 628,000	\$ 176,519	\$ 77,047	\$ 253,567	40.38%	\$ 374,433
Nevada Partners, Inc - North	7/1/15-6/30/16	\$ 675,000	\$ 226,346	\$ 92,288	\$ 318,633	47.20%	\$ 356,367
Total		\$ 1,698,000	\$ 494,880	\$ 250,689	\$ 745,569	43.91%	\$ 952,431

WIA/WIOA PY14/15 Special Populations

Provider	Contract Dates	Contract Award	Adult Expenditures	DW Expenditures	Total Invoiced	% Spent	Remaining Balance
Easter Seals Nevada - Disabilities	7/1/15-6/30/16	\$ 264,000	\$ 74,290	\$ 54,915	\$ 129,205	48.94%	\$ 134,795
Foundation for an Independent Tomorrow - Re-Entry	7/1/15-6/30/16	\$ 390,000	\$ 237,893		\$ 237,893	61.00%	\$ 152,107
Goodwill of Southern Nevada - Disabilities	7/1/15-6/30/16	\$ 339,200	\$ 103,646	\$ 19,067	\$ 122,713	36.18%	\$ 216,487
Las Vegas Clark County Urban League - Veterans	7/1/15-6/30/16	\$ 360,000	\$ 126,035	\$ 35,177	\$ 161,212	44.78%	\$ 198,788
Nevada Department of Corrections - Re-Entry	11/12/14-6/30/16	\$ 800,000	\$ 275,007		\$ 275,007	34.38%	\$ 524,993
Nevada Partners, Inc - Pre-Apprenticeship	10/1/15-9/30/15	\$ 395,000	\$ 2,881	\$ 697	\$ 3,579	0.91%	\$ 391,421
UNLV Nursing GAP Training	11/1/14-6/30/16	\$ 200,000	\$ 42,420		\$ 42,420	21.21%	\$ 157,580
Total		\$ 2,748,200	\$ 862,172	\$ 109,856	\$ 972,028	35.37%	\$ 1,776,172

WIA/WIOA PY15 Rural

Provider	Contract Dates	Contract Award	Adult Expenditures	DW Expenditures	Total Invoiced	% Spent	Remaining Balance
Lincoln County - Rural	7/1/15-6/30/16	\$ 59,500	\$ 20,046	\$ 3,472	\$ 23,518	39.53%	\$ 35,982
Nye Communities Coalition - Rural	7/1/15-6/30/16	\$ 345,000	\$ 109,327	\$ 35,156	\$ 144,483	41.88%	\$ 200,517
Total		\$ 404,500	\$ 129,372	\$ 38,628	\$ 168,000	41.53%	\$ 236,500

Total PY14-PY15 Adult/DW		\$ 6,686,478	\$ 1,964,760	\$ 658,531	\$ 2,623,290	39.23%	\$ 4,063,188
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75%

25%

**Workforce Connections
Awards and Expenditures
Program Year 2015 Adult/Dislocated Worker WC paid Trainings
Obligations through February 4, 2016**

Providers highlighted in red are on high risk status.

Providers highlighted in pink have an active pink paper.

WIA/WIOA PY15 One-Stop Career Center

Provider	Contract Dates	Training Budget	Adult Obligations	DW Obligations	Total Obligations	% of Budget	Remaining Balance
ResCare Operator Costs	7/1/15-6/30/16	N/A			\$ -		
ResCare Economic Development	7/1/15-6/30/16	\$ 365,000	\$ 121,978	\$ 10,560	\$ 132,538	36.31%	\$ 232,462
ResCare General Career and Training	7/1/15-6/30/16	\$ 699,222	\$ 350,425	\$ 123,798	\$ 474,223	67.82%	\$ 224,999
JanTec - Follow-up Files	7/1/15-12/31/15	N/A			\$ -		
Total		\$ 1,064,222	\$ 472,404	\$ 134,358	\$ 606,762	57.01%	\$ 457,460

WIA/WIOA PY15 One-Stop Affiliate Sites

Provider	Contract Dates	Training Budget	Adult Obligations	DW Obligations	Total Obligations	% of Budget	Remaining Balance
Academy of Human Development - East	7/1/15-6/30/16	\$ 240,000	\$ 43,933	\$ 19,403	\$ 63,336	26.39%	\$ 176,664
HELP of Southern Nevada - South	7/1/15-6/30/16	\$ 412,000	\$ 122,689	\$ 28,119	\$ 150,808	36.60%	\$ 261,192
Nevada Partners, Inc - North	7/1/15-6/30/16	\$ 400,000	\$ 239,126	\$ 59,531	\$ 298,656	74.66%	\$ 101,344
Total		\$ 1,052,000	\$ 405,748	\$ 107,053	\$ 512,801	48.75%	\$ 539,199

