

WORKFORCE CONNECTIONS

BOARD AGENDA

February 25, 2014

10:00 a.m.

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

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

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

City of Las Vegas, 495 S. Main, Las Vegas
City of North Las Vegas, 2250 Las Vegas Blvd. N., North Las Vegas, NV
Clark County 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
Boulder City, City Hall, 401 California Ave., Boulder City, NV
Workforce Connections, 6330 W. Charleston Blvd., Ste. 150, Las Vegas, NV
Nevada JobConnect, 3405 S. Maryland Pkwy., Las Vegas, NV
Lincoln County, 181 Main Street Courthouse, Pioche, NV
Nye County School District, 484 S. West St., Pahrump, NV
Pahrump Chamber of Commerce, 1302 S. Highway 160, Pahrump, NV

This Agenda is also available at www.nvworkforceconnections.org

COMMENTARY BY THE GENERAL PUBLIC

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

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

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

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

Welcome to our meeting.

Copies of non-confidential supporting materials provided to the Board are available upon request. Request for such supporting materials should be made to Suzanne Potter at (702) 638-8750 or at spotter@snvwc.org. Such supporting materials are available at the front desk of Workforce Connections, at 6330 W. Charleston Blvd., Ste. 150, Las Vegas, NV 89146 and are available on-line at www.nvworkforceconnections.org.

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

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

Board Members: Maggie Arias-Petrel, Councilman Bob Beers, Commissioner Butch Borasky, Hannah Brown (Chair), William Bruninga, Matt Cecil, Mark Edgel, Willie J. Fields, Jr., Dan Gouker, Sonja Holloway, Commissioner Adam Katschke, Commissioner Ralph Keyes, Councilwoman Peggy Leavitt, Dr. David Lee, Vida Chan Lin, Valerie Murzl (Vice-Chair), Lynda Parven, Bart Patterson, Charles Perry, Mujahid Ramadan, Bill Regenhardt, Dan Rose, Tommy Rowe, Councilwoman Gerri Schroder, Commissioner Lawrence Weekly, Councilwoman Anita Wood

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

AGENDA

1. Call to order, confirmation of posting and roll call
2. **DISCUSSION AND POSSIBLE ACTION:** Approve the agenda with inclusions of any emergency items and deletion of any items
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. **DISCUSSION AND POSSIBLE ACTION:** Approve the Board Meeting Minutes of January 28, 2014
5. **INFORMATION:** Nevada Open Meeting Law Training ~ George H. Taylor, Senior Deputy Attorney General
6. **DISCUSSION AND POSSIBLE ACTION:** Review and Discuss the DRAFT One-Stop Operator Agreement between Workforce Connections and Nevada's Department of Employment, Training, and Rehabilitation (DETR) and authorize staff to enter into negotiations to finalize the MOU for Board and Local Elected Officials approval

ADULT & DISLOCATED WORKER COMMITTEE UPDATE ~ Valerie Murzl, Chair

7. **INFORMATION:** Adult & Dislocated Worker Committee Meeting Minutes of February 12 2014 (draft)
8. **DISCUSSION AND POSSIBLE ACTION:** Approve Adult & Dislocated Worker Committee's recommendation to award Foundation for an Independent Tomorrow (FIT) additional funding in an amount not to exceed \$50,000 for their One-Stop Center contract and \$50,000 for their Home Office contract for a total of \$100,000. These funds will be used to augment FIT's current PY2013 WIA Adult and Dislocated Worker and One-Stop contracts to provide additional training and supportive services to participants.

9. **DISCUSSION AND POSSIBLE ACTION:** Approve Adult & Dislocated Worker Committee's recommendation to renew Las Vegas Clark County Urban League's contract in an amount not to exceed \$170,000 to continue to operate its community resource center in support of local area job seekers. The computer center or resource laboratory will continue to serve as an Affiliate One-Stop Career Center linked to Workforce Connections' Comprehensive One-Stop Career Center. Upon approval, the term of the contract is February 1, 2014 through June 30, 2015.
10. **DISCUSSION AND POSSIBLE ACTION:** Approve Adult & Dislocated Worker Committee's recommendation to remain with Workforce Connections' current programmatic reporting structure as it pertains to the One-Stop Career Center Consortium and other One-Stop Career Center affiliate sites to deliver performance and service delivery activity reports through appropriate committees/councils to be vetted and then presented to the full Board as necessary and required.
11. **INFORMATION:** Sector Council Snapshot
12. **INFORMATION:** Training, Wage and Employment Reports
13. **INFORMATION:** WIA Client Demographics Report – Adult/Dislocated Worker & Youth

YOUTH COUNCIL UPDATE ~ Sonja Holloway, Chair

14. **DISCUSSION AND POSSIBLE ACTION:** Approve Youth Council's recommendation to negotiate and amend Nevada Partners, Inc. In-School Youth Program contract to include Legacy High School for an additional amount not to exceed \$100,000
15. **INFORMATION:** 2012 – 2013 Graduate Advocate Initiative Report

OPERATIONS UPDATE

16. **INFORMATION:** Budget & Finance Committee Minutes of February 12, 2014 (draft)
17. **DISCUSSION AND POSSIBLE ACTION:** Approval of Legal Services Contract Award to Marquis, Aurbach, Coffing in an amount not to exceed \$100,000
18. **DISCUSSION AND POSSIBLE ACTION:** Review, Discuss, Accept, and Approve Reports
 - a. PY2013 WIA Formula Budget July 1, 2013 through June 30, 2014 and Budget Narrative (No change since last report)
 - b. Budget vs. Actual Finance Report (Workforce Connections' Operations) for the period July 1, 2013 through June 30, 2014 (Formula WIA)
 - c. Awards & Expenditures (Compliance and Operational Status of Service Providers/Funded Partners) – Monthly Update
 - d. Funding Plans – Adult/Dislocated Worker & Youth – Monthly Update
 - e. PBTk Audit – PY2012 (Year Ended June 30, 2013)
 - f. Workforce Connections' Professional Services Contracts – Monthly Update
19. **INFORMATION:** Statewide WIA Allocation Update
20. **INFORMATION:** One-Stop Center MOU and Resource Sharing Agreement Requirements

21. DISCUSSION AND POSSIBLE ACTION: Executive Director's Report

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

23. INFORMATION: Board Member Comments

24. ACTION: Accept a motion for Adjournment

Agenda Item 3.

FIRST PUBLIC COMMENT:

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

Agenda Item 4. DISCUSSION AND POSSIBLE ACTION: Approve
the Board Meeting Minutes of January 28, 2014

WORKFORCE CONNECTIONS

BOARD MEETING MINUTES

January 28, 2014
10:00 a.m.

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

Members Present

Bart Patterson	Bill Regenhardt	Commissioner Adam Katschke
Commissioner Lawrence Weekly	Commissioner Ralph Keyes	Councilman Bob Beers
Councilwoman Peggy Leavitt	Councilwoman Anita Wood	Councilwoman Gerri Schroder
Dr. David Lee	Hannah Brown, Chair	Lynda Parven
Matt Cecil	Mujahid Ramadan	Sonja Holloway
Tommy Rowe	Valerie Murzl, Vice-Chair	Vida Chan Lin
William Bruninga (phone)	Willie J. Fields	

Members Absent

Charles Perry	Dan Gouker	Commissioner Butch Borasky
Maggie Arias-Petrel	Mark Edgel	Dan Rose

Staff Present

Ardell Galbreth	Suzanne Potter	Heather DeSart
Jim Kostecki	Carol Turner	Tom Dang
Debra Collins	Brett Miller	Jeannie Kuennen
Shawonda Nance	Kenadie Cobbin-Richardson	Emilio Pias

Others Present

Caren Caferatta-Jenkins, NV Commission on Ethics	Dr. Tiffany Tyler, Nevada Partners, Inc.
Vincent Miller, LCCCF	Janice M. Rael, Nevada Partners, Inc.
Alan Ramirez, LCCCF	Lucy Sanchez, LCCCF
Dr. Rene Cantu, Jr., LCCCF	Maria Flores, Bridge Counseling Associates
Donna Bensing, New Horizons CLC	Yolanda Correa, Bridge Counseling Associates
Nield Montgomery, The Learning Center	Linda Montgomery, The Learning Center
Debbie Tarantino, LCCCF	Helicia Thomas, GNJ Family Life Center
Tamara Collins, Las Vegas Urban League	Omyaka Taggart, Las Vegas Urban League
Jake McClelland, FIT	Sharon Morales, LCCCF
Sherman Rutledge, GNJ Family Life Center	Kelli Mosley, Olive Crest
Gerard Arcenet, Carrington College	Denise Gee, HELP of Southern Nevada
Otto Merida, Latin Chamber of Commerce	Irene Bustamante Adams, Latin Chamber Foundation

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

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

The meeting was called to order by Chair Hannah Brown at 10:03 a.m. Staff confirmed the meeting had been properly noticed and posted in accordance with the Nevada Open Meeting Law. Roll call was taken and a quorum was present.

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

A motion was made to approve the agenda as presented by Valerie Murzl and seconded by Matt Cecil. Motion carried.

3. **FIRST PUBLIC COMMENT SESSION:**

Lucy Sanchez and Alan Ramirez, youth participants of Latin Chamber of Commerce Community Foundation shared about their positive experience with the program.

Gerard Arcenet - Carrington College introduced himself as an advocate and partner for getting individuals into the medical field.

4. **DISCUSSION AND POSSIBLE ACTION: Approve the Board Meeting Minutes of October 22, 2013**

A motion was made to approve the Board Meeting Minutes of October 22, 2013 as presented by Valerie Murzl and seconded by Matt Cecil. Motion carried.

5. **INFORMATION: Detailed Briefing on Nevada Ethic Requirements provided by Caren Caferatta-Jenkins, Executive Director, Nevada Commission on Ethics**

Caren Caferatta-Jenkins, Nevada Commission on Ethics (NCOE) provided a detailed presentation on Nevada Ethic Requirements. The three main topics of the presentation include:

- Required Filings
- Prohibited Conduct
- Abstention and Disclosure (Disclosure to provide the public sufficient information regarding the nature and extent of the conflict (i.e., I am a fiduciary and have an obligation to represent the interest of that organization as well as this).

All public officers and public employees are subject to the Ethics in Government Law (NRS 281A). The NCOE interprets and provides guidance on the statutory provisions of NRS281A, investigates and adjudicates requests for opinion from public officer, public employees and the public, and accepts certain written disclosures.

The meeting went into a brief recess following the presentation. Chair Brown called the meeting to order at 12:10 p.m.

Ardell Galbreth, Executive Director announced that CEUs are available to individuals with qualified credentials (CPA, CPM, Attorney) for attending this presentation and should see Suzanne to complete the necessary paperwork.

6. **INFORMATION: Adult & Dislocated Worker (ADW) Committee Meeting Minutes of January 8, 2014 (draft)**

Valerie Murzl, ADW Committee Chair presented the Minutes of January 8, 2014 provided on page 15 - 18 of the agenda packet.

7. **DISCUSSION AND POSSIBLE ACTION: Approve the Adult & Dislocated Worker Committee's recommendation to negotiate and execute a Veteran's Employment and Training Services contract procured through the Request for Proposal (RFP) process with the Las Vegas Clark County Urban League in an amount not to exceed \$800,000. Upon Board approval, the dates of the contract will be February 1, 2014 to June 30, 2015 to provide employment and training services to 320 veterans in Southern Nevada**

Councilwoman Gerri Schroder and Matt Cecil disclosed their fiduciary affiliation with Las Vegas Clark County Urban League.

Valerie Murzl provided background and presented the RFP Evaluator scores provided on page 20 of the agenda packet. Murzl noted that 50% of the veterans served must be post 9/11 and all services will be provided out of the One-Stop Career Center.

Councilman Bob Beers noted that he is working on a central registry for veterans and requested that a representative from Urban League contact him with their information to be entered into the registry.

Urban League's executive director Kevin Hooks provided their services and methods of outreach. Urban League has twelve offices across the valley and has established partnerships/MOUs with multiple organizations that serve and outreach to veterans. These partnerships will be managed by an Urban League staff member to ensure stated goals are achieved. Urban League will leverage its Family Development Services, to provide veterans with job training, emergency services, and education services as well as maximize the use of the existing One-Stop Center services.

A motion was made to approve the Adult & Dislocated Worker Committee's recommendation to negotiate and execute a Veteran's Employment and Training Services contract procured through the Request for Proposal (RFP) process with the Las Vegas Clark County Urban League in an amount not to exceed \$800,000. Upon Board approval, the dates of the contract will be February 1, 2014 to June 30, 2015 to provide employment and training services to 320 veterans in Southern by Mujahid Ramadan and seconded by Hannah Brown. Councilwoman Gerri Schroder and Matt Cecil abstained. Motion carried.

8. **DISCUSSION AND POSSIBLE ACTION: Approve the Adult & Dislocated Worker Committee's recommendation to award GNJ Family Life Center additional funding in an amount not to exceed \$150,000 for their One-Stop Center contract and \$200,000 for their Home Office contract for a total of \$350,000. These funds will be used to augment GNJ's current PY2013 WIA Adult and Dislocated Worker and One-Stop contracts to provide additional training and supportive services to participants**

Ms. Murzl provided background and presented GNJ's funding request letters provided on page 22 and 24 of the agenda packet.

Commissioner Lawrence Weekly commented on GNJ's performance at a recent event and their excellent responsiveness in the community.

A motion was made to approve the Adult & Dislocated Worker Committee's recommendation to award GNJ Family Life Center additional funding in an amount not to exceed \$150,000 for their One-Stop Center contract and \$200,000 for their Home Office contract for a total of \$350,000. These funds will be used to augment GNJ's current PY2013 WIA Adult and Dislocated Worker and One-Stop contracts to provide additional training and supportive services to participants by Commissioner Lawrence Weekly and seconded by Councilwoman Anita Wood. Motion carried.

9. **DISCUSSION AND POSSIBLE ACTION: Approve the Adult & Dislocated Worker Committee's recommendation to award the Latin Chamber of Commerce Community Foundation National Emergency Grant (NEG) funds in the amount of \$100,000. NEG funds can only be utilized for WIA allowable training activities. NEG funds can only be expended on participants who are considered long-term unemployed. These are individuals who have been unemployed for 27 weeks or longer**

Hannah Brown disclosed her fiduciary responsibility with the Latin Chamber of Commerce as a foundation board member.

Latin Chamber of Commerce's funding request is provided on page 27 of agenda packet.

A motion was made to approve the Adult & Dislocated Worker Committee's recommendation to award the Latin Chamber of Commerce Community Foundation National Emergency Grant (NEG) funds in the amount of \$100,000. NEG funds can only be utilized for WIA allowable training activities. NEG funds can only be expended on participants who are considered long-term unemployed. These are individuals who have been unemployed for 27 weeks or longer by Councilman Bob Beers and seconded by Bart Patterson. Hannah Brown abstained. Motion carried.

10. **INFORMATION: Training, Wage and Employment Reports**

Brett Miller, Sr. Analyst presented the Training, Wage and Employment reports provided on page 29 - 31 of the agenda packet. Discussion ensued regarding the manufacturing sector council. Commissioner Weekly requested more comprehensive sector council reports.

11. INFORMATION: WIA Client Demographics Report – ADW & Youth

Brett provided a brief overview of the WIA Client Demographics Reports provided on page 32 - 36 of the agenda packet. Discussion ensued.

12. INFORMATION: Youth Council Meeting Minutes of October 16, 2013

Sonja Holloway, Youth Council Chair presented the Youth Council Minutes of October 16, 2013 provided on page 38 – 41 of the agenda packet.

13. INFORMATION: Youth Council Meeting Minutes of January 8, 2014 (draft)

Ms. Holloway presented the Youth Council Minutes of January 8, 2014 provided on page 43 - 45 of the agenda packet.

14. DISCUSSION AND POSSIBLE ACTION: Approve Youth Council’s recommendation to award Latin Chamber of Commerce Community Foundation a WIA Youth contract in an amount not to exceed \$250,000 to serve 100 Out-of-School Youth for the term of February 1, 2014 through September 30, 2014

Ms. Holloway presented Latin Chamber Foundation’s Executive Summary for the STEM Education and Training for Youth program provided on page 47 of the agenda packet.

Dr. Rene Cantu, executive director of the Latin Chamber of Commerce Community Foundation reported enrolling 100 youth within the first quarter of the program year using traditional media for outreach, including online, social media and Craigslist as well as other tools for outreach.

Hannah Brown disclosed her fiduciary responsibility with the Latin Chamber of Commerce as a foundation board member.

A motion was made to approve Youth Council’s recommendation to award Latin Chamber of Commerce Community Foundation a WIA Youth contract in an amount not to exceed \$250,000 to serve 100 Out-of-School Youth for the term of February 1, 2014 through September 30, 2014 by Lynda Parven and seconded by Councilwoman Anita Wood. Hannah Brown abstained. Motion carried.

15. INFORMATION: Budget & Finance Committee Minutes of November 12, 2013

The Budget & Finance Committee Minutes of November 12, 2013 are provided on page 49 – 55 of the agenda packet.

Councilwoman Leavitt inquired about the discussion with Councilman Beers at the November 12th Budget Committee meeting regarding the legalities of funding for One-Stop Centers. Ardell recapped the discussion stating that Beers requested information from staff regarding the legalities of the resources and funding expended for the One-Stop Career Center and stated that WC is on good, firm standing based on the MOUs, contracts, and agreement between the consortium of entities in the One-Stop Center and the Southern Nevada Workforce Investment Board.

16. INFORMATION: Budget & Finance Committee Minutes of December 10, 2013

Jim Kostecki, Finance Manager presented the Budget & Finance Committee Minutes of December 10, 2013 provided on page 57 - 61 of the agenda packet.

17. INFORMATION: “High Risk” Designation Final Update Bridge Counseling Associates (BCA), Latin Chamber of Commerce Community Foundation (LCCCF), and Southern Nevada Children First (SNCF)

Jim reported that all outstanding fiscal issues have been resolved with Bridge Counseling Associates, Latin Chamber of Commerce Community Foundation, and Southern Nevada Children First, and the three agencies have been removed from high risk.

18. DISCUSSION AND POSSIBLE ACTION: Review, Discuss, Accept and Approve Reports

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

Jim presented the budget revisions and the Board voted on each item separately.

i. Budget & Finance Committee recommends approval of the reallocation of \$15,000 of strategic initiative funds to program support contracts for procurement training

The PY2013 Budget and budget narrative is provided on page 66 – 74 of the agenda packet.

A motion was made to accept and approve Budget & Finance Committee's recommendation for the reallocation of \$15,000 of strategic initiative funds to program support contracts for procurement training by Councilwoman Peggy Leavitt and seconded by Bill Regenhardt. Motion carried.

ii. Budget & Finance Committee recommends approval of \$372,061 from unobligated community resources funds to support three existing Business Services positions and fill two additional Business Services positions in the One-Stop System

Jim provided background and presented employee justification and Business Services Specialist job description provided on page 75 – 78 of the agenda packet.

Lynda Parven stated that WIA funded partners provide business services, including DETR, and does not understand how adding two more positions does not duplicate services even more than it already is. Ardell replied that according to the Workforce Investment Act, the Board is responsible for the workforce delivery system, including business services and the management thereof. The service providers are responsible for providing business services on behalf of their organizations; however, the Board has the responsibility to implement and manage the delivery of these services throughout the workforce investment area. These positions started last year and there has been a steady increase in pace and demand for additional staff to support businesses/employers seeking our services. Without additional support, Business Services does not have the capacity to meet the demands in this area.

Councilman Beers requested staff to report on the last six months of success outcomes for the Business Services department, including job placements, retention, etc. Kenadie Cobbin-Richardson, Business Services Manager provided a brief update. Discussion ensued.

A motion was made to accept and approve Budget & Finance Committee's recommendation for \$372,061 from unobligated community resources funds to support three existing Business Services positions and fill two additional Business Services positions in the One-Stop System by Commissioner Lawrence Weekly and seconded by Councilwoman Anita Wood. Lynda Parven opposed. Motion carried.

iii. Budget & Finance Committee recommends approval of the reallocation of \$7,200 of One-Stop System strategic initiative funds to program support contracts for programming of a queuing system at the One-Stop Career Center

Jim reported that the reallocation of \$7,200 will fund the IT consultant to reprogram a queuing system at the One-Stop Center that will interface with the current NVTrac system to capture necessary data for reporting purposes. The current queuing system does not have these capabilities.

A motion was made to accept and approve Budget & Finance Committee's recommendation to reallocate \$7,200 of One-Stop System strategic initiative funds to program support contracts for programming of a queuing system at the One-Stop Career Center by Dr. David Lee and seconded by Bill Regenhardt. Motion carried.

Jim presented the following reports and noted no changes from the December Budget and Finance Committee report, except for the Awards & Expenditures report, which has been updated to reflect the three funded partners that were removed from high risk.

- b. **Budget vs. Actual Finance Report (Workforce Connections' Operations) for the period July 1, 2013 through June 30, 2014 (Formula WIA)**
- c. **Awards & Expenditures (Compliance and Operational Status of Service Providers/Funded Partners) – Monthly Update**
- d. **Funding Plans – Adult/Dislocated Worker & Youth**
- e. **Workforce Connections' Professional Services Contracts – Monthly Update**

A motion was made to accept and approve reports (agenda items 20 b, c, d, e) as presented by Commissioner Lawrence Weekly and seconded by Councilwoman Anita Wood. Motion carried.

19. INFORMATION: Executive Committee Meeting Minutes of November 13, 2013 (draft)

The Executive Committee Minutes of November 13th are provided on page 93 – 98 of the agenda packet.

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

Ardell Galbreth reported that Workforce Connections failed the Youth Literacy/Numeracy Gains performance measure partly due to the Board's decision (based on staff's recommendation) to target the hardest-to-serve youth populations, including foster care youth and youth with disabilities. Ardell further stated that there may be an error with the State's data and/or the reporting system because at the fourth quarter of the program year the Board was exceeding this performance measure at 48.8%. Staff will further investigate this matter and report back to the Board. Councilman Beers inquired about possible sanctions for failed performance, such as disallowed costs. Ardell replied that if the Board fails performance, it is not eligible to receive incentive funds; however, if the Board fails performance for two consecutive years, there could be potential sanctions from the State.

Ardell reported that Workforce Connections and the Nevada Department of Corrections is discussing options for accepting proposals from organizations to provide employment and training services to inmates prior to and following their release.

The Executive Director's Report is provided on page 100 – 101 of the agenda packet.

21. SECOND PUBLIC COMMENT SESSION

None

22. INFORMATION: Board Member Comments

Commissioner Weekly requested staff to provide a report at the next Board meeting regarding the positive impact Workforce Connections and its funded partners had on increasing the graduation rate; staff concurred.

Tommy Rowe requested a flag for the Board room.

Councilman Beers reported that DETR is interested in pursuing an MOU with the North Las Vegas JobConnect to create another One-Stop Center and requested staff to put the matter on the next Board Agenda. Ardell replied that he has not seen the MOU but once he does he will be happy to.

Beers requested a standing report to the Board from the One-Stop Center Consortium and asked that it be agendaized. Ardell stated that the One-Stop Center Consortium can provide an update/report through the ADW Committee and the ADW Committee reports to the Board; this is the typical reporting structure for all the committees. To clarify Ardell's comments, Chair Brown stated that the One-Stop Consortium can make a report that is vetted through the ADW Committee. Discussion ensued. Bart Patterson concurred with Beers to have the matter agendaized at the next ADW Committee meeting; and staff concurred.

23. ACTION: Adjournment

A motion was made to adjourn the meeting at 1:00 p.m. by Bill Regenhardt and seconded by Sonja Holloway. Motion carried.

Agenda Item 5. INFORMATION: Nevada Open Meeting Law Training
~ George H. Taylor, Senior Deputy Attorney General

SEE ATTACHMENT: 2014 OPEN MEETING LAW; 2014 Legislative
Amendments (PowerPoint Presentation)

Agenda Item 6. DISCUSSION AND POSSIBLE ACTION: Review and Discuss the DRAFT One-Stop Operator Agreement between Workforce Connections and Nevada's Department of Employment, Training, and Rehabilitation (DETR) and authorize staff to enter into negotiations to finalize the MOU for Board and Local Elected Officials approval

**ONE STOP OPERATOR AGREEMENT
BETWEEN
WORKFORCE CONNECTIONS WORKFORCE INVESTMENT BOARD
AND
THE DEPARTMENT OF EMPLOYMENT TRAINING AND REHABILITATION (DETR)**

This One-Stop Operator Agreement ("Agreement") is entered into between the Workforce Connections Workforce Investment Board (WCWIB) and DETR. The WCWIB was appointed by the Governor of the State of Nevada and was established under the WIA for the purposes of developing the 5-year local workforce investment plan and for performing the required functions described in Section 117 of WIA. DETR is made up of four mandatory entities creating a consortium as required by WIA Sec. 121.d.2.A.ii:

1. Wagner Peyser Programs
2. Vocational Rehabilitation Programs
3. Trade Act Programs
4. Unemployment Compensation Programs

The Consortium entities collectively have a history of serving the business community, under-represented and disadvantaged people, as well as administering workforce development activities available to the public-at-large. The Consortium's partnership utilizes existing infrastructure and resources, and capitalizes on the staff experience developed from years of operating workforce activities.

The Workforce Connections Workforce Investment Board hereby designates DETR as a One-Stop Operator for the Southern Nevada Local Workforce Investment Area. The purpose of this agreement is to establish the roles and responsibilities of the WCWIB and DETR for implementing the provisions of Section 121 of Title I of the Workforce Investment Act of 1998 (WIA).

In consideration of the foregoing and the parties' responsibilities and obligations set forth below, the parties agree as follows:

1. **Designation of DETR as a One Stop Operator:**
DETR is designated by the WCWIB as a One-Stop Operator for Workforce Connections on _____, pursuant to Section 121(d)(2) of WIA and 20 CFR Part 662 Subpart D.
2. **Duration and Modification of Agreement:**
This agreement shall commence on the date it is executed, _____, and will remain in effect until modified or terminated by the mutual agreement of the parties.

3. Description of DETR One Stop Centers:

Nevada Job Connect one stop employment and career development centers are located at the following 3 locations in the Southern Nevada Local Workforce Investment Area:

3405 South Maryland Parkway
Las Vegas, NV 89169 (Comprehensive)

119 Water Street
Henderson, NV 89015 (Affiliate)

2827 Las Vegas Boulevard North
Las Vegas, NV 89030 (Affiliate)

4. Responsibilities of DETR:

As one of Workforce Connections' designated One Stop Operators, DETR agrees to the following:

A. Provider of Direct Services:

DETR will:

Ensure, at a minimum, provision of WIA core services, availability of intensive services (directly or through referral), and access to training services (directly or through referral), at all Job Connect Centers for Nevada jobseekers.

Evaluate and modify services for continuous improvement based on feedback and information from job seeking participants.

Operate a system for employer/business services, job development, maintain the state job bank, tax incentive and labor market information. Evaluate and modify services for continuous improvement, based on:

- relevant economic information and feedback obtained from the business community on the services needed and how such services will be accessed;
- recommendations received through employer feedback mechanisms; and
- other relevant economic information.

DETR will:

Coordinate the delivery of services provided by other One Stop system partners.

Convene meetings with the One Stop center partners to jointly develop processes for delivering WIA and the partner programs' applicable core services described in the MOUs at the One Stop centers.

