



**Thursday, October 26, 2017, 8:30 AM**

**Via teleconference**

Conference Dial: 1-800-511-7985

Conference Code: 605-9608#

## **Finance Committee Agenda**

- I. Welcome and Introductions** ..... Darren Veneri
  
- II. Action/Discussion Items**
  - 1. Approval of Minutes – July 27, 2017 Finance Committee Meeting ..... Page 2
  - 2. 2017 – 2018 Budget Modification No. 2 ..... Page 4
  
- III. Other Administrative Matters**  
*(Items of urgency not meeting the seven-day guideline for review)*
  
- IV. Information Items**
  - 1. 2016 – 17 Financial Compliance Monitoring Report..... Page 7
  - 2. Financial Update for Period Ended September 30, 2017 ..... Page 14
  
- V. Public Comments**
  
- VI. Adjournment**

Next Finance Committee Meeting – November 30, 2017



**CareerSource Tampa Bay  
Finance Committee Meeting**

**Date:** July 27, 2017, 8:36 a.m.

**Location:** Via Teleconference

**Call to Order**

Committee Chair Darren Veneri called the meeting to order at 8:36 A.M. There was a quorum present with the following Finance Committee members participating.

**Committee Members in Attendance**

Shannon Evans, Randall King, Dick Peck, Darren Veneri

**Committee Members Not in Attendance**

Jennifer Kuhn

**Staff Present**

Edward Peachey, Jeanette Lugo, Mai Russell

**Guest**

Kenneth Jones

**Action/Discussion Items**

**Action Item 1 – Approval of Minutes of Finance Committee Meeting**

The minutes of May 25, 2017 Finance Committee Meeting were presented for approval.

Motion: Randall King

Second: Dick Peck

*The minutes were approved as presented.*

*The motion carried.*

**Action Item 2 – PY 2016 – 2017 Budget Modification No. 8**

Total budgeted revenue has increased to \$25,117,053. This is due to the following:

**Workforce Innovation and Opportunity Act:**

Increase in WIOA Adult of \$4,347

Increase in WIOA DW of \$4,319

**Employment Services:**

Increase in Wagner Peyser of \$7,420

Increase in Veterans Programs of \$ 18,516

**Welfare Transition Programs:**

Increase in Welfare Transition of \$42,278

Additionally, there was an increase in expenditures of \$173,687.

Motion: Randall King

Second: Dick Peck

*The Finance Committee recommended approval of the adjustments to the revenue budgets and the resultant modifications to the expenditures budgets.  
The motion carried.*

**Action Item 3 – 2017 - 2018 Budget Modification No. 1**

Total budgeted revenue has increased from \$20,350,000 to \$21,575,912 for an overall increase of \$1,225,912. This is due to the following:

**Workforce Innovation and Opportunity Act:**

Increase in WIOA Adult of \$765,638  
Decrease in WIOA Youth of \$92,471  
Decrease in WIOA DW of 155,930  
New Award for WIOA Community Based Sector Strategies of \$199,375  
Increase in WIOA Performance Incentives of \$134,584  
New Award for WIOA Supplemental of \$329,315

**Employment Services:**

Increase in Wagner Peyser of \$165,639  
Increase in SNAP ERS of \$20,000  
Decrease of TAA of \$95,661

**Welfare Transition Programs:**

Increase in Welfare Transition of \$130,731

**Direct Grants and Special Projects:**

Decrease in RESEA of \$280,484  
New Award for Tampa Housing of \$98,450  
Increase in Tech Hire of \$6,726

Additionally, there was an increase in expenditures of \$899,703

Motion: Randall King  
Second: Shannon Evans

*The Finance Committee recommended approval of the adjustments to the revenue budgets and the resultant modifications to the expenditures budgets.  
The motion carried.*

**Other Administrative Matters**

No items were brought forward for action.

**Financial Update for Period Ended June 30, 2017**

The Grant Award to Actual Expenditures report was provided in the meeting packet. CareerSource Tampa Bay has expended 78% of its 2016 - 2017 budgets.

**Public Comments**

There was none.

**Adjournment**

The meeting was adjourned at approximately 8:45 A.M.



## **Action Item 3**

### **2017 - 2018 Budget Modification No. 2**

#### **Information:**

Total budgeted revenue has increased from \$21,575,914 to \$21,872,067 for an overall increase of \$296,153. This is due to the following:

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

Increase in WIOA Adult of \$515,411

Decrease in WIOA DW of \$335,775

Decrease in WIOA Community Based Sector Strategies of \$1,899

#### **Employment Services:**

Decrease in Wagner Peyser of \$74,278

Increase in TAA of \$20,878

New Award for Cooperative Outreach Program of \$42,282

Decrease in Military Spouse of \$1,566

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

Increase in RESEA of \$180,484

Decrease in Tampa Housing of \$49,384

Additionally, there was an increase in expenditures of \$495,542.

