

**REVISED**

**WORKFORCE CONNECTIONS  
LOCAL ELECTED OFFICIALS CONSORTIUM  
AGENDA**

**March 11, 2014  
1:00 p.m.**

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

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

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

City of Las Vegas, 495 S. Main, Las Vegas  
City of North Las Vegas, 2250 Las Vegas Blvd. N., North Las Vegas, NV  
Clark County 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](http://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](mailto: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](http://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.**

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

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

**AGENDA**

1. Call to order, confirmation of posting and roll call
2. **DISCUSSION AND POSSIBLE ACTION:** Approve the agenda with inclusions of any emergency items and deletion of any items..... 2
3. **FIRST PUBLIC COMMENT SESSION:** Members of the public may now comment on any matter posted on this Agenda, which is before this Board for consideration and action today. Please clearly state and spell your name and state your address for the record. Each public comment will be limited to three (3) minutes..... 4
4. **DISCUSSION AND POSSIBLE ACTION:** Approve the Minutes from the Local Elected Officials Consortium meeting of February 11, 2014 ..... 5
5. **DISCUSSION AND POSSIBLE ACTION:** Review, Discuss and Approve Workforce Connections’ policy related to oversight and sub-recipients high risk designation..... 11
6. **DISCUSSION AND POSSIBLE ACTION:** Review, Accept or Consider Modifying Chief Local Elected Official Consortium Agreement Two-Year Review ..... 12
7. **DISCUSSION AND POSSIBLE ACTION:** Review, Accept or Consider Modifying Agreement Between the Chief Local Elected Officials Consortium and the Southern Nevada Workforce Investment Board ..... 20
8. **DISCUSSION AND POSSIBLE ACTION:** Review, Discuss, Accept and Approve Reports ..... 27
  - a. PY2013 WIA Formula Budget July 1, 2013 through June 30, 2014 and Budget Narrative (No change since last report)..... 28
  - b. Budget vs. Actual Finance Report (Workforce Connections’ Operations) for the period July 1, 2013 through June 30, 2014 (Formula WIA) ..... 36
  - c. Awards & Expenditures Report - (Compliance and Operational Status of Service Providers/Funded Partners – Monthly Update ..... 38
  - d. Funding Plans - Adult/Dislocated Worker and Youth – Monthly Update ..... 41
  - e. PBTK Audit – PY2012 (Year Ended June 30, 2013)..... 43
  - f. Workforce Connections’ Standing Professional Services Contracts – Monthly Update ..... 96
9. **DISCUSSION AND POSSIBLE ACTION:** Executive Director’s Report ~ Ardell Galbreth..... 101

- 10. **SECOND PUBLIC COMMENT SESSION**: Members of the public may now comment on any matter or topic, which is relevant to or within the authority or jurisdiction of the Board. 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..... 104
- 11. **INFORMATION**: LEO Consortium Member Comments..... 105
- 12. **ACTION**: Adjournment

**Agenda Item 3. FIRST PUBLIC COMMENT:**

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

**Agenda Item 4. DISCUSSION AND POSSIBLE ACTION:** Approve  
the Minutes from the Local Elected Officials  
Consortium meeting of February 11, 2014

**WORKFORCE CONNECTIONS  
LOCAL ELECTED OFFICIALS CONSORTIUM  
MINUTES**

**February 11, 2014**

**1:00 p.m.**

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

**Members Present**

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

**Members Absent**

Commissioner Ralph Keyes

**Staff Present**

Ardell Galbreth  
Heather DeSart  
Jim Kostecki  
Brett Miller

Kenadie Cobbin-Richardson  
Suzanne Potter  
Carol Turner

**Others Present**

Mark Wood, Legal Counsel  
Earl McDowell, DETR  
Dr. Tiffany Tyler, Nevada Partners, Inc.  
Asha Jones, Senator Harry Reid's Office  
Tom Wilson, Clark County

Nield Montgomery, The Learning Center  
Linda Montgomery, The Learning Center  
Michael Oh, City of Henderson  
Anthony Manor, Clark County

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

The meeting was called to order by Chair Commissioner Lawrence Weekly at 1:09 p.m. Staff confirmed the meeting had been properly noticed and posted in accordance with the Nevada Open Meeting Law. Roll call was taken and a quorum was present.

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

*A motion was made to approve the agenda as presented by Councilwoman Anita Wood and seconded by Councilwoman Peggy Leavitt. Motion carried.*

**3. FIRST PUBLIC COMMENT SESSION: None**

**4. DISCUSSION AND POSSIBLE ACTION: Approve the Minutes from the Local Elected Officials Consortium Meeting of December 10, 2013**

*A motion was made to approve the Minutes of the Local Elected Officials Consortium Meeting December 10, 2013 by Councilwoman Peggy Leavitt and seconded by Commissioner Butch Borasky. Motion carried.*

**5. DISCUSSION AND POSSIBLE ACTION: Approve the reappointment of Sonja Holloway, Sierra Nevada Job Corp Center to the Workforce Connections Board representing "Required One-Stop Partner" category for a two-year term beginning April 1, 2014 and expiring March 31, 2016.**

*A motion was made to approve the reappointment of Sonja Holloway, Sierra Nevada Job Corp Center to the Workforce Connections Board representing "Required One-Stop Partner" category for a two-year term beginning April 1, 2014, expiring March 31, 2016 by Councilwoman Peggy Leavitt, and seconded by Commissioner Butch Borasky. Motion carried.*

**6. INFORMATION: Review, Accept or Consider Modifying Chief Local Elected Official Consortium Agreement two-Year Review**

Commissioner Weekly stated the item is a requirement every two years. Mr. Galbreth read a portion of item 8.D.viii. On page 21 of the agenda packet, "A mandatory review of the liability formula and the underlying factors upon which the calculations are based will be performed every two years..." WC staff has brought this agenda item to the attention of the LEOs for review and consideration.

Councilman Bob Beers stated he did not receive this in time for his legal counsel to review.

*A motion was made to Abet until the next Local Elected Officials meeting by Councilman Bob Beers and seconded by Councilwoman Gerri Schroder. Motion carried.*

**7. INFORMATION: Review, Accept or Consider Modifying Agreement Between Chief Local Elected Officials Consortium and the Southern Nevada Workforce Investment Board**

*A motion was made to Abet until next Local Elected Officials meeting by Councilman Bob Beers and seconded Councilwoman Anita Woods. Motion Carried.*

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

Commissioner Lawrence Weekly requested the pleasure of the committee. Determined by the committee to review, discuss, accept, and approve the reports all together. Commissioner Weekly read the agenda items into the record.

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

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

Mr. Kostecki clarified the reallocation of \$15,000 for procurement training through a US DOL training consultant on cash management, procurement, contracts, and RFPs training.

*A motion was made to approve agenda item 8.a.i. of the report as presented by staff by Councilman Bob Beers and seconded by Commissioner Butch Borasky. 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.

Mr. Kostecki clarified the moving of the Business Services' function from the WC Operations to the One-Stop System and funds to support three existing Business Services position and filling two additional Business Services positions (noted on page 41 – 44 of the agenda packet).

Councilman Bob Beers queried the significant increase in the number of applicants on page 41 of the agenda packet. Kenadie Cobbin-Richardson indicated this was due to the Super Hiring Event that took place in October, and the decrease in December due to holiday and vacation. Councilman Bob Beers requested the Business Services graph (Business Services Numbers at a Glance) on page 41 continue on an on-going basis.

*A motion was made to approve agenda item 8.a.ii. of the report as presented by staff by Commissioner Butch Borasky and seconded by Commissioner Lawrence Weekly. 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

Mr. Kostecki clarified the reallocation of \$7,200 to support an inadequate queuing system at the One-Stop Career Center that would be compatible with the NVTrac Data System to provide adequate reporting of data.

*A motion was made to approve agenda item 8.a.iii. of the report as presented by staff by Councilwoman Anita Wood and seconded by Commissioner Butch Borasky. Motion Carried.*

- b. **Budget vs. Actual Finance Report (Workforce Connections' Operations) for the period July 1, 2013 through June 30, 2014 (Formula WIA)**

Mr. Kostecki presented the Budget vs. Actual Finance Report (Workforce Connections' Operations) for the period July 1, 2013 through June 30, 2014 (Formula WIA) for the month of October on page 45, and indicated there is a Budget to Actual Variances summary on page 46 that would address the highlighted areas.