WIA/WIOA PY14/15 Special Populations

Provider	Contract Dates	Training Budget	Adult Obligations	DW Obligations	Total Obligations	% of Budget	Remaining Balance
Easter Seals Nevada - Disabilities	7/1/15-6/30/16	\$ 236,000	\$ 83,439	\$ 50,694	\$ 134,133	56.84%	\$ 101,867
Foundation for an Independent Tomorrow - Re-Entry	7/1/15-6/30/16	\$ 210,000	\$ 61,809		\$ 61,809	29.43%	\$ 148,191
Goodwill of Southern Nevada - Disabilities	7/1/15-6/30/16	\$ 260,800	\$ 59,133	\$ 11,184	\$ 70,317	26.96%	\$ 190,483
Las Vegas Clark County Urban League - Veterans	7/1/15-6/30/16	\$ 240,000	\$ 122,394	\$ 38,618	\$ 161,012	67.09%	\$ 78,988
Nevada Partners, Inc - Pre-Apprenticeship	10/1/15-9/30/16	\$ 5,000	\$ -	\$ -	\$ -	0.00%	\$ 5,000
Nevada Department of Corrections - Re-Entry	11/12/14-6/30/16	N/A			\$ -		
UNLV Nursing GAP Training	11/1/14-6/30/16	N/A			\$ -		
Total		\$ 951,800	\$ 326,774	\$ 100,496	\$ 427,270	44.89%	\$ 524,530

WIA/WIOA PY15 Rural

Provider	Contract Dates	Training Budget	Adult Obligations	DW Obligations	Total Obligations	% of Budget	Remaining Balance
Lincoln County - Rural	7/1/15-6/30/16	\$ 40,500	\$ 17,665	\$ -	\$ 17,665	43.62%	\$ 22,835
Nye Communities Coalition - Rural	7/1/15-6/30/16	\$ 230,000	\$ 137,808	\$ 21,494	\$ 159,302	69.26%	\$ 70,698
Total		\$ 270,500	\$ 155,473	\$ 21,494	\$ 176,967	65.42%	\$ 93,533

WIA PY15 NEG

Provider	Contract Dates	Training Budget	Adult Obligations	DW Obligations	Total Obligations	% of Budget	Remaining Balance
Academy of Human Development - East	7/1/15-6/30/16	\$ 50,000			\$ -	0.00%	\$ 50,000
Easter Seals Nevada - Disabilities	7/1/15-6/30/16	\$ 50,000		\$ 8,039	\$ 8,039	16.08%	\$ 41,961
Goodwill of Southern Nevada - Disabilities	7/1/15-6/30/16	\$ 50,000			\$ -	0.00%	\$ 50,000
HELP of Southern Nevada - South	7/1/15-6/30/16	\$ 25,000			\$ -	0.00%	\$ 25,000
Las Vegas Clark County Urban League - Veterans	7/1/15-6/30/16	\$ 50,000			\$ -	0.00%	\$ 50,000
Nevada Partners, Inc - North	7/1/15-6/30/16	\$ 100,000			\$ -	0.00%	\$ 100,000
Nye Communities Coalition - Rural	7/1/15-6/30/16	\$ 35,000		\$ 1,575	\$ 1,575	4.50%	\$ 33,425
ResCare Economic Development	7/1/15-6/30/16	\$ -			\$ -	#DIV/0!	\$ -
ResCare General Career and Training	7/1/15-6/30/16	\$ -			\$ -	#DIV/0!	\$ -
Total		\$ 360,000	\$ -	\$ 9,614	\$ 9,614	2.67%	\$ 350,386

Total PY11-PY12 Adult/DW		\$ 3,698,522	\$ 1,360,398	\$ 373,015	\$ 1,733,413	46.87%	\$ 1,965,109
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78%

22%

**Workforce Connections
Awards and Expenditures
Program Year 2014/2015 Youth Programs
December 31, 2015**

Amounts for Providers reflect invoiced allowable expenditures through December 2015. Starred lines only reflect expenditures through November 2015.

Providers highlighted in red are on high risk status.

Providers highlighted in pink have an active pink paper.

WIA PY15 Youth One Stop Affiliate Sites

Provider	Contract Dates	Contract Award	Youth In-School Expenditures	Youth Out-Of-School Expenditures	Total Invoiced	% Spent	Remaining Balance
Nevada Partners, Inc - North	7/1/15-6/30/16	\$ 867,800	\$ -	\$ 248,262	\$ 248,262	28.61%	\$ 619,538
So. NV Regional Housing Authority - East	7/1/15-6/30/16	\$ 679,500	\$ -	\$ 225,014	\$ 225,014	33.11%	\$ 454,486
Total		\$ 1,547,300	\$ -	\$ 473,276	\$ 473,276	30.59%	\$ 1,074,024
			0%	100%			