#### **Recommendation**

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

CareerSource Tampa Bay  
 PY 2017-2018 Budget  
 Financial Report Summary

	Approved Budget	Modification No. 2	Modified Budget
WIOA Adult	3,365,638	515,411	3,881,049
WIOA Youth	3,607,531	-	3,607,531
WIOA Dislocated Worker	4,944,070	(335,775)	4,608,295
WIOA Community Based Sector Strategies	199,375	(1,899)	197,476
WIOA Performance Incentives	134,584	-	134,584
WIOA Supplemental	329,315	-	329,315
Subtotal WIOA	12,580,513	177,737	12,758,250
Wagner Peyser	1,190,639	(74,278)	1,116,361
Veterans Programs	250,000	-	250,000
SNAP	675,000	-	675,000
SNAP ERS	20,000	-	20,000
Unemployment Svcs.	100,000	-	100,000
Trade Adjustment Act	204,339	20,878	225,217
Cooperative Outreach Program	-	42,282	42,282
Military Spouse	100,000	(1,566)	98,434
Subtotal Employment Services	2,539,978	(12,684)	2,527,294
Welfare Transition Program	4,430,731	-	4,430,731
Subtotal WTP	4,430,731	-	4,430,731
Reemployment & Eligibility Assessment (RESEA)	419,516	180,484	600,000
Job Driven- Nat'l Emergency Grant	-	-	-
Sector Partnership - Nat'l Emergency Grant	-	-	-
USDOL H1B	-	-	-
Tampa Housing	98,450	(49,384)	49,066
USDOL Tech Hire	1,506,726	-	1,506,726
Subtotal Grants and Special Projects	2,024,692	131,100	2,155,792
Total Combined	21,575,914	296,153	21,872,067

CareerSource Tampa Bay  
CSTB Budget  
PY 2017 (July 2017-June 2018)

	Workforce Innovation Opp Act Programs	Employment Services Programs	Welfare Transition Programs	Direct Grants and Special Projects	Adjusted CSTB PY 17-18	Modification No. 2	Prior CSTB Budget
REVENUE							
P.Y. 2017 CONTRACTS	8,036,520	2,287,482	4,430,731	1,736,276	16,491,009	(447,077)	16,938,086
CARRYFORWARD	4,721,730	239,812	-	419,516	5,381,058	743,230	4,637,828
TOTAL REVENUE	12,758,250	2,527,294	4,430,731	2,155,792	21,872,067	296,153	21,575,914
EXPENDITURES							
<b>ADMIN AVAILABLE</b>							
INDIRECT COST RATE	7%	7%	7%	7%	7%	0.0%	7%
PROJECTED EXPEND	893,078	275,639	310,151	150,905	1,629,773	25,931	1,603,842
PROGRAM SERVICES							
SERVICE PROVIDER CONTRACTS							
Business Services	2,554,288	-	757,883	587,829	3,900,000	-	3,900,000
Case Management	2,305,000	775,000	1,300,000	260,000	4,640,000	(40,000)	4,680,000
Participant	3,250,000	220,000	800,000	140,000	4,410,000	390,000	4,020,000
Service Provider Contracts	-	-	-	660,000	660,000	-	660,000
Junior Achievement	-	-	300,000	-	300,000	100,000	200,000
SUB TOTAL PROGRAM SVC	8,109,288	995,000	3,157,883	1,647,829	13,910,000	450,000	13,460,000
CSTB SUPPORT SERVICES							
Indirect Cost Rate (3%)	382,748	118,131	132,922	64,674	698,475	11,114	687,361
TBWA Program Coordinator	-	90,000	-	35,000	125,000	50,000	75,000
DEO Staff Travel	-	15,000	-	-	15,000	-	15,000
One Stop Center Operating	619,581	456,557	300,641	196,718	1,573,497	(76,503)	1,650,000
MIS/Technology	132,767	95,656	164,423	42,154	435,000	35,000	400,000
Community Outreach	-	400,000	-	-	400,000	-	400,000
Employed Worker Training	500,000	-	-	-	500,000	-	500,000
Subsidized Employment	2,000,000	-	290,000	-	2,290,000	-	2,290,000
One Stop Staff Training	22,128	10,109	10,737	7,026	50,000	-	50,000
SUB TOTAL CSTB SUPPORT SVCS	3,657,224	1,185,453	898,723	345,572	6,086,972	19,611	6,067,361
TOTAL DIRECT CLIENT	11,766,512	2,180,453	4,056,606	1,993,401	19,996,972	469,611	19,527,361
EXCESS	98,660	71,202	63,974	11,486	245,322	(199,389)	444,711
SUMMARY							
Total Available	12,758,250	2,527,294	4,430,731	2,155,792	21,872,067	296,153	21,575,914
Total Direct Client	11,766,512	2,180,453	4,056,606	1,993,401	19,996,972	469,611	19,527,361
Total Administrative	893,078	275,639	310,151	150,905	1,629,773	25,931	1,603,842
Total Budgeted Cost	12,659,590	2,456,092	4,366,757	2,144,306	21,626,745	495,542	21,131,203
Excess/(Deficiency)	98,660	71,202	63,974	11,486	245,322	(199,389)	444,711