Councilman Bob Beers stated on the rent item, the system that accountants address when given incentives for a lease, comes down to a periodic adjustment for that benefit over the course of the lease. How often is staff making that adjustment? Mr. Kostecki responded that it is an annual adjustment and through the operating books (GASB entry). Discussion ensued.

*A motion was made to approve agenda item 8.b. of the report as presented by staff by Councilman Bob Beers and seconded by Councilwoman Peggy Leavitt. Motion Carried.*

- c. **Awards & Expenditures Report – Compliance and Operational Status of Service Providers/Funded Partners**

Mr. Kostecki presented the Awards & Expenditure Report for the Adult, Dislocated, and Youth on pages 47-49 of the agenda packet for invoicing through November. He further reported that there are no pink papers or high risk at this time.

*A motion was made to approve agenda item 8.c. of the report as presented by staff by Commissioner Butch Borasky and seconded by Commissioner Lawrence Weekly. Motion Carried.*

- d. **Adult, Dislocated Worker, and Youth Funding Plans**

Carol Turner presented and reviewed the Adult, Dislocated, and Youth Funding Plan. PY2013 Additional Re-Entry Funds – Department of Corrections, Commissioner Weekly queried what the expectations are as it related to those services.

Heather DeSart responded WC is working with both the men's and women's prison, asking that the women's prison submit a scope to dictate what their needs are i.e., barriers, challenges, wraparound services – internally/externally. Commissioner Weekly suggested that WC staff speak directly with the inmates (especially with the women's prisons), as to what their needs are to transition back into society. Ms. DeSart stated that she and Mr. Galbreth have a meeting with at both prisons on Friday, and will broach the subject of speaking with the inmates directly. Regarding the pre-release issues, the upcoming



RFP will address, targeting individuals set for release within the next 6-months. The partnership in this RFP is with the Department of Corrections, which has never occurred on the front end, whereby the providers will work within the facilities under the influence of the Department of Corrections.

Ms. Turner stated projected funds in an amount of \$2,800,000 has been set aside for the first quarter obligations for PY2014 in the event of a sequestration that should allow WC to not be impacted if there is a reduction DOL funding.

Commissioner Weekly expressed his appreciation to the staff in Business Services that are proactive in their efforts, and ensuring there are adequate people trained for the needs of the businesses.

Councilwoman Gerri Schroder disclosed her affiliation (board member) with the Urban League. Because these are only reports to be accepted, Councilwoman Schroder will vote.

*A motion was made to approve agenda item 8.d. of the report as presented by staff by Councilman Bob Beers and seconded by Councilwoman Anita Wood. Motion Carried.*

**e. Workforce Connections' Standing Professional Services Contracts**

Mr. Kostecki reported a column has been added to the report for renewal status as requested from the last Local Elected Official meeting.

Councilman Beers queried at what point are old contracts dropped from the report with Mr. Kostecki responding when the final year of the RFP procurement is exhausted.

*A motion was made to approve the Workforce Connections Standing Professional Services Contracts as presented by staff by Councilman Bob Beers and seconded by Councilwoman Anita Wood. Motion carried.*

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

Ardell Galbreth presented the Executive Director's Report provided on page 58 of the agenda packet. Mr. Galbreth focused on the failed Youth Literacy/Numeracy Performance Measures. Mr. Galbreth reported at the last LEO meeting that WC failed the Youth Literacy/Numeracy performance measure at 28%. WC made a conscious decision to serve populations hardest to serve, including youth with disabilities and foster youth. Mr. Galbreth stated that after the data validation, information, and background support indicated *WC did not fail*. Mr. Galbreth is in coordination with the DETR and the US Department of Labor to have the report corrected. WC NVTrac data system does not translate to DETRs data system and onto the USDOL. WC not only met the performance measure, but also exceeded the performance measure.

Councilman Beers commented for consideration, Commissioner Weekly's organization has a robust system, tracking children in Foster Care and may be possible to integrate information from the existing Foster Care data system that would assist us in achieving this goal. Mr. Galbreth stated it has not, and will consider the recommendation.

Councilwoman Schroder queried the NAWB conference and reported that the National League of Cities Conference would be a conflict if the dates are the same.

**10. SECOND PUBLIC COMMENT SESSION: None**

**11. INFORMATION: LEO Consortium Member Comments**

Commissioner Borasky ~

- Wildlife preservation battle with the Federal Government, Senator Reid, and Senator Heller regarding the Sage Grouse issue that in his opinion is unwarranted.
- Passed Resolutions to support the Clark County on the tortoise, and Elko County on the raven.
- Councilman Beers queried if there has been any attempt to modify the impact on employment visa-vie the Sage Hand controversy. Commissioner Borasky responded he has not conducted a study; however, Assemblyman for State has conducted a study. Councilman Beers stated this bear's significance importance in watching, as it will affect three of the four counties that quite possibly would have a serious employment impact.

Councilwoman Leavitt ~

- Preparing for I-11 Highway issue to see how that will impact the community.
- Happy that see WC is partnering with St. Jude's

Councilwoman Wood ~

- Queried if WC received an MOU from DETR regarding the One-Stop Career Center? Ardell responded that a draft was received with plans to present it to the Board this month
- Councilwoman Wood was unable to make the Grand Opening of Golden Corral, but has gone there on off occasions noting, "I have never seen so many people in one building..." Councilman Wood expressed she looks forward to the Golden Corral expanding into the other jurisdictions.

Mark Wood ~

- Annually there is a rotation for Legal Counsel representing this Board. After this meeting, the City of Las Vegas will have the opportunity to represent the Local Elected Officials.

Commissioner Katschke ~

- As a reference to the Sage Grouse, for the Rurals, estimates \$1,000 per acre is lost in revenue to the county.
- Commissioner Katschke queried when we look at the Rural and Lincoln County School District having an award of \$100,000 that expires September 30, 2014, and they have only spent \$11,000, can we find out why they have not spent their money and why they are not using this money? Heather DeSart responded that staff keeps track of the expenditures, and know that historically the rural counties have a difficult time spending then the urban counties. Ms. DeSart will work with Jeannie Kuennen to make that change.

Councilman Beers ~

- Toured Johnson Middle School pioneering a new system in the school for the 6<sup>th</sup> graders. Through 3D glasses, they were looking at a projection screen going through various anatomical parts of bodies, a motor that he was able to call up, rotate in 3 dimensions, and hit the explode button for all the parts to come off. In the next room, the students were watching a short video on robotics. In the back of the classroom was a 3D printer and monitor (for the teachers to observe), in the process of creating a 3-dimensional item that a student had made (model of a piston). Johnson and Bridger have a grant, with a controlled class within the 6<sup>th</sup> grade for instant feedback on the efficiency of the method, and at the end of the year, will have the longitudinal data started. It is essentially an on-line math study with the teachers monitoring those that require additional assistance for those students not understanding the concept. Impressive!

Councilwoman Schroder ~

- Governor Sandoval has visited the City of Henderson on several occasions.
  - Groundbreaking of Nevada State College
  - Barclaycard ribbon cutting, once built out they will be hiring approximately 1,000 people (housed in the old Zappos property). WC will reach out to Barclaycard.
- Assemblyman Tyrone Thomas to serve on the GWIB, and an excellent asset and resource
- I-11 Highway change that will be a challenge
- Golden Corral – Councilwoman Schroder also visited and noted the long line around the block, but expressed her congratulations on the business.

Commissioner Weekly ~

- Thanked Workforce Connections and Business Services for working with RTC and the fuel tax indexing process in terms of the construction jobs. There have been some obstacles with contractors not wanting to honor the resolution, regarding DBEs and women on businesses being able to participate.
- Clark County has a lot of capital projects underway
- Medical Marijuana Dispensing and everyone wanting to sign up.

## **12. ACTION: Adjournment**

*The meeting adjourned at 2:09 p.m.*

**Agenda Item 5. DISCUSSION AND POSSIBLE ACTION:** Review, Discuss and Approve Workforce Connections' policy related to oversight and sub-recipients high risk designation

**Agenda Item 6. DISCUSSION AND POSSIBLE ACTION:** Review,  
Accept or Consider Modifying Chief Local Elected  
Official Consortium Agreement Two-Year Review

AMENDED AND RESTATED CHIEF LOCAL ELECTED OFFICIAL CONSORTIUM  
AGREEMENT

THIS AMENDED AND RESTATED AGREEMENT, entered into this 20<sup>th</sup> -  
day of JUNE 2006, by and among the counties of CLARK, LINCOLN, NYE, and  
ESMERALDA and the cities of BOULDER CITY, HENDERSON, LAS VEGAS  
and NORTH LAS VEGAS under the Workforce Investment Act of 1998 [P.L.  
105-220].