Collaborate with One Stop center partners to affect processes for making their federally funded employment programs accessible, including (as applicable): client assessment, case management, job development, referral, and placement.

Coordinate, and make available, capacity building activities for One Stop partner program staff.

Assure that functions or separateness mandated by law or prior contract will not be violated or abridged in the pursuit of co-location or program integration.

Develop and oversee resource sharing or payment plans with partners using the principles of the U.S. Department of Labor's One-Stop Comprehensive Financial Management Technical Assistance Guide.

Manage the One Stop center budgets.

Report to the WCWIB Executive Committee and full Board on the operation of the One-Stop centers. Written reports may consist of information on: customer traffic; status of objectives; recent and planned activities; issues affecting the one stop system; and any concerns, problems, or requests for assistance from the WCWIB . The WCWIB may request additional reports that are mutually agreed upon, with consideration of DETR's ability to access and compile the information in a timely manner.

Recommend changes to WCWIB policy that affect One Stop center operations.

B. Management of the Individual One Stop Centers:

DETR, through the Employment Security Division, will direct the One-Stop Center Managers.

One Stop Center Managers will manage the day-to day operations of the Job Connect One Stop Centers and provide guidance and training to staff co-located at the one-stop centers.

Personnel matters, including compensation, personnel actions, terms and conditions of employment, performance appraisals, and accountability of employees remain under the authority of

the employee's employer-of-record with consultation with One Stop Center Manager.

All One Stop Center guidance must be consistent with any federal, state, or city statute or regulation governing the agency under which the staff is employed.

DETR will:

Ensure that standard operating procedures, systems, and policies are developed for the One-Stop Centers.

Ensure maintenance of the Job Connect One-Stop Centers' facilities, within DETR's control, including supplies and equipment.

Assess and respond to community employment related needs ; and where appropriate, recommend and request one-stop center partner assistance.

Regularly communicate the strategic goals and policies of the WCWIB to all One-Stop Center personnel.

5. Responsibilities of the WCWIB

The WCWIB agrees to the following:

Receive and review DETR one-stop reports, and respond to recommendations in a timely manner.

Provide technical assistance to improve program outcomes based on the principle of continuous improvement.

Provide marketing support to provide the awareness of the One Stop's services with businesses and the community.

Encourage partners to the One Stop MOU to participate in the Job Connect One Stop either through co-location or referral process.

Communicate the strategic goals and policies of the WCWIB and provide funding for any program requirements not specifically outlined in this agreement.

6. Dispute/Grievance Resolution

Disputes concerning provisions of this Agreement shall be referred for discussion and resolution to the Director of DETR. If the dispute cannot be resolved at this level, it can be appealed to the Chair of the WCWIB.

7. Certification/Signature Page:

By signing this Agreement, the Workforce Connections Workforce Investment Board and DETR agree that the provisions contained herein are subject to all applicable, Federal, State, and local laws, regulations, and/or guidelines relating to non-discrimination, equal opportunity, displacement, privacy rights of participants, and maintenance of records and other confidential information relating to One-Stop customers.

By signature(s) affixed below, the parties have executed this Agreement on _____.

For: WORKFORCE CONNECTIONS, WORKFORCE INVESTMENT BOARD

Chair
Workforce Connections Workforce Investment Board

For: DETR

Director
Department of Employment Training and Rehabilitation

Agenda Item 7. INFORMATION: Adult & Dislocated Worker
Committee Meeting Minutes of February 12 2014 (draft)

WORKFORCE CONNECTIONS
ADULT & DISLOCATED WORKER COMMITTEE MINUTES

February 12, 2014 - 9:00 a.m. -- Bronze Conference Room
6330 W. Charleston Blvd., Ste. 150
Las Vegas, NV 89146

Members Present

Bill Regenhardt
Lynda Parven
Matt Cecil (via telephone)
Charles Perry
Valerie Murzl, Chair
Dan Rose, Vice-Chair
Hannah Brown
Maggie Arias-Petrel
Dr. David Lee

Members Absent

Mark Edgel
Chelle Bize
Bart Patterson

Staff Present

Ardell Galbreth
Heather DeSart
Kelly Ford
Jim Kostecki
Jeannie Kuennen
Brett Miller
Carol Turner

Others Present

Nield Montgomery – The Learning Center
Linda Montgomery – The Learning Center
Janice Rael – NPI
Helicia Thomas, GNJ
Acadio Bolanos, Academy of Human Development
Yvonne Grieblich, AHD
Jackie Ramos, LCCCF
Janet Blumen, FIT
Richard Hallon, LVUL
Donna Bensing – New Horizons
Charles Mallard Jr., FIT
Gordan Brown, FIT
Karen Lewis, LVUL
Penny Hagen, FIT
Jennifer Casey, FIT
Joyce Perez, FIT
Edwin Lewlian, FIT
Anthony Gilyard, Jr., FIT
Tamara Collins, LVUL
Dr. Tiffany Tyler, NPI
Elizabeth McDaniel, Goodwill

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

Agenda Item 1 – Call to Order, confirmation of posting, roll call:

Valerie Murzl, Chair, called the meeting to order at 9:06 a.m. and a quorum present. Staff confirmed the meeting had been properly noticed and posted in accordance with the Nevada Open Meeting Law. Roll call was taken, and the quorum was confirmed.

Agenda Item 2 – Action: Approval of the agenda with the inclusions of any emergency items, and deletion of any items

A motion to approve the agenda as presented was made by Charles Perry and seconded by Hannah Brown. The 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 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.

Janet Blumen, Foundation for an Independent Tomorrow (FIT), 1931 Stella Lake Drive. Ms. Blumen presented the Re-Entry team from FIT to the Committee, and provided a report on the Re-Entry Initiative. Jennifer Casey, Program Specialist, distributed a report that included a success story, 81 new enrollments, and 59 in training, with 27 participants that entered employment. On January 22, 2014, FIT entertained a graduation

honoring the success and accomplishment of 106 participants that completed the 3-week job readiness course. The Guest Speaker was Ardell Galbreth, Executive Director, Workforce Connections.

Ms. Casey stated interest by the participants in the current year lays in HBHC, CDL, Culinary training, Certified Logistics Associates Certification, and OSHA 10 Fork and Scissor Lift Certification. Participant placements were within these areas.

Dan Rose commented on Re-Entry speaking for the sheet metal and construction trade, that an individual with a felony background or arrest record does not necessarily need to make that public to an employer. Matt Cecil responded that if there is a request for the information by an employer, the participant must disclose. However, there are certain laws that protect an applicant. If the felony is unrelated to the job duties, performance, or any regulations governing the job the employer should not consider the offense in the application.

Janice Rael, Director of Adult Services, NPI, 710 W. Lake Mead Blvd. Nevada Partners' has provided services to 482 residents, which includes 304 enrollments from the One-Stop Career Center. Return on investment has been over \$6,372,038.40. NPI has provided training services to 339 jobseekers, 224 from the One-Stop Career Center with approximately \$81,463 in supportive services. Nevada Partners assisted 196 residents gain employment with an average hourly wage of \$15.63.

Arcadio Bolanos and Yvonne Grieblich, Academy of Human Development. Reported that the community resource center has been up and running since August 2013, and currently has 1,183 participants.

Agenda Item 4 – Discussion and Possible Action: Approve the minutes of the previous ADW Committee meeting minutes of January 8, 2014.

A motion to approve the meeting minutes of January 8, 2014 presented by staff, was made by Bill Regenhardt and seconded by Charles Perry. Motion carried.

Agenda Item 5 – Discussion and Possible Action: Accept staff's recommendation to award Foundation for an Independent Tomorrow additional funding in an amount not to exceed \$50,000 for their One-Stop Center contract, and \$50,000 for their Home Office contract for a total of \$100,000. These funds will be used to augment Foundation for an Independent Tomorrow's current PY2013 WIA Adult and Dislocated Worker, and One-Stop contracts to provide additional training and supportive services to participants.

Heather DeSart stated, last month one of the providers low on training funds and supportive service dollars, came forward requesting additional funds. Page 5 and 6 of the agenda packet are self-explanatory letters providing the information for the request. Ms. DeSart further clarified that the service provider is exceeding their original goal and increasing their numbers in both programs.

A motion to accept staff's recommendation to award Foundation for an Independent Tomorrow additional funding in an amount not to exceed \$50,000 for their One-Stop Center contract, and \$50,000 for their Home Office contract to provide additional training and supportive services to participants was made by Hannah Brown and seconded by Charles Perry. Motion carried.

Agenda Item 6 – Discussion and Possible Action: Accept staff's recommendation to renew Las Vegas Clark County Urban League's contract in an amount not to exceed \$170,000 to continue to operate its community resource center in support of local area job seekers. The computer center or resource laboratory will continue to serve as an Affiliate One-Stop Career Center linked to Workforce Connections' Comprehensive One-Stop Career Center. Upon Board approval, the term of the contract will be February 1, 2014 to June 30, 2015.

Ms. DeSart stated that the information on page 7 of the agenda packet was self-explanatory. WC has a contract with the Urban League that has been successfully servicing individuals in a self-serve capacity at this Affiliate One-Stop site with a recommendation from staff to renew the contract.

Lynda Parven queried why common measures are not applied to the contract. Ms. DeSart responded that the Urban League is not providing core or intensive training services it is strictly a self-service activities Affiliate site. Ms. Parven abstained from voting due to insufficient information.

Matt Cecil abstained from discussion, and vote due to his representation with the Urban League and shares a direct fiduciary responsibility.

A motion to accept staff's recommendation to renew Las Vegas Clark County Urban League's contract in an amount not to exceed \$170,000 to continue to operate its community resource center (Affiliate One-Stop Career Center linked to Workforce Connections' Comprehensive One-Stop Career Center) supporting local area job seekers. Upon Board approval, the term of the contract will be February 1, 2014 to June 30, 2015. The motion was made by Bill Regenhardt and seconded by Dan Rose. 2 abstained. Motion carried.

Agenda Item 7 – Discussion and Possible Action: Review and discuss whether to recommend a programmatic reporting structure for the One-Stop Career Consortium and other One-Stop Career Center affiliate sites to deliver performance and activity reports directly to the full Board rather than first being vetted at the ADW Committee level.

Ardell Galbreth stated that the functional operation of the Board is to vet information, contracts, and requests through appropriate committees or council. The purpose is to alleviate extensive time spent deliberating agenda items during a Board meeting. At the previous Board meeting, a request was made to allow the One-Stop Career Center Consortium to report directly to the Board rather than channeled or vetted through the ADW Committee. The ADW Committee approves the funding for this program or the Consortium members under the Workforce Investment Act to provide services.

Valerie Murzl commented that circumventing the ADW Committee is inappropriate. The ADW Committee reviews providers' request for funding programs, RFPs related to the programs, approves the money for the programs, and submits recommendations to the Board. She concurred with Mr. Galbreth's statement on, "*the purpose is to alleviate extensive time spent deliberating agenda items during a Board meeting,*" when items vet through the ADW Committee.

Hannah Brown concurred with Ms. Murzl. It provides the ADW Committee to vet all items submitted before the committee prior to the recommendations to the full Board. She further stated if availing the One-Stop Career Center Consortium this opportunity to report directly to the Board, a request such as this would have to be open to all subcommittees.

Matt Cecil concurred with vetting at this level. Mr. Cecil further stated there seems to be quite a bit of contention there, and would suggest as the ADW Committee vets through these issues to ensure presentations to the Board have the backup and information needed to answer questions.

Ms. Murzl queried if Ms. Parven was part of the Consortium with DETR. Ms. Parven responded that she does not benefit from the Consortium. Mr. Galbreth stated according to the By-Laws, any member on the Board or Committee that serves on another Board or Committee that has interests in the agenda item, they must abstain from discussion or vote. Lynda Parven abstained.

Dan Rose concurred with Ms. Murzl. Circumventing the ADW Committee is non-productive. He suggested (should there be the need) extending an invitation to those members or providers to the full Board to answer any questions that might occur.

Charles Perry concurred. It would be appropriate to note that nothing that the ADW Committee does will prevent a recipient or beneficiary from coming to a Board meeting, and being available to answer questions from the Board.

A motion was made that this agenda item not be considered for change made by Hannah Brown and seconded by Bill Regenhardt. 1 abstained, Lynda Parven. Motion carried.

Agenda Item 8 – Information: Sector Council Snapshot

Brett Miller reported on the Sector Council Snapshot on page 9 of the agenda packet. Over the last three months, the overarching theme for the Sector Councils has been the development of strategic plan. Within the strategic plan, each sector has identified in-demand positions, in some cases emerging positions, and developed potential pilot programs for implementation within the sectors. Methodology is strategic guidance for spending training dollars, and meeting industry demand. Locally, there is the Local Employer Advisory Panel (LEAP) using local employers to gather intelligence on how WC can improve services. Four site tours have occurred to gather information and build relationships with panel members, employers are remaining engaged, and Business Services is building strong relationships with these employers.

Ms. DeSart added to Mr. Miller's report stating that what is missing out of the Sector Council meetings is the discussion on details of how the funds can be spent. Discussions on what are the demand occupations? What are the trainings needed? How do you access these trainings? What are the employers looking for? Ms. DeSart will be attending an IT Sector Council meeting, and will be guest speaker. Sharing the information and educating is the next step to help propel the work of the Sector Councils into an action.

Discussion ensued regarding outreach and imparting information to the public.

Agenda Item 9 – Information: Training and Employment Reports

Brett Miller reported on the ADW Demographics by Zip and Locality on page 12 of the agenda packet. He continued with the Wage by Sector illustrated on page 13 total employed 1,119, and the effects of increased enrollments from opening the One-Stop Career Center. The most significant is Health & Medical Services at 291, Logistics & Operations at 230, and Tourism, Gaming & Entertainment at 195, and an Average wage of \$13.78. Mr. Miller reported on the Training and Employment Reports from July 1, 2013 through December 31, 2013 on pages 14 of the agenda packet, noting number of trainings at 1,032 with the most significant in Tourism, Gaming & Entertainment at 236, Health & Medical Services at 376, and Logistics & Operations at 232. Overall average spent on training is \$2,400.

Agenda Item 10 – Information: Adult and Dislocated Worker Fiscal Reports

Jim Kostecki reported on the Awards and Expenditures on page 15 of the agenda packet. Amounts reflect invoiced allowable expenditures through December. Report illustrates the two new contracts: WIA PY11 One-Stop and WIA PY11 Home Office. Mr. Kostecki reported there is no High Risk or Pink Papers issued at this time. Two categories added to this report with the Affiliated One-Stop computer centers under WIA PY12/13 MOUs (Academy of Human Development and Urban League), and the WIA PY13 NEG funding.

Carol Turner reported on the ADW Funding Plan for the current year. Carry forward did generate a little greater remaining balance, with those additional funds allocated to FIT, GNJ or any additional requests during the year WC has funds available. Pending contracts, Ms. Turner noted PY13 Urban League Computer Center, PY13 Academy of Human Development, ADW additional funding for FIT (Home office and One-Stop Career Center), additional funding for a potential affiliate site location in Mesquite/Laughlin, and the start-up of a PY2013 Pre-apprenticeship Program (RTC Construction/Other) due to the new gas tax. Additionally, she reported on the next program year balance of \$2,800,000 (set-aside funds in the event of a sequestration ensuring sufficient funds rolling forward for the next quarter)

Agenda Item 11 – Information: ADW Committee Member Comments

Mr. Rose referenced the increased gas tax and the work being done in the County. The issue is the companies doing the work are not from Nevada and the money does not remain in Nevada. Mr. Galbreth acknowledged his

concern and responded that the monies would be managed as best as WC can. Mr. Rose further noted the Wages by Sector and Average Training Cost by Sector on pages 13 and 14 the average training cost for Health & Medical Services was low, yet one of the highest paid. He further notes that his program has a starting apprentice making more than the sector jobs illustrated. First year apprentices start out at \$17.99 per hour with benefits, which mean the journeyman at 45%, are approximately \$40.00 per hour with benefits. Mr. Rose stated, construction is coming around, and his job is not to make apprentices of today, but apprentices of tomorrow. We give scholarships to our apprentices and pay everything except their hand tools.

Mr. Galbreth stated the obstacle is those that try to get into the apprenticeship programs cannot pass the tests. Anticipated the WC can get the participants geared up in a pre-apprenticeship program to pass the tests, not only for sheet metal, other trades as well. WC feels it will be a great benefit to the wage gains in southern Nevada.

Agenda Item 12 – 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.

Acadio Bolanos, Academy of Human Development spoke to outreach and the self-sufficiency of the Academy of Human Development. The Academy aggressively conducts outreach to the community with mechanisms in place. Mr. Bolanos extended an invitation to the committee members to provide assistance and guidance in how to conduct outreach in the Latino community.

Janet Blumen, Foundation for an Independent Tomorrow if you look at the program on “Re-Entry on the Rise” you will see the names of the 106 graduated. Hannah Brown queried the diversity breakdown of the graduates with Jennifer Casey stating that she would forward the demographics information to the next ADW Committee meeting. African American was noted, and a dramatic reduction in female clients in this program year – 85% male. Mr. Galbreth responded that the most noticeable is that the individuals that were graduating most of them were not in attendance, but employed and at work.

Kenadie Cobbin-Richardson provided a 2-minute media coverage. In an effort to demonstrate outreach efforts, Kenadie presented a video montage of dozens of news stories featuring the One-Stop Career Center that aired from October 2013 through January 2014.

Agenda Item 13 – Adjournment: The meeting adjourned at 10:08 a.m.

Agenda Item 8. DISCUSSION AND POSSIBLE ACTION: Approve Adult & Dislocated Worker Committee's recommendation to award Foundation for an Independent Tomorrow (FIT) additional funding in an amount not to exceed \$50,000 for their One-Stop Center contract and \$50,000 for their Home Office contract for a total of \$100,000. These funds will be used to augment FIT's current PY2013 WIA Adult and Dislocated Worker and One-Stop contracts to provide additional training and supportive services to participants.



Better Jobs. Brighter Futures.®

February 4, 2014

Ardell Galbreth, Executive Director
Workforce Connections
6330 W Charleston Blvd
Las Vegas, NV 89146

Re: WIA A/DW - Home Office - PY 2013 - Request for Additional Funding

Mr Galbreth:

We are requesting additional funding for the above-referenced contract.

We are requesting additional Tuition funds of \$25,000, and additional Supportive Service funds of \$25,000.

The request is based on the fact that as of today, February 4, 2014, we have only \$21,070.36 in unallocated Tuition funds available to allocate and spend on new training opportunities. Also, we are over-spent in Supportive Services by approximately \$5,000 as of December 31, 2013.

With the additional funding, we expect to be able to increase the number of clients served in the current program year from 150 to 175.

Enclosed with this request is a budget modification reflecting the increase in funding.

Please contact myself, Jake McClelland or Penny Hagen at your convenience, if you have questions or need additional information.

Sincerely



Janet Frasier Blumen, CEO



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February 6, 2014

Ardell Galbreth, Executive Director
Workforce Connections
6330 W Charleston Blvd
Las Vegas, NV 89146

Re: WIA A/DW – One Stop – Request for Additional Funding

Mr Galbreth:

We are requesting additional funding of \$50,000 for the above-referenced contract.

The request is based on the fact that we have expended over 68% of our budgeted Tuition costs for our One Stop contract, as of December 31, 2013. Further, as of today, February 6, 2014, we have over-allocated unspent Tuition funds by \$7,291.90.

Enclosed with this request is a budget modification reflecting the increase in funding. As part of the proposed budget modification, we are requesting to move \$60,000 from OJT to Training. However, we still expect to be in need of additional Training funds to meet the needs of our One Stop clients.

With the additional funding, we expect to be able to increase the number of clients served in the current program year from 200 to 225.

Please contact myself, Jake McClelland or Penny Hagen at your convenience, if you have questions or need additional information.

Sincerely

Janet Frasier Blumen, CEO

Agenda Item 9. DISCUSSION AND POSSIBLE ACTION: Approve Adult & Dislocated Worker Committee's recommendation to renew Las Vegas Clark County Urban League's contract in an amount not to exceed \$170,000 to continue to operate its community resource center in support of local area job seekers. The computer center or resource laboratory will continue to serve as an Affiliate One-Stop Career Center linked to Workforce Connections' Comprehensive One-Stop Career Center. Upon approval, the term of the contract is February 1, 2014 through June 30, 2015.

Proposal for Continuation Funding for the West Las Vegas Public Computer Center

Proposed Amended Contract Term

February 1, 2014 – June 30, 2015

The Las Vegas Clark County Urban League CAA (Urban League) has operated 30 successful Public Computer Centers in the City of Las Vegas Community Centers, Southern Nevada Regional Housing Authority, and Urban League sites since 2010. A \$4.7 million grant from the U.S. Department of Commerce under the American Recovery and Reinvestment Act of 2009 has funded the equipment acquisition and operating expenses. This funding expired in January 2013. The Center's primary goal is to prepare job seekers for the workforce and assist in their job search.

The West Las Vegas Public Computer Center (Center) located at 1024 W. Owens is one of the busiest centers. On average, 60 individuals visit this center daily. The Urban League's Family Development, Veteran Services and Reintegration of Ex-Offenders Programs are housed in the same complex and offer Case Management and emergency services. The Nevada Division of Welfare and Supportive Services is also located in the complex.

According to the U.S. Census Bureau American Community Survey 2006-2010 estimates, the Center is located in a census tract where 42.8% of the residents live below the federal poverty level. Many in the neighborhood cannot afford a computer, let alone internet service.

Being disconnected is not just a function of being poor, however it is increasingly becoming a reason that some remain in poverty. As the internet has become an essential platform for job search and furthering education, those without access are finding that the basic tools for escaping poverty are out of reach.

Participants at the Center are provided basic computer training such as introduction to the keyboard and the internet. They open e-mail accounts, create resumes and learn web job search techniques. Also available are introductory instruction in Word, Excel, and PowerPoint and advanced classes leading to Microsoft Office Specialist Certification. Career Assessments are available using CareerScope. Participants can access Southern Nevada Health District Food Handler Training on-line, leading to the issuance of a health card and a myriad of online training resources.

The Urban League is requesting funding to continue the operation of the Center. The Center will be open Monday-Friday and staffed by a full-time monitor who is trained to provide basic assistance to participants. An experienced instructor will offer classes four hours per day. The Center's configuration includes 20 computers in a classroom setting and 6 stand-alone computers that can be used without disrupting classes that are in progress. The Urban League staff has developed a broad range of curriculum, and adjusts the classes scheduled to be responsive to the participants' needs.

Agenda Item 10. DISCUSSION AND POSSIBLE ACTION: Approve Adult & Dislocated Worker Committee's recommendation to remain with Workforce Connections' current programmatic reporting structure as it pertains to the One-Stop Career Center Consortium and other One-Stop Career Center affiliate sites to deliver performance and service delivery activity reports through appropriate committees/councils to be vetted and then presented to the full Board as necessary and required.

Agenda Item 11. INFORMATION: Sector Council Snapshot

SECTOR COUNCILS SNAPSHOT

AEROSPACE & DEFENSE

- Partnering with Clark County Department of Aviation in recruiting for the future and discussed McCarran Airport workforce needs.
- Working with k-12 education to promote airframe & power plant training and certification.
- Briefed strategic impact of recent FAA test site initiatives.
- Completed and discussed implementation of strategic plan and identified in-demand occupations.

AGRICULTURE

- No update due to cancelled meeting and member attendance.

CLEAN ENERGY

- Discussed funding of future surveys to support mapping of career and talent pipelines.
- Continuing to develop the strategic plan which will include a 12 month action plan.
- NDOE and colleges working to create an Energy Technologies Certificate.

HEALTHCARE & MEDICAL SERVICES

- Partnered with business leaders, Nevada System of Higher Education and DETR to pursue the Robert Wood Johnson Foundation grant.
- Developed and implemented surveys to further drill down into workforce needs.
- Completed strategic plan and submitted two pilot proposals associated with emerging occupations.

INFORMATION TECHNOLOGY

- Microsoft IT Academy Pilot and Code.org afterschool program with CCSD.
- Presentation from Bracken Elementary on STEAM program.
- Discussion of bylaws and strategic plan.

LOGISTICS & OPERATIONS

- Survey conducted to identify critical jobs, skills and competencies.
- Sector council to identify top occupations to help guide spending of local training dollars.
- Developing strategies to open lines of communication between stakeholders.

MANUFACTURING

- Completed strategic plan.
- Identified STEM focused pilot program which is certification based.
- Identified in-demand occupations.

MINING & MATERIALS

- Developed GWIB Mining Industry Jobs Forecast Survey.
- Developed a Grant Opportunity List of Potential Funding Sources.
- Continue to discuss CTE (Career and Technical Education Courses).

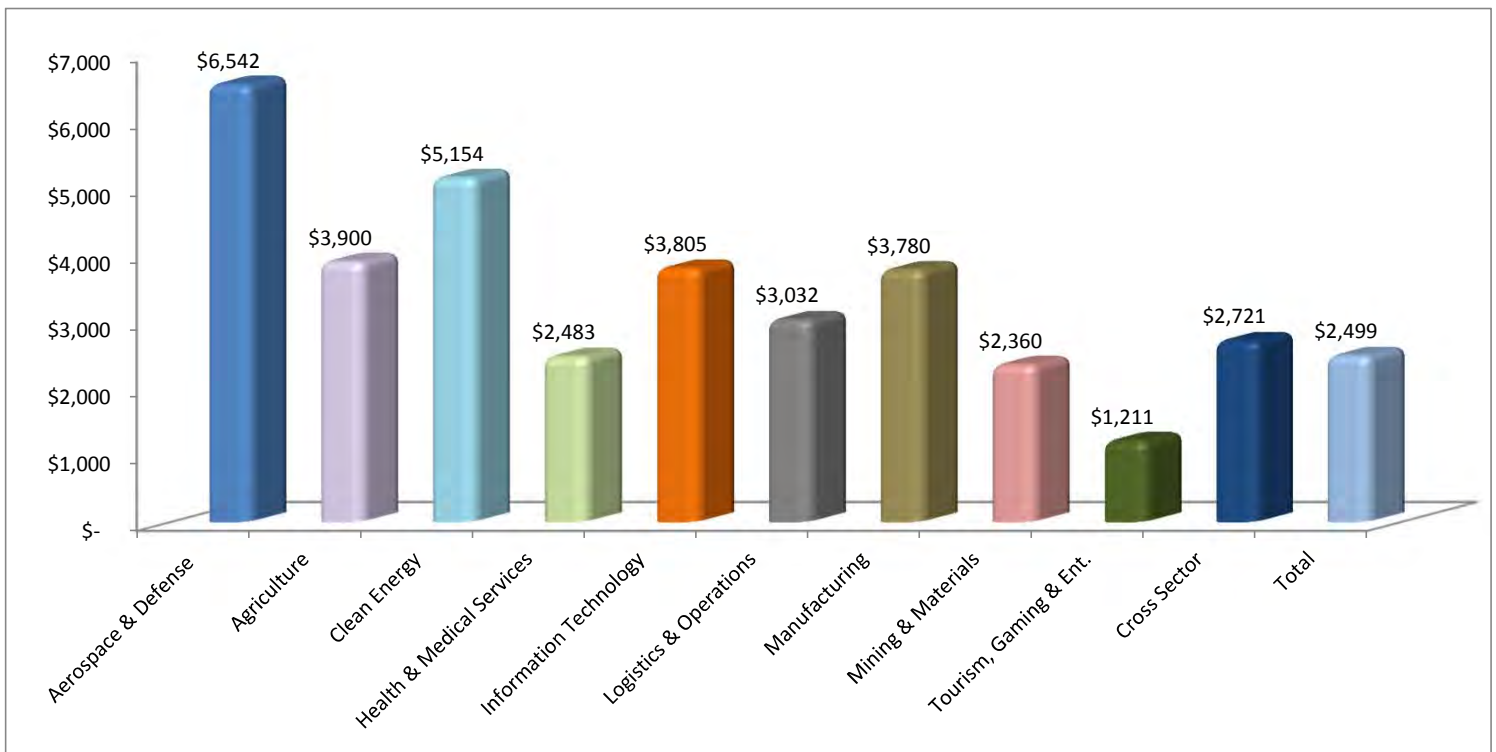
TOURISM, GAMING & ENTERTAINMENT

- GWIB Tourism, Gaming, & Entertainment 2013-14 Strategic Plan.
- GWIB Tourism, Gaming, & Entertainment Pilot Program.
- GWIB TGE Sector Report reviewed in-demand occupations, industry competencies & staff patterns.

