



Thursday, October 25, 2018, 9:00 AM

Tele-Conference

Conference Dial: 1-800-511-7985

Code: 605-9608#

## Finance Committee Agenda

- I. **Welcome and Introductions** .....Chair, Sophia West
  
- II. **Public Comments**
  
- III. **Action/Discussion Items**
  - 1. Approval of Minutes – August 2, 2018 Finance Committee Meeting..... Page 2
  - 2. 2018 – 2019 Budget Modification No. 2 ..... S. Doyle, Page 4
  - 3. Section 125 Cafeteria Plan
  
- IV. **Information Items**
  - 1. Expenditures Report for Period Ended June 30, 2018 ..... S. Doyle, Page 7
  - 2. Supportive Services Update ..... S. Doyle, Page 10
  - 3. Supportive Services Audit..... A. Munro, Page 11
  - 4. Third Party Vendors..... A. Munro, Page 12
  - 5. Internal & External Audits ..... A. Munro, Page 13
  - 6. National Association of Workforce Boards (NAWB) Forum.....J. Dorcy, Page 14
  
- V. **Future Business**
  
- VI. **Adjournment**

Next Finance Committee Meeting – December 27, 2018

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## CareerSource Tampa Bay Minutes of Finance Committee Meeting

**Date:** August 2, 2018, 9:00 a.m.

**Location:** CareerSource Tampa Bay Office, 4902 Eisenhower Blvd. Tampa, FL

### **Call to Order**

Incoming Chair Sophia West called the meeting to order at 9:03 a.m. There was a quorum present with the following Finance Committee members participating.

### **Board Members in attendance**

Jasiel Legon, Michael Smith, Sophia West

### **Board Members not in attendance**

Steve Hooper

### **Staff Present**

Juditte Dorcy, Sheila Doyle, Anna Munro, Mai Russell

### **BOCC Liaison/Representative**

Kenneth Jones, Ron Barton

### **Guest**

Teri Morrow

The items are listed in the order of discussion.

▶ indicates committee action

### **Action Items**

#### **▶ Approval of Minutes: April 26, 2018 Finance Committee Meeting**

**A motion to approve the minutes of April 26<sup>th</sup> Finance Committee Meeting** was made by Mike Smith and seconded by Jasiel Legon. The motion passed unanimously.

#### **▶ 2018 – 2019 Budget Modification No. 1**

Finance Director Sheila Doyle presented this item for consideration. Total budget revenue has increased from \$20.7M to \$22.5M. Interim Executive Director Dorcy added the new \$100k award for Apprenticeship will provide construction training targeted for Migrant Seasonal Farmworkers. **A motion to approve the adjustment to the revenue budget and resultant modification to the expenditure budget** was made by Jasiel Legon and seconded by Mike Smith. The motion passed unanimously.

#### **▶ Paid Time Off**

HR Consultant Morrow presented this item. Referring to the excerpt on PTO taken from the Employee Handbook, she compared the current policy with industry standard. A discussion on capping PTO hours, capping PTO payout, unpaid leave, and FMLA ensued.

**A motion to cap the accumulation of PTO hours not to exceed 480 hours** was made by Jasiel Legon and seconded by Mike Smith. The motion passed unanimously.

**A motion to cap PTO payout at two (2) times the maximum annual accrual hours based on length of service** was made by Jasiel Legon and seconded by Mike Smith. The motion passed unanimously.

**A motion to payout** [transition employees with] accumulated PTO hours in December was made by Mike Smith and seconded by Jasiel Legon. The motion passed unanimously.

**A motion to remove “Employees may not request unpaid leave with approval from the President & CEO”** was made by Jasiel Legon and seconded by Mike Smith. The motion passed unanimously.

**A motion to add the following policy “PTO hours run concurrently with FMLA”** was made by Jasiel Legon and seconded by Mike Smith. The motion passed unanimously.

**► 401(k) Plan Non-Elective Contribution (NEC)**

Finance Director Anna Munro presented this item for consideration. **A motion to approve NEC of 5% of an employee's eligible earnings to be allocated as of the end of each payroll period within the Plan** was made by Jasiel Legon and seconded by Mike Smith. The motion passed unanimously.