WIA PY15 Youth Rural

Provider	Contract Dates	Contract Award	Youth In-School Expenditures	Youth Out-Of-School Expenditures	Total Invoiced	% Spent	Remaining Balance
Lincoln County	7/1/15-6/30/16	\$ 127,320	\$ 7,080	\$ 9,619	\$ 16,699	13.12%	\$ 110,621
Nye Communities Coalition	7/1/15-6/30/16	\$ 342,800	\$ 45,934	\$ 42,047	\$ 87,981	25.67%	\$ 254,819
St. Jude's Ranch for Children	7/1/15-6/30/16	\$ 210,000	\$ 30,930	\$ 26,346	\$ 57,276	27.27%	\$ 152,724
Total		\$ 680,120	\$ 83,945	\$ 78,012	\$ 161,957	23.81%	\$ 518,163
			52%	48%			

WIA PY15 Special Populations

Provider	Contract Dates	Contract Award	Youth In-School Expenditures	Youth Out-Of-School Expenditures	Total Invoiced	% Spent	Remaining Balance
Goodwill of So. Nevada - Youth with Disabilities	7/1/15-6/30/16	\$ 342,400	\$ -	\$ 106,895	\$ 106,895	31.22%	\$ 235,505
HELP of So. Nevada - Dropout Recovery	7/1/15-6/30/16	\$ 337,429	\$ 3,320	\$ 116,398	\$ 119,718	35.48%	\$ 217,711
Nevada Partners, Inc - Pre-Entry Youth	10/1/15-9/30/16	\$ 525,000	\$ -	\$ 68,617	\$ 68,617	13.07%	\$ 456,383
Olive Crest - Foster Youth	7/1/15-6/30/16	\$ 470,300	\$ 111,895	\$ 88,894	\$ 200,789	42.69%	\$ 269,511
Total		\$ 1,675,129	\$ 115,215	\$ 380,803	\$ 496,018	29.61%	\$ 1,179,111
			23%	77%			

Total PY14-PY15 Youth		\$ 3,902,549	\$ 199,160	\$ 932,091	\$ 1,131,251	28.99%	\$ 2,771,298
			18%	82%			

**Workforce Connections
Awards and Expenditures
Program Year 2015 Youth WC Paid Trainings
Obligations through February 4, 2016**

Providers highlighted in red are on high risk status.

Providers highlighted in pink have an active pink paper.

WIA PY15 Youth One Stop Affiliate Sites

Provider	Contract Dates	Training Budget	Youth In-School		Youth Out-Of-School		Total Obligated	% Spent	Remaining Balance
			Obligations		Obligations				
Nevada Partners, Inc - North	7/1/15-6/30/16	\$ 87,000	\$ 340		\$ 11,249		\$ 11,589	13.32%	\$ 75,411
So. NV Regional Housing Authority - East	7/1/15-6/30/16	\$ 147,500	\$ -		\$ 52,337		\$ 52,337	35.48%	\$ 95,163
Total		\$ 234,500	\$ 340		\$ 63,586		\$ 63,926	27.26%	\$ 170,574
				1%				99%	

WIA PY15 Youth Rural

Provider	Contract Dates	Training Budget	Youth In-School		Youth Out-Of-School		Total Obligated	% Spent	Remaining Balance
			Obligations		Obligations				
Lincoln County	7/1/15-6/30/16	\$ 22,680	\$ -		\$ -		\$ -	0.00%	\$ 22,680
Nye Communities Coalition	7/1/15-6/30/16	\$ 7,200	\$ -		\$ 3,999		\$ 3,999	55.54%	\$ 3,201
St. Jude's Ranch for Children	7/1/15-6/30/16	\$ 65,000	\$ -		\$ 6,362		\$ 6,362	9.79%	\$ 58,638
Total		\$ 94,880	\$ -		\$ 10,361		\$ 10,361	10.92%	\$ 84,519
				0%				100%	

WIA PY15 Special Populations

Provider	Contract Dates	Training Budget	Youth In-School		Youth Out-Of-School		Total Obligated	% Spent	Remaining Balance
			Obligations		Obligations				
Goodwill of So. Nevada - Youth with Disabilities	7/1/15-6/30/16	\$ 157,600	\$ -		\$ 18,544		\$ 18,544	11.77%	\$ 139,056
HELP of So. Nevada - Dropout Recovery	7/1/15-6/30/16	\$ 162,571	\$ 5,500		\$ 2,999		\$ 8,499	5.23%	\$ 154,072
Nevada Partners, Inc - Pre-Entry Youth	10/1/15-9/30/16	\$ 125,000	\$ -		\$ -		\$ -	0.00%	\$ 125,000
Olive Crest - Foster Youth	7/1/15-6/30/16	\$ 29,700	\$ 1,480		\$ 1,480		\$ 2,960	9.97%	\$ 26,740
Total		\$ 474,871	\$ 6,980		\$ 23,023		\$ 30,003	6.32%	\$ 444,868
				23%				77%	

Total Youth		\$ 804,251	\$ 7,320		\$ 96,970		\$ 104,290	12.97%	\$ 699,961
				7%				93%	

**Workforce Connections
Awards and Expenditures
Program Year 2013/2014/2015 Direct Programs
December 31, 2015**

Amounts for Internal Programs reflect expenditures as of December 31, 2015.