RECITALS

WHEREAS, the counties of CLARK, LINCOLN, NYE, and ESMERALDA (the  
“Counties”) are political subdivisions of the State of Nevada; and

WHEREAS, the cities of BOULDER CITY, HENDERSON, LAS VEGAS and  
NORTH LAS VEGAS (the “Cities”) are municipal corporations organized and existing  
under Nevada law and located within the geographical boundaries of Clark County; and

WHEREAS, the County Commissions/City Councils of each of the  
aforementioned counties and cities did previously adopt resolutions authorizing the  
Chairperson of the respective Commission or Council to sign a charter creating the Chief  
Local Elected Official Consortium in order to administer the provisions of Public Law  
105-220, the federal Workforce Investment Act; and

WHEREAS, the County Commissions/City Councils of each of the  
aforementioned counties and cities has adopted a resolution authorizing the Chairperson  
of the respective Commission or Council to sign this Charter of the Local Elected  
Officials Consortium under the Workforce Investment Act of 1998 (P.L. 105-  
220)(*hereinafter*, the Charter); and

WHEREAS, the aforementioned counties and cities desire to amend and restate  
the terms and conditions of the Charter as set forth in the original April 19, 2000  
consortium agreement; and

WHEREAS, this amended and restated consortium agreement will be submitted  
to the governing bodies of the aforesaid counties and cities for adoption by concurrence  
as provided in Section 9 of the April 19, 2000 consortium agreement; and

WHEREAS, each of the parties is empowered to enter into cooperative  
agreements for the performance of any governmental function pursuant to NRS Chapter  
277.

NOW, THEREFORE, in consideration of the above premises and the mutual  
covenants of the parties hereinafter set forth, the receipt and sufficiency of which each

party acknowledges for itself, the Counties and Cities do hereby agree to the following amendment and restatement of the Charter.

1. That the Counties and the Cities under N.R.S. Chapter 277, do hereby constitute themselves to be a consortium for the purposes of Section 117 (c)(1)(B) of Public Law 105-220, the Workforce Investment Act (WIA).

2. The Chief Local Elected Officials (Chairpersons of the respective Commissions or City Councils) or the designees of said officials of the Counties and Cities shall constitute the Local Workforce Development Area Consortium of Commissioners and Councilpersons(hereinafter, the LEOs).

A. The LEOs is hereby constituted to fulfill the responsibilities of and to function as the “chief elected officials” of the participating “units of general local government” as those terms are used under the WIA.

3. The LEOs shall elect from its membership a Chairperson, and Vice-Chairperson and such other officers as may be provided in the by-laws to serve for a term of one year or until a successor is elected and qualified.

4. The LEOs may adopt operational and procedural by-laws consistent with this Charter, applicable federal and state laws and rules/regulations pursuant thereto. By-laws or amendments thereto may be adopted by the affirmative vote of a majority of the entire membership of the LEOs at any regular meeting called for that purpose, provided that written copies thereof are delivered to each member 15 days prior to consideration.

5. *Membership of the SNWIB*

The LEOs shall appoint members to the Local Workforce Investment Board of the area, under section 117(c)(1)(A) of P.L. 105-220 and applicable rules thereunder, herein referred to as the Southern Nevada Workforce Investment Board (SNWIB). The SNWIB will additionally be governed by the “Agreement Between The Chief Local Elected Officials Consortium and the Southern Nevada Workforce Investment Board” or any amendment and/or restatement thereof, which will provide the operational framework for administration of and responsibility for the WIA funds.

Members of the SNWIB that represent organizations, agencies, or other entities shall be individuals with optimum policymaking authority within the organizations, agencies or entities. A majority of the members of the SNWIB shall be represented as described in paragraph 5(A-F) below. The SNWIB shall elect a chair from among the representatives described in 5(A-F) below. Pursuant to the WIA, criteria for membership is established by the state, but must include at a minimum:

A. Representatives of business in the local area who:

- i. are owners of businesses, chief executives or operating officers of businesses, and other business executives or employers with optimum policymaking or hiring authority;
  - ii. represent businesses with employment opportunities that reflect the employment opportunities of the local area; and
  - iii. are appointed from among individuals nominated by local business organizations and business trade associations;
- B. Representatives of local educational entities, including representatives of local educational agencies, local school boards, entities providing adult education and literacy activities, and Postsecondary educational institutions (including representatives of community colleges, where such entities exist), selected from among individuals nominated by regional or local educational agencies, institutions, or organizations representing such local educational entities;
- C. Representatives of labor organizations (for a local area in which employees are represented by labor organizations), nominated by local labor federations, or (for a local area in which no employees are represented by such organizations), other representatives of employees;
- D. Representatives of community-based organizations (including organizations representing individuals with disabilities and veterans, for a local area in which such organizations are present;
- E. Representatives of economic development agencies, including private sector economic development entities; and
- F. Representatives of each of the one-stop partners; and

In addition, the SNWIB may include such other individuals or representatives or entities as the LEOs may determine to be appropriate.

#### 6. Staff of the SNWIB

The SNWIB is authorized to employ staff including, but not limited to, an Executive Director. The staff shall be employees of the separate legal, administrative entity known as SNWIB. The staff shall perform support functions for the SNWIB in performance of its responsibilities under the WIA. The SNWIB staff will be governed by the Amended and Restated Agreement Between The Chief Local Elected Officials Consortium and the Southern Nevada Workforce Investment Board” which will provide the operational framework for administration of and responsibility for the WIA funds.

- A. Whenever a vacancy occurs in the position of Executive Director of SNWIB, a new Executive Director shall be selected by the LEOs. The Executive Director shall be directed by and answer solely to the LEOs and shall serve at the pleasure of LEOs.
- B. The Executive Director shall provide all information and documentation regarding all SNWIB administrative, operational, and fiscal matters and to the LEOs and the SNWIB upon request. The nature, scope and frequency of the information relating to the WIA that is to be provided pursuant to this paragraph by the Executive Director shall be specified by the LEOs.

7. The LEOs shall execute an agreement with the SNWIB for the operation and functions of the Board under Section 117 of the WIA and shall approve the Local Plan under Section 118 of the WIA, which has been agreed to by all participating Counties and Cities.

#### 8. LEOs Fiscal Responsibilities

The LEOs shall perform all functions of local elected officials as contained in P.L. 105 220, the federal Workforce Investment Act of 1998. Specifically, the LEOs, as the local grant recipient for funds allocated under WIA, shall:

- A. Be financially liable for any misuse of grant funds and disallowed costs pursuant to WIA.
- B. The LEOs, by and through the Southern Nevada Workforce Investment Board shall have sole responsibility for
  - i. Receiving, disbursing and budgeting of all funds relating to WIA programs.
  - ii. Collecting program data necessary for management, evaluation and preparation of required and desired reports.
  - iii. Monitoring and evaluation of programs and program operators, subrecipients and service providers pursuant to the WIA.
  - iv. Procuring audits of funds as required under the WIA and resolving any questions arising from the audits. Staff shall report the results of the audits to the Southern Nevada Workforce Investment Board and the LEO.
- C. Develop and manage a system to hear and resolve grievances brought by participants, vendors and other interested parties as required by the WIA.



D. In the case where liability is identified and validated concerning the misuse of grant funds or the disallowance of costs, liability and repayment of funds shall be in accordance with the following formula based on per capita:

- i. Clark County – 42.71%
- ii. City of Las Vegas- 30.78%
- iii. City of Henderson- 13.11%
- iv. City of North Las Vegas- 9.97 %
- v. Boulder City- .86%
- vi. Nye County- 2.37%
- vii. Esmeralda County – .04%
- viii. Lincoln County- .25%

A mandatory review of the liability formula and the underlying factors upon which the calculations are based will be performed every two years and adjusted as deemed necessary by a vote of the LEOs. The recommended formula and the underlying calculation factors, or any amendment thereto, must be approved by the governing bodies of each of the respective counties or cities upon who liability is to be imposed in order to be effective. The formula liability herein governs prospective liability and becomes effective upon executing this consortium agreement. The liability formula provision regarding fiscal liability shall also be included in the required two-year WIA plan.