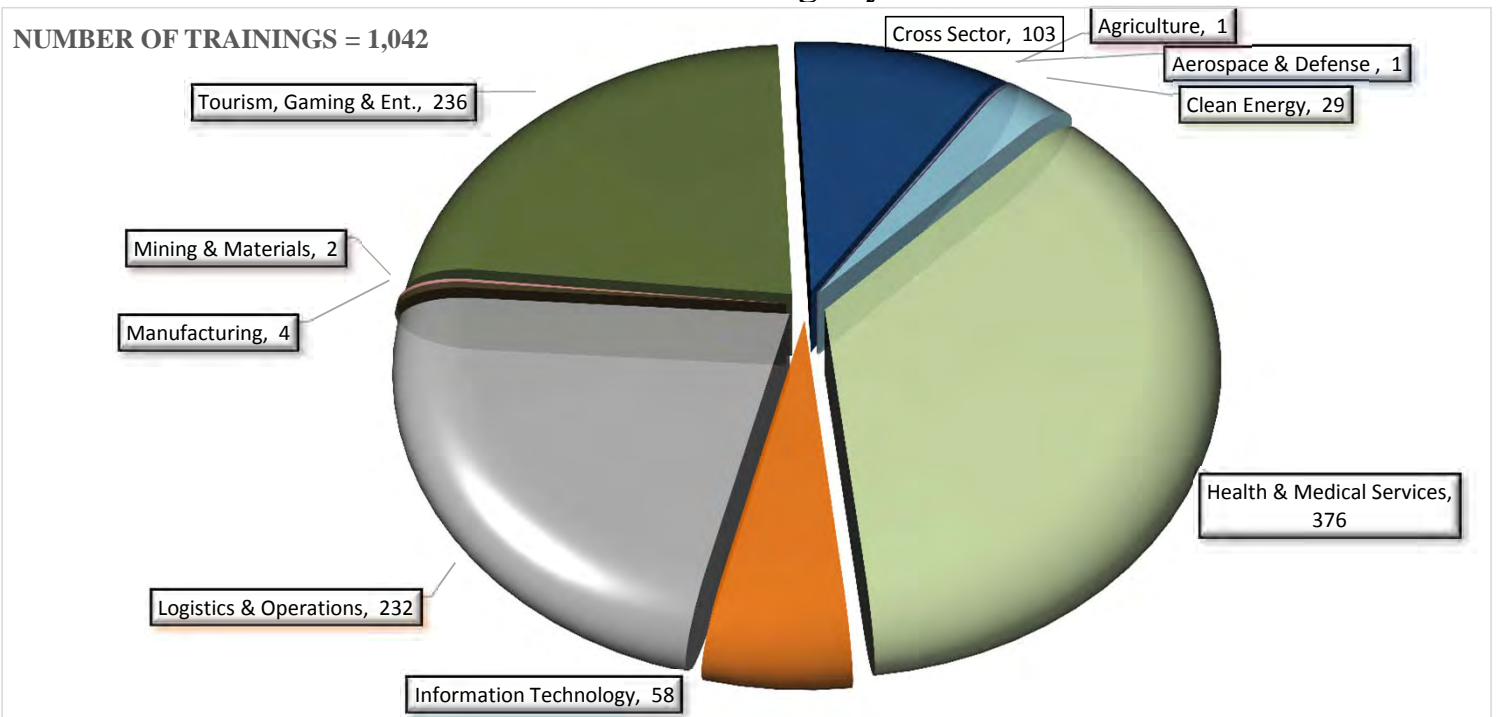
Agenda Item 12. INFORMATION: Training, Wage and Employment Reports

Adult and Dislocated Workers Trained by Industry Sector July 1, 2013 through December 31, 2013

Average Training Cost by Sector

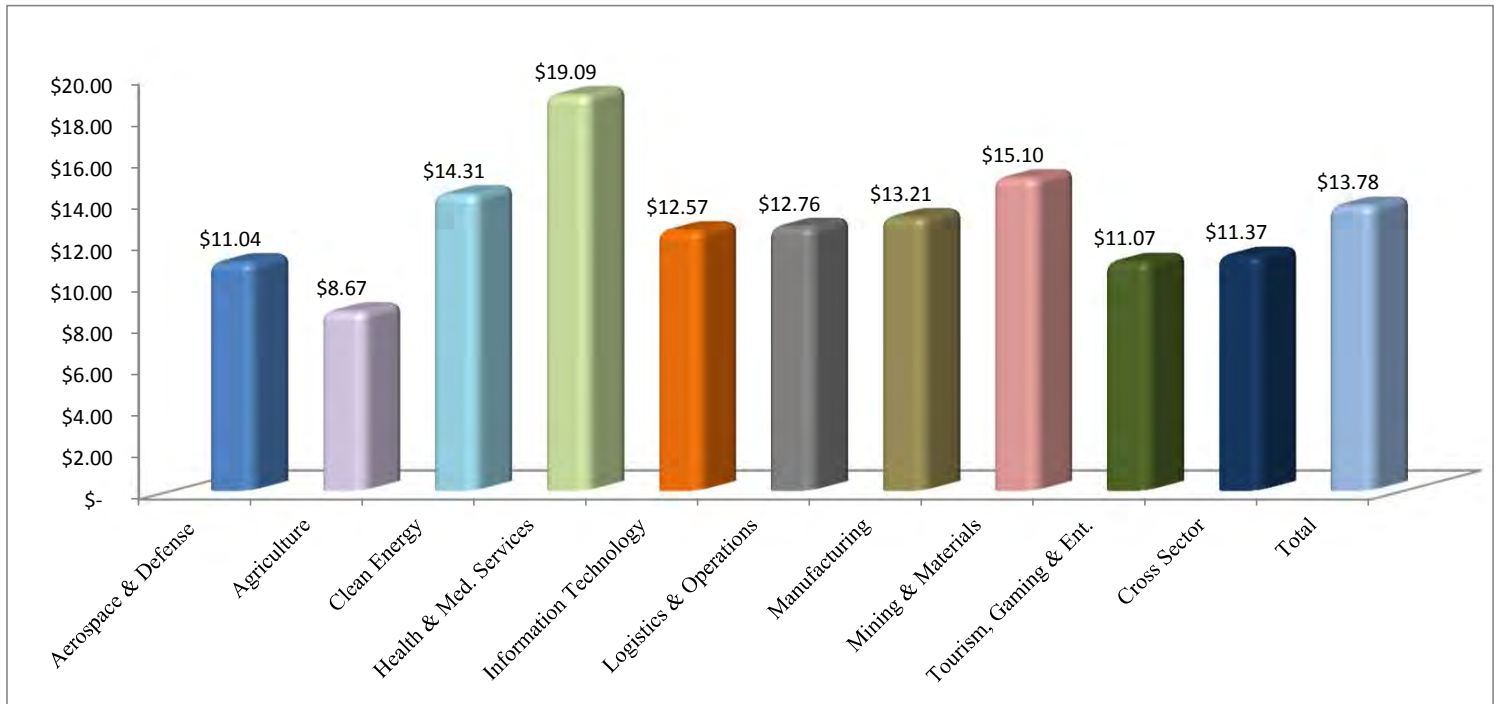


Number of Trainings by Sector

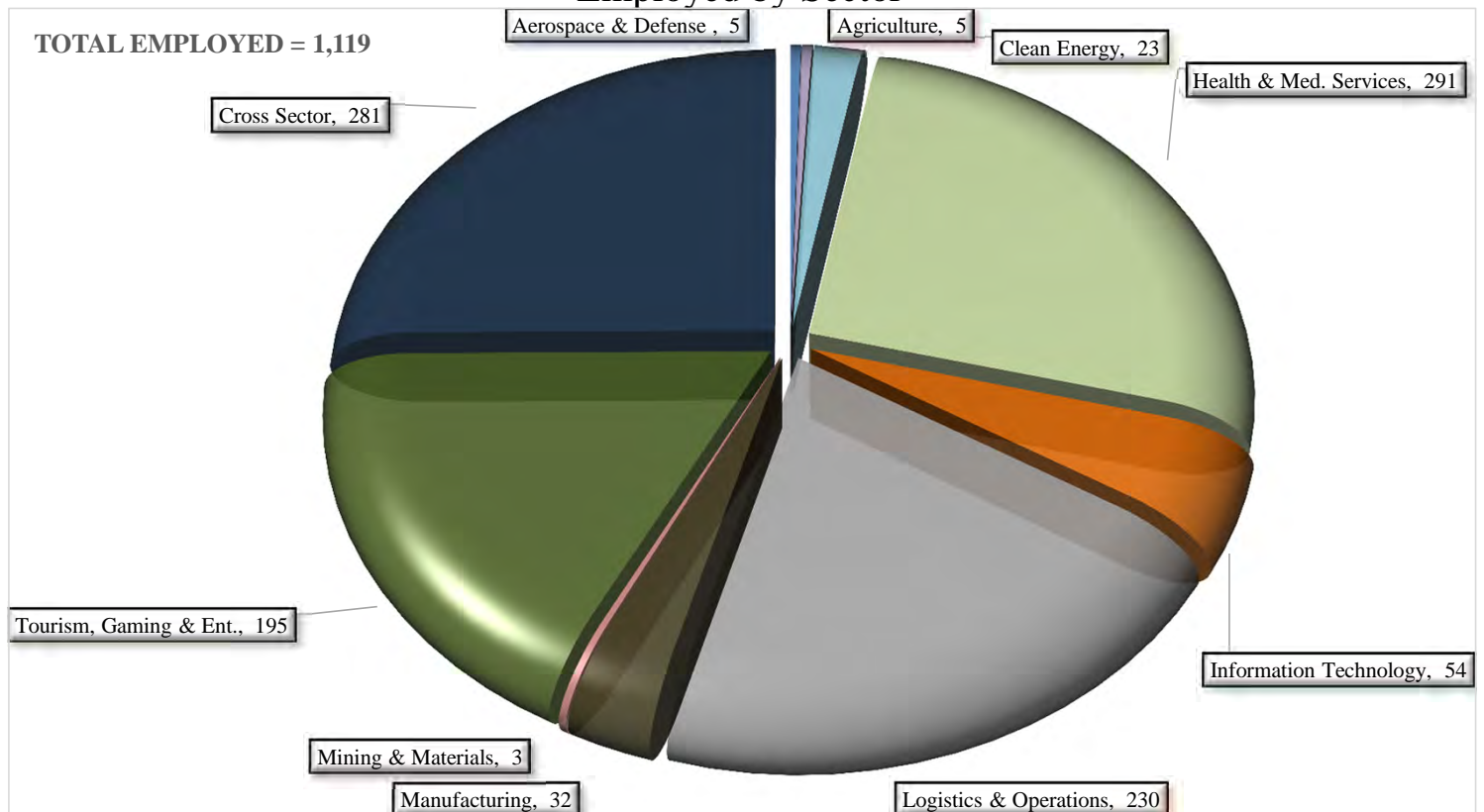


Adult and Dislocated Workers Employed by Industry Sector July 1, 2013 through December 31, 2013

Wage by Sector



Employed by Sector



Agenda Item 13. INFORMATION: WIA Client Demographics Reports
– Adult & Dislocated Worker and Youth

workforce CONNECTIONS
ADW Demographics by Zip and Locality
Actives From July 1, 2013 through December 31, 2013

Community / Zip	Ethnicity ⁽¹⁾						Gender		
	African American	Alaskan Native / Indian	Asian	Caucasian	Hawaiian / Pacific Islander	Hispanic / Latino	Total Enrolled	Female	Male
<u>Henderson</u>									
89002	3	1	0	9	1	5	16	9	7
89009	0	0	0	1	0	0	1	1	0
89011	7	1	3	15	0	6	26	19	7
89012	4	0	2	13	1	3	21	9	12
89014	9	0	0	25	0	5	36	20	16
89015	5	1	1	21	1	4	29	18	11
89044	1	0	0	4	0	2	5	0	5
89052	12	0	1	18	0	6	34	22	12
89053	0	0	0	1	0	0	1	1	0
89074	3	1	6	16	0	4	33	18	15
89077	0	0	1	0	1	0	1	0	1
89016	0	0	0	1	0	1	2	1	1
89105	2	0	0	1	0	0	3	1	2
Henderson Total	46	4	14	125	4	36	208	119	89
<u>Las Vegas</u>									
89030	0	0	0	0	0	0	1	1	0
89031	0	0	0	1	0	0	1	0	1
89032	2	0	0	0	0	0	2	0	2
89052	1	0	0	0	0	0	1	1	0
89081	0	0	0	0	1	0	1	1	0
89101	43	2	1	37	2	30	101	41	60
89102	16	2	4	12	2	14	49	24	25
89103	45	1	5	22	2	17	93	33	60
89104	17	1	3	16	2	12	48	24	24
89105	1	0	0	0	0	0	1	1	0
89106	85	0	3	15	1	9	110	63	47
89107	27	1	1	25	2	15	67	42	25
89108	69	3	9	52	1	30	148	84	64
89109	1	0	0	6	1	2	9	1	8
89110	34	1	0	36	1	35	90	57	33
89113	8	1	2	15	1	6	29	19	10
89114	1	0	0	0	0	0	1	1	0
89115	64	3	2	21	2	19	101	64	37
89116	0	0	0	0	0	0	1	0	1
89117	26	0	7	34	0	15	75	38	37
89118	25	2	3	41	2	8	80	22	58
89119	53	1	5	19	0	16	93	45	48
89120	6	0	2	17	0	9	29	14	15
89121	31	4	1	30	1	25	78	37	41
89122	17	2	2	29	1	16	63	28	35
89123	9	3	5	26	1	2	41	21	20
89124	1	0	0	0	0	0	1	0	1
89125	1	0	0	2	0	1	4	4	0
89126	1	0	0	2	0	1	3	3	0
89128	27	1	5	22	1	12	66	43	23

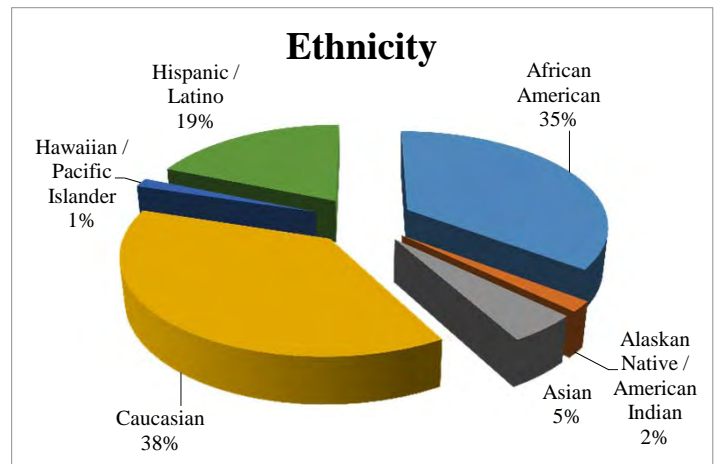
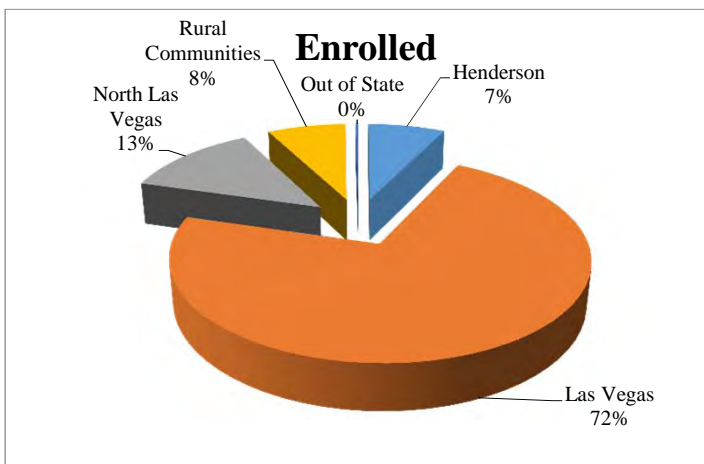
workforce CONNECTIONS
ADW Demographics by Zip and Locality
Actives From July 1, 2013 through December 31, 2013

Community / Zip	Ethnicity ⁽¹⁾						Gender		
	African American	Alaskan Native / American Indian	Asian	Caucasian	Hawaiian / Pacific Islander	Hispanic / Latino	Total Enrolled	Female	Male
89129	21	0	4	28	1	15	65	38	27
89130	18	0	1	18	0	10	41	20	21
89131	8	0	1	19	0	4	30	20	10
89133	1	0	0	0	0	0	1	0	1
89134	3	0	1	5	1	1	11	6	5
89135	2	0	0	10	0	1	14	8	6
89138	1	0	2	7	0	1	10	5	5
89139	14	2	8	11	0	6	45	24	21
89141	8	0	1	12	1	5	26	13	13
89142	8	0	2	17	0	14	33	16	17
89143	1	1	0	9	0	1	11	3	8
89144	0	0	1	7	0	1	8	5	3
89145	13	1	3	16	0	8	36	15	21
89146	22	1	5	11	1	6	41	24	17
89147	21	0	3	35	1	15	72	37	35
89148	14	0	4	16	0	4	37	20	17
89149	13	1	4	15	0	11	35	20	15
89155	1	0	0	0	0	0	1	1	0
89156	15	0	3	15	0	14	41	27	14
89160	1	0	0	0	0	0	1	0	1
89166	1	1	3	8	1	2	12	6	6
89169	9	0	1	13	1	6	24	13	11
89170	0	0	0	1	0	0	1	0	1
89173	2	0	0	1	0	0	3	1	2
89178	10	0	3	14	1	2	27	12	15
89179	1	0	1	2	0	2	5	3	2
89183	8	0	7	19	1	13	39	18	21
93550	1	0	0	0	0	0	1	1	0
Las Vegas Total	828	35	118	789	33	436	2,058	1,068	990
<u>North Las Vegas</u>									
89030	54	3	1	17	0	31	96	62	34
89031	37	1	5	29	5	13	85	42	43
89032	56	2	4	22	1	16	93	57	36
89081	26	1	0	12	1	10	47	29	18
89084	14	1	1	6	0	8	27	18	9
89085	0	0	0	1	0	0	1	1	0
89086	9	0	0	3	0	4	13	8	5
89103	1	0	0	0	0	0	1	0	1
89130	0	0	0	1	0	0	1	1	0
89303	1	0	0	0	0	0	1	0	1
North Las Vegas Total	198	8	11	91	7	82	365	218	147

workforce CONNECTIONS
ADW Demographics by Zip and Locality
Actives From July 1, 2013 through December 31, 2013

Community / Zip	Ethnicity ⁽¹⁾						Gender		
	African American	Alaskan Native / American Indian	Asian	Caucasian	Hawaiian / Pacific Islander	Hispanic / Latino	Total Enrolled	Female	Male
Rural Communities									
Alamo	0	0	0	2	0	0	2	2	0
Beatty	0	0	0	1	0	0	1	0	1
Boulder City	0	1	0	5	0	0	5	2	3
Caliente	0	0	0	9	0	0	9	6	3
Ely	0	1	0	0	0	0	1	1	0
Indian Springs	0	0	0	1	0	1	2	1	1
Jean	0	0	0	1	0	1	1	0	1
Laughlin	0	0	0	0	0	0	0	0	0
Mesquite	0	0	0	1	0	0	1	1	0
Pahrump	24	6	4	149	2	22	188	79	109
Panaca	0	0	0	1	0	1	1	0	1
Reno	0	0	0	0	0	0	0	0	0
Tonopah	0	0	0	1	0	0	1	1	0
Rural Total	24	8	4	171	2	25	212	93	119
Out of State	2	0	1	2	0	2	7	4	3
Report Total	1,098	55	148	1,178	46	581	2,850	1,502	1,348

1) Totals for ethnicity will not generally equal total enrolled due to the fact that multiple ethnicities can be recorded or participants can choose to not provide information.



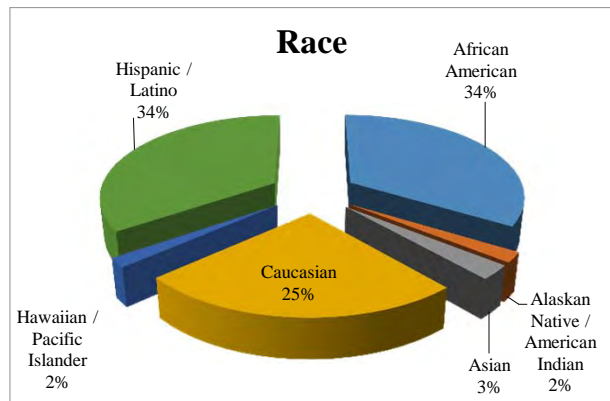
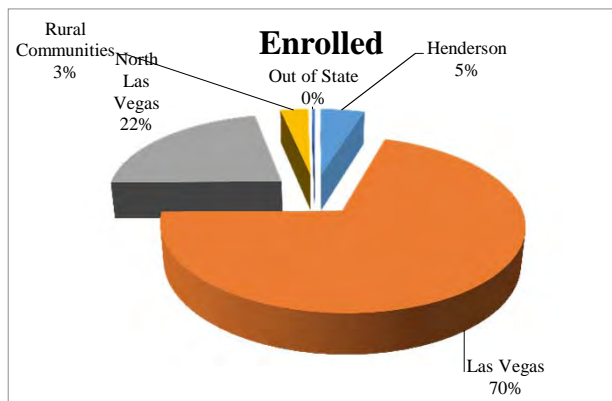
workforce CONNECTIONS
Youth Demographics by Zip and Locality
 Actives From July 1, 2013 through December 31, 2013

Community / Zip	Ethnicity ⁽¹⁾						Total Enrolled	Gender	
	African American	Alaskan Native / American Indian	Asian	Caucasian	Hawaiian / Pacific Islander	Hispanic / Latino		Female	Male
<u>Henderson</u>									
89002	3	3	2	8	0	0	12	4	8
89011	3	0	2	8	0	10	20	10	10
89012	1	1	0	1	0	1	2	0	2
89014	6	0	1	7	0	9	19	14	5
89015	11	1	3	21	2	19	52	29	23
89052	1	0	0	1	0	0	2	0	2
89074	11	0	0	7	0	5	20	9	11
89082	1	0	0	0	0	0	1	1	0
89105	0	0	0	2	0	1	2	1	1
89123	1	1	0	0	0	0	1	0	1
89183	0	0	0	0	0	1	1	1	0
Henderson Total	38	6	8	55	2	46	132	69	63
<u>Las Vegas</u>									
89030	2	0	0	2	0	0	4	4	0
89032	2	0	0	0	0	0	2	1	1
89081	3	0	0	0	0	0	3	3	0
89086	2	0	0	0	0	1	2	0	2
89091	1	0	0	0	0	0	1	1	0
89101	35	0	2	29	1	71	127	80	47
89102	13	1	3	19	1	31	51	26	25
89103	10	2	4	17	0	13	33	17	16
89104	14	3	3	27	2	56	85	45	40
89106	93	1	4	13	0	29	124	79	45
89107	32	1	0	51	5	68	120	55	65
89108	74	2	4	68	1	86	188	114	74
89109	8	0	0	5	0	3	14	7	7
89110	47	3	7	39	4	79	143	82	61
89112	1	0	0	0	0	0	1	1	0
89113	0	0	0	4	0	3	4	3	1
89115	94	8	4	42	4	107	216	134	82
89117	9	0	2	14	0	7	28	13	15
89118	2	0	2	0	1	0	5	4	1
89119	21	1	2	15	0	37	69	50	19
89120	5	0	1	8	0	15	25	17	8
89121	25	2	3	22	3	52	98	53	45
89122	32	1	6	23	1	26	77	51	26
89123	4	1	0	2	0	4	10	5	5
89124	5	1	1	3	0	2	11	0	11
89128	17	2	2	21	4	22	50	24	26
89129	14	0	1	14	1	7	32	17	15
89130	28	1	0	14	1	4	41	23	18
89131	8	1	1	6	0	5	16	6	10
89134	2	1	0	3	1	4	5	1	4
89135	3	0	0	3	0	0	5	2	3
89138	1	0	0	0	0	0	1	0	1
89139	5	0	2	5	2	2	9	5	4
89141	4	0	0	0	0	2	6	1	5
89142	19	3	2	13	2	22	50	19	31
89143	4	0	0	0	0	0	4	0	4
89144	0	0	0	1	0	0	1	1	0
89145	12	0	0	21	3	17	39	21	18
89146	9	0	3	17	1	20	30	21	9
89147	10	0	1	9	0	3	19	12	7
89148	6	0	1	6	0	4	14	7	7
89149	10	1	1	3	1	3	16	10	6

workforce CONNECTIONS
Youth Demographics by Zip and Locality
 Actives From July 1, 2013 through December 31, 2013

Community / Zip	Ethnicity ⁽¹⁾						Total Enrolled	Gender	
	African American	Alaskan Native / American Indian	Asian	Caucasian	Hawaiian / Pacific Islander	Hispanic / Latino		Female	Male
89156	26	6	2	20	2	49	84	52	32
89166	0	1	0	0	0	0	1	0	1
89169	14	1	4	24	1	24	49	26	23
89178	2	0	0	3	0	2	5	4	1
89179	0	0	0	0	1	0	1	1	0
89183	5	0	0	3	1	1	9	6	3
Las Vegas Total	733	44	68	589	44	881	1,928	1,104	824
North Las Vegas									
89030	67	6	3	39	1	113	190	111	79
89031	95	2	2	35	0	40	141	80	61
89032	111	1	3	45	3	51	172	89	83
89033	2	0	0	0	0	0	2	2	0
89080	1	0	0	0	0	0	1	1	0
89081	54	2	3	7	6	10	72	38	34
89084	12	2	1	3	1	0	16	2	14
89086	5	0	0	3	0	1	7	2	5
North Las Vegas Total	347	13	12	132	11	215	601	325	276
Rural Communities									
Amargosa Valley	0	0	0	4	0	1	4	3	1
Boulder City	1	0	0	2	0	2	4	2	2
Caliente	0	0	0	4	0	0	4	2	2
Jean	0	0	1	4	0	3	7	4	3
Laughlin	0	0	0	0	0	0	0	0	0
Mesquite	0	0	0	0	0	1	1	0	1
Overton	1	1	1	2	0	1	2	2	0
Pahrump	4	1	1	44	3	9	54	26	28
Panaca	0	0	0	4	0	1	4	2	2
Pioche	0	0	0	1	0	0	1	0	1
Reno	0	0	0	0	0	0	0	0	0
Searchlight	0	0	0	3	0	0	3	1	2
Rural Total	6	2	3	68	3	18	84	42	42
Out of State	6	1	1	1	0	1	8	7	1
Report Total	1,130	66	92	845	60	1,161	2,753	1,547	1,206

1) Totals for ethnicity will not generally equal total enrolled due to the fact that multiple ethnicities can be recorded or participants can choose not to provide information.



