

**WORKFORCE CONNECTIONS
BUDGET & FINANCE COMMITTEE AGENDA**

Wednesday, May 11, 2016 – 2:00 p.m.
Rosalie Boulware Board Room (Bronze/Silver)
6330 W. Charleston Blvd., Suite 150
Las Vegas, NV 89146

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

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

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

COMMENTARY BY THE PUBLIC

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

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

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

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

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

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

An Equal Opportunity Employer/Program

MATTERS IN THIS AGENDA MAY BE TAKEN OUT OF ORDER

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

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

AGENDA

1. Call to order, confirmation of posting, roll call, and Pledge of Allegiance.....1
2. **WELCOME NEW COMMITTEE MEMBER:** Michael Gordon, Director of Strategic Initiatives and Research, Las Vegas Global Economic Alliance.....2
3. **FIRST PUBLIC COMMENT SESSION:** Members of the public may now comment on any matter posted on this Agenda, which is before this Committee for consideration and action today. Please clearly state and spell your name and your address for the record. Each public comment will be limited to three (3) minutes.....3
4. **DISCUSSION and POSSIBLE ACTION:** Approve the agenda with inclusions of any emergency and/or deletions of any items4
5. **DISCUSSION and POSSIBLE ACTION:** Approve the Budget & Finance Committee meeting minutes of March 9, 2016.....5
6. **DISCUSSION and POSSIBLE ACTION:** Review, discuss, accept, and approve reports
 - A. PY2015 WIOA Formula Budget July 1, 2015 through June 30, 2016.....12
 - B. PY2016 WIOA Formula Budget July 1, 2016 through June 30, 2017.....24
 - C. Budget vs. Actual Finance Report (Workforce Connections' Operations) for the period July 1, 2015 through June 30, 2016 (Formula WIOA)38
 - D. Awards & Expenditures – Monthly Update (Status of service providers).....39
 - E. WIOA Expenditure Tracking July 1, 2015 through February 29, 2016.....44
7. **SECOND PUBLIC COMMENT SESSION:** Members of the public may now comment on any matter or topic that is relevant to; or within the authority or jurisdiction of the Committee. If you commented earlier, please do not repeat the same comment you previously made. Please clearly state and spell your name and your address for the record. Each comment will be limited to three (3) minutes45
8. **COMMITTEE MEMBERS COMMENTS:** Budget Committee member comments46
9. **ADJOURNMENT**

1. **CALL TO ORDER, CONFIRMATION OF POSTING, ROLL CALL AND PLEDGE OF ALLEGEANCE**

2. **WELCOME NEW COMMITTEE MEMBER:** Michael Gordon, Director of Strategic Initiatives and Research, Las Vegas Global Economic Alliance.

Michael Gordon came to Las Vegas from Cape Town, South Africa in September 2006 on a Rotary International Ambassadorial scholarship. He received both his LL.B. (Bachelor's degree) and LL.M. (Master's degree) in Private Law from the University of South Africa.

Gordon is a double alumnus from the University of Nevada, Las Vegas graduating in 2008 with a Master's in Public Administration and in 2013 with a Ph.D. in Public Affairs. During his time as a student, Gordon served three terms as President of the Graduate and Professional Student Association (GPSA) as well as one term as Chair of the Nevada Student Alliance, the overarching student government association for all Nevada System of Higher Education (NSHE) student government organizations representing the more than 105,000+ higher education students in Nevada.

As a policy analyst at UNLV he researched and analyzed the academic infrastructure needs of the university while serving on the Faculty Senate, University Policy Committee and the Top Tier Community Engagement subcommittee.

He is a graduate of the Leadership Las Vegas Class of 2012 and serves on the boards of The Salvation Army of Southern Nevada as well as the Rotary Club of Las Vegas.

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

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

5. **DISCUSSION and POSSIBLE ACTION:** Approve the Budget & Finance Committee meeting minutes of March 9, 2016.

**WORKFORCE CONNECTIONS
BUDGET & FINANCE COMMITTEE
MINUTES**

The Budget & Finance Committee held a public meeting on Wednesday, March 9, 2016 beginning at 2:05 p.m. at the following location:

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

The site has speakerphone and voice-stream link capability.

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

Jerrie Merritt, Chair, called the meeting of the Budget & Finance Committee to order. Members present: Valerie Murzl (via telephone), Dasya Duckworth (via telephone), Rebecca Henry, Tobias Hoppe (via telephone), Marvin Gebers (via telephone), Paul Brandt (via telephone), Lou DeSalvio (via telephone), and Renee Olson.

Members Absent: Brad Deeds, Rob Mallery, Michael Vannozzi, Vice-Chair.

Ex-Officio Members: Quinn Oszakiewski, City of Las Vegas
Scott Blumberg, City of Henderson

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

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

Hearing no comments, Jerrie Merritt closed the First Public Comment Session.

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

Jim Kostecki, Chief Financial Officer confirmed no changes to the agenda.

A motion made by Renee Olson to approve the agenda as presented, and seconded by Rebecca Henry. The motion carried.

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

Jerrie Merritt, Chair, presented the Budget & Finance Committee minutes of January 13, 2016 for approval.

A motion made by Rebecca Henry and seconded by Renee Olson to approve the Budget & Finance Committee meeting minutes of January 13, 2016. The motion carried.

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

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

Mr. Kostecki reviewed and reported on PY2015 WIOA Formula Budget July 1, 2015 through June 30, 2016 on pages 10-20 of the agenda packet with two changes.

- Allied Barton Security (2 armed guards) – Support the security contract expenditure for both Workforce Connections and One-Stop Career Center
- Mobile One-Stop – Cover drivers for the deployment of the mobile One-Stop vehicles

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

Mr. Kostecki reviewed and reported on the Budget vs. Actual Finance Report (Workforce Connections' Operations) for the period of July 1, 2015 through June 30, 2016 (Formula WIOA) through January 2016 on page 21 of the agenda packet. Mr. Kostecki stated that the percentage of expenditures for the current year to date period is approximately 36.8%.

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

Mr. Kostecki reviewed and reported on the Awards & Expenditures – Monthly Update (status of service providers) on pages 22-26 of the agenda packet that reflects invoicing through December 2015.

- Page 22 represents Adult and Dislocated Worker contract
- Page 23 represents Adult and Dislocated Worker training component obligated by the service provider and Workforce Connections pays on their behalf through February 4, 2016
- Page 24 represents Youth contract
- Page 25 represents Youth training component obligated by the service provider and Workforce Connections pays on their behalf through February 4, 2016

Mr. Kostecki noted:

- Low expenditure rate due to Youth contracts overlap for the first quarter
- New law under WIOA mandates that twenty percent of overall youth funding is restricted to work based training such as WEX and OJT (Seventy-five percent Out-of-School and Twenty-five percent In-School)

Renee Olson queried if the youth contracts were written under WIA, and as a result, the service providers have not transitioned to the new law WIOA. Mr. Villalobos responded a blend of both. The performance measures for the contracts were written under WIA, but the twenty percent requirement and some eligibility criteria for WIOA came into effect July 1, 2015. He further stated the shift is from an In-School youth majority system to an Out-of-School majority system, and what drives legislation, is the higher need for disconnected Out-of-School youth who are neither engaged in school nor employed. Workforce Connections has typically emphasized as a system where education comes first. The program designs will need modification and implementation to include Work Experience (WEX) throughout the program year.

Rebecca Henry queried whether the funding should be reallocated to those service providers that are spending what was allocated to them. Mr. Villalobos stated there is no particular provider that is spending above pace, but if there is no change within the next month or so, it will be a consideration.

Discussion ensued regarding the Nevada Department of Corrections – Re-Entry with respect to the Pink Paper and status to date. Mr. Kostecki stated the Nevada Department of Corrections submitted a plan and followed the enrollment plan. A no-cost contract was extended, and the contract will not be renewed when it sunsets June 30, 2016. Mr. Kostecki stated Workforce Connections published a Request for Proposal (RFP) for a service provider to collaborate with the Clark County Detention Center.

Discussion ensued regarding additional youth funds Workforce Connections will be receiving April 1, 2016. Ms. Olson queried if Workforce Connections is already under-expended on the youth side, what happens in terms of expenditure rates. Mr. Villalobos responded, based on historical trends recaptured funds are factored into upcoming year contracts and RFP possibilities. Factors Workforce Connections has not previously experienced were:

- No response to an RFP for a Youth One-Stop in the Southwest
- 3-month overlap of youth contracts
- \$500,000 for Youth One-Stop

With the surplus mentioned, Workforce Connections plans publishing an RFP entertaining the idea specifically for Work Experience (WEX) mandated by WIOA.

- Page 26 represents Direct Programs (non-formula funds)

D. WIOA Expenditure Tracking July 1, 2015 through December 31, 2015.

Mr. Kostecki reported this is the overall expenditures for the organization versus the planned budget. He identified the first three columns as the PY15 Budget; the second three columns are funds set aside in the first quarter of PY16 (estimated funds needed for carry forward to the next year). A portion of the funds are needed due to mandate because during the last 3-4 years; WC has been in a sequestration position with the federal government not permitting access to the funding in the first quarter. The bottom portion of the graph is actuals versus expected from the service provider aspect.

A motion made by Renee Olson and seconded by Rebecca Henry to approve Agenda Item A. PY2015 WIOA Formula Budget July 1, 2015 through June 30, 2016, Agenda Item B. Budget vs. Actual Finance Report (Workforce Connections' Operations) for the period July 1, 2015 through June 30, 2016 (Formula WIOA), Agenda Item C. Awards & Expenditures – Monthly Update (status of service providers), and Agenda Item D. WIOA Expenditure Tracking July 1, 2015 through December 31, 2015. The motion carried.

Agenda Item 6 - INFORMATION: Annual Audit PY2014 (Year ended June 30, 2015).

Mr. Kostecki reported and reviewed the summary. He further stated the State noted an audit finding whereby Workforce Connections funded two computers centers not properly procured and received a disallowed cost of \$357,000. With justifications and appeals to the State and the U.S. Department of Labor, that finding was absolved and will not carry forward to next year's audit.

Mr. Kostecki also noted the last line "Auditee qualified as a low-risk auditee – Yes," is a rare case for a federally funded program.

Jerrie Merritt, Chair congratulated Jim and his team for an Outstanding Job!

Ricardo Villalobos spoke on behalf of Ardell Galbreth, Executive Director that he is extremely proud of Jim and his fiscal team and the work they have accomplished. Congratulations!

Valerie Murzl, Board Chair echoed the sentiments of the Committee. Since Jim has joined the organization, and lead this fiscal team, there have been amazing results. Thank you and congratulations for a great accomplishment!

Workforce Connections	
Schedule of Findings and Questioned Costs	
For the Fiscal Year Ended June 30, 2015	
Section I – Summary of Auditors' Results:	
Financial Statements:	
Type of auditors' report issued:	Unmodified
Internal control over financial reporting:	
Material weaknesses identified?	No
Significant deficiencies identified that are not considered to be material weaknesses?	None reported.
Noncompliance material to financial statements?	No
Federal Awards:	
Internal control over major programs:	
Material weaknesses identified?	No
Significant deficiencies identified that are not considered to be material weaknesses?	No
Type of auditors' report issued on compliance for major programs:	Unmodified
Any audit findings disclosed that are required to be reported in accordance with Circular A-133, Section .510(a)?	Yes
Auditee qualified as low-risk auditee?	Yes

Agenda Item 7 - INFORMATION: Audit Finding Status Reports.