9. The LEO's shall have the power to establish all boards, councils, or committees or other advisory groups as mandated by the federal laws or regulations or as deemed necessary to ensure that the SNWIB conforms with applicable laws and meets the WIA objectives.

- A. The LEOs shall create a fiscal advisory committee consisting of members from each municipality and/or county represented by the LEOs, herein referred to as the Joint Chief Finance Officer Committee. The Joint Chief Finance Officer Committee will be responsible for advising the LEOs with regards to budget development and execution, procurement policies, accounting systems and practices and other financial matters to ensure proper fiscal controls.
- B. The LEOs shall create a legal counsel advisory committee consisting of members attorneys from the Cities of Las Vegas, North Las Vegas

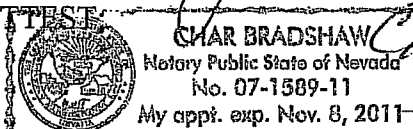
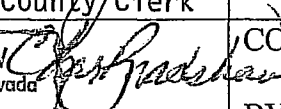


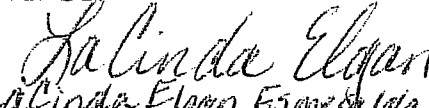
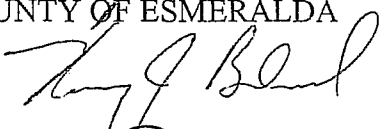

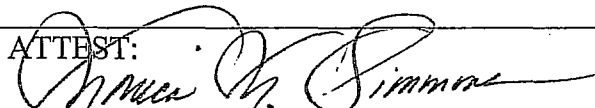
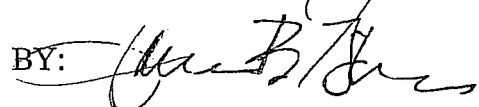
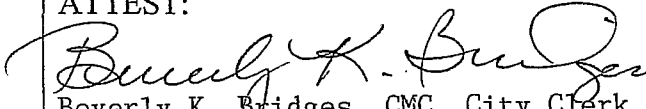
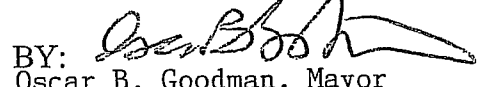

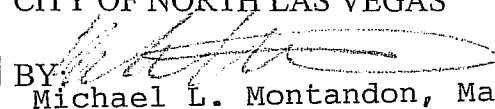
and Henderson and the County of Clark, herein referred to as the Joint Legal Counsel Advisory Committee. The Joint Legal Counsel Advisory Committee will be responsible for advising the LEOs, providing legal opinions and ensuring compliance with applicable laws. The Joint Legal Counsel Advisory Committee will also be responsible for rendering direction and suggestions to the LEOs in order to maintain due diligence compliance with the requirements of the WIA. The LEOs shall formulate a schedule appointing one jurisdiction to assume the role of lead counsel, to be rotated no less than annually among those jurisdictions. The SNWIB will be required to obtain separate representation on behalf of the members and the organization.


10. This amendment to and restatement of the Charter agreement shall be effective when approved by Resolutions adopted by the County Commission and City Councils of each county and city party hereto and executed by the chief elected official thereof pursuant to said resolution and shall thereupon act to repeal and supersede any and all prior written or oral consortium agreements under P.L. 105-220, the Workforce Investment Act of 1998, or P.L. 102-367, the Job Training Partnership Act.

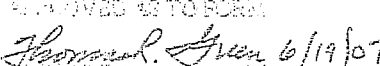
11. Amendments to this Charter agreement may be adopted with concurrence of the Commissions and City Councils of each county and city party hereto. The LEOs may be dissolved and this agreement may be rescinded with two-thirds vote of the county and city parties hereto and the Governor.

This section left intentionally blank

12. This Charter agreement shall be of full fare and effect upon its passage and execution of all the Counties and Cities herein. IN WITNESS WHEREOF, the parties hereto have caused this Charter agreement to be executed by the Chairperson of the County Commission and City Council of the aforementioned Counties and Cities.

ATTEST:  Shirley B. Parraguirre, County Clerk	COUNTY OF CLARK  BY: Rory Reid, Chairman
ATTEST:  CHAR BRADSHAW Notary Public State of Nevada No. 07-1589-11 My app. exp. Nov. 8, 2011 	COUNTY OF LINCOLN BY:  Tonda Abraham, Chair
ATTEST:  Sandra L. Merlino, Nye County Clk	COUNTY OF NYE BY:  Gary Hallen
ATTEST:  Lalinda Elgan, Esmeralda Co. Clerk	COUNTY OF ESMERALDA BY:  Tony J. Beal
ATTEST: 	CITY OF BOULDER CITY BY:  Heidi L. Hayes
ATTEST:  Monica M. Simmons, CMC, City Clerk Council Action: 7/3/07	CITY OF HENDERSON BY:  Marc B. Jones
ATTEST:  Beverly K. Bridges, CMC, City Clerk	CITY OF LAS VEGAS BY:  Oscar B. Goodman, Mayor
ATTEST:  Karen L. Storms, CMC, City Clerk	CITY OF NORTH LAS VEGAS BY:  Michael L. Montandon, Mayor

APPROVED AS TO FORM:  
  
 Dave Olsen, City Attorney

APPROVED AS TO FORM:  
 6/19/07

**Agenda Item 7. DISCUSSION AND POSSIBLE ACTION:** Review, Accept or Consider Modifying Agreement between the Chief Local Elected Officials Consortium and the Southern Nevada Workforce Investment Board

AMENDED AND RESTATED AGREEMENT BETWEEN THE CHIEF LOCAL ELECTED OFFICIALS CONSORTIUM AND THE SOUTHERN NEVADA WORKFORCE INVESTMENT BOARD TO A SOUTHERN NEVADA WORKFORCE INVESTMENT AREA

THIS amendment and restatement of the April 10, 2000 AGREEMENT, entered into this 20<sup>TH</sup> day of JUNE, 07, and effective as of the \_\_\_\_ day of \_\_\_\_\_, by and between the Chief Local Elected Officials Consortium (herein after "LEOs") and the SOUTHERN NEVADA WORKFORCE INVESTMENT BOARD (herein after "SNWIB") for the Southern Nevada Workforce Service Delivery Area.

WITNESSETH

WHEREAS, the Workforce Investment Act of 1998 (P.L. 105-220, 112 Stat. 936, as amended) herein referred to as the "Act" authorizes the expenditure of federal funds for workforce development services in locally determined workforce investment areas; and

WHEREAS, pursuant to the Act, the Chief Local Elected Officials (LEOs) Consortium has been created and consists of elected officials of the Cities of Las Vegas, North Las Vegas, Henderson and Boulder City and the Counties of Clark, Lincoln, Nye and Esmeralda; and

WHEREAS, pursuant to the Act, the Southern Nevada Workforce Investment Board (SNWIB) has been created and consists of representatives of the private sector, educational agencies, organized labor, one-stop partners, community based organizations, economic development agencies and such other representatives as the LEOs deems appropriate; and

WHEREAS, pursuant to the Act, the LEOs have designated the SNWIB as the administrative entity and grant subrecipient to administer WIA funds; and

WHEREAS, pursuant to the Act the LEOs and the SNWIB may enter into an agreement that describes the respective roles and responsibilities of the parties.