Agenda Item 14. DISCUSSION AND POSSIBLE ACTION: Approve Youth Council's recommendation to negotiate and amend Nevada Partners, Inc. In-School Youth Program contract to include Legacy High School for an additional amount not to exceed \$100,000



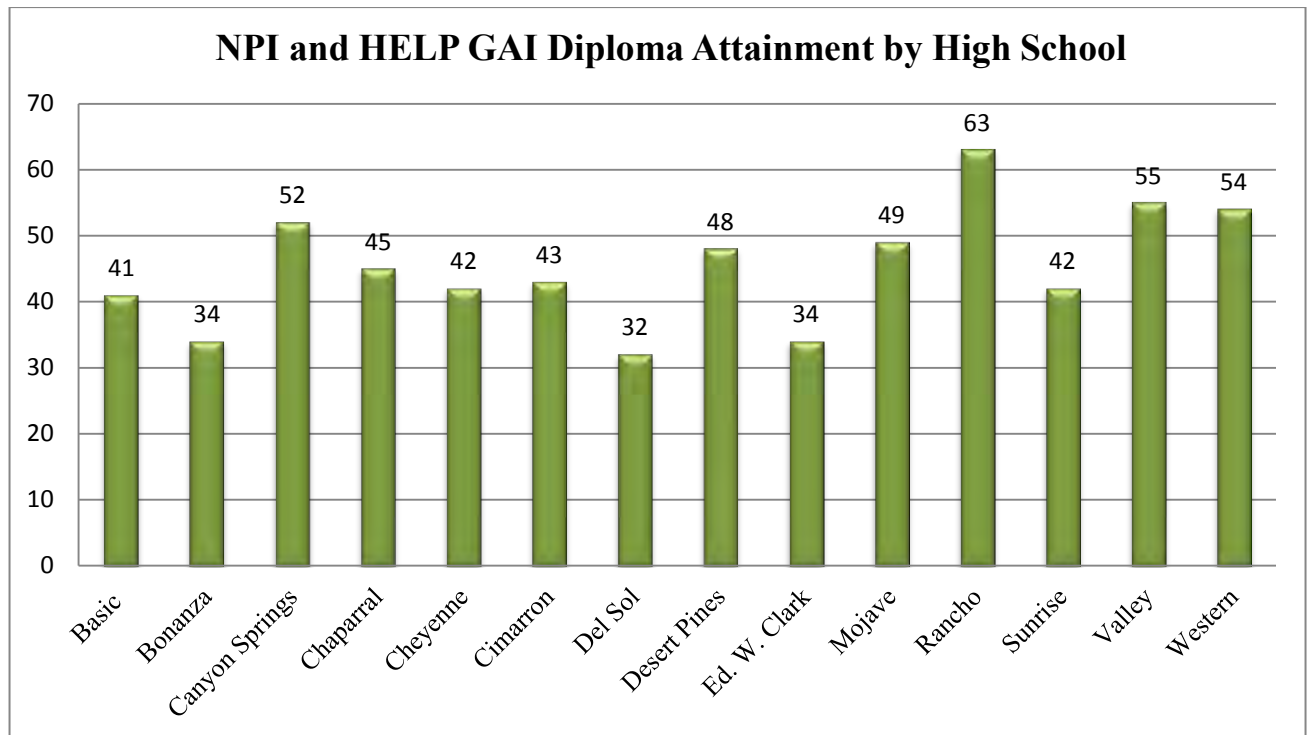
**BOARD MEETING
FEBRUARY 25, 2014**

Program Year:	PY13
Program/Agency Name:	Nevada Partners, Inc.
Location:	710 W. Lake Mead Blvd., North Las Vegas, NV 89030
Program Type: <i>(Please note the funding stream)</i>	WIA Youth Formula
Program Dates:	October 1, 2013 – September 30, 2014
Amount Recommended:	\$100,000
Cost Per:	\$2,000
# to Serve:	50 New Youth
Target Population:	In School Youth
Program Description:	<p>NPI will provide services to WIA-eligible students who are enrolled at Legacy High School targeted for the Graduate Advocate Initiative:</p> <p>The services will target, but not be limited to, the following:</p> <ul style="list-style-type: none">• High School seniors who have two (2) to three (3) credit deficiencies;• students who have been identified as unsuccessful in passing the Nevada High School Proficiency Exam; and/or;• students who face other barriers to graduation.
Contact Person & Info.:	Tiffany Tyler, Ph.D. 710 W. Lake Mead Boulevard, North Las Vegas, NV 89030 ttyler@nevadapartners.org

**Agenda Item 15. INFORMATION: 2012 -2013 Graduate Advocate
Initiative Report**

Graduate Advocate Initiative

Nevada Partners and HELP of Southern Nevada administer the Graduate Advocate Initiative (GAI) at 14 CCSD High Schools. During the academic year of 2012-2013, Nevada Partners and HELP of Southern Nevada provided services to 937 youth who were credit deficient, hadn't passed the High School Proficiency Exams, and/or faced additional barriers to graduation. The GAI successfully graduated 634 students with a high school diploma, equaling approximately a 68% graduation rate. The following graph reflects the graduation attainments based on enrollment goals of 65 WIA eligible students per high school.



How does GAI impact the graduation rates?

- Provides on-campus in-person support via Graduate Advocate Coordinators
- ISY Funded Partners (NPI & HELP) collaborate with campus personnel to address holistic needs of GAI students
- Cooperates with CCSD Adult Education when & if necessary to provide continuing opportunity to attain HS Diploma
- Perseverant approach with each individual student
- Emphasizes graduation as utmost priority

Following are examples of students that have graduated as a result of the Graduate Advocate Initiative...



Evan is a student I met during his visits to the room I shared with the Work for Credit Coordinator at Cimarron Memorial. During his visits, I was able to establish a relationship and determined he was eligible for our program for several reasons. He was homeless and was at risk of failing his second semester of his senior year. His father had decided, once he was 18 in December 2012, he was a man and needed to support himself. He was thus kicked out of the home and couch surfed the rest of the school year.

Evan worked full time during his senior year and was "forced" to sign early enlistment (by his dad) to the military when he was 17. Eventually he changed his mind and made his own decision, most importantly, to GRADUATE. He would think about the military and enlist later.

May 23rd, without my knowledge, he decided to withdraw himself from Cimarron Memorial and move to Georgia. I was able to track him down during the summer since he eventually moved back to Las Vegas in late July. At that point, I contacted Dr. Robert Henry, Director of CCSD Adult Education and requested what Evan would need to do to attain his diploma. Dr. Henry advised me to give Evan his direct phone number. Several weeks went by with me sending constant reminder emails to Evan. He finally made contact with Dr. Henry, who personally walked him through the process and allowed Evan to take two assessments on the spot. As a result, Evan walked away a HIGH SCHOOL GRADUATE that same day.

He provided documentation and confirmed his graduation. He also completed his FAFSA and began to review schools he would like to attend. His decision was to enroll in CSN to maximize his financial aid.

I have continued to keep in touch with Evan. Last we talked, his hope was to return to Georgia with a diploma and enroll in college where he will have family support and a safety net as he transitions into adulthood.

I recently received the following email from keeping in touch with him since May 2013: *"Hey Ms. Watson, I met with Dr. Henry and I did get my high school diploma. I appreciate all the help you have given me. What is my next step in signing up for classes at CSN? Like how do I go about the pell grant and applying to CSN now that I have my diploma?"*

Elexus was recruited for the Graduate Advocate Initiative at Cimarron Memorial HS last year as well. During the time she was completing the application she became homeless. Her mother made a decision to move to California about 6 weeks before the school year ended. Elexus made a decision to stay in Las Vegas. She was concerned if she left she would not be able to graduate from a California school so near the end of the year.

Elexus passed her proficiency exams in May and was looking forward to graduating. She struggled with attendance due to her circumstances. She met with me and the Title I coordinator to find solutions to her transportation challenges. Since she was nowhere near a bus route her school counselor agreed to pick her up daily. Elexus also had to seek employment to support herself. She was able to get a full-time job at night and once again put her studies at risk.

During her credit review with her counselor she was assured she would graduate if she passed all of her classes. She checked with teachers and had passing grades. On the day of her final checkout, one of her classes was showing unexcused absences beyond the 3-day rule. Elexus attempted to appeal this decision and was unsuccessful. Two days before graduation she was informed that she had failed English and would not be able to graduate.

She was enrolled in Summer School that day and she was given a waiver for the fees due to her homelessness. This worker met with the AIS office to insure she would be admitted. This was necessary as her counselor failed to meet the enrollment cutoff. When it came time to start summer school Elexus did not show up. Multiple attempts were made to find her. She advised this worker she had changed shifts at work and could not miss the time to attend class at Cimarron to take the AIS tests.

I continued to make contact through the summer and into the fall and always advising Elexus of the Adult Education option. Elexus made an appointment with Dr. Henry, Director of Adult Education Services with CCSD, who personally assisted her. Due to her excellent performance earlier in high school, she was permitted to take several exams to receive her high school credit. She passed and was informed she would now be a high school graduate. Her diploma is on the way.

In communicating with Elexus I received the following comments: *"I DID IT! I went today and registered and took 2 assessment tests for English and passed both with B's. I should have my diploma within the next two weeks... Thank you so much for all of your help and support!... I also did my FAFSA today. Thank you so much for all of your help I could not have done it without you!"*

Agenda Item 16. INFORMATION: Budget & Finance Committee
Minutes of February 12, 2014 (draft)

Agenda Item 17. DISCUSSION AND POSSIBLE ACTION: Approval of Legal Services Contract Award to Marquis, Aurbach, Coffing in an amount not to exceed \$100,000



OFFICE OF THE DISTRICT ATTORNEY
CIVIL DIVISION

January 24, 2014

STEVEN B. WOLFSON
District Attorney

CHRISTOPHER J. LALLI
Assistant District Attorney

TERESA M. LOWRY
Assistant District Attorney

MARY-ANNE MILLER
County Counsel

MARK E. WOOD
Deputy District Attorney

Mr. Jim Kostecki
Finance Manager
Workforce Connections
6330 W. Charleston Blvd., Suite 150
Las Vegas, NV 89146

Re: Workforce Connections Legal Services RFP

Dear Jim:

The LEO Joint Legal Counsel Advisory Committee (the "Committee") met and discussed the Committee members' reviews of the Legal RFP responses submitted by:

Phung H. Jefferson, Esq., PC
Hutchison & Steffen
Parker, Nelson & Associates
Marquis Aurbach Coffing

Based on a possible score of 100, the Committee determined that the top two submittals were:

Parker, Nelson & Associates - 94.67
Marquis Aurbach Coffing - 92

Mr. Jim Kostecki
Finance Manager
Workforce Connections
January 24, 2014
Page 2

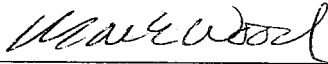
Re: Workforce Connections Legal Services RFP

The Committee recommends either of the above two firms as best qualified for selection by the Workforce Connections Board to serve as legal counsel to Workforce Connections. Please be aware that, due to possible conflict of interest concerns, the City of North Las Vegas City Attorney did not participate in the grading of either of the above two recommended firms.

Thank you for the opportunity to be of assistance to you.

Sincerely,

STEVEN B. WOLFSON
DISTRICT ATTORNEY

By: 

MARK E. WOOD
Deputy District Attorney

MEW:sw

Agenda Item 18. DISCUSSION AND POSSIBLE ACTION: Review, Discuss, Accept, and Approve Reports

- a. PY2013 WIA Formula Budget July 1, 2013 through June 30, 2014 and Budget Narrative (No change since last report)
- b. Budget vs. Actual Finance Report (Workforce Connections' Operations) for the period July 1, 2013 through June 30, 2014 (Formula WIA)
- c. Awards & Expenditures (Compliance and Operational Status of Service Providers/Funded Partners) – Monthly Update
- d. Funding Plans – Adult/Dislocated Worker & Youth – Monthly Update
- e. PBTk Audit – PY2012 (Year Ended June 30, 2013)
- f. Workforce Connections' Professional Services Contracts – Monthly Update

workforceCONNECTIONS
PY2013 WIA Formula Budget
July 1, 2013 - June 30, 2014
(Budget - Last Revised - December 1, 2013)

Revenue by Funding Stream	Approved Budget PY2013	Proposed Budget PY2013	\$ Change	Available for LWIB Operations		Community Resource Allocations	TOTAL
				10% Admin	10% Program		
PY2013 Adult	10,665,753	10,665,753	-	1,066,575	1,066,575	8,532,603	10,665,753
PY2013 Dislocated Worker	4,140,823	4,140,823	-	414,082	414,082	3,312,659	4,140,823
PY2013 Youth	6,564,523	6,564,523	-	656,452	656,452	5,251,619	6,564,523
PY2011 Dislocated Worker - Addl. DETR Allocation Apr	-	-	-	-	-	-	-
PY2012 Dislocated Worker - Addl. DETR Allocation Apr	628,047	628,047	-	62,805	62,805	502,437	628,047
PY2011/2012 Adult Carry Forward	3,400,000	3,400,000	-	340,000	340,000	2,720,000	3,400,000
PY2011/2012 Dislocated Worker Carry Forward	471,953	471,953	-	47,195	47,195	377,563	471,953
PY2011/2012 Youth Carry Forward	2,000,000	2,000,000	-	50,000	200,000	1,750,000	2,000,000
Other Revenues (Interest)	25	25	-		25	-	25
Total Revenue by Funding Stream	\$ 27,871,124	\$ 27,871,124	\$ -	\$ 2,637,109	\$ 2,787,134	\$ 22,446,881	\$ 27,871,124
				Subtotal Board Operations \$ 5,424,243			

Notes:

1. PY2013 Estimated Revenues include WIA funding in the total amount of \$21,371,099
2. Carry forward funds have been estimated for PY2012 in the amount of \$6,500,000.
3. The Department of Labor allows local boards to expend up to 10% of their total allocation for administrative costs. WC also allocates 10% of the total allocation for program management and oversight.
4. WIA funds have a two year life at the local board level and an additional year at the state level.

Community Resource Allocations	Approved Budget PY2013	Proposed Budget PY2013	\$ Change	One-Stop Center	One-Stop System	Community Resource Allocation	TOTAL
Adult Services	11,252,603	11,252,603	-	263,142	1,023,309	9,966,152	11,252,603
Dislocated Worker Services	4,192,659	4,192,659	-	129,592	504,018	3,559,049	4,192,659
Youth Services	7,001,619	7,001,619	-			7,001,619	7,001,619
Subtotal Community Resource Allocations	\$ 22,446,881	\$ 22,446,881	\$ -	\$ 392,734	\$ 1,527,327	\$ 20,526,820	\$ 22,446,881

Board Operations	Approved Budget PY2013	Proposed Budget PY2013	\$ Change	Admin	Program	Total
Subtotal Operating Expenditures	5,424,243	5,424,243	-	1,920,032	3,504,211	5,424,243
Total Expenditures	\$ 27,871,124	\$ 27,871,124		\$ 1,920,032	\$ 3,504,211	
Fund Balance	\$ -	\$ -		\$ 717,077	\$ (717,077)	\$ -

NOTE: PY2013 funding period is available July 1, 2013 through June 30, 2015 (after two years, funds revert to the State for one additional year)
PY2012 funding period is available July 1, 2012 through June 30, 2014 (after two years, funds revert to the State for one additional year)

workforceCONNECTIONS
PY2013 WIA Formula Budget
July 1, 2013 - June 30, 2014
(Budget - Last Revised - December 1, 2013)

Board Operations	Authorized FTE	Actual FTE	Original Budget PY2013	Proposed Budget PY2013	\$ Change	Admin	Program	Total
6500 Salaries	33.18	28.75	2,692,533	2,692,533	-	807,760	1,884,773	2,692,533
7000 Accounting and Auditing			300,000	300,000	-	300,000	-	300,000
7005 Legal Fees			50,000	50,000	-	50,000	-	50,000
7010 Legal Publication Advertising			18,000	18,000	-	6,480	11,520	18,000
7020 Licenses and Permits			3,000	3,000	-	1,080	1,920	3,000
7025 Dues and Subscriptions			12,000	12,000	-	4,320	7,680	12,000
7030 Postage and Delivery			6,000	6,000	-	2,160	3,840	6,000
7035 Printing and Reproduction			4,000	4,000	-	1,440	2,560	4,000
7040 Office Supplies			15,000	15,000	-	5,400	9,600	15,000
7045 Systems Communications			68,000	68,000	-	24,480	43,520	68,000
7050 Tuition, Training, and Seminars - Staff			40,000	40,000	-	14,400	25,600	40,000
7055 Travel and Mileage - Staff			40,000	40,000	-	14,400	25,600	40,000
7060 Utilities			30,000	30,000	-	10,800	19,200	30,000
7065 Telephone			30,000	30,000	-	10,800	19,200	30,000
7070 Rent (Offices)			264,723	264,723	-	95,300	169,423	264,723
7075 Facilities Repairs & Maintenance			41,680	41,680	-	15,005	26,675	41,680
7080 Admin Support Contracts			135,000	135,000	-	135,000	-	135,000
7085 Program Support Contracts			210,000	210,000	-	-	210,000	210,000
7085 Program Support Contracts - IT NVTrac/Web			121,800	121,800	-	-	121,800	121,800
7090 Non-Board Meetings and Outreach			39,168	39,168	-	14,100	25,068	39,168
7095 Board Meetings and Travel			18,000	18,000	-	-	18,000	18,000
7100 Insurance			47,500	47,500	-	17,100	30,400	47,500
7100-7120 Employee Fringe Benefits			846,140	846,140	-	253,842	592,298	846,140
7125 Employer Payroll Taxes			80,777	80,777	-	24,233	56,544	80,777
7130/7135 Payroll Services and Bank Fees			11,000	11,000	-	3,960	7,040	11,000
7200 Equipment - Operating Leases			23,000	23,000	-	8,280	14,720	23,000
8500 Capital - Equipment and Furniture			102,000	102,000	-	36,720	65,280	102,000
8900 Strategic Initiative - WIA			174,922	174,922	-	62,972	111,950	174,922
Subtotal Board Operations			5,424,243	5,424,243	-	1,920,032	3,504,211	5,424,243

**Workforce Connections
Program Year 2013
WIA Formula Budget Narrative**

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

Revenues:

Workforce Investment Act (WIA) Program Year PY2013 allotted funds are in the amount of \$21,371,099. Funding is allocated among the three funding streams: Adult - \$10,665,753, Dislocated Worker - \$4,140,823, Youth - \$6,564,523.

Overall funding for PY2013 is projected to increase by \$1,868,559 (10%), compared to the PY 2012 WIA allocation which was \$19,502,540.

Other anticipated funding includes operating carry forward funds from PY2012 WIA allocation estimated at \$6,500,000 and interest at \$25.

Total budgeted revenues for PY2013 are \$27,871,124.

Expenditures – Community Resource Allocation:

On November 13, 2013, the Executive Committee approved additional funding for the Adult & Dislocated Worker contract to Nye Community Coalition for \$105,000 and to Lincoln County School District for \$42,000 to continue to serve the rural Adult & Dislocated Worker population.

On November 13, 2013, the Executive committee approved additional funding for the In-school Youth contract to HELP of Southern Nevada for \$97,500 and to Nevada Partners for \$60,000 to serve transferred youth. They also approved additional funding for the Out-of-School Youth contract to HELP of Southern Nevada for \$260,000 and to GNJ Family Life Center for \$120,000 to serve transferred youth.

Administrative and Program Operating Expenditures – Board Staff:

The Department of Labor allows local workforce investment boards to expend up to 10% of their total formula funding allocation for administrative services. For programmatic operations and oversight, the board of directors has allocated 10% of the total budget allocation. Such operational and management oversight includes but is not limited to:

- Providing technical assistance to contracted service providers
- Tracking and monitoring of participating clients and performance outcome
- Program oversight and monitoring of service provider contracts

6500 - Salaries: \$2,692,533 –Allocated costs for administrative and program staff salaries.

7000 - Accounting and Auditing: \$300,000 –Allocated costs for the A-133 audit as well as extended accounting, financial consulting, and technical support.

A-133 Audit	\$ 80,000
Auditing Services	\$ 55,000
Accounting Services	\$165,000

7005 Legal Fees: \$50,000 –Allocated costs for legal services in areas such as board and official open meetings preparation including review of agendas, contract agreements, RFPs, and policies.

7010 Legal Publication Advertising: \$18,000 – Allocated costs for legal publications including job postings, Request for Proposals notices, and controlled advertisements.

7020 Licenses and Permits: \$3,000 – Allocated costs for software licenses and permits associated with new computers or purchased upgrades for current software.

7025 Dues and Subscriptions: \$12,000 – Allocated costs for memberships in trade and technical associations that benefit Workforce Connections’ outreach and oversight initiatives. They offer valuable key contacts for workforce/economic development and technical information support.

7030 Postage and Delivery: \$6,000 –Allocated costs for postage and mail delivery including such activities as routine postage, courier delivery service, and Federal Express delivery.

7035 Printing and Reproduction: \$4,000 –Allocated costs for monthly copier per copy charges and other ancillary copying and printing costs associated with Board administration and daily operations.

7040 Office Supplies: \$15,000 – Allocated costs for various office supplies needed for daily operations.

7045 Systems Communications: \$68,000 – Allocated costs for support systems such as data backup, T-1 computer lines, and web hosting for internal e-mail support.

7050 Tuition, Training, and Seminars (Staff): \$40,000 –Allocated costs for local and out-of-town staff training and seminars for both local and out-of-town locations for fiscal, program, and systems management.

7055 Travel and Mileage (Staff): \$40,000 – Allocated costs for local mileage and out-of-town staff travel for grant related matters, State and USDOL sponsored training and conferences. Mileage includes an array of programmatic and fiscal activities, local and rural areas site reviews and monitoring visits to ensure compliance with WIA initiatives and work plans.

- 7060 Utilities: A new line item \$30,000** – Allocated costs for utilities for the new location. Utilities are included in our current lease agreement.
- 7065 Telephone: \$30,000** – Allocated costs for all activities related to telephone services including local and long distance phone charges and wireless communication.
- 7070 Rent (Offices): \$264,723** –Allocated costs for Workforce Connections’ office space for staff in support of the Board’s administrative and programmatic functions.
- 7075 Facilities Maintenance: \$41,680** –Allocated costs for equipment or facility repairs and maintenance..
- 7080 Admin Support Contracts: \$135,000** – Allocated costs for administrative support agreements and temporary staffing with focus on administrative, fiscal, and personnel management.
- 7085 Program Support Contracts: \$210,000** – Allocated costs for program support training agreements and security guard costs.
- 7085 Program Support Contracts – IT NVTrac and Web: \$121,800** –Allocated costs for temporary staffing to support program and data support activities.
- 7090 Non-Board Meetings and Outreach: \$39,168** –Allocated costs for business and employer outreach initiatives to attract businesses and establish partnerships for workforce development and employer services.
- 7095 Board Meetings and Travel: \$18,000** –Allocated costs for facility and event related charges tied to board and committee meetings and Board travel to grant activities.
- 7100 Insurance: \$47,500** –Allocated costs for Board anticipated liability insurance costs for workers’ compensation, general business liability, auto, and Board of Directors’ and officers’ omission and errors liability.
- 7100-7120 Employee Fringe Benefits: \$846,140** –Allocated costs for employee benefits including medical, dental, life insurance, and Public Employees Retirement System (PERS) contributions. A rate of 35% of the total salaries is used to calculate the fringe benefits.
- 7125 - Employer Payroll Taxes: \$80,777** –Allocated costs for employer payroll taxes which are calculated at 3% of total salaries.
- 7130-7135 Bank/Payroll Services: \$11,000** –Allocated costs for various banking services which include wire transfers, ACH payments, and payroll services.
- | | |
|------------------|---------|
| Bank Fees | \$6,000 |
| Payroll Services | \$5,000 |
- 7200 Equipment – Operating Leases: \$23,000** – 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: \$102,000 – Allocated costs for equipment and furniture including computers, servers, and furniture for administrative and programmatic support staff.