Mr. Kostecki reviewed and reported the status of the following reports:

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

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

Hearing no comments, Jerrie Merritt, Chair closed the Second Public Comment Session.

Agenda Item 9 - COMMITTEE MEMBER COMMENTS:

Lou DeSalvio commented, Great Job Jim and his employees!

Agenda Item 10 - ADJOURNMENT:

The meeting adjourned at 2:59 p.m.

Respectfully submitted,
Dianne Tracy

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

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

B. PY2016 WIOA Formula Budget July 1, 2016 through June 30, 2017

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

D. Awards & Expenditures – Monthly Update (Status of service providers)

E. WIOA Expenditure Tracking July 1, 2015 through February 29, 2016.

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

Revenue by Funding Stream	Approved Budget PY2015	Proposed Budget PY2015	\$ Change	Available for LWIB Operations		Community Resource Allocations	TOTAL
				10% Admin	15% Program		
PY2014 Adult	4,462,428	4,462,428	-	430,000	645,000	3,387,428	4,462,428
PY2014 Dislocated Worker	976,651	976,651	-	100,000	150,000	726,651	976,651
PY2014 Youth	3,310,325	3,310,325	-	300,000	450,000	2,560,325	3,310,325
PY2015 Adult	7,363,530	7,375,010	11,480	737,501	1,106,252	5,531,257	7,375,010
PY2015 Dislocated Worker	4,437,868	4,448,425	10,557	444,843	667,264	3,336,318	4,448,425
PY2015 Youth	5,973,728	5,973,728	-	597,373	896,059	4,480,296	5,973,728
Other Revenues (Program Income and Interest)	60,025	60,025	-		25	60,000	60,025
Total Revenue by Funding Stream	\$ 26,584,555	\$ 26,606,592	\$ 22,037	\$ 2,609,717	\$ 3,914,600	\$ 20,082,275	\$ 26,606,592
			0.1%	Subtotal Board Operations		\$ 6,524,317	

Notes:

1. PY2015 Revenues include WIOA funding in the total amount of \$17,797,163.
2. Carry forward funds for PY2014 amount to \$8,749,404.
3. The Department of Labor allows local boards to expend up to 10% of their total allocation for administrative costs. WC also allocates 15% of the total allocation for program management and oversight.
4. WIOA funds have a two year life at the local board level and an additional year at the state level.
5. Applies to current year funding only

Community Resource Allocations	Approved Budget PY2015	Proposed Budget PY2015	\$ Change	Community Resource Allocations			TOTAL
				One-Stop Centers	One-Stop System	Service Provider Contracts	
Adult Services	8,940,075	8,948,685	8,610	519,058	1,151,268	7,278,359	8,948,685
Dislocated Worker Services	4,085,052	4,092,969	7,917	222,454	493,401	3,377,114	4,092,969
Youth Services	7,040,621	7,040,621	-		250,000	6,790,621	7,040,621
Subtotal Community Resource Allocations	\$ 20,065,748	\$ 20,082,275	\$ 16,527	\$ 741,512	\$ 1,894,669	\$ 17,446,094	\$ 20,082,275

Board Operations	Approved Budget PY2015	Proposed Budget PY2015	\$ Change	Admin		Program	Total
Subtotal Operating Expenditures	6,518,807	6,524,317	5,510	1,738,704		4,785,613	6,524,317
Total Expenditures	\$ 26,584,555	\$ 26,606,592		\$ 1,738,704		\$ 4,785,613	
Fund Balance	\$ -	\$ -		\$ 871,013	\$ (871,013)		\$ -

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

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

Board Operations	Authorized FTE	Actual FTE	Approved Budget PY2015	Proposed Budget PY2015	\$ Change	Admin	Program	Total
6500 Salaries	33.18	25.95	2,692,533	2,692,533	-	538,507	2,154,026	2,692,533
7000 Accounting and Auditing			270,000	270,000	-	270,000	-	270,000
7005 Legal Fees			70,000	70,000	-	70,000	-	70,000
7010 Legal Publication Advertising			18,000	18,000	-	4,500	13,500	18,000
7020 Licenses and Permits			3,000	3,000	-	750	2,250	3,000
7025 Dues and Subscriptions			15,000	15,000	-	3,750	11,250	15,000
7030 Postage and Delivery			6,000	6,000	-	1,500	4,500	6,000
7035 Printing and Reproduction			11,000	11,000	-	2,750	8,250	11,000
7040 Office Supplies			31,500	31,500	-	7,875	23,625	31,500
7045 Systems Communications			107,000	107,000	-	26,750	80,250	107,000
7050 Training, and Seminars - Staff			70,000	50,000	(20,000)	12,500	37,500	50,000
7055 Travel and Mileage - Staff			72,000	92,000	20,000	23,000	69,000	92,000
7060 Utilities			30,000	30,000	-	7,500	22,500	30,000
7065 Telephone			30,000	30,000	-	7,500	22,500	30,000
7070 Facilities Rent/Lease			189,414	191,914	2,500	47,979	143,935	191,914
7075 Facilities Repairs and Maintenance			141,200	141,200	-	35,300	105,900	141,200
7080 Admin Support Contracts			118,000	118,000	-	118,000	-	118,000
7085A Program Support Contracts			215,000	215,000	-	-	215,000	215,000
7085B Program Support Contracts - IT/Web			195,000	195,000	-	-	195,000	195,000
7090 Non-Board Meetings and Outreach			43,000	43,000	-	10,750	32,250	43,000
7095 Board Meetings and Travel			25,000	28,000	3,000	-	28,000	28,000
7100 Insurance			50,000	50,000	-	12,500	37,500	50,000
7100-7120 Employee Fringe Benefits			846,140	846,140	-	211,535	634,605	846,140
7125 Employer Payroll Taxes			80,777	80,777	-	20,194	60,583	80,777
7130/7135 Payroll Services and Bank Fees			11,000	11,000	-	11,000	-	11,000
7200 Equipment - Operating Leases			40,000	40,000	-	10,000	30,000	40,000
7215/8500 Capital - Equipment and Furniture			102,500	102,500	-	25,625	76,875	102,500
8500 Capital - Tenant Improvements			19,950	19,950	-	4,988	14,962	19,950
8900 Strategic Initiative - WIOA			115,793	115,803	10	28,951	86,852	115,803
8900 Strategic Initiative - 1st Qtr 2016			900,000	900,000	-	225,000	675,000	900,000
Subtotal Board Operations			6,518,807	6,524,317	5,510	1,738,704	4,785,613	6,524,317

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

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

Revenues:

Workforce Innovation and Opportunity Act (WIOA) Program Year PY2015 allotted funds are in the amount of \$17,797,163. Funding is allocated among the three funding streams: Adult - \$7,375,010, Dislocated Worker - \$4,448,425, Youth - \$5,973,728.

Funding for PY2015 decreased by \$1,598,980 (8.24%), compared to the PY 2014 WIOA allocation which was \$19,396,143.

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

Total budgeted revenues for PY2015 are \$26,606,592.

Expenditures – Community Resource Allocation:

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

Administrative and Program Operating Expenditures – Board Staff:

The Department of Labor allows local workforce development boards to expend up to 10% of their total formula funding allocation for administrative services. For programmatic operations and oversight, the board of directors has allocated 15% of the total budget allocation. Such operational and management oversight includes, but is not limited to:

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

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

7000 - Accounting and Auditing: \$270,000 – Allocated costs for the A-133 audit as well as extended accounting, financial consulting, and technical support.

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

7005 Legal Fees: \$70,000 – Allocated costs for legal services in areas such as Board and official open meetings preparation including review of agendas, contract agreements, RFPs, and policies.

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

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

7025 Dues and Subscriptions: \$15,000 – Allocated costs for memberships in trade and technical associations that benefit Workforce Connections’ outreach and oversight initiatives. They offer valuable key contacts for workforce/economic development and technical information support.

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

7035 Printing and Reproduction: \$11,000 – Allocated costs for ancillary copying and printing costs associated with Board administration and daily operations.

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

7045 Systems Communications: \$107,000 – Allocated costs for support systems such as data backup, internet services, and web hosting for e-mail support.

7050 Training and Seminars (Staff): \$50,000 – A decrease of \$20,000 – 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. The decrease is a result of attending numerous WIOA trainings during the year where the registration for the training is a much smaller cost compared to the travel component. This funding is transferred to account 7055 – Travel and Mileage.

7055 Travel and Mileage (Staff): \$92,000 – An increase of \$20,000 – Allocated costs for local mileage and out-of-town staff travel for grant related matters, State and USDOL sponsored training and conferences. Mileage includes an array of programmatic and fiscal activities, local and rural areas site reviews and monitoring visits to ensure compliance with WIOA initiatives and work plans. The increase is due to staff attending numerous WIOA training

opportunities throughout the year. Travel is a large component of attending the trainings, and as such, the funds are being transferred from line 7050 – Training and Seminars.

- 7060 Utilities: \$30,000** – Allocated costs for electric and gas.
- 7065 Telephone: \$30,000** – Allocated costs for all activities related to telephone services including local and long distance phone charges and wireless communication.
- 7070 Rent (Offices): \$191,914 – An increase of \$2,500** – Allocated costs for Workforce Connections’ office space for staff in support of the Board’s administrative and programmatic functions. The increase is needed because rent escalation was miscalculated for the formulation of the budget at the beginning of the year.
- 7075 Facilities Maintenance: \$141,200** – Allocated costs for equipment or facility repairs and maintenance and security guard services.
- 7080 Admin Support Contracts: \$118,000** – Allocated costs for administrative support agreements, HR consultant and temporary staffing with focus on administrative, fiscal, and personnel management.
- 7085A Program Support Contracts: \$215,000** – Allocated costs for program support training agreements.
- 7085B Program Support Contracts – IT and Web: \$195,000** – Allocated costs for temporary staffing to support program and data support activities.
- 7090 Non-Board Meetings and Outreach: \$43,000** – Allocated costs for business and employer outreach initiatives to attract businesses and establish partnerships for workforce development and employer services.
- 7095 Board Meetings and Travel: \$28,000 – An increase of \$3,000** – Allocated costs for facility and event related charges tied to board and committee meetings and Board travel to grant activities. The increase is based on spend rates during the year.
- 7100 Insurance: \$50,000** – Allocated costs for Board anticipated liability insurance costs for workers’ compensation, general business liability, auto, and Board of Directors’ and officers’ errors and omissions liability.
- 7100-7120 Employee Fringe Benefits: \$846,140** – Allocated costs for employee benefits including medical, dental, life insurance, and Public Employees Retirement System (PERS) contributions. A rate of 35% of the total salaries is used to calculate the fringe benefits.
- 7125 - Employer Payroll Taxes: \$80,777** – Allocated costs for employer payroll taxes which are calculated at 3% of total salaries.
- 7130-7135 Bank/Payroll Services: \$11,000** – Allocated costs for various banking services which include wire transfers, ACH payments, and payroll services.
- | | |
|------------------|---------|
| Bank Fees | \$6,000 |
| Payroll Services | \$5,000 |

- 7200 Equipment – Operating Leases: \$40,000** – Allocated costs for existing leases on copiers and postage meter equipment as well as any rental equipment needed in daily operations.
- 8500 Capital – Equipment and Furniture: \$122,450** – Allocated costs for equipment and furniture including computers, servers, and furniture for administrative and programmatic support staff.
- 8900 Strategic Initiatives: \$1,015,803 – An increase of \$10 –** These funds are available to be allocated for future workforce initiatives approved by the Board.