**Other Administrative Matters**

**► Combining Audit & Finance Committees**

**A motion to combine Audit & Finance Committees** was made by Jasiel Legon and seconded by Mike Smith. The motion passed unanimously.

**Information Items**

**Section 125 Wrap Plan document**

HR Consultant Morrow spoke on this item. She explained the filing of this document allows employees to make pre-tax payroll deduction for benefits. This document is being reviewed and will be presented for board approval by September 1<sup>st</sup>.

**Expenditures Report for Period Ending June 30, 2018**

A review of expenditures by program ensued. CareeSource Tampa Bay has expended 72% of its 2017 – 2018 budgets.

**Public Comments**

None was made.

**Adjournment**

The meeting was adjourned at approximately 10:35 a.m.



## **PY 2018-2019 Budget Modification No. 2**

### **Information:**

Total budgeted revenue has increased from \$22,520,737 to \$23,324,084 for an overall increase of \$803,347. This is due to the following:

### **Workforce Innovation & Opportunity Act Programs:**

Increase in WIOA Adult of \$560,000

Increase in WIOA Dislocated Worker of \$138,050

### **Employment Services:**

Increase in Wagner Peyser of \$182,482

Increase in Military Spouse of \$3,434

### **Direct Grants and Special Projects:**

Decrease in Reemployment & Eligibility Assessment of \$80,619

Additionally, there was an increase in expenditures of \$792,087.

### **Recommendation**

Approval of the adjustment to the revenue budget and resultant modification to the expenditure budget.

CareerSource Tampa Bay  
 PY 2018-2019 Budget  
 Modification #2

	Approved Budget	Modification No. 2	Modified Budget
WIOA Adult	4,141,045	560,000	4,701,045
WIOA Youth	3,353,651	-	3,353,651
WIOA Dislocated Worker	4,391,375	138,050	4,529,425
WIOA Community Based Sector Strategies	101,587	-	101,587
WIOA Community Based Training Construction	51,994	-	51,994
WIOA Sector Strategies IT Training	269,322	-	269,322
WIOA Sector Strategies Career Ready	299,409	-	299,409
WIOA Apprenticeship	100,000	-	100,000
WIOA Hurricane Maria Outreach	67,782	-	67,782
WIOA Supplemental	251,171	-	251,171
Subtotal WIOA	13,027,336	698,050	13,725,386
Wagner Peyser	1,337,352	182,482	1,519,834
Veterans Programs	284,433	-	284,433
SNAP	767,240	-	767,240
Unemployment Svcs.	88,927	-	88,927
Trade Adjustment Act	191,270	-	191,270
Military Spouse	95,000	3,434	98,434
Subtotal Employment Services	2,764,222	185,916	2,950,138
Welfare Transition Program	4,300,000	-	4,300,000
Subtotal WTP	4,300,000	-	4,300,000
Reemployment & Eligibility Assessment (RESEA)	572,481	(80,619)	491,862
NEG - Hurricane Maria Evacuees	280,500	-	280,500
USDOL Tech Hire	1,294,726	-	1,294,726
Tampa Housing	95,353	-	95,353
Citi Foundation	186,119	-	186,119
Subtotal Grants and Special Projects	2,429,179	(80,619)	2,348,560
Total Combined	22,520,737	803,347	23,324,084