8900 Strategic Initiatives: \$174,922 – This account line was created to utilize and track strategic projects in support of workforce initiatives with detailed tactics and strategies in response to unanticipated high demand workforce needs. These funds are available to be allocated for future workforce initiatives approved by the Board.

workforceCONNECTIONS
PY 2013 WIA Formula Budget
One Stop Center - Charleston
(Budget - Last Revised - December 1, 2013)

One-StopCenter	Authorized FTE	Actual FTE	Approved Budget PY2013	Proposed Budget PY2013	\$ Change	Admin	Program	Total
6500 Salaries	2.00	2.00	88,526	88,526	-		88,526	88,526
7000 Accounting and Auditing					-		-	-
7005 Legal Fees					-		-	-
7010 Legal Publication Advertising					-		-	-
7020 License and Permits					-		-	-
7025 Dues and Subscriptions			1,000	1,000	-		1,000	1,000
7030 Postage and Delivery			2,820	2,820	-		2,820	2,820
7035 Printing and Reproduction			10,500	10,500	-		10,500	10,500
7040 Office Supplies			20,000	20,000	-		20,000	20,000
7045 Systems Comm./Telephone Support			9,810	9,810	-		9,810	9,810
7050 Tuition, Training, and Seminars - Staff					-		-	-
7055 Travel and Mileage - Staff			2,000	2,000	-		2,000	2,000
7060 Utilities			13,800	13,800	-		13,800	13,800
7065 Telephone					-		-	-
7070 Facility Rent/Lease			64,032	64,032	-		64,032	64,032
7075 Facilities Repairs and Maintenance			16,082	16,082	-		16,082	16,082
7080 Admin Support Contracts					-		-	-
7085 Program Support Contracts			13,442	13,442	-		13,442	13,442
7085 Program Support Contracts - IT NVTrac/Web					-		-	-
7090 Non-Board Meetings and Outreach			6,825	6,825	-		6,825	6,825
7095 Board Meetings and Travel					-		-	-
7100 Insurance			12,900	12,900	-		12,900	12,900
7100-7120 Employee Fringe Benefits			30,984	30,984	-		30,984	30,984
7125 Employer Payroll Taxes			2,656	2,656	-		2,656	2,656
7130/7135 Payroll Services and Bank Fees					-		-	-
7200 Equipment - Operating Leases			4,446	4,446	-		4,446	4,446
8500 Capital - Equipment and Furniture					-		-	-
8510 Capital - Software NVTrac - Data System					-		-	-
8900 Strategic Initiative - WIA			42,000	42,000	-		42,000	42,000
GASB Depreciation			50,911	50,911	-		50,911	50,911
Subtotal One-Stop Center			392,734	392,734	-	-	392,734	392,734
Per Partner Cost - 38 Total				\$ 10,335.11				

workforceCONNECTIONS
PY 2013 WIA Formula Budget
One Stop Systems
(Budget - Last Revised - December 1, 2013)

One-Stop System	Authorized FTE	Actual FTE	Approved Budget PY2013	Proposed Budget PY2013	\$ Change	Admin	Program	Total
6500 Salaries	9.43	7.43	532,967	532,967	-		532,967	532,967
7000 Accounting and Auditing					-			
7005 Legal Fees					-			
7010 Legal Publication Advertising			1,000	1,000	-		1,000	1,000
7020 License and Permits			500	500	-		500	500
7025 Dues and Subscriptions					-		-	-
7030 Postage and Delivery			3,180	3,180	-		3,180	3,180
7035 Printing and Reproduction			4,500	4,500	-		4,500	4,500
7040 Office Supplies			5,000	5,000	-		5,000	5,000
7045 Systems Comm./Telephone Support			11,310	11,310	-		11,310	11,310
7050 Tuition, Training, and Seminars - Staff			1,000	1,000	-		1,000	1,000
7055 Travel and Mileage - Staff			13,480	13,480	-		13,480	13,480
7060 Utilities			16,200	16,200	-		16,200	16,200
7065 Telephone			3,720	3,720	-		3,720	3,720
7070 Facility Rent/Lease			75,168	75,168	-		75,168	75,168
7075 Facilities Repairs and Maintenance			19,898	19,898	-		19,898	19,898
7080 Admin Support Contracts					-			
7085 Program Support Contracts			345,159	345,159	-		345,159	345,159
7085 Program Support Contracts - IT NVTrac/Web			32,200	32,200	-		32,200	32,200
7090 Non-Board Meetings and Outreach			15,750	15,750	-		15,750	15,750
7095 Board Meetings and Travel					-			
7100 Insurance			2,100	2,100	-		2,100	2,100
7100-7120 Employee Fringe Benefits			186,539	186,539	-		186,539	186,539
7125 Employer Payroll Taxes			15,990	15,990	-		15,990	15,990
7130-7135 Payroll Services and Bank Fees			500	500	-		500	500
7200 Equipment - Operating Leases			28,000	28,000	-		28,000	28,000
8500 Capital - Equipment and Furniture			208,260	208,260	-		208,260	208,260
8510 Capital - Software NVTrac - Data System					-		-	-
8900 Strategic Initiative - WIA			4,906	4,906	-		4,906	4,906
GASB Depreciation					-		-	-
Subtotal One-Stop System			1,527,327	1,527,327	-	-	1,527,327	1,527,327

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

DECEMBER YTD 2013 REPORT

workforce CONNECTIONS

DECEMBER YTD

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

PY2013 WIA Formula Expenses
Administrative and Program Operating Budget

Line Item Number	Budget			ACTUAL EXPENSES			Budget Authority Remaining			% of Program Year Concluded			50.00%
	Operating Expenses	Admin	Program	Total	Admin	Program	Total	Admin	Program	Total	% Expended from Budget		
											Admin	Program	Total
6500	Salaries	807,760	1,884,773	2,692,533	219,508	952,382	1,171,890	588,252	932,391	1,520,643	27.17%	50.53%	43.52%
7000	Accounting and Auditing	300,000	0	300,000	108,601	0	108,601	191,399	0	191,399	36.20%	0.00%	36.20%
7005	Legal Fees	50,000	0	50,000	8,761	0	8,761	41,239	0	41,239	17.52%	0.00%	17.52%
7010	Legal Publication Advertising	6,480	11,520	18,000	621	2,628	3,249	5,859	8,892	14,751	9.59%	22.81%	18.05%
7020	Licenses and Permits	1,080	1,920	3,000	44	205	250	1,036	1,715	2,750	4.11%	10.70%	8.33%
7025	Dues and Subscriptions	4,320	7,680	12,000	1,539	6,012	7,551	2,781	1,668	4,449	35.63%	78.28%	62.93%
7030	Postage & Delivery	2,160	3,840	6,000	298	1,228	1,526	1,862	2,612	4,474	13.80%	31.97%	25.43%
7035	Printing and Reproduction	1,440	2,560	4,000	727	2,135	2,862	713	425	1,138	50.50%	83.41%	71.56%
7040	Office Supplies	5,400	9,600	15,000	2,552	5,904	8,456	2,848	3,696	6,544	47.26%	61.50%	56.37%
7045	System Communications	24,480	43,520	68,000	10,235	29,120	39,355	14,245	14,400	28,645	41.81%	66.91%	57.88%
7050	Tuition, Training and Seminars	14,400	25,600	40,000	3,656	14,249	17,906	10,744	11,351	22,094	25.39%	55.66%	44.76%
7055	Travel and Mileage (Staff)	14,400	25,600	40,000	4,846	18,762	23,607	9,554	6,838	16,393	33.65%	73.29%	59.02%
7060	Utilities	10,800	19,200	30,000	1,932	8,214	10,147	8,868	10,986	19,853	17.89%	42.78%	33.82%
7065	Telephone	10,800	19,200	30,000	1,655	6,681	8,337	9,145	12,519	21,663	15.33%	34.80%	27.79%
7070	Rent	95,300	169,423	264,723	28,074	122,145	150,219	67,226	47,278	114,504	259.95%	72.09%	56.75%
7075	Facilities Maintenance	15,005	26,675	41,680	5,704	26,129	31,833	9,301	546	9,847	5.99%	97.95%	76.38%
7080/7085	Support Contracts	135,000	316,800	451,800	38,000	188,697	226,697	97,000	128,103	225,103	253.25%	59.56%	50.18%
7090	Non-Board Meetings & Outreach	14,100	25,068	39,168	5,763	23,636	29,398	8,337	1,432	9,770	40.87%	94.29%	75.06%
7095	Board Meetings and Travel	0	18,000	18,000	0	5,290	5,290	0	12,710	12,710	0.00%	29.39%	29.39%
7100	Insurance	17,100	30,400	47,500	5,811	22,325	28,136	11,289	8,075	19,364	33.98%	73.44%	59.23%
7120	Employee Fringe Benefits	253,842	592,298	846,140	72,076	293,053	365,130	181,766	299,245	481,010	28.39%	49.48%	43.15%
7125	Employer Payroll Taxes	24,233	56,544	80,777	3,781	15,378	19,159	20,452	41,166	61,618	15.60%	27.20%	23.72%
7130/7135	Payroll Services and Bank Fees	3,960	7,040	11,000	1,520	0	1,520	2,440	7,040	9,480	38.39%	0.00%	13.82%
7200	Equipment - Operating Leases	8,280	14,720	23,000	2,306	10,227	12,533	5,974	4,493	10,467	27.85%	69.48%	54.49%
8500	Equipment and Furniture	36,720	65,280	102,000	9,081	40,411	49,492	27,639	24,869	52,508	24.73%	61.90%	48.52%
8900	Strategic Initiative (Operations)	68,372	121,550	189,922	0	0	0	68,372	121,550	189,922	0.00%	0.00%	0.00%
	Total	1,925,432	3,498,811	5,424,243	537,094	1,794,812	2,331,907	1,388,338	1,703,999	3,092,336	27.89%	51.30%	42.99%

Legend

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October-Budget to Actual Variances

- 1. Account 7025 – Dues and Subscriptions – Expenses are running high because of prepaid expense reversals from the prior year. \$3,000 plus in dues paid late last year were put into prepaid and reversed out to expense in this fiscal year.**
- 2. Account 7035 – Printing and Reproduction – Printing usage is running about \$480 per month. We will need to request a reallocation from strategic initiative in the upcoming months to account for the shortfall.**
- 3. Account 7075 – Facilities Maintenance – This account is running high due to the use of temporary labor for special projects in the amount of approximately \$7,000 over a two month period. We will need to request a reallocation from strategic initiative in the upcoming months to adjust the budget to account for this.**
- 4. Account 7090 – Non-Board Meetings & Outreach – The account is running high because the Hispanic Youth Leadership Summit event, annual chamber membership fees and expenses for the Super Hiring Event. We will evaluate the need to reallocate funds from strategic initiatives as more outreach events present themselves.**

**Workforce Connections
Awards and Expenditures
Program Year 2011/2012/2013 Adult/Dislocated Worker Programs
February 4, 2014**

Amounts for Providers reflect invoiced allowable expenditures through December. Starred lines only reflect expenditures through November 2013.

Providers highlighted in pink are on high risk status.

Providers highlighted in pink have an active pink paper.

WIA PY11 One-Stop

Provider	Contract Dates	Contract Award	Adult Expenditures	DW Expenditures	Total Invoiced	% Spent	Remaining Balance
Bridge Counseling Associates	6/1/13-6/30/14	\$ 400,000	\$ 60,099	\$ 52,839	\$ 112,939	28.23%	\$ 287,061
Foundation for an Independent Tomorrow	6/1/13-6/30/14	\$ 800,000	\$ 289,495	\$ 119,449	\$ 408,944	51.12%	\$ 391,056
GNJ Family Life Center	6/1/13-6/30/14	\$ 400,000	\$ 179,845	\$ 100,078	\$ 279,923	69.98%	\$ 120,077
Goodwill of Southern Nevada	6/1/13-6/30/14	\$ 400,000	\$ 97,493	\$ 32,985	\$ 130,478	32.62%	\$ 269,522
Latin Chamber Foundation	6/1/13-6/30/14	\$ 800,000	\$ 136,688	\$ 60,700	\$ 197,388	24.67%	\$ 602,612
Nevada Hospital Association	6/1/13-6/30/14	\$ 400,000	\$ 69,688	\$ 64,864	\$ 134,552	33.64%	\$ 265,448
Nevada Partners, Inc	6/1/13-6/30/14	\$ 1,200,000	\$ 289,205	\$ 145,160	\$ 434,364	36.20%	\$ 765,636
So. NV Regional Housing Authority	6/1/13-6/30/14	\$ 400,000	\$ 69,777	\$ 97,222	\$ 166,999	41.75%	\$ 233,001
Total		\$ 4,800,000	\$ 1,192,290	\$ 673,296	\$ 1,865,586	38.87%	\$ 2,934,414

WIA PY11 Home Office

Provider	Contract Dates	Contract Award	Adult Expenditures	DW Expenditures	Total Invoiced	% Spent	Remaining Balance
Bridge Counseling Associates	7/1/13-6/30/14	\$ 600,000	\$ 160,892	\$ 45,002	\$ 205,893	34.32%	\$ 394,107
Foundation for an Independent Tomorrow	7/1/13-6/30/14	\$ 600,000	\$ 177,463	\$ 142,400	\$ 319,863	53.31%	\$ 280,137
GNJ Family Life Center	7/1/13-6/30/14	\$ 600,000	\$ 285,505	\$ 148,660	\$ 434,165	72.36%	\$ 165,835
Goodwill of Southern Nevada	7/1/13-6/30/14	\$ 600,000	\$ 239,805	\$ 49,937	\$ 289,742	48.29%	\$ 310,258
Latin Chamber Foundation	7/1/13-6/30/14	\$ 600,000	\$ 148,432	\$ 68,583	\$ 217,015	36.17%	\$ 382,985
Nevada Hospital Association	7/1/13-6/30/14	\$ 600,000	\$ 247,617	\$ 3,951	\$ 251,568	41.93%	\$ 348,432
Nevada Partners, Inc	7/1/13-6/30/14	\$ 600,000	\$ 191,759	\$ 86,496	\$ 278,255	46.38%	\$ 321,745
So. NV Regional Housing Authority	7/1/13-6/30/14	\$ 600,000	\$ 187,084	\$ 75,428	\$ 262,512	43.75%	\$ 337,488
Total		\$ 4,800,000	\$ 1,638,557	\$ 620,457	\$ 2,259,013	47.06%	\$ 2,540,987

WIA PY11/12 Other (Disabilities, Re-Entry, Rural)

Provider	Contract Dates	Contract Award	Adult Expenditures	DW Expenditures	Total Invoiced	% Spent	Remaining Balance
Easter Seals Nevada	4/1/13-6/30/14	\$ 800,000	\$ 186,768	\$ 48,267	\$ 235,036	29.38%	\$ 564,964
Foundation for an Independent Tomorrow	7/1/12-6/30/14	\$ 1,400,000	\$ 966,899	\$ -	\$ 966,899	69.06%	\$ 433,101
Lincoln County School District	10/1/12-6/30/14	\$ 100,000	\$ 49,617	\$ 23,806	\$ 73,424	73.42%	\$ 26,576
Nye Communities Coalition	7/1/11-6/30/14	\$ 1,700,000	\$ 870,203	\$ 613,974	\$ 1,484,178	87.30%	\$ 215,822
Total		\$ 4,000,000	\$ 2,073,488	\$ 686,048	\$ 2,759,536	68.99%	\$ 3,781,450

WIA PY12/13 MOUs

Provider	Contract Dates	Contract Award	Adult Expenditures	DW Expenditures	Total Invoiced	% Spent	Remaining Balance
Academy of Human Development	8/1/13-10/31/14	\$ 150,000	\$ 37,741	\$ 37,741	\$ 75,483	50.32%	\$ 74,517
Urban League	2/1/13-1/31/14	\$ 150,000	\$ 59,264	\$ 56,300	\$ 115,564	77.04%	\$ 34,436
Total		\$ 300,000	\$ 97,006	\$ 94,041	\$ 191,047	63.68%	\$ 108,953

WIA PY13 NEG

Provider	Contract Dates	Contract Award	Adult Expenditures	DW Expenditures	Total Invoiced	% Spent	Remaining Balance
Easter Seals Nevada	12/1/13-6/30/14	\$ 100,000	\$ -	\$ -	\$ -	0.00%	\$ 100,000
Foundation for an Independent Tomorrow	12/1/13-6/30/14	\$ 150,000	\$ -	\$ -	\$ -	0.00%	\$ 150,000
GNJ Family Life Center	12/1/13-6/30/14	\$ 150,000	\$ -	\$ -	\$ -	0.00%	\$ 150,000
Goodwill of Southern Nevada	12/1/13-6/30/14	\$ 150,000	\$ -	\$ -	\$ -	0.00%	\$ 150,000
Nevada Hospital Association	12/1/13-6/30/14	\$ 150,000	\$ -	\$ 9,913	\$ 9,913	6.61%	\$ 140,087
Nevada Partners, Inc	12/1/13-6/30/14	\$ 150,000	\$ -	\$ -	\$ -	0.00%	\$ 150,000
So. NV Regional Housing Authority	12/1/13-6/30/14	\$ 150,000	\$ -	\$ -	\$ -	0.00%	\$ 150,000
Total		\$ 1,000,000	\$ -	\$ 9,913	\$ 9,913	0.99%	\$ 990,087

Total PY11-PY12 Adult/DW		\$ 14,900,000	\$ 5,001,340	\$ 2,083,755	\$ 7,085,095	47.55%	\$ 10,355,891
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71%

29%

**Workforce Connections
Awards and Expenditures
Program Year 2011/2012/2013 Youth Programs
January 4, 2014**

Amounts for Providers reflect invoiced allowable expenditures through December. Starred lines only reflect expenditures through November 2013.

Providers highlighted in pink are on high risk status.

Providers highlighted in pink have an active pink paper.

WIA PY12 Youth General

Provider	Contract Dates	Contract Award	Youth In-School Expenditures	Youth Out-Of-School Expenditures	Total Invoiced	% Spent	Remaining Balance
Goodwill of So. Nevada-PY12 Youth with Disabilities	3/1/13-6/30/14	\$ 500,000	\$ 32,678	\$ 147,583	\$ 180,261	36.05%	\$ 319,739
HELP of So. Nevada-PY12 Youth In School	7/1/12-9/30/14	\$ 1,820,903	\$ 1,063,955	\$ -	\$ 1,063,955	58.43%	\$ 756,948
Nevada Partners, Inc-PY12 Youth In School	7/1/12-9/30/14	\$ 1,840,594	\$ 1,057,524	\$ -	\$ 1,057,524	57.46%	\$ 783,070
Olive Crest-PY12 Foster Youth	3/1/13-6/30/14	\$ 500,000	\$ 110,796	\$ 85,552	\$ 196,349	39.27%	\$ 303,651
So. NV Regional Housing Authority PY12 Youth Housing	5/1/13-9/30/14	\$ 400,000	\$ 109,141	\$ 50,301	\$ 159,442	39.86%	\$ 240,558
Total		\$ 5,061,497	\$ 2,374,094	\$ 283,437	\$ 2,657,531	52.50%	\$ 2,403,966
			89%	11%			

WIA PY11-12 Youth Re-Entry

Provider	Contract Dates	Contract Award	Youth In-School Expenditures	Youth Out-Of-School Expenditures	Total Invoiced	% Spent	Remaining Balance
Youth Advocate Programs	7/1/12-9/30/14	\$ 600,000	\$ -	\$ 337,279	\$ 337,279	56.21%	\$ 262,721
Total		\$ 600,000	\$ -	\$ 337,279	\$ 337,279	56.21%	\$ 262,721
			0%	100%			

WIA PY13 Youth Out-of-School

Provider	Contract Dates	Contract Award	Youth In-School Expenditures	Youth Out-Of-School Expenditures	Total Invoiced	% Spent	Remaining Balance
GNJ Family Life Center-PY13 Youth Out of School	10/1/13-9/30/14	\$ 720,000	\$ -	\$ 88,916	\$ 88,916	12.35%	\$ 631,084
HELP of So. Nevada-PY13 Youth Out of School	10/1/13-9/30/14	\$ 660,000	\$ -	\$ 76,116	\$ 76,116	11.53%	\$ 583,884
Total		\$ 1,380,000	\$ -	\$ 165,031	\$ 165,031	11.96%	\$ 1,214,969
			0%	100%			

WIA PY13 Youth Rural and Tri-County

Provider	Contract Dates	Contract Award	Youth In-School Expenditures	Youth Out-Of-School Expenditures	Total Invoiced	% Spent	Remaining Balance
Lincoln County School District-Tri-County-PY11 Year Round	10/1/13-9/30/14	\$ 100,000	\$ 12,820	\$ 3,238	\$ 16,058	16.06%	\$ 83,942
Nye Communities Coalition-PY11 Year Round	10/1/13-9/30/14	\$ 200,000	\$ 18,767	\$ 22,542	\$ 41,309	20.65%	\$ 158,691
Total		\$ 300,000	\$ 31,587	\$ 25,780	\$ 57,367	19.12%	\$ 242,633
			55%	45%			
Total Youth		\$ 7,341,497	\$ 2,405,681	\$ 811,528	\$ 3,217,209	43.82%	\$ 4,124,288
			75%	25%			

**Workforce Connections
Awards and Expenditures
Program Year 2011/2012/2013 Direct Programs
February 5, 2014**

Amounts for Internal Programs reflect expenditures as of February 5, 2013.

Amounts for Providers reflect invoiced allowable expenditures through December. Starred lines only reflect expenditures through November 2013.

Direct Grants

Program	WC FTE	Contract Dates	Contract Award	Total Expended	% Spent	Remaining Balance
Americorps YouthBuild PY12		8/15/12-8/14/13	23,820	\$ 23,820	100.00%	-
Americorps YouthBuild PY13	0.30	8/15/13-8/14/14	25,000	\$ 8,908	35.63%	16,092
US Fish & Wildlife - WC		6/28/11-12/31/16	27,500	\$ 25,330	92.11%	2,170
Youth Build PY11 - WC	0.95	6/1/11-5/31/14	1,100,000	\$ 1,034,047	94.00%	65,953
Youth Build PY13 - WC	2.95	7/15/13-11/14/16	940,406	\$ 114,610	12.19%	825,796
Youth Build PY13 - CCSD DRHS		10/1/13-9/30/15	159,594	\$ 9,055	5.67%	150,539
Total	4.20		2,276,320	1,215,771	53.41%	1,060,549

**Workforce Connections
Adult and Dislocated Worker Funding Plan
PY 2013 Projections**

2/5/2014

	Prior Year PY2012 Budget	Current Year PY2013 Budget	Remaining Available Funds	Projections Based on Monthly Invoices			
				Jan-Mar 2014 3 Months	Apr-Jun 2014 3 Months	Next Program Year	Remaining
REVENUES (Available as of January 29, 2013)							
PY2012 Incentive Funding for June 2013 Performance	75,000	Unknown					
PY2011 Adult and DW Funding	4,893,039						
PY2012 Adult and DW Funding	13,164,641	4,799,970	-				-
PY2011/2012 Additional Dislocated Worker Funding (Begin 5/2013)	2,707,512	1,870,101	-				-
PY2013 Adult and DW Funding		14,806,576	13,617,954	4,650,000	5,580,516	2,800,000	587,438
TOTAL REVENUES	20,840,192	21,476,647	13,617,954	4,650,000	5,580,516	2,800,000	587,438
EXPENDITURES							0.32 Months
Community Resources							
PY2011 Extend Adult and DW Contracts (One-Stop Center Partners)	-	4,950,000	2,934,414	1,385,000	1,685,000		
PY2011 Extend Adult and DW Contracts (Home Office Locations)	9,753,138	5,728,950	2,540,987	1,140,000	1,540,000		
PY2011 Nye Rural Services	1,076,043	582,779	320,822	144,000	144,000		
PY2012 Reentry Program	700,000	782,573	433,101	210,000	210,000		
PY2012 Adults with Disabilities	800,000	729,448	564,964	105,000	105,000		
PY2012 Lincoln County Rural Services	100,000	95,667	68,576	30,000	30,000		
PY2013 Veterans (To June 2015)	-	800,000	800,000	50,000	150,000	600,000	
PY2012 Urban League Computer Center (To Feb 2014)	150,000	92,443	34,436	15,000			
PY2013 Academy of Human Development Computer Center (To Oct 2014)	-	150,000	74,517	26,000	26,351	32,000	
PY2013 One-Stop Center Operations - Charleston	-	392,734	202,506	90,000	90,000		
PY2013 One-Stop System Operations	1,855,600	1,284,884	941,362	315,000	315,000		
Operations							
PY2013 Administration and Programs	3,438,540	3,861,314	2,127,039	1,095,000	955,165		
Pending Projects or Contracts							
PY2013 Urban League Computer Center (To June 2015)		170,000	170,000	20,000	30,000	120,000	
PY2013 Academy of Human Development Computer Center (To June 2015)		88,000	88,000			88,000	
Additional ADW Funding Home Office (FIT)		50,000	50,000		50,000		
Additional ADW Funding One-Stop (FIT)		50,000	50,000		50,000		
PY2013 New Adult and DW (New Rural - Mesquite/Laughlin)		200,000	200,000	25,000	75,000	100,000	
PY2013 Pre-apprenticeship Program (RTC Construction/Other)		625,000	625,000		125,000	500,000	
Projected - First Quarter Obligations for PY2014 Awards			1,360,000			1,360,000	
TOTAL	17,873,321	20,633,792	13,585,724	4,650,000	5,580,516	2,800,000	

PY2012 funding period is available July 1, 2012 through June 30, 2014 (after two years, funds revert to the State for one additional year)

PY2013 funding period is available July 1, 2013 through June 30, 2015 (after two years, funds revert to the State for one additional year)

	WC Operations	Service Provider	One-Stop Ctr/Sys	Total	
One Stop System/Center	3,861,314	6,425,000	1,677,618	11,963,932	58%
Home Office and Affiliate Locations		7,290,971	500,443	7,791,414	38%
Rural Locations		878,446	-	878,446	4%
Total Community Resources	3,861,314	14,594,417	2,178,061	20,633,792	100%
	19%	71%	11%	100%	

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

	Prior Year PY2012 Budget	Current Year PY2013 Budget	Available Funds	Projections Based on Monthly Invoices				
				Jan-Mar 2014 3 Months	Apr-Jun 2014 3 Months	Next Program Year	Projected PY2013 TOTAL	Remaining
REVENUES (Available as of January 29, 2014)								
PY2011 Youth Funding	4,252,714							
PY2012 Youth Funding	6,337,899	3,695,991	147,204	147,204			147,204	-
PY2013 Youth Funding		6,564,523	6,564,523	1,961,796	2,360,093	2,120,000	6,441,889	122,634
TOTAL REVENUES	10,590,613	10,260,514	6,711,727	2,109,000	2,360,093	2,120,000	6,589,093	122,634
EXPENDITURES								0.16 Months
Community Resource Contracts - PY2011/2012 (To Sept 2014)								
PY2011 Year Round and Green Consortium	715,063	234,116	-				-	
PY2011 Rural Youth	749,284	463,563	242,633	84,000	84,000	65,532	233,532	
PY2012 Youth In-School Contracts	2,003,997	2,440,866	1,540,018	480,000	480,000	562,817	1,522,817	
PY2012 Youth Re-entry	300,000	402,097	262,721	84,000	84,000	90,423	258,423	
PY2012 Foster Care and Youth with Disabilities	1,000,000	910,651	623,389	195,000	195,000	221,115	611,115	
PY2012 Youth Summer Component / Year Round	1,536,064	687,634	240,558	84,000	84,000	65,113	233,113	
PY2012 WC New Office Location/One-time Construction	430,000	267,622	-					
Community Resource Contracts - PY2013 (To Sept 2014)								
PY2013 Youth Out-of-School Contracts	1,965,478	2,406,870	1,464,968	480,000	480,000	480,000	1,440,000	
PY2013 Youth In-School Contract - Jobs for America's Graduates (JAG)	-	350,000	350,000	175,000	175,000		350,000	
Operations								
PY2013 Administration and Programs	2,118,122	1,562,904	965,093	482,000	483,093		965,093	
Pending Contracts								
Additional In-School Youth Funding (NPI)		130,000	130,000	30,000	50,000	50,000	130,000	
Additional Youth Funding		545,000	545,000		200,000	345,000	545,000	
PY2013 New Rural Youth Contracts - (Boulder City thru Sept 2015)		300,000	300,000	15,000	45,000	240,000	300,000	
TOTAL	10,818,008	10,701,323	6,664,380	2,109,000	2,360,093	2,120,000	6,589,093	

PY2012 funding period is available April 1, 2012 through June 30, 2014 (after two years, funds revert to the State for one additional year)

PY2013 funding period is available April 1, 2013 through June 30, 2015 (after two years, funds revert to the State for one additional year)

Annual Financial Report

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July 1, 2012 - June 30, 2013

Las Vegas, Nevada

6330 West Charleston Boulevard, Suite 150
Las Vegas, Nevada 89146

Ardell Galbreth, Executive Director

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**Annual Financial Report
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For the Fiscal Year Ended June 30, 2013**

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P B T K

PIERCY BOWLER
TAYLOR & KERN

Certified Public Accountants
Business Advisors

INDEPENDENT AUDITORS' REPORT ON FINANCIAL STATEMENTS AND SUPPLEMENTARY INFORMATION

Board of Directors
workforce CONNECTIONS
Las Vegas, Nevada

We have audited the accompanying financial statements of *workforce* CONNECTIONS (the Organization) as of and for the year ended June 30, 2013, and the related notes to the financial statements, which collectively comprise the Organization's basic financial statements as listed in the table of contents.

An audit performed in accordance with applicable professional standards is a process designed to obtain reasonable assurance about whether the Organization's basic financial statements are free from material misstatement. This process involves performing procedures to obtain audit evidence about the amounts and disclosures in the basic financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the basic financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Organization's preparation and fair presentation of the basic financial statements to enable the design of audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of the accounting policies used and the reasonableness of significant accounting estimates made by management, as well as the overall presentation of the basic financial statements.

Management's Responsibility for the Financial Statements. Management is responsible for the preparation and fair presentation of the basic financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of basic financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility. Our responsibility is to express an opinion on the basic financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free from material misstatement.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion. In our opinion, the basic financial statements referred to above present fairly, in all material respects, the financial position of the Organization as of and for the year ended June 30, 2013, and the changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters. Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 3-10 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain

limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by *Government Auditing Standards*. In accordance with *Government Auditing Standards*, we have also issued our report dated January 30, 2014, on our consideration of the Organization's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Organization's internal control over financial reporting and compliance.