WHEREAS, LEOs and the SNWIB desire, by this Agreement to define the scope of their relationship and their individual rights, duties and obligations;

NOW, THEREFORE, in accordance with the Act and related regulations and in consideration of the mutual covenants contained herein, the parties hereby agree as follows:

1. The LEOs is designated as the policy-making and budgetary control body for the SNWIB to the extent that such policies recognize and do not conflict with State law, the Workforce Investment Act State Compliance Policies, and the terms of this agreement which establish the SNWIB as a separate entity. These two boards are responsible for carrying out their respective and joint responsibilities under the Act in accordance with guidelines that may be approved by the Governor of the State of Nevada and the terms of the Act and as such shall:

- A. Ensure delivery of services pursuant to the Act and other workforce investment programs and related services in such a manner to provide the most beneficial mix of program options to residents of the Local Workforce Investment Area (LWIA).
  - B. Stimulate the active, effective participation of all sectors of the LWIA community in the provision of workforce development services.
  - C. The LEOs or the SNWIB, as applicable, shall establish all advisory boards, councils, or committees, or other advisory groups as mandated by federal laws and state regulations.
  - D. The LEOs and the SNWIB shall establish their respective bylaws for meetings and other matters of internal governance. These bylaws shall be consistent with any applicable federal and state laws, any regulations promulgated by the Governor and/or the State, and the provisions of this agreement. All meetings of the LEOs, the SNWIB, or its subcommittees shall be conducted in accordance with Nevada's Open Meeting Law NRS Chapter 241.
  - E. Establish the criteria for workforce service centers and the criteria, for the process for the selection or designation of one-stop operators and service providers.
  - F. Select youth service providers and programs after receiving recommendations of the Youth Council.
  - G. Review and approve all programs and budgets to be funded under the Act; except the LEOs may withhold approval of any training program if:
    - 1) There are insufficient funds available to support the program; or
    - 2) Funding of the program is not authorized by the Act.
  - H. Provide oversight with respect to activities authorized under the Act to include youth activities, local employment and training activities and the one-stop delivery system in the local area.
2. The SNWIB shall undertake the following and may do so jointly with the LEOs:
- A. Identify
    - 1) employer labor force needs
    - 2) programs to address those needs
    - 3) appropriate linkages with resources
    - 4) economic development opportunities of the area
    - 5) employment needs of the unemployed or underemployed

- B. Develop programs based on locally determined business community needs.
  - C. Provide policy recommendations to the LEOs on matters pertaining to the provision of services under the Act.
  - D. Select, monitor and independently assess the performance of and evaluate the benefit, productivity and impact of all programs funded and report their assessment and recommendations to the LEOs.
  - E. The SNWIB staff is responsible for preparing an annual budget which must be submitted for approval by the LEOs.
  - F. Maintain a consolidated office support and staff structure in order to minimize costs of administration, and maximize the funding available for programs and services under the Act. The SNWIB is authorized to employ support staff as recommended by the Executive Director. The staff shall be considered to be employees of the separate legal entity known as SNWIB. However, the staff shall provide support services to the LEOs and SNWIB jointly and perform functions for the SNWIB in performance of its responsibilities under the Act.
  - G. The SNWIB will be required to obtain legal counsel, separate and apart from the LEOs, on behalf of the SNWIB members and the organization. The legal counsel will be responsible for advising the SNWIB, providing legal opinions and ensuring compliance with applicable laws. The legal counsel will also be responsible for rendering direction and suggestions to the SNWIB in order to maintain due diligence.
3. Any member of the SNWIB may be removed for cause, by majority vote of the LEOs at a regularly scheduled meeting of the LEOs. "Cause" includes, but is not limited to:
- A. Failure to attend meetings as required by the SNWIB Bylaws.
  - B. Unprofessional conduct, including conduct detrimental to the effectiveness and/or objectives of the SNWIB.
  - C. Willful neglect or failure to observe and carry out programs or policies adopted by the SNWIB.

If a member is removed, a vacancy occurs and a new member shall be appointed by the LEOs pursuant to the LEO Consortium Agreement and State Policy for notification of and filling of Local Workforce Investment Board vacancies.

4. The LEOs shall:
- A. Be financially liable for any misuse of grant funds and disallowed costs pursuant to WIA.

- B. Have sole responsibility, by and through the SNWIB, for:
- 1) Receiving, disbursing and budgeting of all funds relating to WIA programs.
  - 2) Collecting program data necessary for management, evaluation and preparation of required and desired reports.
  - 3) Monitoring and evaluation of programs and program operators, subrecipients and service providers pursuant to the Act.
- C. Work with the Executive Director and SNWIB staff to resolve any questions arising from the audits.
- D. Develop and manage a system to hear and resolve grievances brought by participants, vendors and other interested parties as required by the Act and state compliance regulations.
- E. Hire, evaluate and remove the Executive Director. The Executive Director shall be directed by and answer solely to the LEOs and shall serve at the pleasure of LEOs. The Executive Director shall provide all information and documentation regarding all SNWIB administrative, operational, and fiscal matters relating to the Act to the LEOs and the SNWIB upon request. The nature, scope and frequency of the information relating to the Act that is to be provided pursuant to this paragraph by the Executive Director shall be specified by the LEOs. Whenever a vacancy occurs in the position of Executive Director of SNWIB, a new Executive Director shall be selected by the LEOs.
- F. In the case where liability is identified and validated concerning the misuse of grant funds or the disallowance of costs, liability and repayment of funds shall be in accordance with the following formula based on per capita:
- i. Clark County – 42.71%
  - ii. City of Las Vegas- 30.78%
  - iii. City of Henderson- 13.11%
  - iv. City of North Las Vegas- 9.97 %
  - v. Boulder City- .86%
  - vi. Nye County- 2.37%
  - vii. Esmeralda County – .04%



viii. Lincoln County- .25%

A mandatory review of the liability formula and the underlying factors upon which the calculations are based will be performed every two years and adjusted as deemed necessary by a vote of the LEOs. The recommended formula and the underlying calculation factors, or any amendment thereto, must be approved by the governing bodies of each of the respective counties or cities upon who liability is to be imposed in order to be effective. The formula liability herein governs prospective liability and becomes effective upon executing this consortium agreement. The liability formula provision regarding fiscal liability shall also be included in the required two-year WIA plan.

5. This Agreement may be amended by mutual consent of the SNWIB and LEOs at any time. Either party may propose amendment(s) by providing written notice; thereof, to the other party at least 60 days in advance of a regular meeting of the SNWIB. Any amendment must be approved by majority vote of each party.

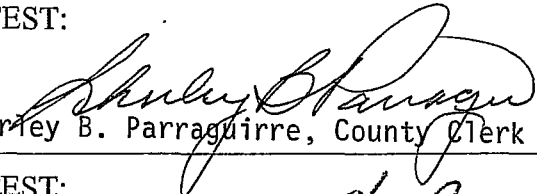
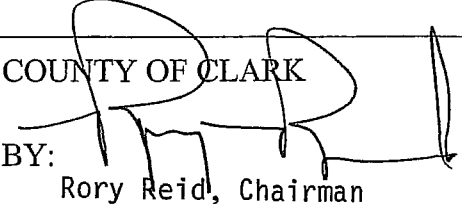
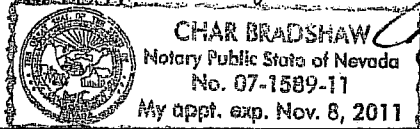
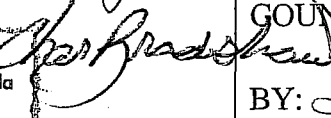
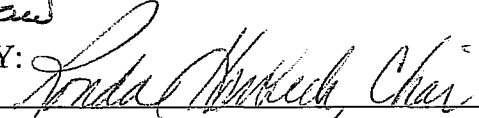


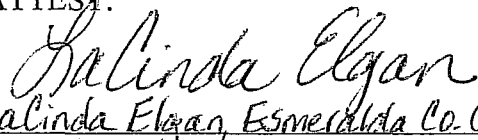


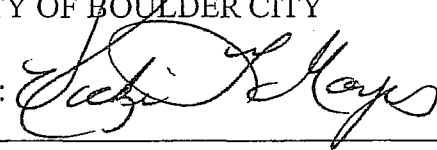
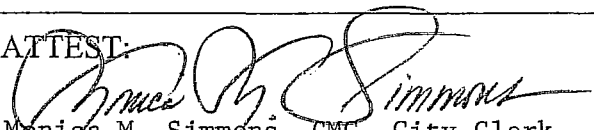
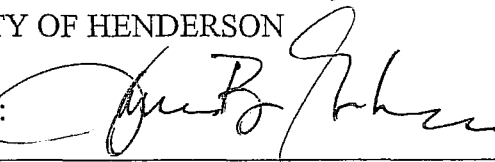
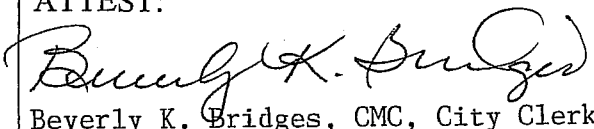
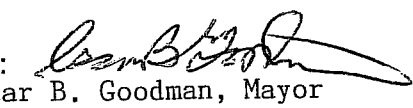
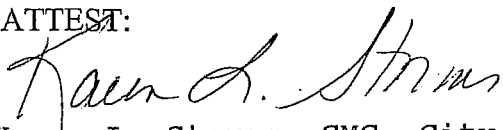
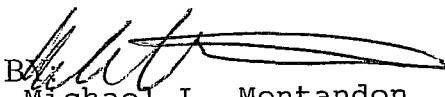
- A. Amendments to this Agreement become effective only upon concurrence of the respective county commissions and city councils of each county and city which is a signatory hereto.