Amounts for Providers reflect invoiced allowable expenditures through December 2015. Starred lines only reflect expenditures through November 2015.

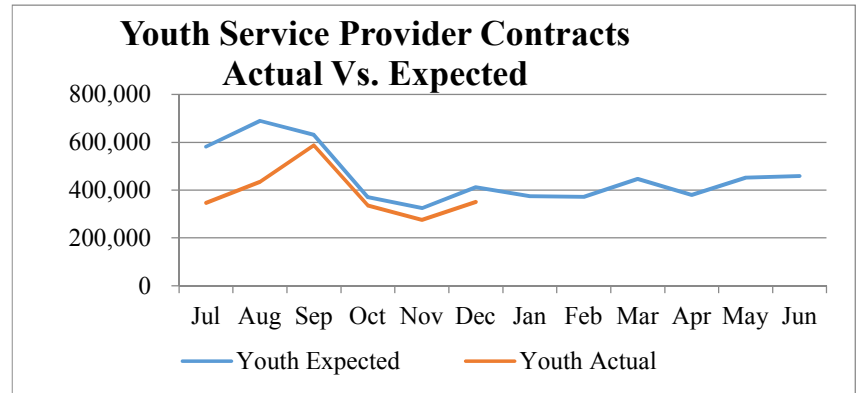
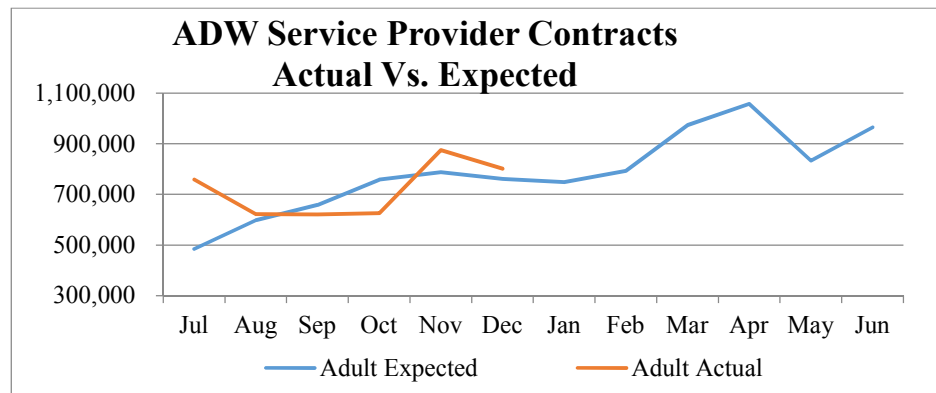
Direct Grants

Program	WC FTE	Contract Dates	Contract Award	Total Expended	% Spent	Remaining Balance
Youth Build PY13 - WC	1.00	7/15/13-11/14/16	973,464	\$ 853,576	87.68%	119,889
Youth Build PY13 - CCSD DRHS	0.00	10/1/13-9/30/15	126,536	\$ 126,536	100.00%	-
Youth Build PY15 - WC	2.50	10/1/15-1/31/19	1,000,000	\$ 62,670	6.27%	937,330
Youth Build PY15 - CCSD DRHS	0.00	10/1/13-9/30/15	100,000	\$ 3,513	3.51%	96,487
AmeriCorps PY15 - WC	0.50	8/1/15-7/31/16	42,328	\$ 14,754	34.86%	27,574
AARP	0.10	7/1/14-6/30/16	100,000	\$ 77,486	77.49%	22,514
NSHE - Robert Wood	0.40	11/1/15-1/31/17	64,015	\$ 26,763	41.81%	37,252
Total	4.50		2,406,343	1,165,297	48.43%	1,241,046

workforce CONNECTIONS
WIOA Expenditure Tracking
YTD PY15 - July 1, 2015 through December 31, 2015

Spending Plan (July 1, 2015 through June 30, 2016)						
Budget Line Item	PY15 Budget			PY15 Funding to be Used 1Q PY16		
	ADW	Youth	Total	ADW	Youth	Total
WC Operations	4,275,375	2,243,432	6,518,807	900,000	308,432	1,208,432
Community Resource Allocations						
One-Stop Center and System	2,426,181	250,000	2,676,181	450,000	10,000	460,000
Service Provider Contracts	10,598,946	6,790,621	17,389,567	1,177,920	1,292,500	2,470,420
Subtotal Community Resource Allocations	13,025,127	7,040,621	20,065,748	1,627,920	1,302,500	2,930,420
Total Budget	17,300,502	9,284,053	26,584,555	2,527,920	1,610,932	4,138,852

YTD Actuals Vs. Expected						
Approved Awards	ADW			Youth		
	YTD Actual	YTD Expected	Inc / (Dec)	YTD Actual	YTD Expected	Inc / (Dec)
WC Operations	1,428,102	1,687,688	(259,586)	644,403	967,500	(323,097)
One-Stop Center and System	642,190	988,091	(345,901)	0	120,000	(120,000)
Service Provider Contracts	4,304,669	4,050,437	254,232	2,332,005	3,011,625	(679,620)
Total Budget	6,374,961	6,726,215	(351,254)	2,976,408	4,099,125	(1,122,717)



6. **INFORMATION:** Annual Audit PY2014 (Year ended June 30, 2015).