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

One-StopCenter	Authorized FTE	Actual FTE	Approved Budget PY2015	Proposed Budget PY2015	\$ Change	Admin	Program	Total
6500 Salaries	0.90	0.90	53,179	53,179	-	1,595	51,584	53,179
7000 Accounting and Auditing			5,000	6,200	1,200	6,200	-	6,200
7005 Legal Fees					-			-
7010 Legal Publication Advertising					-			-
7020 Licenses and Permits					-		-	-
7025 Dues and Subscriptions			1,000	1,000	-		1,000	1,000
7030 Postage and Delivery			6,000	6,000	-		6,000	6,000
7035 Printing and Reproduction			4,500	4,500	-		4,500	4,500
7040 Office Supplies			22,500	22,500	-		22,500	22,500
7045 Systems Communications			25,500	35,000	9,500		35,000	35,000
7050 Training, and Seminars - Staff			3,000	3,000	-		3,000	3,000
7055 Travel and Mileage - Staff			2,000	2,000	-		2,000	2,000
7060 Utilities			30,000	30,000	-		30,000	30,000
7065 Telephone			2,700	2,700	-		2,700	2,700
7070 Facility Rent/Lease			146,000	146,000	-		146,000	146,000
7075 Facilities Repairs and Maintenance			104,325	104,325	-		104,325	104,325
7080 Admin Support Contracts			6,000	6,000	-	6,000	-	6,000
7085A Program Support Contracts			20,000	20,000	-		20,000	20,000
7085B Program Support Contracts - IT/Web					-			-
7090 Non-Board Meetings and Outreach			1,800	1,800	-		1,800	1,800
7095 Board Meetings and Travel					-			-
7100 Insurance			12,900	12,900	-		12,900	12,900
7100-7120 Employee Fringe Benefits			18,613	18,613	-		18,613	18,613
7125 Employer Payroll Taxes			1,595	1,595	-		1,595	1,595
7130/7135 Payroll Services and Bank Fees			950	950	-	950	-	950
7200 Equipment - Operating Leases			45,500	47,500	2,000		47,500	47,500
7215/8500 Capital - Equipment and Furniture			7,750	7,750	-		7,750	7,750
GASB Depreciation			140,000	100,000	(40,000)		100,000	100,000
8900 Strategic Initiative - WIOA			120,700	108,000	(12,700)		108,000	108,000
Subtotal One-Stop Center			781,512	741,512	(40,000)	14,745	726,767	741,512

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

- 6500 - Salaries: \$53,179** – Allocated costs for administrative and program staff salaries.
- 7000 - Accounting and Auditing: \$6,200 – An increase of \$1,200** – Allocated costs for the A-133 audit as well as extended accounting, financial consulting, and technical support. The increase is a result of allocating the final audit costs based on the expenditures of the program. The One-Stop Center expenditures were a higher percentage of all operations costs than the prior year.
- 7025 Dues and Subscriptions: \$1,000** – Allocated costs for memberships in trade and technical associations that benefit Workforce Connections’ outreach and oversight initiatives. They offer valuable key contacts for workforce/economic development and technical information support.
- 7030 Postage and Delivery: \$6,000** – Allocated costs for postage and mail delivery including such activities as routine postage, courier delivery service, and Federal Express delivery.
- 7035 Printing and Reproduction: \$4,500** – Allocated costs for monthly ancillary copying and printing costs associated with Board administration and daily operations.
- 7040 Office Supplies: \$22,500** – Allocated costs for program support training agreements and security guard costs.
- 7045 Systems Communications: \$35,000 – An increase of \$9,500** – Allocated costs for support systems such as data backup, internet services, and web hosting for e-mail support. The increase is a result of having an outside operator run the One-Stop Center. In the past the bills were allocated based on headcount because WC had staff at the Center. Since ResCare took over operating the Center, the allocation method switched to square footage which brings more allocated costs.
- 7050 Training and Seminars (Staff): \$3,000** – Allocated costs for local and out-of-town staff training and seminars for both local and out-of-town locations for fiscal, program, and systems management.
- 7055 Travel and Mileage (Staff): \$2,000** – Allocated costs for local mileage and out-of-town staff travel for grant related matters, State and USDOL sponsored training and conferences. Mileage includes an array of programmatic and fiscal activities, local and rural areas site reviews and monitoring visits to ensure compliance with WIOA initiatives and work plans.
- 7060 Utilities: \$30,000** – Allocated costs for electric and gas.
- 7065 Telephone: \$2,700** – Allocated costs for all activities related to telephone services including local and long distance phone charges and wireless communication.

- 7070 Rent (Offices): \$146,000** – Allocated costs for Workforce Connections’ office space for staff in support of the Board’s administrative and programmatic functions.
- 7075 Facilities Maintenance: \$104,325** – Allocated costs for equipment, security and facility repairs and maintenance.
- 7080 Admin Support Contracts: \$6,000** – Allocated costs for administrative support agreements, HR consultant and temporary staffing with focus on administrative, fiscal, and personnel management.
- 7085A Program Support Contracts: \$20,000** – Allocated costs for program support training agreements.
- 7090 Non-Board Meetings and Outreach: \$1,800** – Allocated costs for business and employer outreach initiatives to attract businesses and establish partnerships for workforce development and employer services.
- 7100 Insurance: \$12,900** – Allocated costs for Board anticipated liability insurance costs for workers’ compensation, general business liability, auto, and Board of Directors’ and officers’ errors and omissions liability.
- 7100-7120 Employee Fringe Benefits: \$18,613** – Allocated costs for employee benefits including medical, dental, life insurance, and Public Employees Retirement System (PERS) contributions. A rate of 35% of the total salaries is used to calculate the fringe benefits.
- 7125 Employer Payroll Taxes: \$1,595** – Allocated costs for employer payroll taxes which are calculated at 3% of total salaries.
- 7130-7135 Bank/Payroll Services: \$950** – Allocated costs for various banking services which include wire transfers, ACH payments, and payroll services.
- 7200 Equipment – Operating Leases: \$47,500 – An increase of \$2,000** – Allocated costs for existing leases on copiers and postage meter equipment as well as any rental equipment needed in daily operations. The increase is due to increases in printing usage over the year.
- 8500 Capital – Equipment and Furniture: \$7,750** – Allocated costs for equipment and furniture including computers, servers, and furniture for administrative and programmatic support staff.
- 8900 Strategic Initiatives: \$120,700 – A decrease of \$12,700** – These funds are available to be allocated for future workforce initiatives approved by the Board.

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

One-Stop System	Authorized FTE	Actual FTE	Approved Budget PY2015	Proposed Budget PY2015	\$ Change	Admin	Program	Total
6500 Salaries	9.38	7.38	683,158	683,158	-	20,495	662,663	683,158
7000 Accounting and Auditing			18,000	18,000	-	18,000	-	18,000
7005 Legal Fees			30,000	30,000	-	30,000	-	30,000
7010 Legal Publication Advertising			1,000	1,000	-		1,000	1,000
7020 Licenses and Permits			14,500	14,500	-		14,500	14,500
7025 Dues and Subscriptions			3,500	3,500	-		3,500	3,500
7030 Postage and Delivery			-	-	-		-	-
7035 Printing and Reproduction			4,500	4,500	-		4,500	4,500
7040 Office Supplies			10,000	10,000	-		10,000	10,000
7045 Systems Communications			16,310	20,000	3,690		20,000	20,000
7050 Training, and Seminars - Staff			9,756	9,756	-		9,756	9,756
7055 Travel and Mileage - Staff			18,480	18,480	-		18,480	18,480
7060 Utilities			-	-	-		-	-
7065 Telephone			5,720	5,720	-		5,720	5,720
7070 Facility Rent/Lease			-	-	-		-	-
7075 Facilities Repairs and Maintenance			10,000	10,000	-		10,000	10,000
7080 Admin Support Contracts			17,000	17,000	-	17,000	-	17,000
7085A Program Support Contracts			59,500	59,500	-		59,500	59,500
7085B Program Contracts - IT/Web			15,000	15,000	-		15,000	15,000
7085C Program Contracts - Workforce Dev. Academy			100,000	100,000	-		100,000	100,000
7090 Non-Board Meetings and Outreach			58,500	58,500	-		58,500	58,500
7095 Board Meetings and Travel			-	-	-		-	-
7100 Insurance			19,000	19,000	-		19,000	19,000
7100-7120 Employee Fringe Benefits			216,087	216,087	-		216,087	216,087
7125 Employer Payroll Taxes			21,108	21,108	-		21,108	21,108
7130-7135 Payroll Services and Bank Fees			1,500	1,500	-	1,500	-	1,500
7200 Equipment - Operating Leases			-	-	-		-	-
7500 Participant Training			200,000	200,000	-		200,000	200,000
7215/8500 Capital - Equipment and Furniture			57,000	57,000	-		57,000	57,000
8510 Capital - Tenant Improvements			15,050	15,050	-		15,050	15,050
8900 Strategic Initiative - WIOA			-	-	-		-	-
8900 Strategic Initiative - 1st Qtr 2016			290,000	286,310	(3,690)		286,310	286,310
Subtotal One-Stop System			1,894,669	1,894,669	-	86,995	1,807,674	1,894,669

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

- 6500 - Salaries: \$683,158** – Allocated costs for administrative and program staff salaries
- 7000 - Accounting and Auditing: \$18,000** – Allocated costs for the A-133 audit as well as extended accounting, financial consulting, and technical support.
- 7005 Legal Fees: \$30,000** – Allocated costs for legal services in areas such as board and official open meetings preparation including review of agendas, contract agreements, RFPs, and policies.
- 7010 Legal Publication Advertising: \$1,000** – Allocated costs for legal publications including job postings, Request for Proposals notices, and controlled advertisements.
- 7020 Licenses and Permits: \$14,500** – Allocated costs for software licenses and permits associated with new computers or purchased upgrades for current software.
- 7025 Dues and Subscriptions: \$3,500** – Allocated costs for memberships in trade and technical associations that benefit Workforce Connections’ outreach and oversight initiatives. They offer valuable key contacts for workforce/economic development and technical information support.
- 7035 Printing and Reproduction: \$4,500** – Allocated costs for monthly copier per copy charges and other ancillary copying and printing costs associated with Board administration and daily operations.
- 7040 Office Supplies: \$10,000** – Allocated costs for program support training agreements and security guard costs.
- 7045 Systems Communications: \$20,000 – An increase of \$3,690** – Allocated costs for support systems such as data backup, internet services, and web hosting for e-mail support. The increase is due to the increase in the annual renewal of the HRM Direct applicant tracking software.
- 7050 Training and Seminars (Staff): \$9,756** – Allocated costs for local and out-of-town staff training and seminars for both local and out-of-town locations for fiscal, program, and systems management.
- 7055 Travel and Mileage (Staff): \$18,480** – Allocated costs for local mileage and out-of-town staff travel for grant related matters, State and USDOL sponsored training and conferences. Mileage includes an array of programmatic and fiscal activities, local and rural areas site reviews and monitoring visits to ensure compliance with WIOA initiatives and work plans.
- 7065 Telephone: \$5,720** – Allocated costs for all activities related to telephone services including local and long distance phone charges and wireless communication.