**CareerSource Tampa Bay  
CSTB Budget  
PY 2018 (July 2018-June 2019)**

	<b>Workforce Innovation Opp Act Programs</b>	<b>Employment Services Programs</b>	<b>Welfare Transition Programs</b>	<b>Direct Grants and Special Projects</b>	<b>Adjusted CSTB PY 17-18</b>	<b>Modification No. 2</b>	<b>Prior CSTB Budget</b>
REVENUE							
Program Year 2018 Awards	7,491,070	2,330,100	4,300,000	1,891,198	16,012,368	566,316	15,446,052
Prior Year Award Carryforward	6,234,316	620,038	-	457,362	7,311,716	237,031	7,074,685
<b>TOTAL REVENUE</b>	<b>13,725,386</b>	<b>2,950,138</b>	<b>4,300,000</b>	<b>2,348,560</b>	<b>23,324,084</b>	<b>803,347</b>	<b>22,520,737</b>
EXPENDITURES							
Indirect Cost Rate - Admin	960,777	275,214	301,000	164,399	1,701,390	43,460	1,657,930
PROGRAM SERVICES:							
Business Services	2,632,119	-	766,986	500,895	3,900,000	-	3,900,000
Case Management Participant	2,424,000 4,363,000	905,000 170,000	1,325,000 840,000	195,000 290,000	4,849,000 5,663,000	(62,000) 953,000	4,911,000 4,710,000
SERVICE PROVIDER CONTRACTS:							
Service Provider Contracts	-	-	-	350,000	350,000	-	350,000
Junior Achievement	-	-	300,000	-	300,000	-	300,000
<b>SUB TOTAL PROGRAM SVC</b>	<b>9,419,119</b>	<b>1,075,000</b>	<b>3,231,986</b>	<b>1,335,895</b>	<b>15,062,000</b>	<b>891,000</b>	<b>14,171,000</b>
CSTB SUPPORT SERVICES							
Indirect Cost Rate - Program	411,762	117,949	129,000	70,457	729,168	18,627	710,541
Program Staff Direct	-	-	-	540,000	540,000	(201,000)	741,000
DEO Staff Travel	-	35,000	-	-	35,000	-	35,000
One Stop Center Operating Technology	428,664 103,532	866,897 169,506	145,042 185,992	164,397 40,970	1,605,000 500,000	- -	1,605,000 500,000
Community Outreach	3,280	319,346	5,374	-	328,000	-	328,000
Employed Worker Training (EWT)	450,000	-	-	-	450,000	-	450,000
Subsidized Employment (OJT/PWE)	1,900,000	-	290,000	12,000	2,202,000	40,000	2,162,000
Staff Training & Development	15,905	6,582	7,524	4,989	35,000	-	35,000
<b>SUB TOTAL CSTB SUPPORT SVCS</b>	<b>3,313,143</b>	<b>1,515,280</b>	<b>762,932</b>	<b>832,813</b>	<b>6,424,168</b>	<b>(142,373)</b>	<b>6,566,541</b>
<b>TOTAL DIRECT CLIENT</b>	<b>12,732,262</b>	<b>2,590,280</b>	<b>3,994,918</b>	<b>2,168,708</b>	<b>21,486,168</b>	<b>748,627</b>	<b>20,737,541</b>
Unobligated Balance	32,347	84,644	4,082	15,453	136,526	11,260	125,266
SUMMARY							
Total Available	13,725,386	2,950,138	4,300,000	2,348,560	23,324,084	803,347	22,520,737
Total Direct Client	12,732,262	2,590,280	3,994,918	2,168,708	21,486,168	748,627	20,737,541
Total Administrative	960,777	275,214	301,000	164,399	1,701,390	43,460	1,657,930
Total Budgeted Cost	13,693,039	2,865,494	4,295,918	2,333,107	23,187,558	792,087	22,395,471
Unobligated Balance	32,347	84,644	4,082	15,453	136,526	11,260	125,266

**CareerSource Tampa Bay**  
**Grant Award to Actual Expenditures**  
**FY 2018-2019**  
**For Period Ending 09/30/2018**