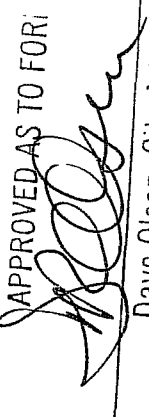
6. This Agreement shall automatically be renewed from year to year unless either party notifies the other in writing of its intention not to renew at least 180 days prior to the expiration of any one year period.

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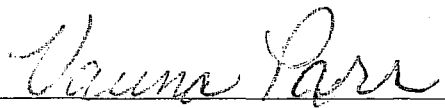
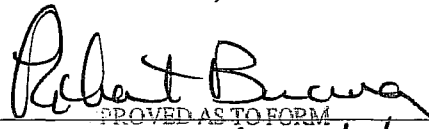
7. SNWIB and the LEOs agree that this document contains all of the agreements between the parties and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the matter hereof. All terms referred to in this Agreement are deemed to be part of this Agreement.

CHIEF LOCAL ELECTED OFFICIALS

ATTEST:  Shirley B. Parraguirre, County Clerk	COUNTY OF CLARK  BY: Rory Reid, Chairman
ATTEST:  CHAR BRADSHAW Notary Public State of Nevada No. 07-1589-11 My appt. exp. Nov. 8, 2011 	COUNTY OF LINCOLN BY:  Linda Wickert, Chair
ATTEST:  Sandra L. Merlino, Nye County clk	COUNTY OF NYE BY:  Gary Haller
ATTEST:  Lalinda Elgan, Esmeralda Co. Clerk	COUNTY OF ESMERALDA BY:  Tony J. Bland
ATTEST: 	CITY OF BOULDER CITY BY:  Liza L. Hays
ATTEST:  Monica M. Simmons, CMC, City Clerk Council Action: 6/19/07	CITY OF HENDERSON BY:  Dave Olsen
ATTEST:  Beverly K. Bridges, CMC, City Clerk	CITY OF LAS VEGAS BY:  Oscar B. Goodman, Mayor
ATTEST:  Karen L. Storms, CMC, City Clerk	CITY OF NORTH LAS VEGAS BY:  Michael L. Montandon, Mayor

APPROVED AS TO FORM:  
  
 Dave Olsen, City Attorney

SOUTHERN NEVADA WORKFORCE INVESTMENT BOARD

ATTEST: 	ROBERT BREWER, CHAIR BY:  Robert Brewer
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**Agenda Item 8. 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 Report - (Compliance and Operational Status of Service Providers/Funded Partners – Monthly Update
- d. Funding Plans - Adult/Dislocated Worker and Youth – Monthly Update
- e. PBTK Audit – PY2012 (Year Ended June 30, 2013)
- f. Workforce Connections' Standing 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
<b>Total Revenue by Funding Stream</b>	<b>\$ 27,871,124</b>	<b>\$ 27,871,124</b>	<b>\$ -</b>	<b>\$ 2,637,109</b>	<b>\$ 2,787,134</b>	<b>\$ 22,446,881</b>	<b>\$ 27,871,124</b>
				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
<b>Subtotal Community Resource Allocations</b>	<b>\$ 22,446,881</b>	<b>\$ 22,446,881</b>	<b>\$ -</b>	<b>\$ 392,734</b>	<b>\$ 1,527,327</b>	<b>\$ 20,526,820</b>	<b>\$ 22,446,881</b>

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
<b>Total Expenditures</b>	<b>\$ 27,871,124</b>	<b>\$ 27,871,124</b>		<b>\$ 1,920,032</b>	<b>\$ 3,504,211</b>	
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ 717,077</b>	<b>\$ (717,077)</b>	<b>\$ -</b>

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)**

<b>Board Operations</b>	<b>Authorized FTE</b>	<b>Actual FTE</b>	<b>Original Budget PY2013</b>	<b>Proposed Budget PY2013</b>	<b>\$ Change</b>	<b>Admin</b>	<b>Program</b>	<b>Total</b>
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
<b>Subtotal Board Operations</b>			<b>5,424,243</b>	<b>5,424,243</b>	<b>-</b>	<b>1,920,032</b>	<b>3,504,211</b>	<b>5,424,243</b>

**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)**

<b>One-StopCenter</b>	<b>Authorized FTE</b>	<b>Actual FTE</b>	<b>Approved Budget PY2013</b>	<b>Proposed Budget PY2013</b>	<b>\$ Change</b>	<b>Admin</b>	<b>Program</b>	<b>Total</b>
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
<b>Subtotal One-Stop Center</b>			<b>392,734</b>	<b>392,734</b>	<b>-</b>	<b>-</b>	<b>392,734</b>	<b>392,734</b>
<b>Per Partner Cost - 38 Total</b>				<b>\$ 10,335.11</b>				

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

<b>One-Stop System</b>	<b>Authorized FTE</b>	<b>Actual FTE</b>	<b>Approved Budget PY2013</b>	<b>Proposed Budget PY2013</b>	<b>\$ Change</b>	<b>Admin</b>	<b>Program</b>	<b>Total</b>
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					-		-	-
<b>Subtotal One-Stop System</b>			<b>1,527,327</b>	<b>1,527,327</b>	<b>-</b>	<b>-</b>	<b>1,527,327</b>	<b>1,527,327</b>

**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%
											% Expended from Budget			
	Operating Expenses	Admin	Program	Total	Admin	Program	Total	Admin	Program	Total	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%	
	<b>Total</b>	<b>1,925,432</b>	<b>3,498,811</b>	<b>5,424,243</b>	<b>537,094</b>	<b>1,794,812</b>	<b>2,331,907</b>	<b>1,388,338</b>	<b>1,703,999</b>	<b>3,092,336</b>	<b>27.89%</b>	<b>51.30%</b>	<b>42.99%</b>	

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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 of 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.

<b>WIA PY11 One-Stop</b>								
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	
<b>Total</b>		<b>\$ 4,800,000</b>	<b>\$ 1,192,290</b>	<b>\$ 673,296</b>	<b>\$ 1,865,586</b>	<b>38.87%</b>	<b>\$ 2,934,414</b>	

<b>WIA PY11 Home Office</b>								
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	
<b>Total</b>		<b>\$ 4,800,000</b>	<b>\$ 1,638,557</b>	<b>\$ 620,457</b>	<b>\$ 2,259,013</b>	<b>47.06%</b>	<b>\$ 2,540,987</b>	

<b>WIA PY11/12 Other (Disabilities, Re-Entry, Rural)</b>								
	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	
<b>Total</b>		<b>\$ 4,000,000</b>	<b>\$ 2,073,488</b>	<b>\$ 686,048</b>	<b>\$ 2,759,536</b>	<b>68.99%</b>	<b>\$ 3,781,450</b>	

<b>WIA PY12/13 MOUs</b>								
	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	
<b>Total</b>		<b>\$ 300,000</b>	<b>\$ 97,006</b>	<b>\$ 94,041</b>	<b>\$ 191,047</b>	<b>63.68%</b>	<b>\$ 108,953</b>	

<b>WIA PY13 NEG</b>								
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	
<b>Total</b>		<b>\$ 1,000,000</b>	<b>\$ -</b>	<b>\$ 9,913</b>	<b>\$ 9,913</b>	<b>0.99%</b>	<b>\$ 990,087</b>	

<b>Total PY11-PY12 Adult/DW</b>		<b>\$ 14,900,000</b>	<b>\$ 5,001,340</b>	<b>\$ 2,083,755</b>	<b>\$ 7,085,095</b>	<b>47.55%</b>	<b>\$ 10,355,891</b>	
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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
<b>Total</b>		<b>\$ 5,061,497</b>	<b>\$ 2,374,094</b>	<b>\$ 283,437</b>	<b>\$ 2,657,531</b>	<b>52.50%</b>	<b>\$ 2,403,966</b>
			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
<b>Total</b>		<b>\$ 600,000</b>	<b>\$ -</b>	<b>\$ 337,279</b>	<b>\$ 337,279</b>	<b>56.21%</b>	<b>\$ 262,721</b>
			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
<b>Total</b>		<b>\$ 1,380,000</b>	<b>\$ -</b>	<b>\$ 165,031</b>	<b>\$ 165,031</b>	<b>11.96%</b>	<b>\$ 1,214,969</b>
			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
<b>Total</b>		<b>\$ 300,000</b>	<b>\$ 31,587</b>	<b>\$ 25,780</b>	<b>\$ 57,367</b>	<b>19.12%</b>	<b>\$ 242,633</b>
			55%	45%			
<b>Total Youth</b>		<b>\$ 7,341,497</b>	<b>\$ 2,405,681</b>	<b>\$ 811,528</b>	<b>\$ 3,217,209</b>	<b>43.82%</b>	<b>\$ 4,124,288</b>
			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**