Separate Handout

SUMMARY ONLY

Workforce Connections

Schedule of Findings and Questioned Costs

For the Fiscal Year Ended June 30, 2015

Section I – Summary of Auditors’ Results:

Financial Statements:

Type of auditors’ report issued:	Unmodified
Internal control over financial reporting:	
Material weaknesses identified?	No
Significant deficiencies identified that are not considered to be material weaknesses?	None reported.
Noncompliance material to financial statements?	No

Federal Awards:

Internal control over major programs:	
Material weaknesses identified?	No
Significant deficiencies identified that are not considered to be material weaknesses?	No
Type of auditors’ report issued on compliance for major programs:	Unmodified
Any audit findings disclosed that are required to be reported in accordance with Circular A-133, Section .510(a)?	Yes

7. **INFORMATION:** Audit Finding Status Reports

1. A-133 Audit Findings for PY2014
2. DETR Findings for On-site Review from November 17, 2014 to December 13, 2014
3. Department of Labor, Employment Training Administration-funded Grants
4. Department of Labor, YouthBuild 2011 Grant

WORKFORCE CONNECTIONS

A-133 Audit Findings for PY2014
(Year Ended June 30, 2015)

February 2016

Finding	Type	Description	Target Date	Audit	
				PY2014	PY2013
				ended	ended
				6/30/2015 1/15/2016)	6/30/2014 1/21/2015)
15-1	Federal Grants	<p>Governmental subrecipients of States will use the same State policies and procedures used for procurements from non-Federal funds.</p> <p>Action: February 2016 - WC agreed to 1) obtain DETR approval for all consultant contracts; 2) obtain approval for all sole source contracts; and 3) ensure all participants receiving services are enrolled. WC awaiting notification of close of finding.</p>	February 2016	X	X

Department of Employment, Training and Rehabilitation (DETR)

**Findings for On-site Review from November 17, 2014 to December 13, 2014
(Report Dated March 31, 2015)**

Workforce Connections February 2016

Finding	Description	Target Date
#1	<p>Problems continue with the NVTRAC/NJCOS interface. High error rates continue to be identified in low income determination for youth, dislocation dates, and documentation of literacy/numeracy gains. (Repeat Finding)</p> <p>Required Corrective Action: USDOL has informed DETR that continued occurrence may result in sanctioning at both the state and board level. WC must provide and adhere to a corrective action plan that will address the issue.</p> <p>WC's Response: May 2015 - WC, Nevadaworks and DETR remain committed to implementing a new integrated statewide system, thereby eliminating the dual-platform system of NVTrak and NJCOS which will eliminate the differences mentioned in this finding. Also, WC remains committed to the agreed upon corrective action and will continue to closely monitor and correct system errors and provide weekly updates on the status of the differences between the systems.</p> <p>WC Update: July 2015 - As of July 1, 2015, all of WC's workforce systems were transitioned onto the NJCOS system with no duplication of data entry or work-around, using any other workforce data system other than NJCOS.</p> <p>DETR's Response: August 2015 - Since WC began using NJCOS completely effective July 1, 2015, the transfer of data is no longer an issue. DETR/WISS will continue to perform desk top monitoring to ensure that the service providers are capturing the accurate data and NJCOS is reflective of this data entry. This finding will be closed.</p>	July 2015
#2	<p>DETR believes the MOUs issued to the Las Vegas Clark County Urban League and Academy of Human Development are an apparent violation of State Compliance Policy 3.9 (Procurement) and are ineligible program costs. (Repeat Finding)</p> <p>Required Corrective Action: USDOL has informed DETR that continued occurrence may result in sanctioning at both the state and board level. DOL indicated specific citations in support of the finding regarding procurement, competition, clarity of services solicited, non-competitive procurement requirements, contract provisions, and WIA clauses, conditions, and prohibitions. These costs are ineligible and must be repaid from non-WIA funds.</p> <p>WC's Response: May 2015 - The corrective action relating to the MOUs was completed last year when first recognized. The related MOUs and contracts were rescinded. Also, to ensure sanctions are avoided, prior to awarding sole source contracts, it is Workforce Connections' practice and policy to secure approval from the State of Nevada, i.e., DETR.</p> <p>DETR's Response: August 2015 - DETR forwarded information to DOL for their review. DETR requests that WC provide any documentation including written or electronic approval, approval process narrative or timeline summaries for DETR to provide to DOL staff for their review.</p>	February 2016

Department of Employment, Training and Rehabilitation (DETR)