- 7075 Facilities Maintenance: \$10,000** – Allocated costs for equipment, security and facility repairs and maintenance.
- 7080 Admin Support Contracts: \$17,000** – Allocated costs for administrative support agreements, HR consultant and temporary staffing with focus on administrative, fiscal, and personnel management.
- 7085A Program Support Contracts: \$59,500** – Allocated costs for program support training agreements.
- 7085B Program Support Contracts – IT and Web: \$15,000** – Allocated costs for temporary staffing to support program and data support activities.
- 7085C Program Support Contracts – Workforce Dev. Academy: \$100,000** – Allocated costs for temporary staffing to support program and data support activities.
- 7090 Non-Board Meetings and Outreach: \$58,500** – Allocated costs for business and employer outreach initiatives to attract businesses and establish partnerships for workforce development and employer services.
- 7100 Insurance: \$19,000** – Allocated costs for Board anticipated liability insurance costs for workers’ compensation, general business liability, auto, and Board of Directors’ and officers’ errors and omissions liability.
- 7100-7120 Employee Fringe Benefits: \$216,087** – Allocated costs for employee benefits including medical, dental, life insurance, and Public Employees Retirement System (PERS) contributions. A rate of 35% of the total salaries is used to calculate the fringe benefits.
- 7125 Employer Payroll Taxes: \$21,108** – Allocated costs for employer payroll taxes which are calculated at 3% of total salaries.
- 7130-7135 Bank/Payroll Services: \$1,500** – Allocated costs for various banking services which include wire transfers, ACH payments, and payroll services.
- 7500 Participant Training: \$200,000** – Contracts for training initiatives related to tutoring.
- 8500 Capital – Equipment and Furniture, Tenant Improvements: \$72,050** – Allocated costs for equipment and furniture including computers, servers, and furniture for administrative and programmatic support staff.
- 8900 Strategic Initiatives: \$286,310 – A decrease of \$3,690** – These funds are available to be allocated for future workforce initiatives approved by the Board.

**WORKFORCE CONNECTIONS
PY2016 WIOA Formula Budget
July 1, 2016 - June 30, 2017
(Revised Budget - May 1, 2016)**

Revenue by Funding Stream		Approved Budget PY2015	Proposed Budget PY2016	\$ Change	Available for LWIB Operations		Community Resource Allocations	TOTAL
					10% Admin	15% Program		
PY2015 Adult	Estimated	4,462,428	1,500,000	(2,962,428)	150,000	225,000	1,125,000	1,500,000
PY2015 Dislocated Worker	Estimated	976,651	2,000,000	1,023,349	200,000	300,000	1,500,000	2,000,000
PY2015 Youth	Estimated	3,310,325	3,300,000	(10,325)	330,000	495,000	2,475,000	3,300,000
PY2016 Adult		7,375,010	8,979,339	1,604,329	897,934	1,346,901	6,734,504	8,979,339
PY2016 Dislocated Worker		4,448,425	2,992,325	(1,456,100)	299,233	448,849	2,244,243	2,992,325
PY2016 Youth		5,973,728	5,985,581	11,853	598,558	897,837	4,489,186	5,985,581
Other Revenues (Program Income and Interest)		60,025	60,025	-		25	60,000	60,025
Total Revenue by Funding Stream		\$ 26,606,592	\$ 24,817,270	\$ (1,789,322)	\$ 2,475,725	\$ 3,713,612	\$ 18,627,933	\$ 24,817,270
				-6.7%	Subtotal Board Operations		\$ 6,189,337	

Notes:

1. PY2016 Revenues include WIOA funding in the total amount of \$17,957,245.
2. Carry forward funds for PY2015 amount to \$6,800,000.
3. The Department of Labor allows local boards to expend up to 10% of their total allocation for administrative costs. WC also allocates 15% of the total allocation for program management and oversight.
4. WIOA funds have a two year life at the local board level and an additional year at the state level.

Community Resource Allocations	Approved Budget PY2015	Proposed Budget PY2016	\$ Change	Community Resource Allocations			TOTAL
				One-Stop Centers	One-Stop System	Service Provider Contracts	
Adult Services	8,948,685	7,889,504	(1,059,181)	507,500	1,106,000	6,276,004	7,889,504
Dislocated Worker Services	4,092,969	3,774,243	(318,726)	217,500	474,000	3,082,743	3,774,243
Youth Services	7,040,621	6,964,186	(76,435)		30,000	6,934,186	6,964,186
Subtotal Community Resource Allocations	\$ 20,082,275	\$ 18,627,933	\$ (1,454,342)	\$ 725,000	\$ 1,610,000	\$ 16,292,933	\$ 18,627,933

Board Operations	Approved Budget PY2015	Proposed Budget PY2015	\$ Change	Admin	Program	Total
Subtotal Operating Expenditures	6,524,317	6,189,337	(334,980)	1,615,334	4,574,003	6,189,337
Total Expenditures	\$ 26,606,592	\$ 24,817,270		\$ 1,615,334	\$ 4,574,003	
Fund Balance	\$ -	\$ -		\$ 860,391	\$ (860,391)	\$ -

NOTE: PY2015 funding period is available July 1, 2015 through June 30, 2017 (after two years, funds revert to the State for one additional year)
PY2016 funding period is available July 1, 2016 through June 30, 2018 (after two years, funds revert to the State for one additional year)

WORKFORCE CONNECTIONS
PY2016 WIOA Formula Budget
July 1, 2016 - June 30, 2017
(Revised Budget - May 1, 2016)

Board Operations	Authorized FTE	Actual FTE	Approved Budget PY2015	Proposed Budget PY2016	\$ Change	Admin	Program	Total
6500 Salaries	27.57	24.57	2,692,533	2,400,000	(292,533)	480,000	1,920,000	2,400,000
7000 Accounting and Auditing			270,000	200,000	(70,000)	200,000	-	200,000
7005 Legal Fees			70,000	70,000	-	70,000	-	70,000
7010 Legal Publication Advertising			18,000	18,000	-	4,500	13,500	18,000
7020 Licenses and Permits			3,000	3,000	-	750	2,250	3,000
7025 Dues and Subscriptions			15,000	15,000	-	3,750	11,250	15,000
7030 Postage and Delivery			6,000	6,000	-	1,500	4,500	6,000
7035 Printing and Reproduction			11,000	11,000	-	2,750	8,250	11,000
7040 Office Supplies			31,500	31,500	-	7,875	23,625	31,500
7045 Systems Communications			107,000	107,000	-	26,750	80,250	107,000
7050 Training, and Seminars - Staff			50,000	50,000	-	12,500	37,500	50,000
7055 Travel and Mileage - Staff			92,000	92,000	-	23,000	69,000	92,000
7060 Utilities			30,000	30,000	-	7,500	22,500	30,000
7065 Telephone			30,000	30,000	-	7,500	22,500	30,000
7070 Facilities Rent/Lease			191,914	195,000	3,086	48,750	146,250	195,000
7075 Facilities Repairs and Maintenance			141,200	145,000	3,800	36,250	108,750	145,000
7080 Admin Support Contracts			118,000	118,000	-	118,000	-	118,000
7085A Program Support Contracts			215,000	220,000	5,000	-	220,000	220,000
7085B Program Support Contracts - IT/Web			195,000	195,000	-	-	195,000	195,000
7090 Non-Board Meetings and Outreach			43,000	35,000	(8,000)	8,750	26,250	35,000
7095 Board Meetings and Travel			28,000	30,000	2,000	-	30,000	30,000
7100 Insurance			50,000	50,000	-	12,500	37,500	50,000
7100-7120 Employee Fringe Benefits			846,140	816,000	(30,140)	204,000	612,000	816,000
7125 Employer Payroll Taxes			80,777	77,000	(3,777)	19,250	57,750	77,000
7130/7135 Payroll Services and Bank Fees			11,000	11,000	-	11,000	-	11,000
7200 Equipment - Operating Leases			40,000	40,000	-	10,000	30,000	40,000
7215/8500 Capital - Equipment and Furniture			102,500	100,000	(2,500)	25,000	75,000	100,000
8500 Capital - Tenant Improvements			19,950	20,000	50	5,000	15,000	20,000
CAP Cost Allocation to One-Stop				(35,000)	(35,000)	(8,750)	(26,250)	(35,000)
8900 Strategic Initiative - WIOA			115,803	208,837	93,034	52,209	156,628	208,837
8900 Strategic Initiative - 1st Qtr 2017			900,000	900,000	-	225,000	675,000	900,000
Subtotal Board Operations			6,524,317	6,189,337	(334,980)	1,615,334	4,574,003	6,189,337

**Workforce Connections
Program Year 2016
WIOA Formula Budget Narrative**

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

Revenues:

Workforce Innovation and Opportunity Act (WIOA) Program Year PY2016 allotted funds are in the amount of \$17,957,245. Funding is allocated among the three funding streams: Adult - \$8,979,339, Dislocated Worker - \$2,992,325, Youth - \$5,985,581.

Funding for PY2016 increased by \$160,082 (.90%), compared to the PY 2015 WIOA allocation which was \$17,797,163.

Other anticipated funding includes **estimated** operating carry forward funds from PY2015 WIOA allocation of \$6,800,000 and program income/interest at \$60,025.

Total budgeted revenues for PY2016 are \$24,817,270.

Expenditures – Community Resource Allocation:

Community resource funding is in the amount of \$18,627,933. No funds have been Board obligated at this time.

Administrative and Program Operating Expenditures – Board Staff:

The Department of Labor allows local workforce development boards to expend up to 10% of their total formula funding allocation for administrative services. For programmatic operations and oversight, the board of directors has allocated 15% of the total budget allocation. Such operational and management oversight includes, but is not limited to:

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

6500 - Salaries: \$2,400,000 – A decrease of \$292,533 – Allocated costs for administrative and program staff salaries. The decrease is due to the removal of vacancies from the position list and an adjustment to the paid time off (PTO) pool.

7000 - Accounting and Auditing: \$200,000 – A decrease of \$70,000 – Allocated costs for the A-133 audit as well as extended accounting, financial consulting, and technical support. The decrease is due to the reduced renewal amount of the accounting services contract.