<b>Program</b>	<b>WC FTE</b>	<b>Contract Dates</b>	<b>Contract Award</b>	<b>Total Expended</b>	<b>% Spent</b>	<b>Remaining Balance</b>
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
<b>Total</b>	<b>4.20</b>		<b>2,276,320</b>	<b>1,215,771</b>	<b>53.41%</b>	<b>1,060,549</b>



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

	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
<b>REVENUES (Available as of January 29, 2013)</b>							
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
<b>TOTAL REVENUES</b>	<b>20,840,192</b>	<b>21,476,647</b>	<b>13,617,954</b>	<b>4,650,000</b>	<b>5,580,516</b>	<b>2,800,000</b>	<b>587,438</b>
<b>EXPENDITURES</b>							<b>0.32 Months</b>
<b>Community Resources</b>							
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		
<b>Operations</b>							
PY2013 Administration and Programs	3,438,540	3,861,314	2,127,039	1,095,000	955,165		
<b>Pending Projects or Contracts</b>							
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	
<b>Projected - First Quarter Obligations for PY2014 Awards</b>			<b>1,360,000</b>			<b>1,360,000</b>	
<b>TOTAL</b>	<b>17,873,321</b>	<b>20,633,792</b>	<b>13,585,724</b>	<b>4,650,000</b>	<b>5,580,516</b>	<b>2,800,000</b>	

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	
<b>One Stop System/Center</b>	3,861,314	6,425,000	1,677,618	11,963,932	58%
<b>Home Office and Affiliate Locations</b>		7,290,971	500,443	7,791,414	38%
<b>Rural Locations</b>		878,446	-	878,446	4%
<b>Total Community Resources</b>	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
<b>REVENUES (Available as of January 29, 2014)</b>								
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
<b>TOTAL REVENUES</b>	<b>10,590,613</b>	<b>10,260,514</b>	<b>6,711,727</b>	<b>2,109,000</b>	<b>2,360,093</b>	<b>2,120,000</b>	<b>6,589,093</b>	<b>122,634</b>
<b>EXPENDITURES</b>								<b>0.16 Months</b>
<b>Community Resource Contracts - PY2011/2012 (To Sept 2014)</b>								
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	-					
<b>Community Resource Contracts - PY2013 (To Sept 2014)</b>								
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	
<b>Operations</b>								
PY2013 Administration and Programs	2,118,122	1,562,904	965,093	482,000	483,093		965,093	
<b>Pending Contracts</b>								
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	
<b>TOTAL</b>	<b>10,818,008</b>	<b>10,701,323</b>	<b>6,664,380</b>	<b>2,109,000</b>	<b>2,360,093</b>	<b>2,120,000</b>	<b>6,589,093</b>	

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)

**P B T K**  
PIERCY BOWLER  
TAYLOR & KERN  
Certified Public Accountants  
Business Advisors

# Annual Financial Report

*workforce* **CONNECTIONS**

**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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*workforce CONNECTIONS*

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

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## 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.

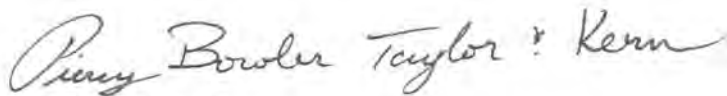
We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

**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.



Las Vegas, Nevada  
January 30, 2014

# **Management's Discussion and Analysis**



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## *workforce* CONNECTIONS

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

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

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**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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*workforce* CONNECTIONS

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

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**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.

<i>workforce</i> CONNECTIONS		June 30	
Net Position		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.

*workforce* CONNECTIONS**Management's Discussion and Analysis (continued)  
For the Fiscal Year Ended June 30, 2013***workforce* CONNECTIONS  
Changes in Net Position

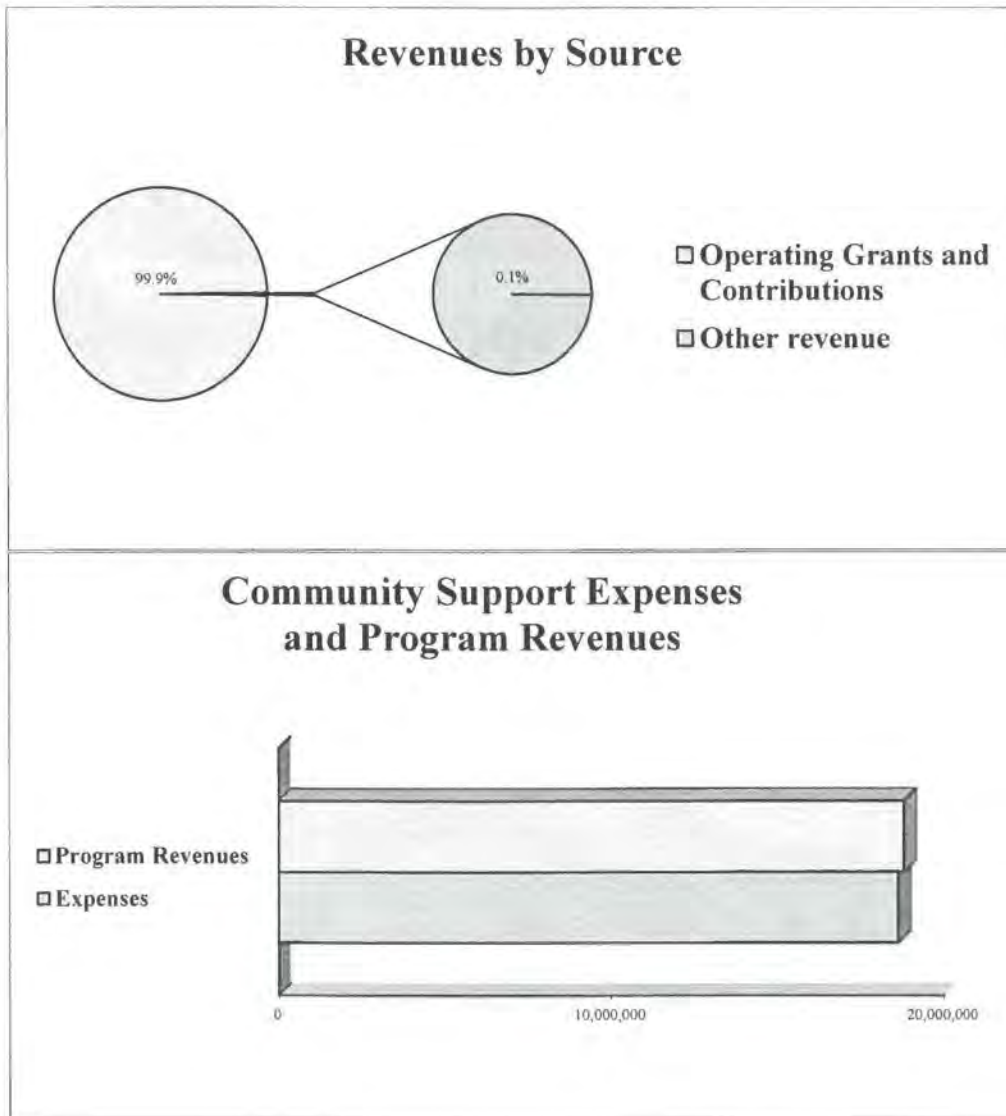
	Year Ended June 30	
	2013	2012
Revenues:		
Operating grants and contributions	\$ 23,204,512	\$ 18,783,471
Other	<u>4,394</u>	<u>28,881</u>
	23,208,906	18,812,352
Expenses:		
Community support	<u>21,892,154</u>	<u>18,608,498</u>
Change in net position	1,316,752	203,854
Net position, beginning of year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

- 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>

*workforce* CONNECTIONS  
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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*workforce* CONNECTIONS

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

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- 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.