**Findings for On-site Review from November 17, 2014 to December 13, 2014
(Report Dated March 31, 2015)**

Workforce Connections February 2016

Finding	Description	Target Date
#2 Continued	WC's Response: August 2015 - WC provided 1270 pages of documentation for the two computer centers including summaries of the number of clients served; the economic characteristics of the surrounding 89101 and 89106 zip codes; contracts and MOUs; notifications rescinding contracts; and daily sign in sheets for each computer center.	February 2016
	DETR's Response: February 2016 - After consultation with DOL, DETR determined that WC must adhere to practice receiving DETR/WISS written approval on all procurement activities; cannot enter into any contractual agreement using the sole source exception, without prior approval from DETR/WISS; and each service provider must ensure that all participants that are receiving funding are enrolled in the State NCJOS system. If WC is unwilling to meet the requirements, the questioned costs will have to be reimbursed.	
	WC's Response: February 2016 - WC agreed to 1) obtain DETR approval for all consultant contracts, service provider contracts are approved by the Board and ratified by the LEOs; 2) obtain approval for all sole source contracts; and 3) ensure all participants receiving services are enrolled by service providers.	
#3	Job orders taken by WC Business Services staff and employment information from hiring events was being kept in paper form and not entered into the NJCOS system. WC has improved procedures in this area however there appears to be issues relating to closing dates, information on job requirements, and duplication of job orders. (Repeat Finding)	August 2015
	Required Corrective Action: USDOL has informed DETR that continued occurrence may result in sanctioning at both the state and board level. WC must ensure that if the local area is maintaining a separate job bank, all jobs must be included in the State's labor exchange system. Please provide a written action plan for when this will be accomplished.	
	WC's Response: May 2015 - In an effort to be a good partner, all job orders are currently being recorded into the NJCOS as closed job orders. However, the citations that support Finding #3 regarding Workforce Connections Business Engagement staff do not provide any information or direction relating to this finding. Please assist us in addressing your concerns as the noted citations do not appear to support the finding.	
	DETR's Response: August 2015 - There was a typographical error in the original report (252.210 should be 20 CFR 652.210). The citations are meant to support the requirement to make labor market information (including job orders) available to all clients including UI, Wagner-Peyser and WIA program participants. DETR will review these and other citations to see if there are more appropriate or clearer references. Based on WC's actions this item will be tested in this year's monitoring process before closure of the finding.	

Department of Employment, Training and Rehabilitation (DETR)

Findings for On-site Review from November 17, 2014 to December 13, 2014
(Report Dated March 31, 2015)

**Workforce Connections
February 2016**

Finding	Description	Target Date
<p align="center">#4</p>	<p>Client files from several service providers were missing required documentation.</p>	<p align="center">September 2015</p>
	<p>Required Corrective Action: WC should instruct service providers to place necessary items in client files and provide documentation to DETR/WISS that each has been completed.</p>	
	<p>WC's Response: May 2015 - WC provided documentation that service providers have placed in the files. WC implemented a new standard form that is required for all Dislocated Workers enrolled by WIA service providers, ensuring that the dislocation date is provided and appropriate data element validation is universally collected. Service providers will continue to make every effort to collect outstanding validation of dislocation dates. Two files were incorrectly identified so they could not be corrected.</p>	
	<p>DETR's Response: August 2015 - DETR appreciates the prompt action by WC in correcting the client records. The two typographical errors in the original report were corrected resulting in two more client files that need to have corrective action. Once WC makes any necessary corrections, this finding will close.</p>	
	<p>WC's Response: September 2015 - WC provided documentation of corrective action for the final two client files.</p>	

Department of Labor, Employment Training Administration-funded Grants

Findings for On-site Review
(Report Dated August 2015)

Workforce Connections
February 2016

Finding	Entity	Type	Description	Target Date
#3	WIA and Wagner-Peyser	Labor Exchange System Service - Product Delivery	The State has the responsibility to operate a comprehensive labor exchange system to serve employers, job seekers, and identified populations. While a local area may have a separate job bank to streamline the purpose of serving their local population, all jobs must also be included in the state's labor exchange system. (Repeat Finding)	July 2015
			Required Corrective Action: DETR must develop and implement a statewide policy and procedure for ensuring that all job orders are entered into that state's labor exchange system as well as the separate systems maintained at the local level (HRM System at WC).	
			WC's Response: Sept 2015 - As of July 1, 2015, WC's staff enters all job orders into the state's labor exchange system as well as the local area's applicant tracking system. Testing for validation and assurance that job orders are promptly entered into the state's job bank are welcome and validation will be appreciated.	
#4	WIA	Performance Accountability	The accuracy of the data reported by the State is questionable based on the following: program exit requirements are not being followed. Federal guidance stipulates that "90 days without a service" constitutes an exit. In NJCOS large numbers of individual records have not indicated an Actual End Date, thereby remaining current participants, even though no services or activities have been recorded in either MIS or the case file. (Repeat Finding)	July 2015
			Required Corrective Action: DETR must ensure that NCJOS, NVTrac, and the new MIS once implemented, are programmed to exit participants when 90 days without a service occurs. While action has been taken on the issue, not all records are in compliance of this program exit requirement.	
			WC's Response: Sept 2015 - As of July 1, 2015, WC no longer uses a separate data system. Subrecipients are required to enter all participant data into DETR's NJCOS, thus eliminating the interface discrepancies between systems. WC will be generating services reports using DETR's NJCOS data system every 30 days and providing the reports to all subrecipients to ensure that services/activities are closed in a timely manner.	
#10	Workforce Connections	Program and Grant Management Systems	Various policies and procedures need to be created and/or modified to comply with Federal requirements, such as bank reconciliation, payroll and time distribution, salary and bonus limitation, vacation and leave, severance package (if any), complaints and/or grievances, indirect costs and refunds.	September 2015
			Required Corrective Action: Finding will be closed when policies and procedures are created and/or modified and submitted to DETR.	
			WC's Response: Sept 2015 - WC has created many policies and procedures. They address a myriad of organizational functional initiatives in support of local area and higher echelon compliance requirements. The following policies have been established and are maintained: bank reconciliation; payroll and time distribution; salary and bonus limitation; vacation and leave; complaints and grievances; indirect costs; and refunds.	