A-133 Audit	\$ 80,000
Auditing Services	\$ 25,000
Accounting Services	\$ 95,000

7005 Legal Fees: \$70,000 – Allocated costs for legal services in areas such as Board and official open meetings preparation including review of agendas, contract agreements, RFPs, and policies.

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

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

7025 Dues and Subscriptions: \$15,000 – Allocated costs for memberships in trade and technical associations that benefit Workforce Connections' outreach and oversight initiatives. They offer valuable key contacts for workforce/economic development and technical information support.

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

7035 Printing and Reproduction: \$11,000 – Allocated costs for ancillary copying and printing costs associated with Board administration and daily operations.

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

7045 Systems Communications: \$107,000 – Allocated costs for support systems such as data backup, internet services, and web hosting for e-mail support.

7050 Training and Seminars (Staff): \$50,000 – 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): \$92,000 – Allocated costs for local mileage and out-of-town staff travel for grant related matters, State and USDOL sponsored training and conferences. Mileage includes an array of programmatic and fiscal activities, local and rural areas site reviews and monitoring visits to ensure compliance with WIOA initiatives and work plans.

- 7060 Utilities: \$30,000** – Allocated costs for electric and gas.
- 7065 Telephone: \$30,000** – Allocated costs for all activities related to telephone services including local and long distance phone charges and wireless communication.
- 7070 Rent (Offices): \$195,000 – An increase of \$3,086** – Allocated costs for Workforce Connections’ office space for staff in support of the Board’s administrative and programmatic functions. The increase is needed because of the scheduled rent escalation of 3% during the year.
- 7075 Facilities Maintenance: \$145,000 – An increase of \$3,800** – Allocated costs for equipment or facility repairs and maintenance and security guard services. The increase is for anticipated vehicle maintenance costs.
- 7080 Admin Support Contracts: \$118,000** – Allocated costs for administrative support agreements, HR consultant and temporary staffing with focus on administrative, fiscal, and personnel management.
- 7085A Program Support Contracts: \$220,000 – An increase of \$5,000** – Allocated costs for program support training agreements. The increase is due to bringing the budget to anticipated executed contract amounts for services.
- 7085B Program Support Contracts – IT and Web: \$195,000** – Allocated costs for temporary staffing to support program and data support activities.
- 7090 Non-Board Meetings and Outreach: \$35,000 – A decrease of \$8,000** – Allocated costs for business and employer outreach initiatives to attract businesses and establish partnerships for workforce development and employer services. The decrease is based on historical spend analysis.
- 7095 Board Meetings and Travel: \$30,000 – An increase of \$2,000** – Allocated costs for facility and event related charges tied to board and committee meetings and Board travel to grant activities. The increase is based on historical spend analysis.
- 7100 Insurance: \$50,000** – Allocated costs for Board anticipated liability insurance costs for workers’ compensation, general business liability, auto, and Board of Directors’ and officers’ errors and omissions liability.
- 7100-7120 Employee Fringe Benefits: \$816,000 – A decrease of \$30,140** – 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. The decrease results from the position adjustments related to the salary line above.
- 7125 - Employer Payroll Taxes: \$77,000 – A decrease of \$3,777** – Allocated costs for employer payroll taxes which are calculated at 3% of total salaries. The decrease results from the position adjustments related to the salary line above.

7130-7135 Bank/Payroll Services: \$11,000 –Allocated costs for various banking services which include wire transfers, ACH payments, and payroll services.

Bank Fees	\$6,000
Payroll Services	\$5,000

7200 Equipment – Operating Leases: \$40,000 – Allocated costs for existing leases on copiers and postage meter equipment as well as any rental equipment needed in daily operations.

8500 Capital – Equipment and Furniture: \$120,000 – A decrease of \$2,450 – Allocated costs for equipment and furniture including computers, servers, and furniture for administrative and programmatic support staff. **The decrease is based on historical spend analysis.**

CAP Cost Allocation to One-Stop: (\$35,000) – Costs allocated to the One-Stop Center and System based on operations staff time spent and charged to those activities.

8900 Strategic Initiatives: \$1,108,837 – An increase of \$93,034 – These funds are available to be allocated for future workforce initiatives approved by the Board.

WORKFORCE CONNECTIONS
PY2016 WIOA Formula Budget
One-Stop Center - Charleston
(Revised Budget - May 1, 2016)

One-StopCenter	Authorized FTE	Actual FTE	Approved Budget PY2015	Proposed Budget PY2016	\$ Change	Admin	Program	Total
6500 Salaries	0.90	0.90	53,179	54,000	821	1,620	52,380	54,000
7000 Accounting and Auditing			6,200	6,200	-	6,200	-	6,200
7005 Legal Fees					-			-
7010 Legal Publication Advertising					-			-
7020 Licenses and Permits					-		-	-
7025 Dues and Subscriptions			1,000	1,000	-		1,000	1,000
7030 Postage and Delivery			6,000	6,000	-		6,000	6,000
7035 Printing and Reproduction			4,500	4,000	(500)		4,000	4,000
7040 Office Supplies			22,500	23,000	500		23,000	23,000
7045 Systems Communications			35,000	35,000	-		35,000	35,000
7050 Training, and Seminars - Staff			3,000	-	(3,000)		-	-
7055 Travel and Mileage - Staff			2,000	-	(2,000)		-	-
7060 Utilities			30,000	30,000	-		30,000	30,000
7065 Telephone			2,700	3,000	300		3,000	3,000
7070 Facility Rent/Lease			146,000	148,000	2,000		148,000	148,000
7075 Facilities Repairs and Maintenance			104,325	105,000	675		105,000	105,000
7080 Admin Support Contracts			6,000	6,000	-	6,000	-	6,000
7085A Program Support Contracts			20,000	10,000	(10,000)		10,000	10,000
7085B Program Support Contracts - IT/Web					-			-
7090 Non-Board Meetings and Outreach			1,800	2,000	200		2,000	2,000
7095 Board Meetings and Travel					-			-
7100 Insurance			12,900	15,000	2,100		15,000	15,000
7100-7120 Employee Fringe Benefits			18,613	19,000	387		19,000	19,000
7125 Employer Payroll Taxes			1,595	1,700	105		1,700	1,700
7130/7135 Payroll Services and Bank Fees			950	600	(350)	600	-	600
7200 Equipment - Operating Leases			47,500	47,500	-		47,500	47,500
7215/8500 Capital - Equipment and Furniture			7,750	8,000	250		8,000	8,000
GASB Depreciation			100,000	100,000	-		100,000	100,000
CAP Cost Allocation to One-Stop				25,000	25,000		25,000	25,000
8900 Strategic Initiative - WIOA			108,000	75,000	(33,000)		75,000	75,000
Subtotal One-Stop Center			741,512	725,000	(16,512)	14,420	710,580	725,000

**Workforce Connections
Program Year 2016
WIOA One-Stop Center Budget Narrative-Adjustment Requests**

- 6500 - Salaries: \$54,000 – An increase of \$821 –** Allocated costs for administrative and program staff salaries. The increase is to account for a position adjustment.
- 7000 - Accounting and Auditing: \$6,200 –** Allocated costs for the A-133 audit as well as extended accounting, financial consulting, and technical support.
- 7025 Dues and Subscriptions: \$1,000 –** Allocated costs for memberships in trade and technical associations that benefit Workforce Connections’ outreach and oversight initiatives. They offer valuable key contacts for workforce/economic development and technical information support.
- 7030 Postage and Delivery: \$6,000 –** Allocated costs for postage and mail delivery including such activities as routine postage, courier delivery service, and Federal Express delivery.
- 7035 Printing and Reproduction: \$4,000 – A decrease of \$500 –** Allocated costs for monthly ancillary copying and printing costs associated with Board administration and daily operations. The decrease is based on historical spend analysis.
- 7040 Office Supplies: \$23,000 – An increase of \$500 –** Allocated costs for program support training agreements and security guard costs. The increase is based on historical spend analysis.
- 7045 Systems Communications: \$35,000 –** Allocated costs for support systems such as data backup, internet services, and web hosting for e-mail support.
- 7050 Training and Seminars (Staff): \$0 – A decrease of \$3,000 –** Allocated costs for local and out-of-town staff training and seminars for both local and out-of-town locations for fiscal, program, and systems management. These are staff related line items and the One-Stop Center does not have Board staff.
- 7055 Travel and Mileage (Staff): \$0 – A decrease of \$2,000 –** Allocated costs for local mileage and out-of-town staff travel for grant related matters, State and USDOL sponsored training and conferences. Mileage includes an array of programmatic and fiscal activities, local and rural areas site reviews and monitoring visits to ensure compliance with WIOA initiatives and work plans. These are staff related line items and the One-Stop Center does not have Board staff.
- 7060 Utilities: \$30,000 –** Allocated costs for electric and gas.
- 7065 Telephone: \$3,000 – An increase of \$300 –** Allocated costs for all activities related to telephone services including local and long distance phone charges and wireless communication. The increase is based on historical spend analysis.

- 7070 Rent (Offices): \$148,000 – An increase of \$2,000 –** Allocated costs for Workforce Connections' office space for staff in support of the Board's administrative and programmatic functions. The increase is needed because of the scheduled rent escalation of 3% during the year.
- 7075 Facilities Maintenance: \$105,000 – An increase of \$675 –** Allocated costs for equipment, security and facility repairs and maintenance. The increase is based on historical spend analysis.
- 7080 Admin Support Contracts: \$6,000 –** Allocated costs for administrative support agreements, HR consultant and temporary staffing with focus on administrative, fiscal, and personnel management.
- 7085A Program Support Contracts: \$10,000 – A decrease of \$10,000 –** Allocated costs for program support training agreements. The decrease is based on historical spend analysis.
- 7090 Non-Board Meetings and Outreach: \$2,000 – An increase of \$200 –** Allocated costs for business and employer outreach initiatives to attract businesses and establish partnerships for workforce development and employer services. The increase is based on historical spend analysis.
- 7100 Insurance: \$15,000 – An increase of \$2,100 –** Allocated costs for Board anticipated liability insurance costs for workers' compensation, general business liability, auto, and Board of Directors' and officers' errors and omissions liability. The increase is based on historical spend analysis.
- 7100-7120 Employee Fringe Benefits: \$19,000 – An increase of \$387 –** 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. The increase is to account for a position adjustment.
- 7125 Employer Payroll Taxes: \$1,700 – An increase of \$105 –** Allocated costs for employer payroll taxes which are calculated at 3% of total salaries. The increase is to account for a position adjustment.
- 7130-7135 Bank/Payroll Services: \$600 – A decrease of \$350 –** Allocated costs for various banking services which include wire transfers, ACH payments, and payroll services. The decrease is based on historical spend analysis.
- 7200 Equipment – Operating Leases: \$47,500 –** Allocated costs for existing leases on copiers and postage meter equipment as well as any rental equipment needed in daily operations.
- 8500 Capital – Equipment and Furniture: \$8,000 – An increase of \$250 –** Allocated costs for equipment and furniture including computers, servers, and furniture for administrative and programmatic support staff. The increase is based on historical spend analysis.
- CAP Cost Allocation to One-Stop: \$25,000 –** Costs allocated to the One-Stop Center based on operations staff time spent and charged to those activities.

