



Thursday, November 15, 2018, 11:00 AM  
9215 N. Florida Ave., Tampa, FL  
Conf. Dial: 1-800-511-7985 Code: 886-7277

## Board of Directors Agenda

- I. **Welcome and Roll Call**.....Sean Butler, Chair
- II. **Public Comments**
- III. **Presentation: Connecting Economic Development with Workforce Services**..... Page 2
- IV. **Approval of Minutes: September 20, 2018 Board of Directors Meeting** ..... Page 3
- V. **Consent Agenda**
  - 1) Consent Agenda of October 18<sup>th</sup> Executive Committee Meeting ..... Page 6
  - 2) Oct 25<sup>th</sup> Finance Committee: 2018 – 19 Budget Modification No. 2..... Page 9
- VI. **Chair’s Report**..... Sean Butler
  - 1) Welcome New Members
  - 2) Workforce Focus
  - 3) Internal Control Questionnaire
  - 4) Bylaws Revision
- VII. **Interim Executive Director’s Report**.....Juditte Dorcy
  - 1) DEO – DOL Review Update
  - 2) Timeline of Changes
- VIII. **Committee Reports**
  - 1) Executive Committee..... Sean Butler
    - a) CEO Search
  - 2) Finance Committee..... Sophia West
    - a) Supportive Services Update ..... Page 12
    - b) Third Party Vendors..... Page 13
    - c) Internal & External Financial Audits..... Page 14
    - d) Expenditures Report for Period Ended June 30, 2018 ..... Page 15
  - 3) One Stop Committee ..... Mike Smith
    - a) Performance Dashboard ..... J. Toner, Page 18
    - b) WIOA Primary Indicators of Performance..... J. Toner, Page 19
  - 4) Workforce Solutions Committee.....Jeff Serpico
- IX. **Old Business**
  - 1) Schedule of Corporate Insurance Coverage .....A. Munro, Page 20
  - 2) Schedule of Policies & Procedures ..... A. Munro & J. Toner, Page 21
- X. **New Business**
  - 1) Compensation Committee
- XI. **Adjournment**

Next Board of Directors Meeting: January 17, 2019  
Next Executive Committee Meeting: December 20, 2018  
Next Finance Committee Meeting: December 13, 2018  
Next Workforce Solutions Committee Meeting: February 13, 2019  
Next One Stop Committee Meeting: February 20, 2019





## **Presentation by**

### **Tampa Hillsborough Economic Development Corp.**

#### **Steve Morey, Senior VP of Business Development**

#### **About Tampa Hillsborough Economic Development Corp.**

Established in 2009 as a partnership between the public sector and private corporate investors, the Tampa Hillsborough Economic Development Corporation is the lead designated economic development agency for Hillsborough County and the cities of Tampa, Plant City, and Temple Terrace, and an official partner of Enterprise Florida, Inc. Working with corporate executives, site selection consultants, real estate professionals, and other influential decision-makers, we provide customized, confidential relocation and expansion services to domestic and international companies interested in growing their business in Hillsborough County. Locally, we help our existing businesses access the tools and resources they need to succeed.

#### **About Steve Morey**

As the Senior Vice President of Business Development, Steve Morey is responsible for directing the EDC's Business Development Activities including business recruitment strategies both domestic and international and existing business programs. Steve has been in the Economic Development Industry for over 10 years in both Florida and the Midwest. Utilizing his knowledge and experience Steve showcases the Tampa Bay region as a great place to work and live to site selectors, CEOs and other decision-makers.

Prior to Economic Development, Steve enjoyed a successful career in banking and commercial finance, serving in various roles for Transamerica, Deutsche Bank, and National City Corporation. Steve has held several leadership and board positions at the state, regional, and local levels. He obtained his undergraduate degree from Ohio University and his MBA from Cleveland State University.

## **CareerSource Tampa Bay Annual Meeting of the Board of Directors**

**Date:** September 20, 2018, 11:00 a.m.  
**Location:** 9215 N. Florida Ave., Ste. 101, Tampa, FL

### **Call to Order**

Chair Sean Butler called the meeting to order at 11:00 a.m. There was a quorum present with the following Board Members participating.