Penny Bowler Taylor & Kern

Las Vegas, Nevada
January 30, 2014

Management's Discussion and Analysis

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Management's Discussion and Analysis For the Fiscal Year Ended June 30, 2013

As management of *workforce* CONNECTIONS (the Organization), we offer readers of the Annual Financial Report this narrative overview and analysis of the financial activities of the Organization as of and for the fiscal year ended June 30, 2013.

The Organization was established in 2000, under the provisions of the Workforce Investment Act of 1998 (the Act). The Organization's mission is "to establish dynamic partnerships with employers and the community to connect employment opportunities, education and job training." The Organization is charged with implementing workforce investment activities throughout southern Nevada. Generally, these include increasing occupational skill attainment to improve the quality of the workforce, reducing welfare dependency and enhancing the productivity and competitiveness of the nation's economy. The Organization's service area is made up of the cities of Las Vegas, North Las Vegas, Henderson and Boulder City and the counties of Clark, Lincoln, Nye and Esmeralda. The Organization receives a significant amount of its funding from federal grants, either directly from the United States Department of Labor, Employment and Training Administration or passed through the State of Nevada, Department of Employment, Training and Rehabilitation.

Financial Highlights

- The assets of the Organization exceeded its liabilities at the close of the most recent fiscal year by \$2,355,747 (net position), an increase of \$1,316,752 from the prior year. Primarily due in part to the recording of restricted cash remaining at year end related to the construction of the new facility in the amount \$928,246, an increase in capital assets net of depreciation related to the build out of the new facility of \$1,584,827 and a net decrease in grants receivable in the amount of (\$1,158,735).
- As of the close of the current fiscal year, the Organization's sole governmental fund (the general fund) reported an ending fund balance of \$303,839, a fund balance increase of \$228,504 in comparison with the prior year. The increase is primarily due to the recording of a lease incentive obligation related to the new location in the amount of \$610,400.
- During the year ended June 30, 2013, operating grants and contributions and related expenses increased \$4,421,041 (24%) and \$3,283,656 (18%), respectively. This increase can be primarily attributed to the increased expenditures for construction and equipment for a new facility of \$1,578,527 and the issuance of \$2,868,754 more in WIA formula contracts to subrecipients compared to the prior year.
- With the launching of Workforce Connections' newly established One-Stop Career Center the latter part of the program year, some expenditures were realized with the on-set of an additional new budget for One-Stop Career Center and System operations. Establishing a physical Comprehensive One-Stop Career Center in the Southern Nevada Workforce Investment Area brings Workforce Connections in full compliance with the Workforce Investment Act requirements.

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the Organization's basic financial statements. The Organization's basic financial statements consist of three components 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements.

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**Management's Discussion and Analysis (continued)
For the Fiscal Year Ended June 30, 2013**

Government-wide financial statements. The government-wide financial statements are designed to provide readers with a broad overview of the Organization's finances in a manner similar to a private-sector business. The government-wide financial statements present information for the Organization's activities, which consist solely of governmental activities. The Organization does not currently maintain any business or fiduciary type funds.

The statement of net position presents information on all of the Organization's assets and liabilities, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Organization is improving or deteriorating.

The statement of activities presents information showing how the Organization's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will result in cash flows only in future fiscal periods (*e.g.*, earned but unused vacation leave).

The government-wide financial statements can be found on pages 11-12 of this report.

Fund financial statements. A fund is a grouping of related accounts that is used to maintain accounting control over resources that have been segregated for specific activities or objectives. The Organization, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The Organization does not currently maintain any proprietary or fiduciary funds. Accordingly, the Organization's sole fund, the general fund, is categorized as a governmental fund.

Governmental funds. Governmental funds are used to account for the same functions, essentially as are reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, fund financial statements focus on near-term inflows and outflows of expendable resources, as well as on balances of expendable resources available at fiscal year end. Such information may be useful in evaluating the Organization's near-term financing requirements and performance.

Because the focus of fund financial statements is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the Organization's near-term financing decisions. Both the balance sheet and the statement of revenues, expenditures and changes in fund balances in the governmental fund financial statements provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The fund financial statements can be found on pages 13-16 of this report.

Notes to financial statements. The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

The notes to the financial statements can be found on pages 17-27 of this report.

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**Management's Discussion and Analysis (continued)
For the Fiscal Year Ended June 30, 2013**

Government-wide Financial Analysis

As noted earlier, net position may serve as a useful indicator of a government's financial position. In the case of the Organization, assets exceeded liabilities by \$2,355,747 at the close of the most recent fiscal year.

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Net Position

	June 30	
	2013	2012
Capital assets, net	\$ 2,636,216	\$ 1,051,391
Other assets	<u>3,857,981</u>	<u>4,016,214</u>
	<u>6,494,197</u>	<u>5,067,605</u>
Liabilities, due in more than one year	605,006	57,641
Other liabilities	<u>3,533,444</u>	<u>3,970,969</u>
	<u>4,138,450</u>	<u>4,028,610</u>
Net position:		
Invested in capital assets, net of related debt	1,974,719	1,000,293
Restricted for construction	928,246	
Unrestricted	<u>(547,218)</u>	<u>38,702</u>
	<u>\$ 2,355,747</u>	<u>\$ 1,038,995</u>

By far, the largest portion of the Organization's net position (\$1,974,719) reflects its investment in capital assets (furniture, equipment and software), less any related debt used to acquire these assets, which are used to provide services; consequently, these assets are not available for future spending. Additionally, the Organization's net position included funds (\$928,246) in an escrow account restricted for construction at year end.

The Organization's investment in its capital assets was not acquired using debt, except for capital leases for printers/copiers and a lease incentive obligation in the amount of \$661,497. It should be noted that the resources needed to repay the Organization's non-capital liabilities must be provided from other sources since the capital assets themselves cannot be used to liquidate these liabilities.

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**Management's Discussion and Analysis (continued)
For the Fiscal Year Ended June 30, 2013**

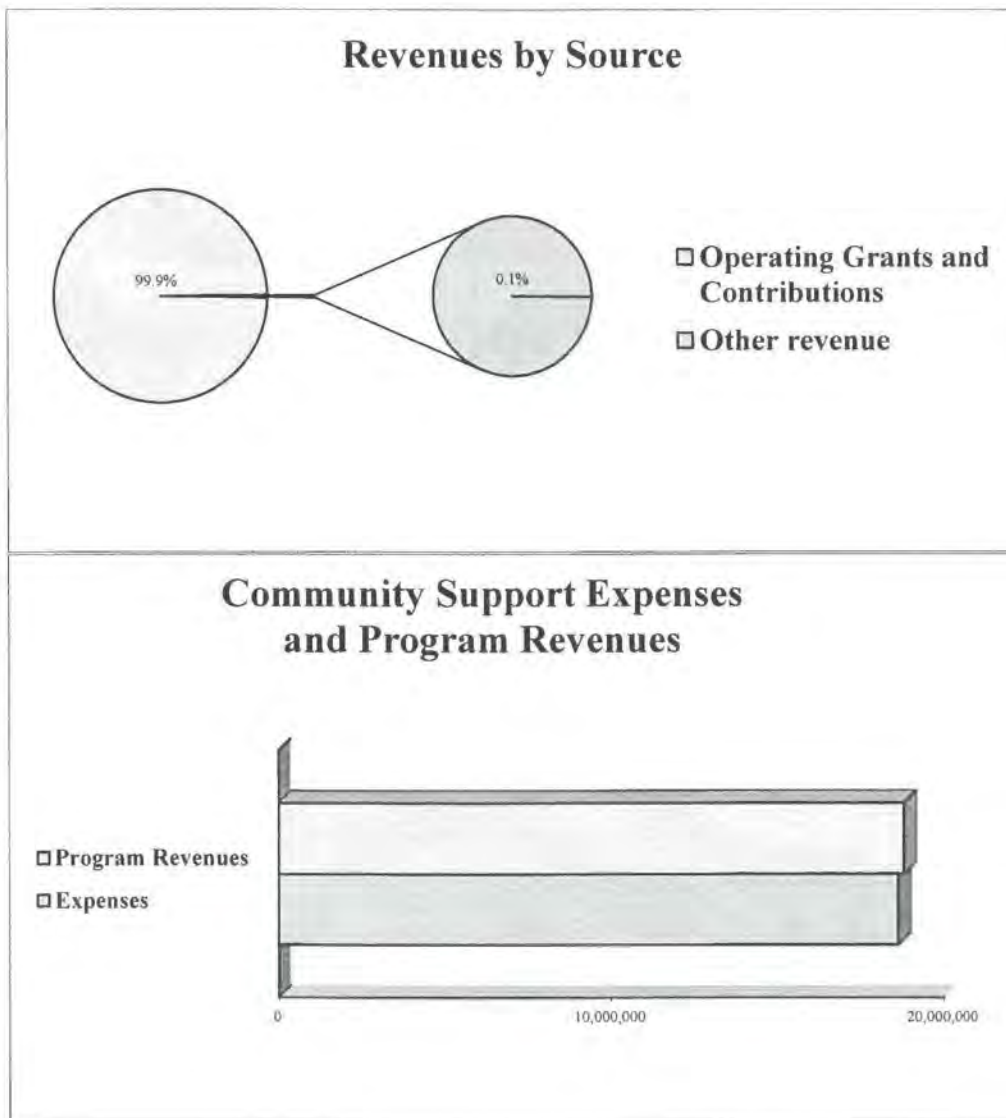
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Changes in Net Position

	Year Ended June 30	
	2013	2012
Revenues:		
Operating grants and contributions	\$ 23,204,512	\$ 18,783,471
Other	4,394	28,881
	23,208,906	18,812,352
Expenses:		
Community support	21,892,154	18,608,498
Change in net position	1,316,752	203,854
Net position, beginning of year	1,038,995	835,141
Net position, end of year	\$ 2,355,747	\$ 1,038,995

- Operating grants increased by \$4,421,041 (24%). The increase can be primarily attributed to the following:
 - The increases in capital expenditures over the prior year of \$1,578,527 mostly related to the build out and mobilization to a new facility.
 - The increase in Rapid Response funding of \$2,707,512.
- Community support expenses increased \$3,283,656 (18%). This increase can be primarily attributed to:
 - The issuance of \$2,868,754 in additional funding to subrecipients at the beginning of the year compared to the previous year.
 - An increase in outsourced service providers costs of \$4,514,430.
 - The aforementioned increase was offset by the following:
 - Decreases in ARRA grant expenditures of \$660,639.
 - A decrease in program and administration support, occupancy costs and communications systems and other professional services of \$697,030.

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**Management's Discussion and Analysis (continued)
For the Fiscal Year Ended June 30, 2013**



Fund Financial Analysis

As noted above, the Organization uses fund accounting to help ensure and demonstrate compliance with finance-related legal requirements. The focus of the Organization's governmental fund financial statements is to provide information on near-term inflows, outflows, and balances of expendable resources. Such information is useful in assessing the Organization's financing requirements. The general fund is the chief operating fund of the Organization and receives substantially all of its funding from federal grants.

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**Management's Discussion and Analysis (continued)
For the Fiscal Year Ended June 30, 2013**

workforce CONNECTIONS
Fund Balance, General Fund

	June 30	
	2013	2012
Federal grants receivable	\$ 2,283,897	\$ 2,898,595
Other assets	<u>1,460,127</u>	<u>1,055,030</u>
	<u>3,744,024</u>	<u>3,953,625</u>
Accounts payable and accrued expenses	2,976,137	2,379,708
Due to grantors	-	281,860
Unearned revenue	<u>464,048</u>	<u>1,216,722</u>
	<u>3,440,185</u>	<u>3,878,290</u>
Fund balance, unassigned	<u>\$ 303,839</u>	<u>\$ 75,335</u>

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Changes in Fund Balance, General Fund

	Year Ended June 30	
	2013	2012
Revenues:		
Federal grants	\$ 23,118,015	\$ 19,065,942
Other	<u>4,394</u>	<u>41,421</u>
	<u>23,122,409</u>	<u>19,107,363</u>
Expenditures:		
Federal grants	23,504,305	18,769,015
Other	<u>-</u>	<u>-</u>
	23,504,305	18,769,015
Other financing sources-debt issuance		
Lease incentive obligation	610,400	-
Capital lease financing	<u>-</u>	<u>51,098</u>
	610,400	51,908
Change in fund balance	228,504	389,446
Fund balance, beginning of year	<u>75,335</u>	<u>(314,111)</u>
Fund balance, end of year	<u>\$ 303,839</u>	<u>\$ 75,335</u>

- As of the end of the current fiscal year, the Organization's sole governmental fund (the general fund) reported an ending fund balance of \$303,839, a fund balance increase of \$228,504 in comparison with the prior year. As previously discussed, this increase is primarily due to the recording of a lease incentive obligation related to a new facility in the amount of \$610,400.

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**Management's Discussion and Analysis (continued)
For the Fiscal Year Ended June 30, 2013**

- Total revenues increased \$4,015,046 (21%) with most of this increase attributable to the increase in federal grant revenues of \$4,052,073 (21%). This increase is primarily due to capital expenditure increases over the prior year of \$1,578,527, mostly related to the build out and move to a new facility and issuance of \$2,868,754 in additional funding to subrecipients at the beginning of the year compared to the previous year
- Total expenditures increased \$4,735,290 (25%). As previously discussed, this increase is primarily due to an increase in outsourced service providers costs of \$4,514,430.

Capital Assets

At the end of the current fiscal year, the Organization's investment in capital assets (furniture, equipment and software), net of accumulated depreciation and amortization was \$2,636,216, an increase of \$1,584,825 (151%) from the prior year.

Major capital asset events during the current fiscal year included the following:

- Computers were purchased at a cost of \$68,721.
- Furniture, equipment and software were purchased at a cost of \$258,447.
- Leasehold improvements and construction in progress were purchased at a cost of \$683,989 and \$876,168, respectively.
- Depreciation, amortization and gain/loss on disposal of capital assets totaled \$302,503.
- Capital assets with a cost of \$356,272 were disposed of during the fiscal year.

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Capital Assets

	June 30	
	2013	2012
Computers	\$ 532,230	\$ 636,119
Furniture and other equipment	721,243	649,780
Software	619,675	616,350
Construction in progress	876,168	
Leasehold improvements	683,989	-
	3,433,305	1,902,249
Less accumulated depreciation and amortization	(797,089)	(850,858)
	<u>\$ 2,636,216</u>	<u>\$ 1,051,391</u>

Additional information on the Organization's capital assets can be found on pages 20 and 24 of this report.

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**Management's Discussion and Analysis (continued)
For the Fiscal Year Ended June 30, 2013**

Economic Factors

The following factors were considered in planning, preparing and budgeting for the 2014 fiscal year.

- Unemployment rates for the United States, the State of Nevada, and the counties of Clark, Lincoln, Nye and Esmeralda.

	Unemployment Rates ¹	
	December 2013	June 2012
United States	6.7%	8.4%
State of Nevada	8.8%	11.9%
Clark County	8.9%	11.8%
Lincoln County	11.5%	12.6%
Nye County	10.3%	13.6%
Esmeralda County	2.9%	5.7%

- Grant awards received for the fiscal 2014 year include:
 - WIA Adult, Youth and Dislocated Workers grants received from the United States Department of Labor, passed through the State of Nevada, Department of Employment, Training and Rehabilitation of \$21,371,099.

Requests for Information

The accompanying financial report is designed to provide a general overview of the Organization's finances for all those with an interest. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Organization's Finance Department, 6330 West Charleston Boulevard, Suite 150, Las Vegas Nevada, 89146.

¹ Source: State of Nevada, Department of Employment, Training and Rehabilitation, Research & Analysis Bureau.

Financial Section

Basic Financial Statements

**Government-Wide
Financial Statements**

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Statement of Net Position
June 30, 2013

	<u>Governmental Activities</u>
ASSETS	
Cash and cash equivalents, unrestricted	\$ 175,494
Cash and cash equivalents, restricted	928,246
Receivables:	
Grants:	
Federal grants	2,283,897
Other grants	3,637
Subrecipients	352,750
Prepaid expenses	47,141
Refundable deposits	66,816
Capital assets, net of accumulated depreciation and amortization	<u>2,636,216</u>
Total assets	<u>6,494,197</u>
LIABILITIES	
Accounts payable	2,177,214
Accrued expenses	798,923
Unearned revenue	365,011
Long-term liabilities, due within one year:	
Capital lease obligation	7,656
Compensated absences	99,754
Lease incentive obligation	84,886
Long-term liabilities, due in more than one year:	
Capital lease obligation	37,551
Compensated absences	36,051
Lease incentive obligation	<u>531,404</u>
Total liabilities	<u>4,138,450</u>
NET POSITION	
Net investment in capital assets	1,974,719
Restricted for construction	928,246
Unrestricted	<u>(547,218)</u>
Total net position	<u>\$ 2,355,747</u>

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**Statement of Activities
For the Fiscal Year Ended June 30, 2013**

	Governmental Activities				Net (Expenses) Revenues and Change in Net Assets
	Expenses	Program Revenues		Capital Grants and Contributions	
		Charges for Services	Operating Grants and Contributions		
Function/program:					
Community support	\$ 21,881,549	\$ -	\$ 23,204,512	\$ -	\$ 1,322,963
Interest expense and fiscal charges	10,605				(10,605)
Total function/program	<u>\$ 21,892,154</u>	<u>\$ -</u>	<u>\$ 23,204,512</u>	<u>\$ -</u>	
General revenues:					
Other					<u>4,394</u>
Change in net position					1,316,752
Net position, beginning of year					<u>1,038,995</u>
Net position, end of year					<u>\$ 2,355,747</u>

Fund Financial Statements

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Balance Sheet
June 30, 2013

	General Fund
ASSETS	
Cash and cash equivalents, unrestricted	\$ 175,494
Cash and cash equivalents, restricted	928,246
Receivables:	
Grants:	
Federal grants	2,283,897
Other grants	3,637
Subrecipients	<u>352,750</u>
	<u>\$ 3,744,024</u>
LIABILITIES	
Accounts payable	\$ 2,177,214
Accrued expenses	798,923
Unearned revenue	<u>464,048</u>
Total liabilities	<u>3,440,185</u>
FUND BALANCE	
Unassigned	<u>303,839</u>
Total liabilities and fund balance	<u>\$ 3,744,024</u>

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**Reconciliation of the Balance Sheet
to the Statement of Net Position
June 30, 2013**

Fund balance		\$ 303,839
Amounts reported in the statement of net assets are different because:		
Capital assets used in governmental activities are not current financial resources; and therefore, are not reported in governmental funds:		
Capital assets	\$ 3,433,305	
Less accumulated depreciation and amortization	<u>(797,089)</u>	2,636,216
Long-term liabilities, including debt obligations, are not due and payable in the current period; and therefore, are not reported in governmental funds:		
Capital lease payable	(45,207)	
Compensated absences	(135,805)	
Lease incentive obligation	<u>(616,290)</u>	(797,302)
Unearned revenue amounts that are not available to fund current expenditures are not reported in governmental funds.		99,037
Prepaid expenses and refundable deposits represent current fund expenditures that benefit future periods; and therefore, are not reported in governmental funds.		
Prepaid expenses	47,141	
Refundable deposits	<u>66,816</u>	<u>113,957</u>
Net position		<u><u>\$ 2,355,747</u></u>

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**Statement of Revenues, Expenditures
and Changes in Fund Balance
For the Fiscal Year Ended June 30, 2013**

	<u>General Fund</u>
Revenues	
Intergovernmental:	
Grants:	
Federal grants:	
American Recovery and Reinvestment Act of 2009 grants	\$ 1,119,501
Other federal grants	21,998,514
Other	<u>4,394</u>
Total revenues	<u>23,122,409</u>
Expenditures	
Community support:	
Federal grants:	
American Recovery and Reinvestment Act of 2009 grants:	
Adult program	909,880
Youth activities program	163,188
Dislocated workers program	31,355
Capital outlay	33,025
Other federal grants:	
Adult program	7,988,283
Youth activities program	6,747,386
Dislocated workers program	4,744,210
Administration	1,032,673
Capital outlay	<u>1,854,305</u>
Total expenditures	<u>23,504,305</u>
Other financing sources-debt issuance	
Lease incentive obligation	<u>610,400</u>
Change in fund balance	228,504
Fund balance, beginning of year	<u>75,335</u>
Fund balance, end of year	<u><u>\$ 303,839</u></u>

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**Reconciliation of the Statement of Revenues,
Expenditures and Changes in Fund Balance
to the Statement of Activities
For the Fiscal Year Ended June 30, 2013**

Change in fund balance	\$ 228,504
Amounts reported in the statement of activities are different because:	
Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of capital assets is capitalized and depreciated over their estimated useful lives:	
Expenditures for capital assets	\$ 1,887,328
Less depreciation, amortization and gain/loss on disposal of capital assets	<u>(302,503)</u>
	1,584,825
Revenues in the statement of activities, which do not provide current financial resources are not reported as revenues in governmental funds:	
Change in unearned revenue	86,497
Debt proceeds provide current financial resources to governmental funds, but issuing debt increases liabilities in the statement of net assets. Repayment of debt principal is an expenditure in governmental funds, but the repayment reduces liabilities in the statement of net assets. This is the amount by which repayments exceeded debt issued:	
Lease incentive obligation	(610,399)
Some expenditures reported in governmental funds benefit future periods; and therefore, are not reported in the statement of activities:	
Change in prepaid expenses	1,143
Change in refundable deposits	<u>50,225</u>
	51,368
Some expenditures reported in the statement of activities do not require the use of current financial resources; and therefore, are not reported as expenditures in governmental funds:	
Change in long-term compensated absences	<u>(24,043)</u>
Change in net position	<u>\$ 1,316,752</u>

**Notes to Basic Financial Statements
For the Fiscal Year Ended June 30, 2013**

Note 1. Summary of Significant Accounting Policies

The Reporting Entity

workforce CONNECTIONS (the Organization) was established in 2000, under the provisions of the Workforce Investment Act of 1998 (the Act). The Organization's mission is "to develop a world class workforce through innovative market driven strategies that are relevant to Southern Nevada's employers and job seekers." The Organization is charged with implementing workforce investment activities throughout Southern Nevada. Generally, these include increasing occupational skill attainment to improve the quality of the workforce, reducing welfare dependency and enhancing the productivity and competitiveness of the nation's economy. The Organization's service area is made up of the cities of Las Vegas, North Las Vegas, Henderson and Boulder City and the counties of Clark, Lincoln, Nye and Esmeralda. The Local Elected Official Consortium, which is comprised of an elected official from each of the above, is responsible for appointing members from the public and private sectors to the Organization's governing body. The Organization's governing body is comprised of 32 members. The Act requires that a majority of governing body members must be representatives from the private sector. Members representing businesses must be individuals who are owners, chief executive officers, chief operating officers or other individuals with optimum policy-making or hiring authority. Private sector members are appointed from among individuals nominated by local business organizations and business trade associations. Public sector members represent the required partners in the One-Stop system. Additionally, two representatives each are appointed from economic development, education, organized labor and community-based organizations. The governing body elects a chair from among the private sector representatives.

Governmental Accounting Standards Board (GASB) Statement No. 14, *The Financial Reporting Entity*, as amended by Statement No. 39, *Determining Whether Certain Organizations are Component Units*, and Statement No. 61, *The Financial Reporting Entity: Omnibus*, defines the reporting entity as the primary government and those component units for which the primary government is financially accountable and other organizations for which the nature and significance of their relationship with the primary government is such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete. Financial accountability is defined as the appointment of a voting majority of the entity's governing body, and either the ability of the primary government to impose its will on the entity or the possibility that the entity will provide a financial benefit to or impose a financial burden on the primary government. In addition to financial accountability, component units can be other entities in which the economic resources received or held by that entity are entirely or almost entirely for the direct benefit of the primary government, the primary government is entitled to or has the ability to otherwise access a majority of the economic resources received or held by that entity and the resources to which the primary government is entitled or has the ability to otherwise access are significant to the primary government.

The Organization examined its position relative to the cities of Las Vegas, North Las Vegas, Henderson and Boulder City and the counties of Clark, Lincoln, Nye and Esmeralda and determined that there are no requirements of GASB Statement No. 14 as amended by Statement No. 39 that would cause the basic financial statements of the Organization to be included in any of the entities' basic financial statements, and no other entities were determined to be component units of the Organization.

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**Notes to Basic Financial Statements (continued)
For the Fiscal Year Ended June 30, 2013**

Basic Financial Statements

The government-wide financial statements include a statement of net position and a statement of activities. The government-wide financial statements present information for the Organization's activities, which consist solely of governmental activities and are accounted for in a governmental fund, the general fund. The Organization does not currently maintain any business or fiduciary type funds.

Included in the statement of net position are capital assets, refundable deposits and long-term liabilities (compensated absences). Net position is classified as 1) net investment in capital assets 2) restricted net position, or 3) unrestricted net position.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment, and 2) grants and contributions, which are restricted to meeting the operational or capital requirements of a particular function or segment. Other revenues, not restricted for use by a particular function or segment, are reported as general revenues.

Fund financial statements are provided for the Organization's sole governmental fund, the general fund. Fund financial statements include a balance sheet and a statement of revenues, expenditures and changes in fund balance. Schedules are presented to reconcile fund balance presented in the fund financial statements to net position presented in the government-wide financial statements.

Measurement Focus, Basis of Accounting, and Financial Statement Presentation

Government-wide Financial Statements

The government-wide financial statements are presented using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of the related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Fund Financial Statements

The fund financial statements are presented using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized in the accounting period in which they are earned and become both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. The primary revenue sources, which have been treated as susceptible to accrual by the Organization, are interest, cost reimbursements and

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**Notes to Basic Financial Statements (continued)
For the Fiscal Year Ended June 30, 2013**

intergovernmental revenues (federal grants). All other revenue sources are considered to be measurable and available only when cash is received by the Organization. Expenditures generally are recorded when the liability is incurred, as under accrual accounting. However, expenditures related to long-term debt, compensated absences and claims and judgments, if any, are recorded only when payment is due.

The Organization classifies and reports the following as a major governmental fund:

General Fund – The general fund is the general operating fund of the Organization. It is used to account for all financial resources except those required to be accounted for in another fund.

The Organization has no nongovernmental fund types.

Assets, Liabilities, and Net Position or Fund Balance

Deposits and Investments

The Organization's demand deposits are considered to be cash equivalents.

The Organization's cash and cash equivalents on deposit with financial institutions are often in excess of federally-insured limits, and the risk of losses related to such concentrations may increase as a result of current economic instability including, but not limited to, weakness in the commercial and investment banking systems. The extent of a future loss to be sustained as a result of uninsured deposits in the event of a future failure of a financial institution, if any, is not subject to estimation at this time.

Receivables

Receivables, comprised primarily of receivables from grantors, that are not expected to be collected within 60 days of year end are treated as unearned revenue in the fund financial statements rather than current revenue since the asset is not available to satisfy current obligations. Unearned revenues also arise when the Organization receives resources before it has a legal claim to them as when grant funds are received prior to being earned.