*workforce* CONNECTIONS  
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)
	\$ 2,636,216	\$ 1,051,391

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**

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### 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 <sup>1</sup>	
	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.

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<sup>1</sup> 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**

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	<u>Governmental Activities</u>
<b>ASSETS</b>	
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>
<b>LIABILITIES</b>	
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>
<b>NET POSITION</b>	
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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*workforce* CONNECTIONS

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

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

## **Fund Financial Statements**

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**Balance Sheet**  
**June 30, 2013**

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	<u>General Fund</u>
<b>ASSETS</b>	
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>
<b>LIABILITIES</b>	
Accounts payable	\$ 2,177,214
Accrued expenses	798,923
Unearned revenue	<u>464,048</u>
Total liabilities	<u>3,440,185</u>
<b>FUND BALANCE</b>	
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**

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<b>Fund balance</b>		\$ 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>
<b>Net position</b>		<u><u>\$ 2,355,747</u></u>

See notes to basic financial statements.

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*workforce* CONNECTIONS

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

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	<u>General Fund</u>
<b>Revenues</b>	
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>
<b>Expenditures</b>	
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>
<b>Other financing sources-debt issuance</b>	
Lease incentive obligation	<u>610,400</u>
<b>Change in fund balance</b>	228,504
Fund balance, beginning of year	<u>75,335</u>
<b>Fund balance, end of year</b>	<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**

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<b>Change in fund balance</b>		\$ 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>
<b>Change in net position</b>		<u><u>\$ 1,316,752</u></u>

See notes to basic financial statements.

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

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**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**

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**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**

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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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*workforce* CONNECTIONS

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

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**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**

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**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,

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

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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**

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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**

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**Capital Assets**

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

	Balance <u>July 1, 2012</u>	<u>Increases</u>	<u>Decreases</u>	Balance <u>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:

	Balance <u>July 1, 2012</u>	<u>Additions</u>	<u>Reductions</u>	Balance <u>June 30, 2013</u>	Due within <u>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**

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**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>

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

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**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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*workforce* CONNECTIONS

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

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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.



**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.

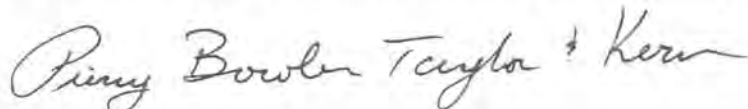
**Compliance and Other Matters.** As part of obtaining reasonable assurance about whether the Organization's basic financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance 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 "Penny Bowler Taylor & Kern".

Las Vegas, Nevada  
January 30, 2014



**Single Audit  
and  
Accompanying Information**





**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			<u>15,277,141</u>
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			<u>14,301</u>

\* 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			<u>7,647,696</u>

\* A "major" program

\*\* American Recovery and Reinvestment Act of 2009

(Continued)

*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) (continued)			
Corporation for National and Community Service			
Americorps	94.006	10NDHMA0030096	21,471
Total Corporation for National and Community Service			<u>21,471</u>
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			<u>107,421</u>
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			<u>4,678</u>
Total Expenditures			<u>\$ 23,072,708</u>

\* A "major" program

\*\* American Recovery and Reinvestment Act of 2009

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*workforce* CONNECTIONS

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

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**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>
<b>Workforce Investment Act, Title I (CFDA Numbers 17.258, 17.259, 17.278)</b>	
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>



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*workforce* CONNECTIONS

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

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**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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*workforce* CONNECTIONS

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

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**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.

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*workforce*CONNECTIONS

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

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**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.

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*workforce*CONNECTIONS

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

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**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.

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*workforce*CONNECTIONS

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

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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.



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*workforce*CONNECTIONS

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

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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.

*workforce* CONNECTIONS

**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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*workforce* CONNECTIONS

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

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**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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*workforce* CONNECTIONS

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

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**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.

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\* American Recovery and Reinvestment Act of 2009

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*workforce* CONNECTIONS

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

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**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**

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

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

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

<b>Contractor/Consultant Scope of Work Summary</b>	<b>Amount of Contract</b>	<b>Procurement Method &amp; WISS/State Approval**</b>	<b>Renewal Status</b>	<b>Term of Contract</b>
<b>PIERCY BOWLER TAYLOR &amp; KERN</b> <b>A-133 AUDITING SERVICES–PY2010</b>  <b>Contract Extension</b> <b>A-133 AUDITING SERVICES</b> <b>for Program Year 2011</b>  <b>Amendment #1</b> <b>A-133 AUDITING SERVICES</b> <b>for Program Year 2012</b>  <b>Amendment #2</b> <b>Change in Amendment #1 Terms</b>	\$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
<b>PRISM GLOBAL MANAGEMENT GROUP</b> <b>HR Services</b>  <b>Amendment #1</b> <b>HR Services</b>  <b>Amendment #2</b> <b>HR Services</b>  <b>Amendment #3</b> <b>HR Services</b>	\$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
<b>PUNAM MATHER</b> <b>Staff Leadership/Organizational Training</b>	\$25,000.00	Competitive	Currently not being considered for renewal	11/1/2013 to 6/30/2014
<b>RED 7 COMMUNICATIONS</b> <b>One-Stop and WC Out Reach Services</b>	\$15,000.00	Competitive	Will be renewed	9/1/2013 to 2/28/2014
<b>SIN CITY MAD MEN</b> <b>Web Development Services</b>  <b>Amendment #1</b> <b>Maintenance of WC Web Site</b>  <b>Amendment #2</b> <b>Maintenance of One-Stop Web Site</b>  <b>Amendment #3</b> <b>One-Stop Web Development</b>	\$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



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

**\*\*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 9. DISCUSSION AND POSSIBLE ACTION: Executive  
Director's Report ~ Ardell Galbreth**

## ***Executive Director's Report March 11, 2014***

### **Rural Counties Update**

- **Nye County**
- Brownfields Workforce Development and Job Training Program is going strong in Pahrump
  - Attended an impressive reunion/graduation in Pahrump last Friday, February 21, 2014
  - More than 60 individuals from Pahrump and Nye County have completed three training cohorts, i.e., over 150 hours with earned certifications
- **Lincoln County**
- Workforce Connections' staff will be conducting site visits to validate service delivery and appropriate business services support to improved job placement opportunities
- Recently staff changes have taken place and staff's technical assistance will be focused on employment and training service delivery

### **One-Stop Career Center**

- Coordination with One-Stop Career Center Consortium members has proven fruitful—as Workforce Connections and One-Stop Consortium roles are defined and recognized
- Consistency meetings are taking place and coordinated efforts are being made to oversee and deliver quality employment and training services through Workforce Connections' One-Stop Career Center
- We are in search of a new One-Stop Career Center Manager with an expected hire date in March 2014
- Scheduled One-Stop Career Center and One-Stop Delivery System service delivery training will take place on March 18, 2014—much discussion regarding business services and employers outreach strategies, protocols and implementation tactics and roles will be reviewed

### **Training Activities**

- Workforce Development Academy on Schedule for Launch in July 2014
- Board Development Training—Open Meeting Law Training – February 2014
- Service Providers and Community/Faith Based Agencies RFP 101 Training – March 2014—Prior to release of RFPs
- Comprehensive Fiscal Accounting and Cash Management training for staff and subrecipients—successfully completed February 2014

## **Workforce Development Challenges**

- Failed one youth measure—literacy and numeracy
  - The state’s leadership has agreed to review Workforce Connections’ unreported data and information impacting performance measures
  - According to Workforce Connections’ data/information all performance measures were achieved or exceeded
  - With Workforce Connections’ improved automated management system or tool that allows supervisors and managers to review “real time” performance, along with open communication with Nevada’s Department of Employment, Training and Rehabilitation (DETR) we do not anticipate a recurrence such as critical data not being reported for performance consideration

## **Workforce Activities Update**

- ***Pending Legal Review:*** Revived Works for Vegas 501(c)3 for the purpose of enhancing Workforce Connections’ employment and training activities

## **Hip Pocket Workforce Activities**

- Ongoing meetings with the State of Nevada Department of Employment, Training and Rehabilitation (DETR) regarding revising the current WIA formula distribution criteria to equalize both northern and southern Workforce Investment Areas
- Have had several meetings with Nevada’s Department of Corrections leadership and management team to discuss effective ways to deliver employment and training services to ex-offenders
- Six minute video presented by Workforce Connections Business Service Department

**Agenda Item 10. 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 11. INFORMATION: LEO Consortium Member  
Comments**