### **Board Members in attendance**

Tom Aderhold, Michael Bach, Leerone Benjamin, Sean Butler, Ginger Clark, Judson Cook, Robert Coppersmith, Gail Fitzsimmons, Elizabeth Gutierrez, Randall Hassen, Mireya Hernandez, Lindsey Kimball, Randall King, Cally Kushmer, Jasiel Legon, Paul Orvosh, Earl Rahn, Michael Ramsey, Yanina Rosario, Jeffrey Serpico, Suzanne Skiratko, Michael Smith, Roy Sweatman, Michelle Calhoun

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

Stephanie Brown-Gilmore, Richard Cranker, Benjamin Hom, John Howell, April May, Sandra Murman, Craig Richard, Sophia West

### **Staff Present**

Juditte Dorcy, Jody Toner, Sheila Doyle, Anna Munro, Mimi Tran, Michelle Schultz, Mai Russell, Joe Vitale

### **Board Counsel**

Charley Harris

### **BOCC Liaison/Representatives**

Kenneth Jones, Ron Barton

The items are listed in the order of discussion.  
▶ Indicates Board Action

### **Public Comment**

There was none.

#### **▶ Approval of Minutes**

A motion **to approve the minutes of July 19, 2018 Annual Meeting of the Board of Directors** was made by Tom Aderhold and seconded by Liz Gutierrez. There was no further discussion. The motion passed unanimously.

#### **▶ Consent Items**

A motion **to approve the consent agenda of August 16, 2018 Executive Committee meeting minutes** was made by Roy Sweatman and Lindsey Kimball. There was no further discussion. The motion passed unanimously.

A motion **to approve the consent agenda of August 27, 2018 Special Executive Committee meeting minutes** was made by Lindsey Kimball and Roy Sweatman. There was no further discussion. The motion passed unanimously.

### **Old Business**

#### **Approval of Training Vendors: American Manufacturing Skill, Southern Technical College, and Learning Alliance**

Director Toner spoke on this item. She reported per the request of the Executive Committee, staff will present suggested criteria based on their research on best practices of other local workforce regions on approving training vendors to the Workforce Solutions Committee.

## Chair's Report

- In July, the unemployment rate for Hillsborough County was at 3.8%. The labor force was at 740K, up by 1.8% compared to a year ago. There were close to 28K unemployed residents in the region.
- When compared to other metropolitan areas in the state, the Tampa-St. Petersburg-Clearwater area had the highest annual job growth in:
  - Leisure & hospitality
  - Education & Health services
  - Financial activities
- To address the high demand for Java Developer, CareerSource Tampa Bay and in partnership with USF are offering accelerated training in Java programming basics and Web development. Those who qualify will receive free tuition for these classes. Classes begin Oct 1st at USF.

## Bylaws Revision

Chairman Butler reported the bylaws will be updated. Specific items for update include: Consolidating Audit & Finance Committee and Consent Agenda.

## Board Counsel Report

### Update on existing and potential litigation matters

Board Counsel Charley Harris reported one claim related to injury while working has been settled, and there are three open cases, two of which are related to discrimination. A discussion on updating the employee handbook, having adequate insurance coverage in place, and EPLI coverage ensued. HR Director Tran reported of an open door policy and that all issues are being addressed.

## Interim Executive Director's Report

- As an update on transition, 104 employees have been employed. On September 4<sup>th</sup>, Board Director Tom Aderhold joined to welcome all employees on behalf of the Board of Directors.
- For those who were not able to attend the October 28<sup>th</sup> orientation, another session will be scheduled in the future.
- Staff members will be attending the annual Workforce Professional Development Summit to be held on September 24 – 26 in Orlando.

## ► EMSI

Interim Executive Director Dorcy spoke on this item. EMSI is a labor market data software. She reported staff uses the data for regional planning, defining targeted industry sectors & occupations in-demand, and to align the programs and services with regional needs. **A motion to approve the purchasing EMSI annual subscription in the amount of \$12,500** was made by Randall King and seconded by Paul Orvosh. The motion passed unanimously.

## Off Agenda Item/New Business

BOCC Ron Barton referred to a letter from Commissioner Murman dated September 20, 2018, requesting staff to bring a recommendation to the Executive Committee at its October meeting, a listing of nationally recognized workforce consultants and strategists. The purpose of which is to review CareerSource Tampa Bay's programs and services, including policies & procedures for appropriate changes in an effort to enhance its programs and services and to better serve the residents.

**► A motion to approach NAWB for a short list of known consultants, then vet them, and bring recommendation to the Board** was made by Tom Aderhold and seconded by Elizabeth Gutierrez. The motion passed unanimously.

## Committee Reports

### Executive Committee

#### CEO Search

Chairman Butler reported the CEO search has been in progress. The timeline of the recruitment process was provided in the agenda packet.