Program Description	Award Begin Date	Award End Date	Award Amount	FY18-19 Budget	FY18-19 Expenditures YTD	FY18-19 Remaining Budget	FY18-19 Expenditure Rate	Overall Expenditure Rate Expected	Overall Expenditure Rate Actual
<b>Workforce Innovation Opportunity Act</b>									
WIOA - Adult PY2017	7/1/17	6/30/19	2,404,645	1,945,332	760,688	1,184,644	39.10%	63%	50.74%
WIOA - Adult PY2018	7/1/18	6/30/20	2,745,712	2,755,712	-	2,755,712	0.00%	12%	0.00%
WIOA - Dislocated Worker PY2017	7/1/17	6/30/19	3,219,985	2,575,099	739,217	1,835,882	28.71%	63%	42.98%
WIOA - Dislocated Worker PY2018	7/1/18	6/30/20	2,964,326	1,954,326	-	1,954,326	0.00%	12%	0.00%
WIOA - IS Youth PY2017	4/1/17	6/30/19	271,199	180,395	23,297	157,098	12.91%	67%	42.07%
WIOA - OS Youth PY2017	4/1/17	6/30/19	2,454,663	743,395	372,447	370,948	50.10%	67%	84.89%
WIOA - IS Youth PY2018	4/1/18	6/30/20	2,854,618	121,494	-	121,494	0.00%	22%	0.00%
WIOA - OS Youth PY2018	4/1/18	6/30/20	150,243	2,308,368	-	2,308,368	0.00%	22%	0.00%
WIOA - Supplemental	7/1/18	12/31/19	251,171	251,171	-	251,171	0.00%	17%	0.00%
WIOA - Community Based Sec Str	4/1/17	12/31/18	199,375	101,587	29,055	72,532	28.60%	86%	63.62%
WIOA - Community Based Training - Construction	7/1/17	6/30/19	147,125	51,994	9,195	42,799	17.68%	63%	70.91%
WIOA - Sector Strategies - IT Training	7/1/17	6/30/19	396,495	269,322	36,585	232,737	13.58%	63%	41.30%
WIOA - Sector Strategies - Career READY	9/1/17	2/28/19	391,545	299,409	36,115	263,294	12.06%	72%	32.76%
WIOA - Apprenticeship FLA	5/1/18	4/30/20	100,000	100,000	3,151	96,849	3.15%	21%	3.15%
WIOA - Hurricane Maria Outreach	1/1/18	12/31/18	71,507	67,782	8,643	59,139	12.75%	75%	17.30%
<b>Total Workforce Innovation Opportunity Act</b>				<b>13,725,386</b>	<b>2,018,393</b>	<b>11,706,993</b>	<b>14.71%</b>		
<b>Employment Services</b>									
Wagner Peyser PY2017	7/1/17	9/30/18	1,389,416	286,668	286,668	(0)	100.00%	100%	100.00%
Wagner Peyser PY2018	7/1/18	9/30/19	1,283,166	1,233,166	106	1,233,060	0.01%	20%	0.01%
DVOP PY2017	10/1/17	9/30/18	245,000	75,889	20,670	55,219	27.24%	100%	77.46%
DVOP PY2018	10/1/18	9/30/19	215,189	152,189	-	152,189	0.00%	0%	0.00%
LVER PY 2017	10/1/17	9/30/18	57,000	18,308	6,341	11,967	34.64%	100%	79.01%
LVER PY 2018	10/1/18	9/30/19	53,797	38,047	-	38,047	0.00%	0%	0.00%
Supplemental Nutrition Assistance Program PY2017	10/1/17	9/30/18	787,357	204,740	186,102	18,638	90.90%	100%	97.63%
Supplemental Nutrition Assistance Program PY2018	10/1/18	9/30/19	750,000	562,500	-	562,500	0.00%	0%	0.00%
Reemployment Assistance Program PY2017	10/1/17	9/30/18	74,700	19,177	19,177	0	100.00%	100%	100.00%
Reemployment Assistance Program PY2018	10/1/18	9/30/19	93,000	69,750	-	69,750	0.00%	0%	0.00%
TAA Administration PY2017	7/1/17	9/30/18	14,695	7,078	1,511	5,567	21.35%	100%	62.12%
TAA Administration PY2018	7/1/18	6/30/19	13,000	13,000	-	13,000	0.00%	25%	0.00%
TAA Training PY2017	7/1/17	9/30/18	100,105	35,712	14,200	21,512	39.76%	100%	78.51%
TAA Training PY2018	7/1/18	6/30/19	91,000	91,000	-	91,000	0.00%	25%	0.00%
TAA Case Management PY2017	7/1/17	9/30/18	27,516	18,480	909	17,571	4.92%	100%	36.14%
TAA Case Management PY2018	7/1/18	6/30/19	26,000	26,000	-	26,000	0.00%	25%	0.00%
Military Family	7/1/18	6/30/19	98,434	98,434	24,406	74,028	24.79%	25%	24.79%
<b>Total Employment Services</b>				<b>2,950,138</b>	<b>560,090</b>	<b>2,390,048</b>	<b>18.99%</b>		
<b>Welfare Transition</b>									
Welfare Transition Program PY2018 July-Sept	7/1/18	11/30/18	1,086,241	1,086,241	639,291	446,950	58.85%	60%	58.85%
Welfare Transition Program PY2018 Oct-June	10/1/18	6/30/19	3,213,759	3,213,759	-	3,213,759	0.00%	0%	0.00%
<b>Total Welfare Transition</b>				<b>4,300,000</b>	<b>639,291</b>	<b>3,660,709</b>	<b>14.87%</b>		
<b>Direct Grants &amp; Special Projects</b>									
RESEA Transition PY2018	1/1/18	12/31/18	355,020	176,862	73,715	103,147	41.68%	75%	70.95%
RESEA Transition PY2019	1/1/19	12/31/19	565,000	315,000	-	315,000	0.00%	0%	0.00%
NEG - Hurricane Maria Evacuees	10/1/17	9/30/19	280,500	280,500	-	280,500	0.00%	50%	0.00%
USDOL Tech Hire	7/1/16	6/30/20	3,796,320	1,294,725	130,576	1,164,149	10.09%	56%	49.32%
Tampa Housing	5/15/17	3/31/21	148,275	95,353	624	94,729	0.65%	36%	5.76%
Citi Foundation	9/18/17	6/30/19	250,000	186,119	38,256	147,863	20.55%	58%	40.85%
<b>Total Direct Grants &amp; Special Projects</b>				<b>2,348,560</b>	<b>243,171</b>	<b>2,105,389</b>	<b>10.35%</b>		
<b>Totals</b>				<b>\$ 23,324,084</b>	<b>3,460,945</b>	<b>19,863,139</b>	<b>14.84%</b>		