8900 Strategic Initiatives: \$75,000 – A decrease of \$33,000 – These funds are available to be allocated for future workforce initiatives approved by the Board.

WORKFORCE CONNECTIONS
PY2016 WIOA Formula Budget
One-Stop System
(Revised Budget - May 1, 2016)

One-Stop System	Authorized FTE	Actual FTE	Approved Budget PY2015	Proposed Budget PY2016	\$ Change	Admin	Program	Total
6500 Salaries	8.38	6.38	683,158	615,000	(68,158)	18,450	596,550	615,000
7000 Accounting and Auditing			18,000	18,000	-	18,000	-	18,000
7005 Legal Fees			30,000	30,000	-	30,000	-	30,000
7010 Legal Publication Advertising			1,000	1,000	-		1,000	1,000
7020 Licenses and Permits			14,500	15,000	500		15,000	15,000
7025 Dues and Subscriptions			3,500	3,500	-		3,500	3,500
7030 Postage and Delivery			-	-	-		-	-
7035 Printing and Reproduction			4,500	4,000	(500)		4,000	4,000
7040 Office Supplies			10,000	10,000	-		10,000	10,000
7045 Systems Communications			20,000	20,000	-		20,000	20,000
7050 Training, and Seminars - Staff			9,756	10,000	244		10,000	10,000
7055 Travel and Mileage - Staff			18,480	20,000	1,520		20,000	20,000
7060 Utilities			-	-	-		-	-
7065 Telephone			5,720	6,000	280		6,000	6,000
7070 Facility Rent/Lease			-	-	-		-	-
7075 Facilities Repairs and Maintenance			10,000	20,000	10,000		20,000	20,000
7080 Admin Support Contracts			17,000	15,000	(2,000)	15,000	-	15,000
7085A Program Support Contracts			59,500	50,000	(9,500)		50,000	50,000
7085B Program Contracts - IT/Web			15,000	15,000	-		15,000	15,000
7085C Program Contracts - Workforce Dev. Academy			100,000	100,000	-		100,000	100,000
7090 Non-Board Meetings and Outreach			58,500	58,000	(500)		58,000	58,000
7095 Board Meetings and Travel			-	-	-		-	-
7100 Insurance			19,000	19,000	-		19,000	19,000
7100-7120 Employee Fringe Benefits			216,087	210,000	(6,087)		210,000	210,000
7125 Employer Payroll Taxes			21,108	22,000	892		22,000	22,000
7130-7135 Payroll Services and Bank Fees			1,500	1,500	-	1,500	-	1,500
7200 Equipment - Operating Leases			-	-	-		-	-
7500 Participant Training			200,000	-	(200,000)		-	-
7215/8500 Capital - Equipment and Furniture			57,000	57,000	-		57,000	57,000
8510 Capital - Tenant Improvements			15,050	15,000	(50)		15,000	15,000
CAP Cost Allocation to One-Stop			-	10,000	10,000		10,000	10,000
8900 Strategic Initiative - WIOA			-	-	-		-	-
8900 Strategic Initiative - 1st Qtr 2016			286,310	265,000	(21,310)		265,000	265,000
Subtotal One-Stop System			1,894,669	1,610,000	(284,669)	82,950	1,527,050	1,610,000

**Workforce Connections
Program Year 2016
WIOA One-Stop System Budget Narrative-Adjustment Requests**

- 6500 - Salaries: \$615,000 – A decrease of \$68,158 –** Allocated costs for administrative and program staff salaries. The decrease is due to the removal of vacancies from the position list and an adjustment to the paid time off (PTO) pool.
- 7000 - Accounting and Auditing: \$18,000 –** Allocated costs for the A-133 audit as well as extended accounting, financial consulting, and technical support.
- 7005 Legal Fees: \$30,000 –** Allocated costs for legal services in areas such as board and official open meetings preparation including review of agendas, contract agreements, RFPs, and policies.
- 7010 Legal Publication Advertising: \$1,000 –** Allocated costs for legal publications including job postings, Request for Proposals notices, and controlled advertisements.
- 7020 Licenses and Permits: \$15,000 – An increase of \$500 –** Allocated costs for software licenses and permits associated with new computers or purchased upgrades for current software. The increase is based on historical spend analysis.
- 7025 Dues and Subscriptions: \$3,500 –** Allocated costs for memberships in trade and technical associations that benefit Workforce Connections' outreach and oversight initiatives. They offer valuable key contacts for workforce/economic development and technical information support.
- 7035 Printing and Reproduction: \$4,000 – A decrease of \$500 –** Allocated costs for monthly copier per copy charges and other ancillary copying and printing costs associated with Board administration and daily operations. The decrease is based on historical spend analysis.
- 7040 Office Supplies: \$10,000 –** Allocated costs for program support training agreements and security guard costs.
- 7045 Systems Communications: \$20,000 –** Allocated costs for support systems such as data backup, internet services, and web hosting for e-mail support.
- 7050 Training and Seminars (Staff): \$10,000 – An increase of \$244 –** 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. The increase is based on historical spend analysis.
- 7055 Travel and Mileage (Staff): \$20,000 – An increase of \$1,520 –** Allocated costs for local mileage and out-of-town staff travel for grant related matters, State and USDOL sponsored training and conferences. Mileage includes an array of programmatic and fiscal activities, local and rural areas site reviews and monitoring visits to ensure compliance with WIOA initiatives and work plans. The increase is based on historical spend analysis.

- 7065 Telephone: \$6,000 – An increase of \$280 –** Allocated costs for all activities related to telephone services including local and long distance phone charges and wireless communication. **The increase is based on historical spend analysis.**
- 7075 Facilities Maintenance: \$20,000 – An increase of \$10,000 –** Allocated costs for equipment, security and facility repairs and maintenance. **The increase is for anticipated gas, repairs and maintenance and other costs to maintain the mobile One-Stop units.**
- 7080 Admin Support Contracts: \$15,000 – A decrease of \$2,000 –** Allocated costs for administrative support agreements, HR consultant and temporary staffing with focus on administrative, fiscal, and personnel management. **The decrease is based on historical spend analysis.**
- 7085A Program Support Contracts: \$50,000 – A decrease of \$9,500 –** Allocated costs for program support training agreements. **The decrease is based on historical spend analysis.**
- 7085B Program Support Contracts – IT and Web: \$15,000 –** Allocated costs for temporary staffing to support program and data support activities.
- 7085C Program Support Contracts – Workforce Dev. Academy: \$100,000 –** Allocated costs for temporary staffing to support program and data support activities.
- 7090 Non-Board Meetings and Outreach: \$58,000 – A decrease of \$500 –** Allocated costs for business and employer outreach initiatives to attract businesses and establish partnerships for workforce development and employer services. **The decrease is based on historical spend analysis.**
- 7100 Insurance: \$19,000 –** Allocated costs for Board anticipated liability insurance costs for workers' compensation, general business liability, auto, and Board of Directors' and officers' errors and omission liability.
- 7100-7120 Employee Fringe Benefits: \$210,000 – A decrease of \$6,087 –** Allocated costs for employee benefits including medical, dental, life insurance, and Public Employees Retirement System (PERS) contributions. A rate of 35% of the total salaries is used to calculate the fringe benefits. **The decrease is to account for a position adjustment.**
- 7125 Employer Payroll Taxes: \$22,000 – An increase of \$892 –** Allocated costs for employer payroll taxes which are calculated at 3% of total salaries. **The increase is to account for a position adjustment and on historical spend analysis.**
- 7130-7135 Bank/Payroll Services: \$1,500 –** Allocated costs for various banking services which include wire transfers, ACH payments, and payroll services.
- 7500 Participant Training: \$0 – A decrease of \$200,000 –** Contracts for training initiatives related to tutoring. **The tutoring contracts have expired and were not renewed.**
- 8500 Capital – Equipment and Furniture, Tenant Improvements: \$72,000 – A decrease of \$50 –** Allocated costs for equipment and furniture including computers, servers, and furniture

for administrative and programmatic support staff. The decrease is based on historical spend analysis.

CAP **Cost Allocation to One-Stop: \$10,000 –** Costs allocated to the One-Stop System based on operations staff time spent and charged to those activities.

8900 **Strategic Initiatives: \$265,000 – A decrease of \$21,310 –** These funds are available to be allocated for future workforce initiatives approved by the Board.

MARCH 2016

WORKFORCE CONNECTIONS

PY2015 WIOA Formula Expenses

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

Administrative and Program Operating Budget

											% OF PROGRAM YEAR COMPLETED		
											75.0%		
Line Item Number	Budget				Actual Expenses			Budget Authority Remaining			% Expended from Budget		
	Operating Expenses	Admin	Program	Total	Admin	Program	Total	Admin	Program	Total	Admin	Program	Total
6500	Salaries	538,507	2,154,026	2,692,533	391,740	1,122,673	1,514,414	146,767	1,031,353	1,178,119	72.75%	52.12%	56.24%
7000	Accounting and Auditing	270,000	0	270,000	140,347	0	140,347	129,653	0	129,653	51.98%	0.00%	51.98%
7005	Legal Fees	70,000	0	70,000	6,133	0	6,133	63,867	0	63,867	8.76%	0.00%	8.76%
7010	Legal Publication Advertising	4,500	13,500	18,000	166	1,351	1,517	4,334	12,149	16,483	3.69%	10.01%	8.43%
7020	Licenses and Permits	750	2,250	3,000	110	304	414	640	1,946	2,586	14.72%	13.51%	13.81%
7025	Dues and Subscriptions	3,750	11,250	15,000	968	3,634	4,603	2,782	7,616	10,397	25.83%	32.30%	30.68%
7030	Postage & Delivery	1,500	4,500	6,000	598	1,790	2,388	902	2,710	3,612	39.89%	39.78%	39.81%
7035	Printing and Reproduction	2,750	8,250	11,000	1,064	3,177	4,241	1,686	5,073	6,759	38.69%	38.51%	38.55%
7040	Office Supplies	7,875	23,625	31,500	4,175	12,522	16,698	3,700	11,103	14,802	53.02%	53.01%	53.01%
7045	System Communications	26,750	80,250	107,000	16,750	49,272	66,022	10,000	30,978	40,978	62.62%	61.40%	61.70%
7050	Training and Seminars	17,500	52,500	70,000	5,788	23,099	28,887	11,712	29,401	41,113	33.07%	44.00%	41.27%
7055	Travel and Mileage (Staff)	18,000	54,000	72,000	8,679	37,134	45,813	9,321	16,866	26,187	48.22%	68.77%	63.63%
7060	Utilities	7,500	22,500	30,000	5,139	15,240	20,380	2,361	7,260	9,620	68.52%	67.74%	67.93%
7065	Telephone	7,500	22,500	30,000	2,624	11,765	14,388	4,876	10,735	15,612	34.98%	52.29%	47.96%
7070	Rent	47,354	142,060	189,414	35,368	105,351	140,719	11,986	36,709	48,695	74.69%	74.16%	74.29%
7075	Facilities Maintenance	33,875	101,625	135,500	23,457	71,485	94,942	10,418	30,140	40,558	69.25%	70.34%	70.07%
7080/7085	Support Contracts	118,000	385,000	503,000	73,273	206,800	280,073	44,727	178,200	222,927	62.10%	53.71%	55.68%
7090	Non-Board Meetings & Outreach	10,750	32,250	43,000	1,984	11,444	13,428	8,766	20,806	29,572	18.46%	35.48%	31.23%
7095	Board Meetings and Travel	0	25,000	25,000	0	21,317	21,317	0	3,683	3,683	0.00%	85.27%	85.27%
7100	Insurance	12,500	37,500	50,000	8,341	22,846	31,187	4,159	14,654	18,813	66.73%	60.92%	62.37%
7120	Employee Fringe Benefits	211,535	634,605	846,140	128,628	384,191	512,819	82,907	250,414	333,321	60.81%	60.54%	60.61%
7125	Employer Payroll Taxes	20,194	60,583	80,777	10,045	32,251	42,295	10,149	28,332	38,482	49.74%	53.23%	52.36%
7130/7135	Payroll Services and Bank Fees	11,000	0	11,000	4,753	0	4,753	6,247	0	6,247	43.21%	0.00%	43.21%
7200	Equipment - Operating Leases	10,000	30,000	40,000	5,470	16,302	21,772	4,530	13,698	18,228	54.70%	54.34%	54.43%
8500	Equipment and Furniture	30,613	91,837	122,450	10,941	31,902	42,844	19,672	59,935	79,606	35.74%	34.74%	34.99%
8900	Strategic Initiative (Operations)	263,001	789,002	1,052,003	0	0	0	263,001	789,002	1,052,003	0.00%	0.00%	0.00%
	Total	1,745,704	4,778,613	6,524,317	886,543	2,185,850	3,072,393	859,161	2,592,763	3,451,924	50.78%	45.74%	47.09%