Department of Labor, Employment Training Administration-funded Grants

Findings for On-site Review
(Report Dated August 2015)

Workforce Connections
February 2016

Finding	Entity	Type	Description	Target Date
#11	Workforce Connections	Program and Grant Management Systems	Workforce Connections' on-site monitoring tool needs to be updated to include review of policies and procedures and the testing of methodology for allocating costs.	September 2015
			Required Corrective Action: Finding will be closed when monitoring tool has been updated and submitted to DETR.	
			WC's Response: Sept 2015 - WC has amended its monitoring tool to include review of policies and procedures. WC's monitoring tool does have a section for testing of methodology for allocating costs. Cost allocation methodology was tested at all PY2014 onsite monitoring visits.	
#12	Workforce Connections	Program and Grant Management Systems	Workforce Connections' equipment tracking log does not include all of the information required by Federal Regulations. WC did not secure prior approval for equipment and alterations from the State.	September 2015
			Required Corrective Action: Finding will be closed when existing equipment tracking log is modified to include all descriptors and after proof of prior approval is provided to DETR.	
			WC's Response: Sept 2015 - WC has included all pertinent items required in the fixed asset log such as percentage of federal participation and funding source; condition of property; and ultimate disposition of data. WC received prior approval from DETR/WISS for the construction of the tenant improvements at the Charleston Festival location and related purchase of furniture and equipment.	
#13	Workforce Connections	Program and Grant Management Systems	PY2014 ADW and Youth contracts with subrecipients do not include all federally required provisions; provision for cost allocation should be modified to include language for indirect cost rate; and MOUs lack language that identifies costs to be shared among various groups present at the one-stops.	September 2015
			Required Corrective Action: Finding will be closed when WC provides DETR the new contracts provisions being developed and modifies contracts with updated provisions.	
			WC's Response: Sept 2015 - WC received new provisions from DETR on January 27, 2015 and on February 17, 2015 sent contract amendments with updated provisions to all subrecipients. A separate provision referencing the requirement of an indirect cost rate was added to the contract template. The OSCC operating agreement in effect for PY2014 did include the following language: "Center partners that are not funded by WIA title I are responsible for fully funding their staff located at the center and participate in cost sharing of overhead expenses via a per seat allocation."	
#14	Workforce Connections	Financial Management Systems	Workforce Connections does not have an indirect cost rate and the testing of 8 employee time cards revealed two employees reporting redundant work hours every pay period.	July 2016
			Required Corrective Action: Finding will be closed with WC secures an approved indirect cost rate and WC must reconcile and reverse redundant payroll charges.	
			WC's Response: Sept 2015 - WC calculated and submitted an indirect cost rate application to DOL in January 2016. Employee time and attendance records have been reconstructed and certified to reflect the proper and accurate time attributed to specific programs and associated functions.	

Department of Labor, Employment Training Administration-funded Grants

**Findings for On-site Review
(Report Dated August 2015)**

**Workforce Connections
February 2016**

Finding	Entity	Type	Description	Target Date
#15	Workforce Connections	Financial Management	The following expenditures are at question: 1) consultant fees; 2) purchase of 1,000 tote bags (\$896.00); and party cups and supplies for anniversary celebration (\$202.10).	September 2015
			Required Corrective Action: Finding will be closed when WC provides DETR a policy on consultant fees and demonstrates that the other charges have been reversed.	
			WC's Response: Sept 2015 - WC has amended its procurement policy to reflect that DETR/WISS must review and approve all consultant contracts. The tote bags were for the more than 1,000 attendees that visited the super hiring event so they could gather various handouts and employer materials. The tote bags were properly procured; printed with the One-Stop Career Center address and website; and are reasonable and allowable outreach expenses for attendees of the event. The party cups and supplies were for the One-Stop Career Center anniversary event where 16 employers signed the employer compact with the Board Chair and Chief Local Elected Official. The supplies noted were for incidental meeting expenses and not for entertainment purposes.	