**CareerSource Tampa Bay  
Expenditure Report  
For Period Ending September 30,2018**

**Funding Sources**

Total WIOA	Total Emp Services	Total WTP	Total Direct Grants and Special Proj	Total All
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**Current Year Budgeted Revenues:**

Carryforward Funds from FY 2018	6,234,316	620,038	-	457,362	7,311,716
FY 2019 Award	9,066,070	2,669,600	4,300,000	2,946,198	18,981,868
Total Funds available	15,300,386	3,289,638	4,300,000	3,403,560	26,293,584
Less: Planned Carryforward for FY 2020	(1,575,000)	(339,500)	-	(1,055,000)	(2,969,500)
Total Available Funds Budgeted	13,725,386	2,950,138	4,300,000	2,348,560	23,324,084

**Expenditures to Date:**

**Pooled Costs:**

Case Management	473,762	156,308	310,890	48,740	989,700
Business Services	397,808	37,728	134,390	15,805	585,731
Indirect Costs	167,497	71,437	53,017	20,478	312,429
One Stop Operating	8,017	210,339	67,942	3,058	289,356
Technology	9,442	60,059	21,326	-	90,827
Community Outreach	2,208	6,291	2,608	-	11,107
Staff Training & Development	-	-	-	-	-
<b>Total Pooled Costs:</b>	1,058,734	542,162	590,173	88,081	2,279,150

**Direct Costs:**

Service Provider Contracts	-	-	6,922	1,400	8,322
Participant Training Costs	922,892	14,200	41,586	40,562	1,019,240
Subsidized Employment (OJT/PWE)	36,767	-	610	-	37,377
Employed Worker Training (EWT)	-	-	-	-	-
Program Staff Direct	-	-	-	103,101	103,101
DEO (Jointly managed staff) travel	-	2,974	-	-	2,974
Other Operating Costs	-	754	-	10,027	10,781
<b>Total Direct Costs:</b>	959,659	17,928	49,118	155,090	1,181,795