Prepaid Expenses

Certain payments to vendors reflect costs applicable to future periods and are recorded as expenditures in the fund financial statements and as prepaid expenses in the government-wide financial statements. Payment of debt (both principal and interest) prior to the related due date is reported as a prepaid item in the fund financial statements and as a reduction of liabilities and interest expense in the government-wide financial statements. In the fund financial statements, prepaid items are recorded as expenditures when purchased rather than when consumed.

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**Notes to Basic Financial Statements (continued)
For the Fiscal Year Ended June 30, 2013**

Restricted Cash

Restricted cash consist of monies held in escrow for the construction of and improvements to the building lease.

Capital Assets

Capital assets are reported only in the government-wide financial statements. These assets include furniture, equipment and software. All purchased capital assets are valued at cost where historical records are available and, if no historical records exist, at estimated cost. Donated capital assets, if any, are valued at their estimated fair value on the date received. The Organization had a capitalization threshold of \$5,000 for the current fiscal year.

The cost of normal maintenance and repairs that do not significantly add to the functionality of an asset or materially extend an asset's life are not capitalized.

Capital assets, comprised of furniture, equipment and software, are depreciated or amortized using the straight-line method over estimated useful lives of 5-15 years, which for leasehold improvements are limited to the lease term, excluding contingent renewal option periods (Note 3).

Compensated Absences

It is the Organization's policy to permit employees to accumulate earned vacation benefits that would be paid to them upon separation from Organization service if not previously taken. Accrued vacation obligations are reported in the government-wide financial statements. A liability for compensated absences is reported in the fund financial statements only to the extent that payment is due, for example, as a result of employee resignations and retirements prior to year end. Expenditures for compensated absences are recognized by the general fund, when paid.

Long-term Obligations

In the government-wide financial statements, long-term liabilities, including debt obligations, are reported as liabilities in the statement of net position. Long-term liabilities are not due and payable in the current period; and therefore, are not reported as liabilities in the fund financial statements.

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**Notes to Basic Financial Statements (continued)
For the Fiscal Year Ended June 30, 2013**

Net Position

In the government-wide and fund financial statements, net position is classified as net investment in capital assets, restricted or unrestricted

Net investment in capital assets is the value of capital assets, net of related depreciation and amortization, less any outstanding debt used to acquire, construct or improve the capital assets.

Restricted net position has constraints placed upon the use of the resources either by an external party or imposed by law through a constitutional provision or enabling legislation.

Unrestricted net position is the classification used by the general fund for the residual balance that is not net investment in capital assets or restricted.

Fund Balance

Effective July 1, 2010, the Organization implemented the provisions of GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*. As a result, governmental fund balances previously reported as reserved and unreserved are now reported as non-spendable, restricted, committed, assigned or unassigned.

Non-spendable fund balances include items that are not in a spendable form (for example, prepaid expenses) and amounts that are legally or contractually required to remain intact, such as a permanent fund principal balance.

Restricted fund balances have constraints placed upon the use of the resources either by an external party or imposed by law through a constitutional provision or enabling legislation.

Committed fund balances can be used only for specific purposes pursuant to constraints imposed by a formal action of the Organization's governing body, the Organization's highest level of decision-making authority. These constraints remain binding unless removed or changed in the same manner used to create the constraints.

Assigned fund balances include amounts that are constrained by the Organization's intent to be used for a specific purpose, but are neither restricted nor committed. Such intent should be expressed by the Organization's governing body or appropriately authorized officials. Constraints imposed on the use of assigned fund balances can be removed or changed without formal action of the Organization's governing body.

Unassigned fund balance is the classification used by the general fund for the residual balance that is not assigned, committed, restricted or non-spendable.

Prioritization and Use of Available Resources

When both restricted resources and other resources (*i.e.*, committed, assigned and unassigned) can be used for the same purposes, it is the Organization's policy to use restricted resources first. Furthermore, when committed,

**Notes to Basic Financial Statements (continued)
For the Fiscal Year Ended June 30, 2013**

assigned and unassigned resources can be used for the same purpose, it is the Organization's policy to use committed resources first, assigned second, and unassigned last.

Use of Estimates

Timely preparation of financial statements in conformity with accounting principles generally accepted in the United States requires management to make estimates that affect certain reported amounts and disclosures, some of which may require revision in future periods.

Note 2. Stewardship, Compliance and Accountability

New Accounting Pronouncements

In March 2012, the GASB issued Statement No. 65, *Items Previously Reported as Assets and Liabilities*, effective for periods beginning after December 15, 2012. The objective of the Statement is to either 1) properly classify certain items that were previously reported as assets and liabilities as deferred outflows of resources or deferred inflows of resources, or 2) recognize certain items that were previously reported as assets and liabilities as outflows of resources (expenses or expenditures) or inflows of resources (revenues). These determinations are based on the definitions of those elements in Concepts Statement No. 4, *Elements of Financial Statements*. Management has not yet completed its assessment of this statement; however, it is currently expected that the adoption of this statement will not materially affect the Organization's financial position, results of operations, or cash flows.

In March 2012, the GASB issued Statement No. 66, *Technical Corrections-2012*, effective for periods beginning after December 15, 2012. The objective of this Statement is to improve accounting and financial reporting by state and local governmental entities by resolving conflicting guidance that resulted from the issuance of two pronouncements (Statements No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, and No. 62, *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements*). Management has not yet completed its assessment of this statement; however, it is currently expected that the adoption of this statement will not materially affect the Organization's financial position, results of operations, or cash flows.

In June 2012, the GASB issued Statement No. 67, *Financial Reporting for Pension Plans*, effective for periods beginning after June 15, 2013. The objective of this Statement is to improve financial reporting by state and local governmental pension plans. This Statement results from a comprehensive review of the effectiveness of existing standards of accounting and financial reporting for pensions with regard to providing decision-useful information, supporting assessments of accountability and interperiod equity, and creating additional transparency. This Statement replaces the requirements of Statements No. 25, *Financial Reporting for Defined Benefit Pension Plans and Note Disclosures for Defined Contribution Plans*, and No. 50, *Pension Disclosures*, as they relate to pension plans that are administered through trusts or equivalent arrangements (hereafter jointly referred to as trusts) that meet certain criteria. Management has not yet completed its assessment of this statement.

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**Notes to Basic Financial Statements (continued)
For the Fiscal Year Ended June 30, 2013**

In June 2012, the GASB issued Statement No. 68, *Accounting and Financial Reporting for Pensions - An Amendment of GASB Statement No. 27*, effective for periods beginning after June 15, 2014. The objective of this Statement is to improve accounting and financial reporting by state and local governments for pensions. It also improves information provided by state and local governmental employers about financial support for pensions that is provided by other entities. This Statement results from a comprehensive review of the effectiveness of existing standards of accounting and financial reporting for pensions with regard to providing decision-useful information, supporting assessments of accountability and interperiod equity, and creating additional transparency. This Statement replaces the requirements of Statement No. 27, *Accounting for Pensions by State and Local Governmental Employers*, as well as the requirements of Statement No. 50, *Pension Disclosures*, as they relate to pensions that are provided through pension plans administered as trusts or equivalent arrangements that meet certain criteria. Management has not yet completed its assessment of this statement.

In January 2013, the GASB issued Statement No.69, *Government Combinations and Disposals of Government Operations*, effective for fiscal years beginning after December 15, 2013. The Statement establishes accounting and financial reporting guidance in regards to a government merger, government acquisition, transfer of operations and disposals of government operations, that are covered by the scope of this Statement. The primary objective of this Statement is to provide specific accounting and financial reporting guidance for combinations in the governmental environment, which include the Organization. It also improves the decision usefulness of financial reporting by requiring that disclosures be made by governments about combination arrangements in which they engage and for disposals of government operations. Management has not yet completed its assessment of this statement.

In April 2013, the GASB issued Statement No. 70, *Accounting and Financial Reporting for Nonexchange Financial Guarantees*, effective for fiscal years beginning after June 15, 2013. The Statement establishes accounting and financial reporting standards in relation to financial guarantees that are nonexchange transactions (nonexchange financial guarantees) extended or received by a state or local government that are covered by the scope of this Statement. The primary objective of this Statement is to improve the recognition, measurement, and disclosure guidance for state and local governments that have extended or received financial guarantees that are nonexchange transactions. Management has not yet completed its assessment of this statement.

Note 3. Detailed Notes on all Funds

Deposits and Investments

At June 30, 2013, the carrying amount of deposits was \$1,103,740 and the bank balance was \$1,262,943 consisting of \$928,246 of restricted cash. The Federal Depository Insurance Corporation (FDIC) at year end covered \$250,000 of the bank balance.

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**Notes to Basic Financial Statements (continued)
For the Fiscal Year Ended June 30, 2013**

Capital Assets

Changes in capital assets for the year ended June 30, 2013, are as follows:

	<u>Balance July 1, 2012</u>	<u>Increases</u>	<u>Decreases</u>	<u>Balance June 30, 2013</u>
Capital assets not being depreciated or amortized:				
Construction in progress		\$ 876,168		\$ 876,168
Capital assets being depreciated or amortized:				
Furniture, equipment and software	\$ 1,902,249	327,171	\$ (356,272)	1,873,148
Leasehold improvements		683,989		683,989
Less accumulated depreciation and amortization for:				
Furniture, equipment and software	850,858	291,104	(356,272)	785,690
Leasehold improvements	-	11,399	-	11,399
Total capital assets being depreciated or amortized, net	<u>1,051,391</u>	<u>708,657</u>	<u>-</u>	<u>1,760,050</u>
Total capital assets, net	<u>\$ 1,051,391</u>	<u>\$ 1,584,825</u>	<u>\$ -</u>	<u>\$ 2,636,216</u>

Depreciation, amortization and gain/loss on disposal of assets were charged to governmental fund activities as follows:

Adult program	\$ 88,385
Youth activities	62,155
Dislocated workers	60,496
Administration	91,467
	<u>\$ 302,503</u>

Long-term Liabilities

Long-term liabilities for the year ended June 30, 2013, were as follows:

	<u>Balance July 1, 2012</u>	<u>Additions</u>	<u>Reductions</u>	<u>Balance June 30, 2013</u>	<u>Due within one year</u>
Capital lease obligation	\$ 51,098	\$ -	\$ (5,891)	\$ 45,207	\$ 7,656
Compensated absences	111,762	340,893	(316,850)	135,805	99,754
Lease incentive obligation	-	662,123	(45,833)	616,290	84,886
	<u>\$ 162,860</u>	<u>\$ 1,003,016</u>	<u>\$ (368,574)</u>	<u>\$ 797,302</u>	<u>\$ 192,296</u>

Compensated absences are liquidated by the general fund.

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**Notes to Basic Financial Statements (continued)
For the Fiscal Year Ended June 30, 2013**

Operating and Capital Lease Commitments

During the year ended June 30, 2013, the Organization leased office space, storage facilities and equipment under non-cancelable operating leases, which expire at various times through the fiscal year ended June 30, 2019. Rental expense was \$476,311 for the year ended June 30, 2013.

As of June 30, 2013, approximate future minimum lease payments, including payments required under the leases entered into subsequent to year end, are as follows:

<u>Years ending June 30,</u>	
2014	\$ 308,398
2015	215,632
2016	214,351
2017	200,260
2018	200,260
Thereafter	100,130

The office lease terms required the payment of refundable security deposits in the aggregate amount of \$68,407, of which \$2,591 was returned to the Organization during the year ended June 30, 2013, and the remaining \$65,816 will be returned at the expiration of the office lease term. Subsequent to year end, an additional \$13,000 of deposits were returned to the Organization.

In June 2012, the Organization acquired \$51,098 of equipment (Note 3) as a result of entering into three 5-year capital lease agreements with interest rates ranging from 21% to 31%. Accumulated amortization and amortization expense as of June 30, 2013 and for the year then ended was \$10,219, for a net value of \$40,879.

As of June 30, 2013, approximate future minimum capital lease payments, including payments required under the leases entered into subsequent to year end, are as follows:

<u>Years ending June 30,</u>	<u>Principal</u>	<u>Interest</u>
2014	\$ 92,542	\$ 9,683
2015	127,667	7,762
2016	130,107	5,323
2017	133,220	5,323
2018	118,917	2,210
2019-2023	59,044	18
	<u>\$ 661,497</u>	<u>\$ 30,319</u>

**Notes to Basic Financial Statements (continued)
For the Fiscal Year Ended June 30, 2013**

Note 4. Other Information

Risk Management

The Organization is exposed to various risks of loss related to torts; theft of, or damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Organization maintains a risk management program to assess coverage of potential risks of loss. Under this program, the Organization participates in workers' compensation and unemployment programs provided by the State of Nevada. For all other risks, the Organization purchases insurance coverage subject to nominal deductibles. Settled claims have not exceeded insurance coverage for each of the past three fiscal years.

The United States is experiencing a widespread recession accompanied by declines in residential real estate sales, mortgage lending and related construction activity, higher energy costs and other inflationary trends, high unemployment and weakness in the commercial and investment banking systems, all of which are likely to continue to have far-reaching effects on the economic activity in the country for an indeterminate period. The near- and long-term impact of these factors on the Nevada economy and the Organization's operations cannot be predicted at this time but may be substantial.

Vulnerability from concentrations of risk arise because an entity is exposed to risk of loss greater than it would have been had it mitigated its risk through diversification. The Organization receives substantially all of its funding from federal grants, either directly from the United States Department of Labor, Employment and Training Administration or passed through the State of Nevada, Department of Employment, Training and Rehabilitation, Employment Security Division, Workforce Investment Support Services Unit.

Contingent liabilities

In the ordinary course of its operations, claims are filed against the Organization. Although the minimum probable losses associated with such claims cannot be estimated, it is the opinion of management that these claims will not have any material adverse effect on the Organization's basic financial statements.

The Organization does not accrue for estimated future legal and defense costs, if any, to be incurred in connection with outstanding or threatened litigation and other disputed matters but rather, records such as period costs when services are rendered.

Retirement Plan

The Organization's employees are covered by the State of Nevada's Public Employees' Retirement System (PERS). PERS was established on July 1, 1949, by the Nevada State Legislature and is governed by the Public Employees Retirement Organization whose seven members are appointed by the Governor. All public employees who meet

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**Notes to Basic Financial Statements (continued)
For the Fiscal Year Ended June 30, 2013**

certain eligibility requirements participate in PERS, which is a cost sharing, multiple-employer, defined benefit retirement plan.

The Organization does not exercise any control over PERS. Nevada Revised Statutes (NRS) 286.110 states, "Respective participating public employers are not liable for any obligation of the system."

As required by NRS, benefits are determined by the number of years of accredited service at the time of retirement and the participant's compensation. Benefit payments to which participants in PERS may be entitled include pension, disability, and death benefits. PERS issues a publicly available financial report that includes financial statements and required supplemental information. This report may be obtained by writing PERS at 693 West Nye Lane, Carson City, Nevada 89703-1599, or by calling (775) 687-4200.

Contribution rates are established by the NRS, are tied to the increase in taxable sales within the State of Nevada each year and provide for yearly increases of up to 1% until such time as the actuarially determined unfunded liability of PERS is reduced to zero. The Organization is obligated to contribute all amounts due under PERS.

The Organization's contributions (equal to the required contributions) to PERS are as follows:

<u>Years ended June 30,</u>	<u>Rate</u>	<u>Amount</u>
2011	21.50 %	609,174
2012	23.75 %	934,437
2013	23.75 %	630,917

At June 30, 2013, the unfunded contributions, included in accounts payable, were \$50,970.

Postemployment Benefits Other Than Pensions (OPEB)

Effective July 1, 2008, the Organization implemented the provisions of GASB Statement No. 45, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions*. In accordance with the transition rules of the statement, the Organization elected to apply its measurement and recognition requirements on a prospective basis and set its beginning net OPEB obligation at zero for the year ended June 30, 2009.

In accordance with NRS, the Organization provides other postemployment benefits to retirees by participating in the State of Nevada's Public Employee Benefit Plan (PEBP), an agent, multiple-employer, defined benefit plan administered by a nine member governing Organization. PEBP provides medical, prescription, dental and vision benefits to eligible retirees. Eligibility and subsidy requirements are governed by the NRS and can only be amended through legislation. In 2008, the Nevada State Legislature amended the eligibility and subsidy requirements. As a result of this amendment, the number of retirees for whom the Organization is obligated to provide postemployment benefits is limited to eligible employees who retired from Organization service prior to September 1, 2008.

The Organization does not have any eligible employees who retired from Organization service prior to September 1, 2008. Furthermore, the Organization does not provide any other postemployment benefits (either directly or indirectly) and currently does not have any plans to offer such benefits in the future.

P B T K

PIERCY BOWLER
TAYLOR & KERN

Certified Public Accountants
Business Advisors

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL
OVER FINANCIAL REPORTING AND ON COMPLIANCE AND
OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

Board of Directors
workforce CONNECTIONS
Las Vegas, Nevada

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the workforce CONNECTIONS (the Organization) as of and for the year ended June 30, 2013, and the related notes to the financial statements, which collectively comprise the Organization's basic financial statements as listed in the table of contents, and have issued our report thereon dated January 30, 2014.

Internal Control over Financial Reporting. In planning and performing our audit of the basic financial statements, we considered the Organization's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the basic financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies; and therefore, material weaknesses or significant deficiencies may exist that have not been identified. However, as discussed below, we identified certain deficiencies in internal control that we consider to be material weaknesses.

A *deficiency* in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Organization's basic financial statements will not be prevented, or detected and corrected on a timely basis. We consider the deficiencies described in the accompanying schedule of findings and questioned costs as items 2013 - 001 and 2013 - 002, to be material weaknesses.

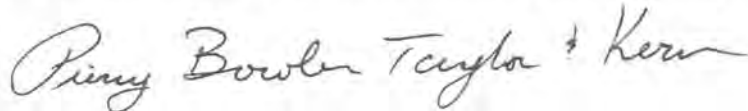
Compliance and Other Matters. As part of obtaining reasonable assurance about whether the Organization's basic financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of basic financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

The Organization's Responses to Findings. The Organization's responses to the findings identified in our audit are described in the accompanying schedule of findings and questioned costs. The Organization's

responses were not subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we express no opinion on them.

We noted certain matters that we reported to management of the Organization in a separate letter dated January 30, 2014.

Purpose of this Report. The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in cursive script that reads "Piny Bowler Taylor & Kern". The signature is written in dark ink and is positioned above the typed name and date.

Las Vegas, Nevada
January 30, 2014

**Single Audit
and
Accompanying Information**

P B T K

PIERCY BOWLER
TAYLOR & KERN

Certified Public Accountants
Business Advisors

**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE WITH
REQUIREMENTS THAT COULD HAVE A DIRECT AND MATERIAL
EFFECT ON EACH MAJOR PROGRAM AND ON INTERNAL CONTROL
OVER COMPLIANCE IN ACCORDANCE WITH OMB CIRCULAR A-133
AND SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**

Board of Directors
workforce CONNECTIONS
Las Vegas, Nevada

We have audited the compliance of *workforce* CONNECTIONS (the Organization) with the types of compliance requirements described in the Office of Management and Budget (OMB) *Circular A-133 Compliance Supplement* that could have a direct and material effect on the Organization's major federal program for the year ended June 30, 2013. The Organization's major federal program is identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility. The Organization's management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

Auditors' Responsibility. Our responsibility is to express an opinion on compliance for the Organization's major federal program based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Organization's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for the major federal program. However, our audit does not provide a legal determination of the Organization's compliance.

Opinion on Major Federal Program. In our opinion, the Organization complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on the Organization's major federal program for the year ended June 30, 2013.

Other Matters. The results of our auditing procedures disclosed instances of noncompliance, which are required to be reported in accordance with OMB Circular A-133 and which are described in the accompanying schedule of findings and questioned costs as items 2013 - 003 through 2013 - 005. Our opinion on the major federal program is not modified with respect to these matters.

The Organization's responses to the findings identified in our audit are described in the accompanying schedule of findings and questioned costs. The Organization's responses were not subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we express no opinion on them.

Report on Internal Control Over Compliance. The Organization's management is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to

above. In planning and performing our audit of compliance, we considered the Organization's internal control over compliance with the types of requirements that could have a direct and material effect on the major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for the major federal program and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control over compliance.

A *deficiency* in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness* in internal control over compliance is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies; and therefore, material weaknesses or significant deficiencies may exist that have not been identified. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, we identified certain deficiencies in internal control over compliance, as described in the accompanying schedule of findings and questioned costs as items 2013 - 003 through 2013 - 005 that we consider to be significant deficiencies.

The Organization's responses to the internal control over compliance findings identified in our audit are described in the accompanying schedule of findings and questioned costs. The Organization's responses were not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the responses.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of OMB Circular A-133. Accordingly, this report is not suitable for any other purpose.

Report on Schedule of Expenditures of Federal Awards Required by OMB Circular A-133. We have audited the financial statements of the Organization as of and for the year ended June 30, 2013, and the related notes to the financial statements, which collectively comprise the Organization's basic financial statements. We issued our report thereon dated January 30, 2014, which contained an unmodified opinion on those basic financial statements. Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by OMB Circular A-133 and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.



Las Vegas, Nevada
January 30, 2014

workforce CONNECTIONS

**Schedule of Expenditures of Federal Awards
For the Fiscal Year Ended June 30, 2013**

<u>Federal Grantor/Pass-through Grantor/Program Title</u>	<u>Federal CFDA Number</u>	<u>Pass-through Entity Identifying Number(s)</u>	<u>Expenditures</u>
Expenditures passed through to subrecipients (reported on the cash basis)			
United States Department of Labor, Employment and Training Administration			
YouthBuild	17.274	YB-21884-11-60-A-32, YB-24714-13-60-A-32	\$ 82,403
Passed through State of Nevada, Department of Employment, Training and Rehabilitation, Employment Security Division, Workforce Investment Support Services Unit			
Program of Competitive Grants for Worker Training and Placement in High Growth and Emerging Industry Sectors, ARRA **	17.275	PY10-SESP-02, PY12-WFC-HIT	95,888
WIA Cluster	*		
WIA Adult Program	17.258	PY11-A-02, PY12-A-02	6,738,334
WIA Youth Activities	17.259	PY10-Y-02, PY11-Y-02, PY12-Y-02	4,952,861
WIA Dislocated Workers	17.278	PY11-DW-02, PY12-DW-02, PY11-DW-RR-02 PY12-DW-RR-02 PY12-DW-RR-02a	3,350,692
WIA Governor's Reserve Incentive Awards			
WIA Adult Program, WIA Youth Activities, WIA Dislocated Workers	17.258 17.259 17.260	PY11-GR(10)-I-02	56,963
Total United States Department of Labor, Employment and Training Administration			15,277,141
United States Department of the Interior, Fish and Wildlife Service			
Fish and Wildlife Management Assistance	15.608	84550-B-J006	14,301
Total United States Department of the Interior, Fish and Wildlife Service			14,301

* A "major" program

** American Recovery and Reinvestment Act of 2009

workforce CONNECTIONS

**Schedule of Expenditures of Federal Awards
For the Fiscal Year Ended June 30, 2013
(Continued)**

<u>Federal Grantor/Pass-through Grantor/Program Title</u>	<u>Federal CFDA Number</u>	<u>Pass-through Entity Identifying Number(s)</u>	<u>Expenditures</u>
All other expenditures (reported on the accrual basis)			
United States Department of Labor, Employment and Training Administration			
YouthBuild	17.274	YB-21884-11-60-A-32, YB-24714-13-60-A-32	382,511
Passed through State of Nevada, Department of Employment, Training and Rehabilitation, Employment Security Division, Workforce Investment Support Services Unit			
Program of Competitive Grants for Worker Training and Placement in High Growth and Emerging Industry Sectors, ARRA **	17.275	PY10-SESP-02, PY12-WFC-HIT	1,031,613
WIA Cluster (continued)	*		
WIA Adult Program	17.258	PY11-A-02, PY12-A-02	2,057,897
WIA Youth Activities	17.259	PY11-Y-02, PY12-Y-02	1,929,238
WIA Dislocated Workers	17.278	PY11-DW-02, PY12-DW-02, PY11-DW-RR-02 PY12-DW-RR-02 PY12-DW-RR-02a PY11-Layoff Aversion-02, PY12-Lavoff Aversion-02	2,246,135
WIA Governor's Reserve Incentive Awards			
WIA Adult Program, WIA Youth Activities, WIA Dislocated Workers	17.258 17.259 17.260	PY11-GR(10)-1-02	302
Total United States Department of Labor, Employment and Training Administration			7,647,696

* A "major" program

** American Recovery and Reinvestment Act of 2009

(Continued)

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**Schedule of Expenditures of Federal Awards
For the Fiscal Year Ended June 30, 2013
(Continued)**

<u>Federal Grantor/Pass-through Grantor/Program Title</u>	<u>Federal CFDA Number</u>	<u>Pass-through Entity Identifying Number(s)</u>	<u>Expenditures</u>
All other expenditures (reported on the accrual basis) (continued)			
Corporation for National and Community Service			
Americorps	94.006	10NDHMA0030096	21,471
Total Corporation for National and Community Service			21,471
United States Department of Justice, Office of Justice Programs, Bureau of Justice Assistance			
Second Chance Act Prisoner Reentry Initiative	16.812	2010-RV-BX-0007	107,421
Total United States Department of Justice, Office of Justice Programs, Bureau of Justice Assistance			107,421
United States Department of Health and Human Services, Health Resources and Services Administration			
Passed through State of Nevada, Department of Employment, Training and Rehabilitation, Employment Security Division, Workforce Investment Support Services Unit			
Affordable Care Act (ACA) State Health Care Workforce Development Grants	93.509	PY10-Workforce Connections-HRSA	4,678
Total United States Department of Health and Human Services, Health Resources and Services Administration			4,678
Total Expenditures			\$ 23,072,708

* A "major" program

** American Recovery and Reinvestment Act of 2009

workforce CONNECTIONS

**Notes to Schedule of Expenditures of Federal Awards
For the Fiscal Year Ended June 30, 2013**

Note 1. Reporting Entity

The accompanying supplementary schedule of expenditures of federal awards presents the activity of all federal financial assistance programs of *workforce* CONNECTIONS (the Organization). The reporting entity is defined in Note 1 to the basic financial statements. The schedule includes all expended federal financial assistance received directly from federal agencies as well as passed through other government agencies.

Note 2. Basis of Presentation

The accompanying schedule of expenditures of federal awards includes the federal grant activity of the Organization. Expenditures passed through to subrecipients are presented on the cash basis of accounting and all other expenditures are presented on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of U.S. Office of Management and Budget (OMB) Circular A-133, *Audits of States, Local Governments and Non-Profit Organizations*. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the basic financial statements.