## **Information Item 1**

### **2016 - 17 Financial Compliance Monitoring Report**

Period Covering: July 2016 thru June 2017

#### **Information**

FL Department of Economic Opportunity's Bureau of Financial Monitoring and Accountability has conducted its review of CareerSource Tampa Bay's financial procedures. The monitoring procedures performed included test of transaction details, file inspections, and other inquiries for the period covering July 1, 2016 through June 30, 2017.

As a result of this monitoring, there were no non-compliance issues identified.

**2016-17 Financial Compliance Monitoring Report**  
**CareerSource Tampa Bay**  
**Local Workforce Development Board No. 15**

**Bureau of Financial Monitoring and Accountability**  
**Florida Department of Economic Opportunity**

*August 31, 2017*



**2016-17 Financial Compliance Monitoring Report**  
**CareerSource Tampa Bay**  
**Local Workforce Development Board No. 15**  
Period Reviewed: July 1, 2016 – June 30, 2017

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# I. MONITORING RESULTS

The Bureau of Financial Monitoring and Accountability (FMA) performed financial monitoring procedures based on the DEO 2016-17 Financial Monitoring Tool. The monitoring procedures performed included tests of transaction details, file inspections, and inquiries (1) to determine the status of recommendations from the prior year monitoring visit(s) and (2) to adequately support current year findings, other non-compliance issues and observations. Detailed information for these items is disclosed in the following section of this report.

Summarized below are the results of testing by category as detailed in the DEO 2016-17 Financial Monitoring Tool:

2016-17 Monitoring Results				
Category	Current Year Findings	Current Year Issues of Non-Compliance	Current Year Observations	Current Year Technical Assistance Provided
1.0 – Prior Year Corrective Action Follow-Up	-	-	-	-
2.0 – Financial Management Systems	-	-	-	-
3.0 – Internal Control Environment	-	-	-	-
4.0 – Cash Management and Revenue Recognition	-	-	-	-
5.0 – OSMIS Reporting and Reconciliation	-	-	-	-
6.0 – Prepaid Program Items	-	-	-	-
7.0 – General Ledger and Cost Allocation Statistics	-	-	-	-
8.0 – Payroll and Personnel Activity Report (PAR) Testing	-	-	-	-
9.0 – ETA Salary and Bonus Cap	-	-	-	-
10.0 – Individual Training Accounts (ITAs)	-	-	-	-
11.0 – Purchasing	-	-	-	-
12.0 – Contracting / Contract Monitoring	-	-	1	-
13.0 – Subawarding / Subrecipient Monitoring	-	-	-	-
14.0 – Property Management	-	-	-	-
15.0 – Disbursement Testing	-	-	-	-
Implementation of the Uniform Guidance Regulations	-	-	-	-
TOTAL	-	-	1	-

## II. FINDINGS

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There were no findings during the current period.

## III. ISSUES OF NON-COMPLIANCE

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There were no items classified as issues of non-compliance during the monitoring period.

## IV. OBSERVATIONS

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### Observation #1

Category: Contracting

Condition: One of the contracts reviewed during monitoring, Ryman Inc. dba Complete Technology Solutions (\$1,543,575), did not include the required provisions which address:

- Administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms,
- Termination for cause and for convenience by the non-Federal entity,
- Equal Employment Opportunity,
- Clean Air Act and the Federal Water Pollution Control Act, and
- Byrd Anti-Lobbying Amendment

Criteria: 2 CFR Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards

“In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable.

**(A)** Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

**(B)** All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.

**(C)** Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3

must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

**(G)** Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

**(I)** Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.”

Recommendation(s): To ensure compliance with 2 CFR, Part 200, Appendix II, DEO recommends that CareerSource Tampa Bay review all active vendor contracts to ensure they comply with the criteria set forth in 2 CFR, Part 200, Appendix II.

## V. TECHNICAL ASSISTANCE

There was no technical assistance necessary during the monitoring period, however, DEO is prepared to offer technical assistance upon request.