**Total Expenditures to Date**

**Unexpended Balance**

**% of Budget Expended**

2,018,393	560,090	639,291	243,171	3,460,945
11,706,993	2,390,048	3,660,709	2,105,389	19,863,139
14.71%	18.99%	14.87%	10.35%	14.84%



**CareerSource Tampa Bay  
Pooled Cost Expenditure Detail  
For Period Ending September 30,2018**

	Case Management	Business Services	Indirect Costs	One Stop Operating	Technology	Community Outreach	Staff Training & Dev	Total
<b>Total Pooled Cost Budgets</b>	4,849,000	3,900,000	2,430,557	1,605,000	500,000	328,000	35,000	13,647,557
<b>Expenditures:</b>								
Salaries & Benefits	968,518	541,261	187,325	-	-	-	-	1,697,104
Insurance Workers Comp	11,941	6,061	2,416	-	-	-	-	20,418
Legal Fees	-	-	3,311	-	-	-	-	3,311
Bank Fees	-	-	318	-	-	-	-	318
Payroll Processing Fees	-	-	6,240	-	-	-	-	6,240
Professional Fees	10,273	1,762	592	-	-	-	-	12,627
Contract Labor	-	-	80,074	-	-	-	-	80,074
Contract IT Svcs	-	-	4,765	-	90,827	-	-	95,592
Office Rent / Lease	7,239	31,543	11,748	226,108	-	-	-	276,638
Utilities	-	-	-	8,104	-	-	-	8,104
Repairs & Maintenance	13	58	24	1,242	-	-	-	1,337
Security	80	349	143	2,692	-	-	-	3,264
Janitorial Services	-	-	-	1,580	-	-	-	1,580
Pest Control	-	-	-	272	-	-	-	272
Equipment Rental	462	2,013	756	13,445	-	-	-	16,676
Copy machine usage / maintenance	653	2,844	1,165	6,453	-	-	-	11,115
Office Supplies	55	242	209	2,951	-	154	-	3,611
Operating Supplies	-	-	-	648	-	-	-	648
Computer Software License / Maint	-	-	1,000	8,504	-	-	-	9,504
Postage / Shipping	56	244	295	1,272	-	-	-	1,867
Document Shredding	26	116	48	585	-	-	-	775
Telecommunication	1,117	3,736	4,939	13,190	-	-	-	22,982
Outreach / Marketing	-	-	-	2,310	-	10,953	-	13,263
Travel - Mileage	1,139	1,510	987	-	-	-	-	3,636
Meetings & Conferences	-	-	106	-	-	-	-	106
License/Dues/Other Fees	69	54	8,095	-	-	-	-	8,218
Other Expenses	-	-	289	-	-	-	-	289
<b>Total Expenditures to Date</b>	989,700	585,731	312,429	289,356	90,827	11,107	-	2,279,150
<b>Unexpended Balance</b>	3,859,300	3,314,269	2,118,128	1,315,644	409,173	316,893	35,000	11,368,407
<b>% of Budget Expended</b>	20%	15%	13%	18%	18%	3%	0%	17%
<b>Salaries &amp; Benefits as a % of total</b>	98%	92%	60%	0%	0%	0%	0%	
<b>Operating costs as a % of total</b>	2%	8%	40%	100%	100%	100%	100%	



## Supportive Services Update

**Information:**

At a prior meeting staff were tasked with looking into alternatives for supportive service items provided to eligible participants. We are continuing to research additional options in order to bring forth a recommendation. Below is information gathered to date.