Note 3. Subrecipients

During the year ended June 30, 2013, the following awards (including amendments) were given to subrecipients:

<u>Subrecipient</u>	<u>Award</u>
Workforce Investment Act, Title I (CFDA Numbers 17.258, 17.259, 17.278)	
Bridge Counseling Associates	\$ 1,100,000
Easter Seals of Nevada	800,000
Foundation for an Independent Tomorrow	3,400,000
GNJ Family Life Center	2,280,000
Goodwill Industries of Southern Nevada	2,100,000
HELP of Southern Nevada	1,456,933
Latin Chamber of Commerce Community Foundation	2,464,553
Lincoln County School District	200,000
Nevada Hospital Association	1,300,000
Nevada Partners, Inc.	3,516,119
Nye Communities Coalition	1,160,531
Olive Crest	500,000
Southern Nevada Children First	403,231
Southern Nevada Regional Housing Authority	1,300,000
Youth Advocate Programs	300,000
	<u>\$ 22,281,367</u>

workforce CONNECTIONS

**Schedule of Findings and Questioned Costs
For the Fiscal Year Ended June 30, 2013**

Section I - Summary of Auditors' Results:

Financial Statements:

Type of auditors' report issued:

Internal control over financial reporting: Unqualified

Material weaknesses identified? Yes

Significant deficiencies identified that are not considered to be material weaknesses? No

Noncompliance material to financial statements? No

Federal Awards:

Internal control over major programs: Unqualified

Material weaknesses identified? No

Significant deficiencies identified that are not considered to be material weaknesses? Yes

Type of auditors' report issued on compliance for major programs:

Any audit findings disclosed that are required to be reported in accordance with Circular A-133, Section .510(a)? Yes

Identification of major programs:

CFDA Number: 17.258, 17.259, 17.278

Name of Federal Program or Cluster: United States Department of Labor, Employment and Training Administration:

WIA cluster: WIA Adult Program, WIA Youth Activities, WIA Dislocated Workers

Dollar threshold used to distinguish between Type A and Type B programs: \$692,181

Auditee qualified as low-risk auditee? No

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**Schedule of Findings and Questioned Costs (Continued)
For the Fiscal Year Ended June 30, 2013**

Section II – Findings relating to the financial statements, which are required to be reported in accordance with auditing standards generally accepted in the United States and *Government Auditing Standards*:

2013-001

Criteria:	Controls are designed and performed to provide effective oversight and monitoring of policies and procedures to provide reasonable assurance that lease contracts are reviewed for tenant improvement allowances and appropriate interperiod allocation of rent expenses.
Condition:	During the year, the Organization entered into a long-term building lease agreement. Management's initial review of a long term building lease entered into during the year did not identify and account for the cash lease incentives received by the landlord for tenant improvements, the reconciliation of the related escrowed cash account, the accrual of construction costs, and the interperiod allocation of rents in accordance with generally accepted accounting principles.
Effect:	Reasonable assurance that lease transactions are accurately recognized and financial statements are free of material errors cannot be readily attained. As a result, two significant audit adjustments were necessary to record restricted cash held in escrow and the effects of inappropriate interperiod allocation of rent expense.
Cause:	Ineffective oversight and monitoring of policies and procedures designed to provide reasonable assurance that the transactions are appropriately recognized and financial statements, free of material errors.
Recommendation:	Management should effectively monitor compliance with those policies and procedures designed to ensure that lease transactions are appropriately recognized and financial statements are free of material errors.
Management's response:	Management informed us that it will ensure that all future lease transactions will be vetted with fiscal staff for proper accounting treatment in the financial records.

**Schedule of Findings and Questioned Costs (Continued)
For the Fiscal Year Ended June 30, 2013**

Section II – Findings relating to the financial statements, which are required to be reported in accordance with auditing standards generally accepted in the United States and *Government Auditing Standards* (continued):

2013-002

Criteria:	Controls shall be designed and performed to provide reasonable assurance that cutoff procedures are documented and used to ensure that transactions and accruals of subrecipient cash advances are recorded properly at year end.
Condition:	Proper evaluation was not performed by the finance department to determine that accrual of subrecipient cash advances were complete and accurate.
Effect:	Reasonable assurance that year-end accruals of subrecipient cash advances are appropriately recognized and financial statements are free of material errors cannot be readily attained. As a result, significant audit adjustments were necessary to record year-end accruals of subrecipient cash advances.
Cause:	Ineffective oversight and monitoring of policies and procedures designed to provide reasonable assurance that year-end accruals of subrecipient cash advances are appropriately recognized and financial statements are free of material errors.
Recommendation:	Management should effectively monitor compliance with those policies and procedures designed to ensure that year-end accruals of subrecipient cash advances are appropriately recognized and financial statements are free of material errors.
Management's response:	Management informed us that fiscal staff will analyze all detailed accounts payable for amounts due to subrecipients at year end prior to making final entries for advanced funds. Also, a process to properly balance accounts receivable from subrecipients to deferred revenues for subrecipients will be done at year end when all final journal entries have been posted.

*workforce*CONNECTIONS

**Schedule of Findings and Questioned Costs (Continued)
For the Fiscal Year Ended June 30, 2013**

Section III – Findings and questioned costs for federal awards, including audit findings as defined in Circular A-133 Section .510(a)

2013-003

Program:	U.S. Department of Labor, Employment and Training Administration: WIA cluster: WIA Adult Program, WIA Youth Activities, WIA Dislocated Workers. CFDA # 17.258, 17.259, 17.260.
Specific requirements:	Property records shall contain a description (including serial number or other identification number), source, who holds title, acquisition date and cost, percentage of Federal participation in the cost, location, condition, and disposition data. Policies and procedures shall be in place for responsibilities of record keeping and authorities for disposition.
Condition and context:	During our physical inventory of capital assets, we noted that, of the 89 items we observed, 20 could not be found at the location indicated on the capital asset listing and one item had the incorrect quantity of software licenses.
Questioned costs:	None.
Effect:	Reasonable assurance that capital asset records are complete and accurate cannot readily be attained.
Cause:	Failure to adopt, effectively implement and monitor compliance with policies and procedures designed to provide reasonable assurance that capital asset records are accurately maintained.
Recommendation:	We recommend that management implement and monitor compliance policies designed to provide reasonable assurance that capital asset records are accurately maintained.
Management's response:	Management informed us that fiscal staff will thoroughly identify and tag all items on the asset list prior to the next fiscal year end. Also, a disposal list will be sent to the State of Nevada for approval of obsolete and damaged equipment. Any items approved for disposal, but still usable, will be offered to the grantor.

*workforce*CONNECTIONS

**Schedule of Findings and Questioned Costs (Continued)
For the Fiscal Year Ended June 30, 2013**

Section III – Findings and questioned costs for federal awards, including audit findings as defined in Circular A-133 Section .510(a) (continued):

2013-004

Program: U.S. Department of Labor, Employment and Training Administration:
WIA cluster: WIA Adult Program, WIA Youth Activities, WIA Dislocated Workers. CFDA # 17.258, 17.259, 17.260.

Specific requirements: OMB Circular A-87, Attachment B, Paragraph 8h:
(5) Personnel activity reports or equivalent documentation must meet the following standards:
(a) They must reflect an after-the-fact distribution of the actual activity of each employee.

Condition and context: Of the four monthly payroll cost allocation worksheets examined, we noted one worksheet for June 2013 which reallocated hours from one federal award to another without sufficient documentation to support the allocation. As a result, an audit adjustment was necessary to record the effects of management's original reallocation of hours.

Questioned costs: None.

Effect: Reasonable assurance that payroll cost allocations are complete and accurate cannot readily be attained.

Cause: Ineffective oversight and monitoring of policies and procedures designed to provide reasonable assurance that payroll cost allocations are complete and accurate.

Recommendation: We recommend that management effectively monitor compliance with existing policies designed to provide reasonable assurance that payroll cost allocations are complete and accurate as required by OMB Circular A-87.

Management's response: Management informed us that time entered will continue to be based on actual hours worked. In a future case where a time entry mistake has occurred, proper documentation will be obtained prior to making any time card adjustments.

*workforce*CONNECTIONS

**Schedule of Findings and Questioned Costs (Continued)
For the Fiscal Year Ended June 30, 2013**

Section III – Findings and questioned costs for federal awards, including audit findings as defined in Circular A-133 Section .510(a) (continued):

2013-005

Program:	U.S. Department of Labor, Employment and Training Administration: WIA cluster: WIA Adult Program, WIA Youth Activities, WIA Dislocated Workers. CFDA # 17.258, 17.259, 17.260.
Specific requirements:	Automated participant system used in calculating income based eligibility determinations shall be accurate.
Condition and context:	For those who did not meet the low-income threshold, of the three youth participant files examined, the income determinations for two were not properly documented in the system.
Questioned costs:	None.
Effect:	Reasonable assurance that the low-income determination for youth participants cannot readily be attained.
Cause:	Failure to adopt, effectively implement and monitor compliance with policies and procedures designed to provide reasonable assurance that required participant income determination is documented in the automated participant system is complete and accurate.
Recommendation:	We recommend that management implement and monitor compliance policies designed to provide reasonable assurance that required participant eligibility documentation in the automated participant system is complete and accurate.
Management's response:	Management informed us that all future instances of approval request for exceptions to the low income youth eligibility criteria will continue to be approved by the Executive Director. Once approval is given, case managers can proceed forward with the participant enrollment process. The final step of adjusting the income record in NV Trak will be completed by both program and IT staff.

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**Schedule of Prior Findings and Questioned Costs
For the Fiscal Year Ended June 30, 2012**

**Section III – Findings and questioned costs for federal awards, including audit findings as defined in Circular A-133
Section .510(a):**

2012-001

Program:	U.S. Department of Labor, Employment and Training Administration: WIA cluster: WIA Adult Program, WIA Youth Activities, WIA Dislocated Workers. CFDA # 17.258, 17.259, 17.278. Program of Competitive Grants for Worker Training and Placement in High Growth and Emerging Industry Sectors, ARRA*. CFDA # 17.275. YouthBuild. CFDA # 17.274.
Specific requirements:	When federal grants are funded in advance, rather than on a reimbursement basis, recipients shall minimize the time elapsing between the receipt of federal grant funds and disbursement of such funds for their approved purpose.
Condition and context:	Of the 20 requests for grant funds examined, the time elapsed between receipt of drawdown requests and disbursement of subrecipient reimbursement requests has been inconsistent. From the period of July 2011 through December 2011, the time elapsed was from 1 to 90 days. From the time period of January 2012 to June 2012, the time elapsed improved to from one to nine days.
Questioned costs:	None noted.
Effect:	Reasonable assurance that the time elapsing between the receipt of federal grant funds and disbursement of such funds for their approved purpose is minimized cannot readily be attained.
Cause:	Failure to effectively implement and monitor compliance with policies and procedures designed to provide reasonable assurance that the time elapsing between the receipt of federal grant funds and disbursement of such funds for their approved purpose is minimized.
Current status:	No significant exceptions were noted in the current year's audit procedures, and therefore, this finding appears to have been corrected.

* American Recovery and Reinvestment Act of 2009

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**Schedule of Prior Findings and Questioned Costs (Continued)
For the Fiscal Year Ended June 30, 2012**

Section III – Findings and questioned costs for federal awards, including audit findings as defined in Circular A-133
Section .510(a) (continued):

2012-002

Program:	U.S. Department of Labor, Employment and Training Administration: WIA cluster: WIA Adult Program, WIA Youth Activities, WIA Dislocated Workers. CFDA # 17.258, 17.259, 17.278. YouthBuild. CFDA # 17.274.
Specific requirements:	Requests for funds shall be complete, accurate and agree to supporting documentation. Independent review of requests for funds shall be performed to assure accuracy, completeness of data and information included therein, and agreement to supporting documentation.
Condition and context:	In examining a sample of 22 requests for grant funds, we noted that eight WIA Cluster and two YouthBuild requests did not exhibit evidence of independent review for accuracy and completeness.
Questioned costs:	Not applicable.
Effect:	Reasonable assurance that requests for funds were reviewed for accuracy and completeness cannot readily be attained.
Cause:	Failure to effectively implement and monitor compliance with policies and procedures designed to provide reasonable assurance that requests for funds are complete, accurate and agree to supporting documentation.
Current status:	No significant exceptions were noted in the current year's audit procedures, and therefore, this finding appears to have been corrected.

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**Schedule of Prior Findings and Questioned Costs (Continued)
For the Fiscal Year Ended June 30, 2012**

**Section III – Findings and questioned costs for federal awards, including audit findings as defined in Circular A-133
Section .510(a) (continued):**

2012-003

Program:	U.S. Department of Labor, Employment and Training Administration: WIA cluster: WIA Adult Program, WIA Youth Activities, WIA Dislocated Workers. CFDA # 17.258, 17.259, 17.278. Program of Competitive Grants for Worker Training and Placement in High Growth and Emerging Industry Sectors, ARRA*, CFDA # 17.275.
Specific requirements:	Documentation supporting program participant eligibility shall be accurate and retained.
Condition and context:	Of the 56 participant files selected for testing for the WIA cluster Graduate Advocate Program, two did not include the signature of a parent or guardian. Of the 77 participant files examined for the SESP Incumbent Worker Program, two contained improper identification where the participant's Application for a Nevada Driver's License was used to verify identity, one lacked evidence of selective service verification, and 15 contained inconsistent documentation of participant and staff signatures on forms.
Questioned costs:	Not applicable.
Effect:	Reasonable assurance of participant eligibility cannot readily be attained.
Cause:	Failure to adopt, effectively implement and monitor compliance with policies and procedures designed to provide reasonable assurance that required participant eligibility documentation is complete, accurate and retained.
Current status:	No significant exceptions were noted in the current year's audit procedures, and therefore, this finding appears to have been corrected.

* American Recovery and Reinvestment Act of 2009

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**Schedule of Prior Findings and Questioned Costs (Continued)
For the Fiscal Year Ended June 30, 2012**

**Section III – Findings and questioned costs for federal awards, including audit findings as defined in Circular A-133
Section .510(a) (continued):**

2012-004

Program:	U.S. Department of Labor, Employment and Training Administration: WIA cluster: WIA Adult Program, WIA Youth Activities, WIA Dislocated Workers. CFDA # 17.258, 17.259, 17.260. YouthBuild. CFDA # 17.274.
Specific requirements:	Property records shall contain a description (including serial number or other identification number), source, who holds title, acquisition date and cost, percentage of Federal participation in the cost, location, condition, and disposition data. Policies and procedures shall be in place for responsibilities of record keeping and authorities for disposition.
Condition and context:	During our physical inventory of capital assets, we noted that, of the 80 items we observed, nine were found in incorrect locations and two were disposed of in December 2010, but remained in the capital asset schedules.
Questioned costs:	Not applicable.
Effect:	Reasonable assurance that capital asset records are complete and accurate cannot readily be attained.
Cause:	Failure to adopt, effectively implement and monitor compliance with policies and procedures designed to provide reasonable assurance that capital asset records are accurately maintained.
Current status:	This condition still exists with regard to property records and is reported in the current year's schedule of findings and questioned costs as finding number 2013-003.

**WORKFORCE CONNECTIONS & ONE-STOP CAREER CENTER
PROFESSIONAL SERVICES CONTRACTS
As of 2/28/2014**

Contractor/Consultant Scope of Work Summary	Amount of Contract	Procurement Method & WISS/State Approval**	Renewal Status	Term of Contract
ALLIEDBARTON SECURITY SERVICES One-Stop Center & WC Administrative Offices Security Services	\$80,000.00	Competitive [State Procurement Process]	Based on performance, may be renewed	7/1/2013 to 6/30/2014
JOHN CHAMBERLIN ARRA/WIA Program/Fiscal Attorney Technical Assistance	\$20,000.00	Sole Source	Currently not being considered for renewal	4/1/2008 to 6/30/2014
Amendment #1 Procurement Technical Assistance & SNWA LEO Technical Assistance	\$15,000.00			
Amendment #2 Board & Staff Technical Assistance for Program Year 2012 Strategic Plan	\$10,000.00			
Amendment #3 Board Strategic Planning	\$20,000.00			
Amendment #4 Continuation of PY2013 Strategic Plan	\$1,000.00			
Amendment #5 Legal Status of New Workforce Federal PY2013 Legislation & "SKILLS ACT"	\$10,000.00			
COVERALL HEALTH BASED CLEANING SYSTEM SERVICES & SUPPLIES Cleaning & Maintenance of Administrative Offices & One-Stop Center	\$38,412.00	Competitive	Based on performance, may be considered for renewal	12/13/2013 to 12/13/2014

Contractor/Consultant Scope of Work Summary	Amount of Contract	Procurement Method & WISS/State Approval**	Renewal Status	Term of Contract
CST PROJECT CONSULTING Development of Responses to Clear PY2010 A-133 Audit findings Amendment #1 Development and Establishment of an Effective Cash Management System Amendment #2 Fiscal Technical Assistance for WC Cash Management System Amendment #3 Fiscal Technical Assistance	\$74,990.00 \$163,184.00 \$163,440.00 \$163,400.00	Sole Source	Based on performance, may be considered for award	9/15/2011 to 1/1/2015
LAURA DIEKEN Software Development	\$26,400.00	Competitive	Currently not being considered for renewal	8/7/2013 to 6/30/2014
GREG NEWTON ASSOCIATES One-Stop System Planning Training Amendment # 1 Partners One-Stop System Training Amendment #2 One-Stop Training for New Partners	\$25,200.00 \$8,400.00 \$10,000.00	Competitive	Based on performance, may be renewed	8/1/2012 to 6/30/2014
JANTEC Temporary Employment Services for Workforce Connections Temporary Employees Amendment# 1 Youth WEX Special discount Amendment# 2 Contract Renewal Amendment# 2 Contract Renewal	32.4% overhead cost	Competitive	Recently renewed	2/12/2011 to 2/12/2015

Contractor/Consultant Scope of Work Summary	Amount of Contract	Procurement Method & WISS/State Approval**	Renewal Status	Term of Contract
TAKA KAJIYAMA Software Development	\$62,400.00	Competitive	Currently not being considered for renewal	8/7/2013 to 6/30/2014
MACEY PRINCE CONSULTANTS Fiscal & Procurement Technical Assistance	\$5,000.00	Competitive	Based on performance, will be renewed	9/23/2011 to 6/30/2014
Amendment #1 Funded Partners & DETR Fiscal Training	\$20,000.00			
Amendment #2 Modification to hourly rate	No cost amendment			
Amendment #3 Development of Procurement Manual and Modifications and Revisions to Fiscal Policies and Procedures	\$25,000.00			
Amendment #4 Staff & Workforce Community RFP Training	\$20,000.00			
Amendment #5 Fiscal Aspects of High Risk Contracts & Procurement Manual	\$15,000.00			
MARQUIS AURBACH COFFING Board Legal Counsel	\$100-\$250/hr. (not to exceed \$100,000.00)	Sole Source	Legal Services RFP award pending approval	5/18/2009 to 1/25/2014
Second Contract & Amendment Board/WC Legal Counsel	\$100,000.00	Competitive		
New Contract Board/WC Legal Counsel	\$100,000.00	Competitive		1/31/2014 to 1/30/2015
MICHAEL MEADE One-Stop Website Copywriting Services	\$1,250.00	Competitive	Currently not being considered for renewal	1/2/2014 to 6/30/2014

Contractor/Consultant Scope of Work Summary	Amount of Contract	Procurement Method & WISS/State Approval**	Renewal Status	Term of Contract
PIERCY BOWLER TAYLOR & KERN A-133 AUDITING SERVICES–PY2010 Contract Extension A-133 AUDITING SERVICES for Program Year 2011 Amendment #1 A-133 AUDITING SERVICES for Program Year 2012 Amendment #2 Change in Amendment #1 Terms	\$219,296.67 \$75,724.00 \$75,724.00 No cost	Competitive	Based on performance, will be considered for renewal	9/15/2011 to 3/31/2014
PRISM GLOBAL MANAGEMENT GROUP HR Services Amendment #1 HR Services Amendment #2 HR Services Amendment #3 HR Services	\$40,000.00 \$27,000.00 \$8,000.00 \$82,000.00 per year (not to exceed \$164,000.00 for 2 years)	Competitive	Based on performance, may be considered for renewal	9/22/2011 to 9/30/2014
PUNAM MATHER Staff Leadership/Organizational Training	\$25,000.00	Competitive	Currently not being considered for renewal	11/1/2013 to 6/30/2014
RED 7 COMMUNICATIONS One-Stop and WC Out Reach Services	\$15,000.00	Competitive	Will be renewed	9/1/2013 to 2/28/2014
SIN CITY MAD MEN Web Development Services Amendment #1 Maintenance of WC Web Site Amendment #2 Maintenance of One-Stop Web Site Amendment #3 One-Stop Web Development	\$8,000.00 \$26,120.00 \$61,500.00 \$7,200.00	Competitive	Currently not being considered for renewal	11/5/2012 to 6/30/2014

Contractor/Consultant Scope of Work Summary	Amount of Contract	Procurement Method & WISS/State Approval**	Renewal Status	Term of Contract
STRATEGIC PROGRESS Research and Assistance in Grant Writing Amendment #1 Research and Assistance in Grant Writing	\$8,000.00 per grant (not to exceed \$24,000.00) No Cost	Competitive	Based on performance, may be considered for renewal	10/1/2012 to 10/31/2014
ANNIE V. WHITE, PHD Staff Team Building Training Amendment #1 Continuation of Staff Team Building	\$3,500.00 \$10,000.00	Competitive	Currently not being considered for renewal	4/5/2013 to 6/30/2014
WORKPLACE ESL SOLUTIONS Staff Training - Basic Office & Communications Skills Workshop Amendment #1 Staff Training-Basic Skills Monitoring Reports Amendment #2 Continuation of Improvement of Staff's Basic Writing Skills Amendment #3 Staff Writing Skills	\$2,000.00 \$5,000.00 \$10,000.00 \$5,000.00	Competitive	Currently not being considered for renewal	4/9/2013 to 6/30/2014

****All noted Professional Services contracts & the procurement process has been previously reviewed & approved by DETR and are in compliance with DETR's Policy 3.1 which states: Professional services with state prior authorization for the costs of outside professional services rendered by individuals or organizations are allowable. The procurement of noncompetitive proposals (sole source) may be used when the awarding agency (DETR) authorizes noncompetitive proposals; 29 CFR 97.36 (d)(4)(i)(c)**

Agenda Item 19. INFORMATION: Statewide WIA Allocation Update

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Statewide PY2013 WIA Formula Funds Allocation

Workforce Connections and NevadaWorks staff will work with DETR to gain a better understanding of the formulas used in the annual statewide allocation:

- 1) DETR needs to provide allocation worksheets for PY2008 through PY2012 to the local boards. This information will provide five years of historical data on the funding criteria and allocations.
- 2) DETR and the local boards will review data sources for each criteria used in the calculations. Detailed data tables need to be included in the annual allocation worksheet provided by DETR.
- 3) **Adult and Youth** criteria and data sources are established by the Department of Labor (DOL). These data tables need to be included in the allocation worksheet.


Note: At Workforce Connections' request, DETR made a correction to the Areas of Substantial Unemployment (ASU) formula that resulted in an additional \$102,000 for the South. In error, DETR had distributed all rural county data to the North when the three southern rural county's data should have been included in the South (Esmeralda, Lincoln, and Nye).

- 4) DOL has established six criteria for the Dislocated Worker allocation formula but they do not define the data sources that will be used by each state. The local boards need more information on how and why the data sources were chosen for the State of Nevada including why two of the six criteria (unemployment concentrations and declining industries) are not being used in the allocation. The criteria and data sources should place the resources where the employment and training work actually takes place, and meets the most workforce demands. Such local resources point of service will touch those most in need of services and assistance in both urban and rural areas.
- 5) Possible issues identified by Workforce Connections:
 - a) The Economically Disadvantaged Adult formula includes age group 73 and above. This age group is not included in DOL's definition of adult (age 22 to 72).
 - b) The percentages for Plant Closing and Mass Layoff and Farmer Rancher Economic Hardship seem to be weighted too high in the Dislocated Worker formula.
 - c) The Plant Closing and Mass Layoff formula in the allocation worksheet does not reflect that the South has received credit for the three rural counties (Esmeralda, Lincoln, and Nye).
 - d) The definition of Plant Closing and Mass Layoff criteria needs to be defined. It is unclear why businesses with 4 or 6 employees would qualify under this definition.

**Agenda Item 20. INFORMATION: One-Stop Center MOU and
Resource Sharing Agreement Requirements**

MEMORANDUM

TO: Southern Nevada Workforce Investment Area Chief Local Elected Officials
Members, Workforce Connections Board of Directors

FROM: Ardell Galbreth, Executive Director
Workforce Connections 

RE: One-Stop Center Memorandum of Understanding and Resource Sharing
Agreement Requirements

DATE: January 28, 2014

Please find enclosed the official reading regarding the One-Stop Center operation as it pertains to Consortium members and Workforce Connections staff responsibilities. The reading/language was submitted by Ms. Macey Prince-Swinson, a long time U.S. Department of Labor (DOL) grants and contract specialist as well as a current DOL contractor. The enclosed document highlights the responsibilities and requirements Workforce Connections has for overseeing and managing the Southern Nevada One-Stop Delivery System of which the One-Stop Center Consortium is a component. Please review the enclosed document and if you have any questions regarding its content, I will be happy to address.

Enclosure: Workforce Connections/Southern Nevada One-Stop Career Center and One-Stop Delivery System MOU and Resource Sharing Agreement, by Macey Prince-Swinson, dtd 01/01/2014

**Workforce Connections/Southern Nevada One-Stop Career Center
and
One-Stop Delivery System
Memorandum of Understanding (MOU) and Resource Sharing Agreement (RSA)
Requirements**

In accordance with the Workforce Investment Act (WIA), sec. 121(c), the local board, with the agreement of the chief elected official, shall develop and enter into a memorandum of understanding (between the local board and the one-stop partners) concerning the operation of the one-stop delivery system in the local area. Consistent with this section of the WIA Act, the southern Nevada Memorandum of Understanding (MOU) describes:

- the services that will be provided through the one-stop;
- how the services and operating costs of these services and operating costs of the system will be funded;
- methods for referral of individuals between the one-stop operator (the consortium) and the one-stop partners, for appropriate services and activities;
- the duration of the memorandum during the term of the memorandum; and
- any other provisions that are consistent with the requirements of the WIA Act and regulations that the partners have agreed upon

Workforce Connection as the managing partner of the Southern Nevada One-Stop Delivery System, is responsible for incurring and paying for all the shared cost of the One-Stop Career Center and One-Stop Delivery System when payments become due. Based upon the adopted budget, Workforce Connection is responsible for maintaining the documentation for the shared costs and notifying partners of their share of the cost as they are incurred. As the fiscal agent for the Southern Nevada One-Stop System, Workforce Connections and its partners of the One-Stop Career Center are responsible for maintaining all supporting documentation, as appropriate, related to the respective shared costs. Workforce Connections is also responsible for reconciling the approved shared cost budgets (per agreement with the One-Stop Career Center Consortium members) to actual shared costs, and for notifying each partner of their fair share of the actual costs. The reconciliation will reflect each partner's fair share of the actual costs.

In accordance with the U.S. Department of Labor, Employment and Training One-Stop Comprehensive Financial Management Technical Assistance Guide, dated July 2002; page 1-4-2; penultimate paragraph (RESOURCE SHARING METHODOLOGIES); last sentence; the

**Workforce Connections/Southern Nevada One-Stop Career Center
and
One-Stop Delivery System
Memorandum of Understanding (MOU) and Resource Sharing Agreement (RSA)
Requirements**

resources provided by each partner must be identified in the resource sharing agreement and must be in support of the shared costs of the One-Stop Center.

In summary, payments due for dedicated cost as well as cost of shared resources are to be reflected in the Memorandum of Understanding and the Resource Sharing Agreements, as appropriate.

X Macey Prince Swinson 1/8/14
Macey Prince Swinson
Grants and Contracts Specialist

MPS

**Agenda Item 21. DISCUSSION AND POSSIBLE ACTION: Executive
Director's Report ~ Ardell Galbreth**

Agenda Item 22. SECOND PUBLIC COMMENT:

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

Agenda Item 23. INFORMATION: Board Member Comments