Department of Labor, Youthbuild 2011 Grant

Date of Review: June 9, 2015
 (Report dated July 2015)
 February 2016

Finding	Type	Description	Target Date
#01	Program and Grant Management Systems - Administrative Controls	The grantee did not include the DOL attribution statement on appropriate documents.	August 2015
		Required Corrective Action: Revise outreach and recruitment documents to include the DOL attribution statement including the percentage of total cost financed by federal money and the dollar amount of federal funds..	
		WC Response: August 2015 - All documents have been stamped with the DOL attribution statement and all future documents have been updated to include the DOL attribution statement.	
		DOL Response: August 2015 - All findings are considered resolved, subject to future on-site verification.	
#02	Financial Management Systems - Budget Controls	The grantee exceeded the 20 percent line item flexibility in the Supplies line item category. The grantee also included items in the Equipment line item that should be allocated under the Supplies line item category since they do not exceed the \$5,000 per unit acquisition price.	August 2015
		Required Corrective Action: Submit a budget realignment modification to DOL to increase the Supplies line item category to compensate for the overage in the budget and reallocate the items from Equipment to Supplies.	
		WC Response: August 2015 - Budget modification request submitted that increases the supplies line items and reallocates the items listed in the equipment category to the supplies category.	
		DOL Response: August 2015 - All findings are considered resolved, subject to future on-site verification.	
#03	Financial Management Systems -Cost Allocation	The grantee did not compensate one participant for 30 minutes of their work and another participant's timesheet reflected that they signed in but did not sign out for 3 days, but still received compensation for those three days.	August 2015
		Required Corrective Action: Submit documentation to DOL to verify the participant in question was compensated for the 30 minutes and revise timesheet to reflect actual start and end times for the three days in question.	
		WC Response: August 2015 - The participant was compensated for his 30 minutes of work and the participant's timesheets were corrected with the actual start and end times for the three days in question.	
		DOL Response: August 2015 - All findings are considered resolved, subject to future on-site verification.	
Concern	Service/Product Delivery - Operating Systems	The program exit policy does not clearly identify when a participant is considered a successful completer versus an unsuccessful completer. One participant was a successful completer but had been exited as unsuccessful.	August 2015
		Required Corrective Action: The grantee should consider revising the current exit policy more clearly describing when a participant is considered a successful completer of the YouthBuild program versus an unsuccessful completer.	
Concern	Service/Product Delivery - Operating Systems	The supportive service policy did not include a limit on the amount of funds that can be expended per participant, to ensure that the YouthBuild cost per participant of \$18,000 is not exceeded.	August 2015
		Required Corrective Action: The grantee should revise the supportive service policy to include a limit on the amount of supportive services participants can receive, to ensure the \$18,000 cost per participant is not exceeded. The grantee should include the types of supportive services the participants are eligible to receive during active enrollment versus follow-up.	

Department of Labor, Youthbuild 2011 Grant

Date of Review: June 9, 2015
 (Report dated July 2015)
 February 2016

Finding	Type	Description	Target Date
Concern	Service/Product Delivery - Operating Systems	The grantee is using self-attestation as the primary method for determining low-income eligibility.	August 2015
		Required Corrective Action: The reviewers suggest that the grantee obtain more commonly used forms of documentation to verify that participants are low-income prior to entry into the YouthBuild program. If the grantee has exhausted all forms of low-income documentation, self-attestation for verification will serve as sufficient documentation.	
Promising Practices	Design and Governance - Program Integration	Promising Practices - The grantee has a very strong partnership with their housing partner, Habitat for Humanity of Greater Las Vegas. The current Construction Trainer has been instrumental in establishing and maintaining the partnership which has enabled the Habitat employees and volunteers to have a greater understanding of the purpose, intent and effectiveness of the YouthBuild program. Habitat for Humanity relies heavily on the YouthBuild participants to complete the homes.	
Promising Practices	Service/Product Delivery - Operating Systems	Promising Practices - The grantee has done a good job retaining staff to support the DOL YouthBuild grant. YouthBuild Las Vegas has created a strong and committed staff. The same five staff members have been operating the YouthBuild Las Vegas program over the last four years. The staff boasted about the fact that they are constantly being praised by their Director, Ricardo Villalobos, and by each other for their hard work and dedication to the youth they service in the YouthBuild program, which ultimately makes working for YouthBuild Las Vegas a pleasant and rewarding experience.	

8. **SECOND PUBLIC COMMENT SESSION:** Members of the public may now comment on Any matter or topic that is relevant to; or within the authority or jurisdiction of the Committee. If you commented earlier, please do not repeat the same comment you previously made. Please clearly state and spell your name and your address for the record. Each comment will be limited three (3) minutes.

9. **COMMITTEE MEMBERS COMMENTS:** Budget Committee member comments.

10. **ADJOURNMENT**