**Transportation:**

<b>Gas Cards</b>		
<b>Company</b>	<b>Denominations available</b>	<b>Can be used for</b>
SVM - multiple gas stations avail	\$5 to \$100	Fuel, snacks and services
BP	\$5 to \$100	Fuel, snacks and services
Sunoco	\$25, \$50 and \$100	Fuel, snacks and services
Shell	\$10 to \$300	Fuel, snacks and services
Speedway	\$10, \$25, \$50, \$75, \$100, \$150	Fuel only

<b>Bus Passes - Hart</b>		
<b>Type</b>	<b>Cost</b>	<b>Details</b>
31 day unlimited passes	\$ 65.00	Expires 31 days after first activation
10-pack, 1 day unlimited passes	\$ 37.00	No expiration - each pass valid for the day of activation
1 day - unlimited pass	\$ 4.00	Unlimited local rides on the day of activation

**Licensures:**

<b>Licensures</b>	
<b>Company</b>	<b>Fee</b>
NCLEX - Pearson Vue testing fee	\$ 200.00
Board of Nursing license fee	\$ 110.00

Options:

Participant pays and we reimburse with either bank cards or through check request process  
 Reloadable bank visa cards

**Uniforms/Interview Clothing and Tools:**

Items being looked into are:

- Direct billing with select vendors
- Online ordering
- Bank visa cards limited to specific vendors



## **Support Services Audit**

At a prior meeting, Powell & Jones, CPAs were approved to perform an agreed-upon-procedures (AUP) over supportive services cards covering fiscal year 2014 through 2017. The onsite visit is scheduled to begin November 26th.

**Active Provider of Services**

**Service Providers**

<i>Name</i>	<i>Service Type</i>	<i>Term</i>	<i>Rates Range</i>
Powell & Jones	Audit Services	FY15-FY18 (Addl 1 yr option)	\$19,000-\$20,500 (annually)
Trenam Kemker Attorneys	Legal Services	2011 - Present (Ongoing)	\$250/hr
Dynamic Works	Onse Stop Operator	7/27/18-6/30/19 (Addl 3 yr option)	\$39,341 (annually)
Ryman Inc dba Complete Technology Solutions	IT Services	FY16-FY19	\$374,508-\$397,431 (annually)
Kelly Pickavance	Payroll Transition Services	7/1/18-9/30/18	\$55/hr
My Benefits Partner	HR Transition Services	6/22/18-10/1/18	\$136,800 (total cost)
ERISS/SARA	Case Management Software	FY16-FY17 (Addl 2 yr option)	\$227,535 (total for 2 yrs)
SVM. LP	Visa cards	Ongoing	\$880,410 (FY18 purchases)
Dex Imaging	Copier/Printer/Scanner/Fax	10/17-10/22	\$33,557.76 (annually)
Brown & Brown Insurance	Property and General Liability	1/1/18-1/1/19	\$75,172.79 (total cost)
Access Interpreting Services (Sign Language)	Disability Navigator Services	Ongoing	\$120/service
Alliance Health & Safety	Drug Tests	Ongoing	\$46/person
SARMA	Background Screenings	Ongoing	\$31/person
Insurance Information Exchange	Motor Vehicle Reports	Ongoing	\$10/person
Talx Corporation	Employment Verification Services	Ongoing	\$3,257.50/month



## Internal & External Financial Audits

<b>Agency/Organization</b>	<b>Procedure Performed</b>	<b>Timing</b>	<b>Frequency</b>
Department of Economic Opportunity	Desk Reviews	Quarterly	on-going
Department of Economic Opportunity	On-site review	Annual	on-going
Powell & Jones, CPAs	Financial Statement/Uniform Guidance Audit	Annual	on-going
Powell & Jones, CPAs	Agreed-Upon-Procedures	Nov/Dec 2018	one time



## **NAWB Forum**

National Association of Workforce Boards (NAWB) Forum brings leaders of business, labor, education, policymakers and other workforce stakeholders from across the country.

### **2019 Forum**

**March 23 – 29, 2019**

**The Washington Hilton, 1919 Connecticut Avenue, Washington DC**

Forum Registration: \$800 thru Nov 9<sup>th</sup>      \$925 after Nov 10<sup>th</sup>

Hotel: \$317 plus applicable fees & taxes

Airline: \$300 - \$400