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**Workforce Connections
Awards and Expenditures
Program Year 2014/2015 Adult/Dislocated Worker Programs
February 29, 2016**

Amounts for Providers reflect invoiced allowable expenditures through February 2016. Starred lines only reflect expenditures through January 2016.

Providers highlighted in red are on high risk status.

Providers highlighted in pink have an active pink paper.

WIA/WIOA PY15 One-Stop Career Center

Provider	Contract Dates	Contract Award	Adult Expenditures	DW Expenditures	Total Invoiced	% Spent	Remaining Balance
ResCare Operator Costs	7/1/15-6/30/16	\$ 338,777	\$ 123,981	\$ 71,731	\$ 195,711	57.77%	\$ 143,066
ResCare Economic Development	7/1/15-6/30/16	\$ 137,515	\$ 54,568	\$ 12,800	\$ 67,368	48.99%	\$ 70,147
ResCare General Career and Training	7/1/15-6/30/16	\$ 1,259,486	\$ 438,219	\$ 266,551	\$ 704,770	55.96%	\$ 554,716
JanTec - Follow-up Files	7/1/15-3/31/16	\$ 100,000	\$ 26,530	\$ 13,933	\$ 40,464	40.46%	\$ 59,536
Total		\$ 1,835,778	\$ 643,298	\$ 365,015	\$ 1,008,313	54.93%	\$ 827,465

WIA/WIOA PY15 One-Stop Affiliate Sites

Provider	Contract Dates	Contract Award	Adult Expenditures	DW Expenditures	Total Invoiced	% Spent	Remaining Balance
Academy of Human Development - East	7/1/15-6/30/16	\$ 395,000	\$ 104,711	\$ 93,959	\$ 198,670	50.30%	\$ 196,330
HELP of Southern Nevada - South	7/1/15-6/30/16	\$ 628,000	\$ 246,800	\$ 105,506	\$ 352,306	56.10%	\$ 275,694
Nevada Partners, Inc - North	7/1/15-6/30/16	\$ 675,000	\$ 326,069	\$ 126,612	\$ 452,681	67.06%	\$ 222,319
Total		\$ 1,698,000	\$ 677,580	\$ 326,077	\$ 1,003,656	59.11%	\$ 694,344

WIA/WIOA PY14/15 Special Populations

Provider	Contract Dates	Contract Award	Adult Expenditures	DW Expenditures	Total Invoiced	% Spent	Remaining Balance
Easter Seals Nevada - Disabilities	7/1/15-6/30/16	\$ 264,000	\$ 109,375	\$ 76,145	\$ 185,520	70.27%	\$ 78,480
Foundation for an Independent Tomorrow - Re-Entry	7/1/15-6/30/16	\$ 390,000	\$ 298,213		\$ 298,213	76.46%	\$ 91,787
Goodwill of Southern Nevada - Disabilities	7/1/15-6/30/16	\$ 339,200	\$ 151,300	\$ 26,925	\$ 178,224	52.54%	\$ 160,976
Las Vegas Clark County Urban League - Veterans	7/1/15-6/30/16	\$ 360,000	\$ 171,754	\$ 44,210	\$ 215,964	59.99%	\$ 144,036
Nevada Department of Corrections - Re-Entry	11/12/14-6/30/16	\$ 800,000	\$ 339,930		\$ 339,930	42.49%	\$ 460,070
Nevada Partners, Inc - Pre-Apprenticeship	10/1/15-9/30/15	\$ 395,000	\$ 18,686	\$ 7,469	\$ 26,155	6.62%	\$ 368,845
UNLV Nursing GAP Training	11/1/14-6/30/16	\$ 200,000	\$ 99,990		\$ 99,990	50.00%	\$ 100,010
Total		\$ 2,748,200	\$ 1,189,248	\$ 154,748	\$ 1,343,996	48.90%	\$ 1,404,204

WIA/WIOA PY15 Rural

Provider	Contract Dates	Contract Award	Adult Expenditures	DW Expenditures	Total Invoiced	% Spent	Remaining Balance
Lincoln County - Rural	7/1/15-6/30/16	\$ 59,500	\$ 27,180	\$ 4,633	\$ 31,813	53.47%	\$ 27,687
Nye Communities Coalition - Rural	7/1/15-6/30/16	\$ 345,000	\$ 128,114	\$ 42,568	\$ 170,681	49.47%	\$ 174,319
Total		\$ 404,500	\$ 155,293	\$ 47,201	\$ 202,494	50.06%	\$ 202,006

Total PY14-PY15 Adult/DW		\$ 6,686,478	\$ 2,665,419	\$ 893,041	\$ 3,558,460	53.22%	\$ 3,128,018
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75%

25%

**Workforce Connections
Awards and Expenditures
Program Year 2015 Adult/Dislocated Worker WC paid Trainings
Obligations through April 5, 2016**

Providers highlighted in red are on high risk status.

Providers highlighted in pink have an active pink paper.

WIA/WIOA PY15 One-Stop Career Center

Provider	Contract Dates	Training Budget	Adult Obligations	DW Obligations	Total Obligations	% of Budget	Remaining Balance
ResCare Operator Costs	7/1/15-6/30/16	N/A			\$ -		
ResCare Economic Development	7/1/15-6/30/16	\$ 340,939	\$ 146,206	\$ 4,037	\$ 150,244	44.07%	\$ 190,695
ResCare General Career and Training	7/1/15-6/30/16	\$ 699,222	\$ 424,380	\$ 135,302	\$ 559,682	80.04%	\$ 139,540
JanTec - Follow-up Files	7/1/15-12/31/15	N/A			\$ -		
Total		\$ 1,040,161	\$ 570,586	\$ 139,339	\$ 709,925	68.25%	\$ 330,236

WIA/WIOA PY15 One-Stop Affiliate Sites

Provider	Contract Dates	Training Budget	Adult Obligations	DW Obligations	Total Obligations	% of Budget	Remaining Balance
Academy of Human Development - East	7/1/15-6/30/16	\$ 240,000	\$ 84,028	\$ 40,648	\$ 124,676	51.95%	\$ 115,324
HELP of Southern Nevada - South	7/1/15-6/30/16	\$ 412,000	\$ 216,973	\$ 85,330	\$ 302,303	73.37%	\$ 109,697
Nevada Partners, Inc - North	7/1/15-6/30/16	\$ 400,000	\$ 242,262	\$ 85,738	\$ 328,000	82.00%	\$ 72,000
Total		\$ 1,052,000	\$ 543,263	\$ 211,716	\$ 754,979	71.77%	\$ 297,021

WIA/WIOA PY14/15 Special Populations

Provider	Contract Dates	Training Budget	Adult Obligations	DW Obligations	Total Obligations	% of Budget	Remaining Balance
Easter Seals Nevada - Disabilities	7/1/15-6/30/16	\$ 236,000	\$ 104,734	\$ 55,674	\$ 160,408	67.97%	\$ 75,592
Foundation for an Independent Tomorrow - Re-Entry	7/1/15-6/30/16	\$ 210,000	\$ 84,952		\$ 84,952	40.45%	\$ 125,048
Goodwill of Southern Nevada - Disabilities	7/1/15-6/30/16	\$ 260,800	\$ 102,576	\$ 12,911	\$ 115,487	44.28%	\$ 145,313
Las Vegas Clark County Urban League - Veterans	7/1/15-6/30/16	\$ 240,000	\$ 138,570	\$ 49,724	\$ 188,294	78.46%	\$ 51,706
Nevada Partners, Inc - Pre-Apprenticeship	10/1/15-9/30/16	\$ 5,000	\$ -	\$ -	\$ -	0.00%	\$ 5,000
Nevada Department of Corrections - Re-Entry	11/12/14-6/30/16	N/A			\$ -		
UNLV Nursing GAP Training	11/1/14-6/30/16	N/A			\$ -		
Total		\$ 951,800	\$ 430,831	\$ 118,309	\$ 549,140	57.69%	\$ 402,660

WIA/WIOA PY15 Rural

Provider	Contract Dates	Training Budget	Adult Obligations	DW Obligations	Total Obligations	% of Budget	Remaining Balance
Lincoln County - Rural	7/1/15-6/30/16	\$ 40,500	\$ 24,420	\$ -	\$ 24,420	60.30%	\$ 16,080
Nye Communities Coalition - Rural	7/1/15-6/30/16	\$ 230,000	\$ 150,531	\$ 35,264	\$ 185,795	80.78%	\$ 44,205
Total		\$ 270,500	\$ 174,951	\$ 35,264	\$ 210,215	77.71%	\$ 60,285

WIA PY15 NEG

Provider	Contract Dates	Training Budget	Adult Obligations	DW Obligations	Total Obligations	% of Budget	Remaining Balance
Academy of Human Development - East	7/1/15-6/30/16	\$ 50,000			\$ -	0.00%	\$ 50,000
Easter Seals Nevada - Disabilities	7/1/15-6/30/16	\$ 50,000		\$ 8,039	\$ 8,039	16.08%	\$ 41,961
Goodwill of Southern Nevada - Disabilities	7/1/15-6/30/16	\$ 50,000			\$ -	0.00%	\$ 50,000
HELP of Southern Nevada - South	7/1/15-6/30/16	\$ 25,000			\$ -	0.00%	\$ 25,000
Las Vegas Clark County Urban League - Veterans	7/1/15-6/30/16	\$ 50,000			\$ -	0.00%	\$ 50,000
Nevada Partners, Inc - North	7/1/15-6/30/16	\$ 100,000		\$ 2,100	\$ 2,100	2.10%	\$ 97,900
Nye Communities Coalition - Rural	7/1/15-6/30/16	\$ 35,000		\$ 1,575	\$ 1,575	4.50%	\$ 33,425
ResCare Economic Development	7/1/15-6/30/16	\$ 100,000		\$ 33,044	\$ 33,044	33.04%	\$ 66,956
ResCare General Career and Training	7/1/15-6/30/16						
Total		\$ 460,000	\$ -	\$ 44,758	\$ 44,758	9.73%	\$ 415,242

Total PY11-PY12 Adult/DW		\$ 3,774,461	\$ 1,719,631	\$ 549,387	\$ 2,269,017	60.12%	\$ 1,505,444
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76%

24%

**Workforce Connections
Awards and Expenditures
Program Year 2014/2015 Youth Programs
February 29, 2016**

Amounts for Providers reflect invoiced allowable expenditures through February 2016. Starred lines only reflect expenditures through January 2016.