#### ► Ad Hoc Legal Services RFQ Review Committee

**A motion to appoint a three-person committee to the Ad Hoc Legal Services RFQ review** was made by Tom Aderhold and seconded by Paul Orvosh. Chairman Butler opened the floor for volunteers. Benjamin Hom, Craig Richard, and Mike Smith were recommended to serve.

**Audit Committee**

- The committee approved the audit engagement letter for Supportive Services Card for program year ended June 30, 2018. The field work will begin later this month.

**Finance Committee**

A discussion on June 20, 2018 memorandum M-18-18 entitled "Implementing Statutory Changes to the Micro-Purchase and the Simplified Acquisition Thresholds" ensued. This memorandum raises the threshold for micro-purchases to \$10K and the simplified acquisitions to \$250K.

**One Stop Committee**

The committee approved the leasing agreement for Plant City center.

**Workforce Solutions Committee**

The committee will be reviewing the criteria on approving training vendor policy at its upcoming meeting.

**Adjournment**

The meeting was adjourned at approximately 12:20 p.m.

DRAFT

**CareerSource Tampa Bay  
Consent Agenda of October 18, 2018 Executive Committee Meeting**

**Actions Approved At CareerSource Tampa Bay Executive Committee Meeting**  
*Any Board Member shall have five days from receipt of these minutes within which to request that an action of the Executive Committee be brought before the full Board. If no such request is made, the actions of the Executive Committee shall stand.*

**Date:** October 18, 2018, 11:00 a.m.

**Location:** CareerSource Tampa Bay Center, 9215 N. Florida Ave., Ste. 101, Tampa, FL

**Call to Order**

Chair Sean Butler called the meeting to order at 11:00 a.m. There was a quorum present with the following Executive Committee members participating.

**Members in attendance**

Sean Butler, Ginger Clark, Randall King, Commissioner Sandra Murman, Mike Smith, Jeffrey Serpico, Roy Sweatman, Sophia West

**Other Board Member in attendance**

Michael Bach

**Staff Present**

Juditte Dorcy, Anna Munro, Jody Toner, Mimi Tran, Mai Russell, Brandon Pham

**Board Counsel**

Charley Harris

**BOCC Liaison/Representatives**

Kenneth Jones, Ron Barton

**Guest**

Teri Morrow, Nathan Dundes, Kristyn Brendle

The items are listed in the order of discussion.

▶ **Indicates requesting for full Board approval**

**Public Comments**

There was none.

**Approval of Minutes**

**August 16, 2018 Executive Committee Meeting**

A motion to approve the minutes of August 16, 2018 Executive Committee Meeting was made by Roy Sweatman and seconded by Jeff Serpico. The motion passed unanimously.

**August 27, 2018 Special Executive Committee Meeting**

A motion to approve the minutes of August 27, 2018 Executive Committee Meeting was made by Mike Smith and seconded by Ginger Clark. The motion passed unanimously.

**October 1, 2018 CEO Search Committee Meeting**

A motion to approve the minutes of October 1, 2018 Executive Committee Meeting was made by Jeff Serpico and seconded by Mike Smith. The motion passed unanimously.

**October 3, 2018 Executive Committee Meeting**

A motion to approve the minutes of October 3, 2018 Executive Committee Meeting was made by Ginger Clark and seconded by Commissioner Sandra Murman. The motion passed unanimously.

### Chair's Report

- On Nov 7th, a hiring event dedicated for Veterans will be held here from 10 a.m. to 1 p.m. We are still recruiting for hiring employers. So, if you know of anyone, please let Juditte know.

### Board Counsel's Report

- A date of October 25<sup>th</sup> has been confirmed for the representatives from FBI & US Attorney's office to hear the presentation from the Feb 9<sup>th</sup> Joint Ad Hoc meeting of CareerSource Tampa Bay and CareerSource Pinellas. He added representatives from DOL will be in attendance.

#### ► Provide documentations

Chairman Butler added we will be open and transparent. The following motion was made by Commissioner Sandra Murman and seconded by Roy Sweatman: **To provide all documentation needed by the federal authority.** The motion passed unanimously.

### Interim Executive Director's Report

- Representatives from DEO and DOL [Employment & Training Administration] will be on site beginning October 29<sup>th</sup> thru November 14<sup>th</sup> to review operations, review job placement of participants to include participant file reviews, and interview employers with top five job placements, staff, and participants may be requested.
- CareerSource Florida has issued a statement on October 5<sup>th</sup>. In that statement, the Board of Directors approved CareerSource Florida Ethics and Transparency Policy which requires local workforce boards to create and enforce similar policies for their region.
- An executive order has been issued to assist evacuees who were displaced by Hurricane Michael.