## **Information Item**

### **Financial Update for Period Ended September 30, 2017**

**CareerSource Tampa Bay**  
**Grant Award to Actual Expenditures**  
**FY 2017-2018**  
**For Period Ending 09/30/2017**

Description	Begin Date	Grant End	FY17-18 Award	Current Year Expenditures	Expenditure Rate	Remaining Dollars
<b>Workforce Innovation Opportunity Act</b>						
Adult PY2016	7/1/16	6/30/18	1,738,462	737,920	42.45%	1,000,542
Adult PY2017	7/1/17	6/30/19	2,142,587	-	0.00%	2,142,587
ISYouth PY2016	4/1/16	6/30/18	30,781	30,781	100.00%	-
ISYouth PY2017	4/1/17	6/30/19	271,199	8,708	3.21%	262,491
OSYouth PY2016	4/1/16	6/30/18	864,763	864,763	100.00%	-
OSYouth PY2017	4/1/17	6/30/19	2,440,788	244,646	10.02%	2,196,142
Dislocated Worker PY2016	7/1/16	6/30/18	1,755,664	869,382	49.52%	886,282
Dislocated Worker PY2017	7/1/17	6/30/19	2,852,631	-	0.00%	2,852,631
Community Based Sec Str	4/1/17	3/31/18	197,476	26,294	13.32%	171,182
Performance Incentives (Youth,AD,DW)	7/1/16	12/31/17	134,584	15,665	11.64%	118,919
Supplemental WIOA State Level	7/1/17	6/30/18	329,315	-	0.00%	329,315
<b>Total Workforce Innovation Opportunity Act</b>			<b>12,758,250</b>	<b>2,798,159</b>	<b>21.93%</b>	<b>9,960,091</b>
<b>Employment Services</b>						
Wagner Peyser PY2016	7/1/16	9/30/17	69,595	69,595	100.00%	-
Wagner Peyser PY2017	7/1/17	9/30/18	1,046,766	252,510	24.12%	794,256
DVOP PY17 July-Sept	7/1/17	9/30/17	81,280	53,005	65.21%	28,275
DVOP PY17 Oct-June	10/1/17	6/30/18	118,720	-	0.00%	118,720
LVER PY17 July-Sept	7/1/17	9/30/17	20,236	12,946	63.98%	7,290
LVER PY17 Oct-June	10/1/17	6/30/18	29,764	-	0.00%	29,764
Supplemental Nutrition Assistance Program PY17 July-Sept	7/1/17	9/30/17	171,438	171,438	100.00%	-
Supplemental Nutrition Assistance Program PY17 Oct-June	10/1/17	6/30/18	503,562	-	0.00%	503,562
SNAP ERS	2/1/17	9/30/17	20,000	6,341	31.71%	13,659
Unemployment Compensation PY17 July-Sept	7/1/17	9/30/17	18,677	18,677	100.00%	-
Unemployment Compensation PY17 Oct-June	10/1/17	6/30/18	81,323	-	0.00%	81,323
TAA Administration PY2016	10/1/16	9/30/17	20,878	1,183	5.67%	19,695
TAA Administration PY2017	10/1/17	6/30/18	52,500	1,061	2.02%	51,439
TAA Training PY2016	10/1/16	9/30/17	100,105	-	0.00%	100,105
TAA Training PY2017	10/1/17	6/30/18	15,000	12,681	84.54%	2,319
TAA Case Management PY2016	10/1/16	9/30/17	29,234	1,718	5.88%	27,516
TAA Case Management PY2017	10/1/17	6/30/18	7,500	1,191	15.88%	6,309
Cooperative Outreach Program	7/1/17	6/30/18	42,282	-	0.00%	42,282
Military Family	7/1/17	6/30/18	98,434	30,454	30.94%	67,980
<b>Total Employment Services</b>			<b>2,527,294</b>	<b>632,800</b>	<b>25.04%</b>	<b>1,894,494</b>
<b>Welfare Transition</b>						
Welfare Transition Program PY17 July-Sept	7/1/17	9/30/17	1,107,683	1,010,170	91.20%	97,513
Welfare Transition Program PY17 Oct-June	10/1/17	6/30/18	3,323,048	-	0.00%	3,323,048
<b>Total Welfare Transition</b>			<b>4,430,731</b>	<b>1,010,170</b>	<b>22.80%</b>	<b>3,420,561</b>
<b>Direct Services</b>						
RESEA Transition PY2017	1/1/17	12/31/17	419,516	68,907	16.43%	350,609
RESEA Transition PY2018	1/1/18	12/31/18	180,484	-	0.00%	180,484
USDOL Tech Hire	7/1/16	6/30/20	1,506,726	267,942	17.78%	1,238,784
Tampa Housing	5/15/17	3/31/21	49,066	4,977	10.14%	44,089
<b>Total Direct Services</b>			<b>2,155,792</b>	<b>341,826</b>	<b>15.86%</b>	<b>1,813,966</b>
<b>Grand Total</b>			<b>\$ 21,872,067</b>	<b>4,782,955</b>	<b>21.87%</b>	<b>17,089,112</b>