Providers highlighted in red are on high risk status.

Providers highlighted in pink have an active pink paper.

WIA PY15 Youth One Stop Affiliate Sites

Provider	Contract Dates	Contract Award	Youth In-School Expenditures	Youth Out-Of-School Expenditures	Total Invoiced	% Spent	Remaining Balance
Nevada Partners, Inc - North	7/1/15-6/30/16	\$ 867,800	\$ -	\$ 398,289	\$ 398,289	45.90%	\$ 469,511
So. NV Regional Housing Authority - East	7/1/15-6/30/16	\$ 679,500	\$ -	\$ 314,892	\$ 314,892	46.34%	\$ 364,608
Total		\$ 1,547,300	\$ -	\$ 713,181	\$ 713,181	46.09%	\$ 834,119
			0%	100%			

WIA PY15 Youth Rural

Provider	Contract Dates	Contract Award	Youth In-School Expenditures	Youth Out-Of-School Expenditures	Total Invoiced	% Spent	Remaining Balance
Lincoln County	7/1/15-6/30/16	\$ 127,320	\$ 13,196	\$ 15,470	\$ 28,666	22.51%	\$ 98,654
Nye Communities Coalition	7/1/15-6/30/16	\$ 342,800	\$ 67,599	\$ 58,533	\$ 126,132	36.79%	\$ 216,668
St. Jude's Ranch for Children	7/1/15-6/30/16	\$ 210,000	\$ 50,703	\$ 47,519	\$ 98,223	46.77%	\$ 111,777
Total		\$ 680,120	\$ 131,498	\$ 121,522	\$ 253,021	37.20%	\$ 427,099
			52%	48%			

WIA PY15 Special Populations

Provider	Contract Dates	Contract Award	Youth In-School Expenditures	Youth Out-Of-School Expenditures	Total Invoiced	% Spent	Remaining Balance
Goodwill of So. Nevada - Youth with Disabilities	7/1/15-6/30/16	\$ 342,400	\$ -	\$ 152,915	\$ 152,915	44.66%	\$ 189,485
HELP of So. Nevada - Dropout Recovery	7/1/15-6/30/16	\$ 337,429	\$ 16,307	\$ 184,480	\$ 200,788	59.51%	\$ 136,641
Nevada Partners, Inc - Pre-Entry Youth	10/1/15-9/30/16	\$ 525,000		\$ 118,892	\$ 118,892	22.65%	\$ 406,108
Olive Crest - Foster Youth	7/1/15-6/30/16	\$ 470,300	\$ 133,042	\$ 120,372	\$ 253,414	53.88%	\$ 216,886
Total		\$ 1,675,129	\$ 149,349	\$ 576,659	\$ 726,008	43.34%	\$ 949,121
			21%	79%			

Total PY14-PY15 Youth		\$ 3,902,549	\$ 280,847	\$ 1,411,362	\$ 1,692,210	43.36%	\$ 2,210,339
			17%	83%			

**Workforce Connections
Awards and Expenditures
Program Year 2015 Youth WC Paid Trainings
Obligations through April 5, 2016**

Providers highlighted in red are on high risk status.

Providers highlighted in pink have an active pink paper.

WIA PY15 Youth One Stop Affiliate Sites

Provider	Contract Dates	Training Budget	Youth In-School Obligations	Youth Out-Of-School Obligations	Total Obligated	% Spent	Remaining Balance
Nevada Partners, Inc - North	7/1/15-6/30/16	\$ 87,000	\$ 2,095	\$ 25,889	\$ 27,984	32.16%	\$ 59,017
So. NV Regional Housing Authority - East	7/1/15-6/30/16	\$ 147,500	\$ -	\$ 81,155	\$ 81,155	55.02%	\$ 66,345
Total		\$ 234,500	\$ 2,095	\$ 107,044	\$ 109,139	46.54%	\$ 125,361
			2%	98%			

WIA PY15 Youth Rural

Provider	Contract Dates	Training Budget	Youth In-School Obligations	Youth Out-Of-School Obligations	Total Obligated	% Spent	Remaining Balance
Lincoln County	7/1/15-6/30/16	\$ 22,680	\$ -	\$ (7,327)	\$ (7,327)	-32.30%	\$ 30,007
Nye Communities Coalition	7/1/15-6/30/16	\$ 7,200	\$ -	\$ 3,999	\$ 3,999	55.54%	\$ 3,201
St. Jude's Ranch for Children	7/1/15-6/30/16	\$ 65,000	\$ -	\$ 7,981	\$ 7,981	12.28%	\$ 57,019
Total		\$ 94,880	\$ -	\$ 4,653	\$ 4,653	4.90%	\$ 90,227
			0%	100%			

WIA PY15 Special Populations

Provider	Contract Dates	Training Budget	Youth In-School Obligations	Youth Out-Of-School Obligations	Total Obligated	% Spent	Remaining Balance
Goodwill of So. Nevada - Youth with Disabilities	7/1/15-6/30/16	\$ 157,600	\$ -	\$ 55,662	\$ 55,662	35.32%	\$ 101,938
HELP of So. Nevada - Dropout Recovery	7/1/15-6/30/16	\$ 162,571	\$ 5,500	\$ 10,999	\$ 16,499	10.15%	\$ 146,072
Nevada Partners, Inc - Pre-Entry Youth	10/1/15-9/30/16	\$ 125,000	\$ -	\$ -	\$ -	0.00%	\$ 125,000
Olive Crest - Foster Youth	7/1/15-6/30/16	\$ 29,700	\$ 1,480	\$ 1,480	\$ 2,960	9.97%	\$ 26,740
Total		\$ 474,871	\$ 6,980	\$ 68,141	\$ 75,121	15.82%	\$ 399,750
			9%	91%			
Total Youth		\$ 804,251	\$ 9,075	\$ 179,839	\$ 188,913	23.49%	\$ 615,338
			5%	95%			

**Workforce Connections
Awards and Expenditures
Program Year 2013/2014/2015 Direct Programs
February 29, 2016**

Amounts for Internal Programs reflect expenditures as of February, 2016.

Amounts for Providers reflect invoiced allowable expenditures through February 2016. Starred lines only reflect expenditures through January 2016.

Direct Grants

Program	WC FTE	Contract Dates	Contract Award	Total Expended	% Spent	Remaining Balance
Youth Build PY13 - WC	4.00	7/15/13-11/14/16	973,464	\$ 871,318	89.51%	102,147
Youth Build PY13 - CCSD DRHS		10/1/13-9/30/15	126,536	\$ 126,536	100.00%	-
Youth Build PY15 - WC		10/1/15-1/31/19	1,000,000	\$ 107,827	10.78%	892,173
Youth Build PY15 - CCSD DRHS		10/1/15-9/30/17	100,000	\$ 5,707	5.71%	94,293
AmeriCorps PY15 - WC	0.10	8/1/15-7/31/16	42,328	\$ 25,199	59.53%	17,129
AARP		7/1/14-6/30/16	100,000	\$ 81,345	81.35%	18,655
NSHE - DETR	0.40	2/9/16-6/30/16	65,270	\$ 6,931	10.62%	58,339
NSHE - Robert Wood		11/1/15-1/31/17	64,015	\$ 49,100	76.70%	14,915
Total	4.50		2,471,613	1,273,963	51.54%	1,197,650

workforce CONNECTIONS
WIOA Expenditure Tracking
YTD PY15 - July 1, 2015 through February 29, 2016

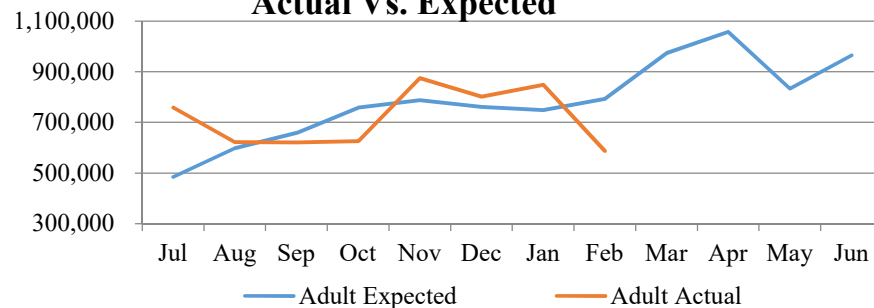
Spending Plan (July 1, 2015 through June 30, 2016)

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

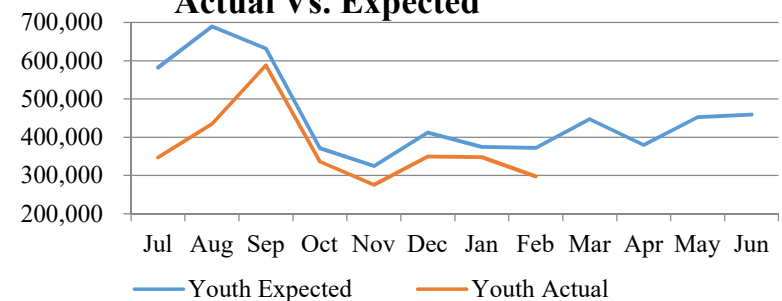
YTD Actuals Vs. Expected

Approved Awards	ADW			Youth		
	YTD Actual	YTD Expected	Inc / (Dec)	YTD Actual	YTD Expected	Inc / (Dec)
WC Operations	1,936,356	2,250,250	(313,894)	786,627	1,290,000	(503,373)
One-Stop Center and System	807,010	1,317,454	(510,444)	0	160,000	(160,000)
Service Provider Contracts	5,740,300	5,592,037	148,263	2,977,587	3,759,113	(781,527)
Total Budget	8,483,665	9,159,741	(676,076)	3,764,214	5,209,113	(1,444,900)

ADW Service Provider Contracts
Actual Vs. Expected



Youth Service Provider Contracts
Actual Vs. Expected



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

8. **COMMITTEE MEMBERS COMMENTS:** Budget Committee Member comments.

9. **ADJOURNMENT**