The Executive Committee meeting adjourned at approximately 11:25 a.m. All staff members left the meeting. The CEO Search Committee convened.

The Executive Committee meeting reconvened at approximately 11:55 a.m. All staff members returned to the meeting at that time.

### Action Items

#### ► Legal Services

Chairman Butler spoke on this item. In light of the recent development, there was a consensus to retain Charley Harris [Trenam Law] thru the investigation. **A motion to retain [Trenam Law Firm] as Board Counsel] thru the investigation and thru the transition** was made by Commissioner Sandra Murman and seconded by Randall King. The motion passed unanimously.

#### ► Medical, Dental, & Vision Renewals effective Jan 1, 2019

**Refer to page 17 of the October 18<sup>th</sup> Executive Committee meeting agenda packet.**

HR Consultant Morrow reported of 0% premium rate increase for employees medical, dental, and vision plan. **A motion to approve renewing Cigna's Medical, Dental, & Vision benefits plan for calendar year 2019** was made by Randall King and seconded by Jeff Serpico. The motion passed unanimously.

#### ► Lease Agreement: Plant City

**Refer to page 13 of the October 18<sup>th</sup> Executive Committee meeting agenda packet.**

**A motion to enter into license agreement with Hillsborough County for space at the Plant City Community Resource Center** was made by Commissioner Sandra Murman and seconded by Mike Smith. The motion passed unanimously.

#### ► Eligible Training Provider Policy

**Refer to page 14 of the October 18<sup>th</sup> Executive Committee meeting agenda packet.**

The following motion was made by Jeff Serpico and seconded by Commissioner Sandra Murman: **The following criteria be added to the local Eligible Training Providers Policy effective immediately. All pending and subsequent applications received will be required to meet the new criteria. All current training providers will be required to meet the new policy effective July 1, 2019. Staff is to notify training providers of this new policy and begin tracking performance to establish benchmark effective immediately.** The motion passed unanimously.

Region	Criteria Yellow highlight denotes new criteria	Training Duration	Individual Training Account Cap	Performance Measures LWDB Participants
CareerSource Tampa Bay	<ul style="list-style-type: none"> <li>CSF Minimum criteria</li> <li>In business in FL for minimum of 2 years</li> <li>Limit new training providers/new training programs to a maximum of 12 enrollments until performance is established*</li> <li>Limit training programs to those with a minimum entry level wage rate of \$14.63 per hour hour* (based on annual regionally adjusted wage rate)</li> </ul>	Up to 2 years	\$5,000 per Program Year <hr/> Max \$10,000 up to 2 Program Years	Maintain 80% Entered Employment Rate  70% Completion Rate per Training Program*  70% Job Placement Rate*

**Adjournment**

The meeting was adjourned at approximately 12:35 p.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**

The Finance Committee recommends approval of the adjustment to the revenue budget and the 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 Junior Achievement	- -	- -	- 300,000	350,000 -	350,000 300,000	- -	350,000 300,000
<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



## 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



## Third Party Contracts

Service Providers Name	Service Type	Term	Rate Range
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	One 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	7/1/18-10/30/2018	\$55/hr
My Benefits Partner	HR Transition Services	6/22/18-10/1/18	\$136,800 (total cost)
ERISS/SARA	Case Management Software	FY16-Present (Addl 2 yr option)	\$140,500
SVM. LP	Visa cards	Ongoing	\$880,410 (FY18 purchases)
Dex Imaging	Copier/Printing/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 Vehicles Reports	Ongoing	\$10/person
Talx Corporation	Employment Verification Services	Ongoing	\$4,760/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

**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%	



Program Year 2018 – 2019 Performance Dashboard  
 Period Covering: July thru Nov 13, 2018

Active			PY 18-19 Totals			
Adult	OST	OJT	Employers Served		Individuals Served	
<b>871</b>	<b>630</b>	<b>37</b>	<b>636</b>		<b>20,738</b>	
DW	Apprenticeship		Returning Employers	Returning %	Staff Assisted	Self Assisted
<b>590</b>	<b>305</b>		<b>393</b>	<b>61.79%</b>	<b>6,180</b>	<b>14,558</b>
Youth	Work Experience		Direct Placements	Job Orders	Individuals Employed	WP Average Wage
<b>694</b>	<b>34</b>		<b>588</b>	<b>572</b>	<b>5,732</b>	<b>\$10.17</b>
<b>WIOA AD</b> Adult EE: <b>101</b> Adult Non-EE: <b>0</b> Adult EE Rate: <b>100 %</b> Adult Average Wage: <b>\$18.19</b> Adult Median Wage: <b>\$16.50</b>			<b>WIOA DW</b> DW EE: <b>110</b> DW Non-EE: <b>0</b> DW EE Rate: <b>100 %</b> DW Average Wage: <b>\$23.47</b> DW Median Wage: <b>\$18.71</b>		<b>WIOA Youth</b> Youth Closed Positive: <b>26</b> Youth Closed Non-Positive: <b>0</b> Youth PO Rate: <b>100 %</b> Youth Average Wage: <b>\$12.32</b> Youth Median Wage: <b>\$10.00</b>	

Source: Employ Florida

Last Updated  
11/13/2018

## WIOA Primary Indicators of Performance

- PY 17-18 4<sup>th</sup> QTR Final Update

Measures	PY2017-2018 3rd Quarter Performance	PY 2017-2018 % of Performance Goal Met For Q3	PY2017-2018 4th Quarter Performance	PY 2017-2018 % of Performance Goal Met For Q4	PY 2017-2018 Performance Goals
<b>Adults:</b>					
Employed 2nd Qtr After Exit	91.60	102.92	93.90	105.51	<b>89.00</b>
Median Wage 2nd Quarter After Exit	\$7,034	89.61	\$8,663	110.36	<b>\$7,850</b>
Employed 4th Qtr After Exit	92.50	108.82	90.90	106.94	<b>85.00</b>
<b>Dislocated Workers:</b>					
Employed 2nd Qtr After Exit	92.90	111.93	92.80	111.81	<b>83.00</b>
Median Wage 2nd Quarter After Exit	\$7,541	110.09	\$7,512	109.66	<b>\$6,850</b>
Employed 4th Qtr After Exit	90.40	114.43	89.20	112.91	<b>79.00</b>
<b>Youth:</b>					
Employed 2nd Qtr After Exit	87.70	115.39	88.70	116.71	<b>76.00</b>
Employed 4th Qtr After Exit			91.70	132.90	<b>69.00</b>
<b>Wagner Peyser:</b>					
Employed 2nd Qtr After Exit	69.20	108.13	68.30	106.72	<b>64.00</b>
Median Wage 2nd Quarter After Exit	\$5,820	120.00	\$5,980	123.30	<b>\$4,850</b>
Employed 4th Qtr After Exit	67.50	102.27	68.80	104.24	<b>66.00</b>

<b>Not Met (less than 90% of negotiated)</b>
<b>Met (90-100% of negotiated)</b>
<b>Exceeded (greater than 100% of negotiated)</b>



## Schedule of Insurance Coverage

<b>Policy Period</b>	<b>Description</b>	<b>Insurer</b>
01/01/18-01/01/19	Directors & Officers	Westerchester Fire Insurance Co.
01/01/18-01/01/19	Property	Arch Insurance Group
01/01/18-01/01/19	Package including Professional Liability	Philadelphia Insurance Company
01/01/18-01/01/19	Umbrella	Philadelphia Insurance Company
01/01/18-01/01/19	Crime	Travelers
10/29/18-01/01/20	EPLI	Bridgefield Casualty Ins. Co.
09/01/18-09/01/19	Workers Comp	Bridgefield Casualty Ins. Co.
09/21/18-01/01/19	Abuse & Molestation	Philadelphia Insurance Company



## Schedule of Policies & Procedures

<b>Program/Dept.</b>	<b>Description</b>
Business Services	Program policies & procedures
CORE	Program policies & procedures
Finance	Compliance Monitoring Policies & Procedures
Finance	Financial Policies & Procedures
Finance	Incentive Card Procedures
Finance	Procurement Policies & Procedures
HR	Emergency Preparedness Plan
HR	Employee Handbook
HR	Safety Manual
MIS	Policies & procedures
Organization	Electronic Communication and Social Media
Organization	Grievance Policy and Procedure
Organization	Handling and Protecting Personal Identifiable Information
Organization	Reasonable Accommodation for Customers
Organization	Records Management
SNAP	Local Operating Plan
Wagner Peyser	Program policies & procedures
WIOA	Program policies & procedures
Welfare Transition	Program policies & procedures