



Thursday, July 25, 2019 - 9:30 AM
4902 Eisenhower Blvd., Ste. 250, Tampa, FL

Finance Committee Agenda

- I. **Welcome and Introductions** Sophia West, Chair

- II. **Action/Discussion Items**
 - 1. Approval of Minutes – May 9, 2019 Finance Committee Meeting Page 2
 - 2. PY 2018 – 2019 Budget Modification No. 4 S. Doyle, Page 5

- III. **Other Administrative Matters**
(Items of urgency not meeting the seven-day guideline for review)

- IV. **Information Items**
 - 1. Expenditure Reports for the period ended June 30, 2019 S. Doyle, Page 8
 - 2. Indirect Cost Rate..... S. Doyle, Page 12
 - 3. Compensation and Benefits Study - Update..... M. Tran, Page 13
 - 4. Internal and External Audits A. Munro, Page 16
 - 5. Third Party Contracts A. Munro, Page 17

- V. **Discussion Item**
 - 1. Finance Committee items for future consideration Sophia West, Chair
 - 2. DOL Findings Discussion A. Munro

- VI. **Public Comments**

- VII. **Adjournment**

Next Finance Committee Meeting – August 22, 2019



CareerSource Tampa Bay Minutes of Finance Committee Meeting

Date: May 9, 2019
Location: 4902 Eisenhower Blvd., Ste. 250, Tampa, FL

Call to Order

Chair Sophia West called the meeting to order at 9:05 a.m. There was a quorum present with the following Finance Committee members participating.

Board members in attendance

Sophia West, Jasiel Legon (via phone), Don Noble (via phone), Randall King (via phone).

Staff Present

John Flanagan, Juditte Dorcy, Sheila Doyle, Anna Munro, Jody Toner, Mimi Tran, Tammy Stahlgren, Joe Vitale

BOCC Liaison/Representative

Kenneth Jones

The items are listed in the order of discussion.

▶ indicates committee action

□ Indicates Action Needed

Public Comments

There were none.

Action/Discussion Items

▶ Approval of Minutes:

February 28, 2019 Finance Committee

- A motion to approve the minutes of **February 28, 2019 Finance Committee Meeting**
- Motioned by: Randall King
- Seconded by: Don Noble
- The minutes approved as written. The motion passed unanimously.

▶ Action Item – 2019 – 2020 Planning Budget

2019 – 2020 Planning Budget presented by Shelia Doyle

(Refer to Page 4-10 of the May 9, 2019 Finance Committee Agenda Packet)

The following points of discussion ensued

- Carry forward dollars and timing of first budget modification to take place in August/September time frame.
- Staff retention, development and compensation
- Community outreach, new staff in the marketing department and tracking marketing dollars ROI.
- Method and location of service delivery to Hillsborough county residents
- The Chair requested for the next meeting:
 - Feedback on the expenditure of marketing dollars: how it is spent, how often it measured and where the dollars are spent.
 - Breakout by location the amount that is spent and the areas of expenditure
- A Motion to approve the **2019-2020 Planning Budget**
- Motioned by: Don Noble
- Seconded by: Jasiel Legon
- The motion passed unanimously.

► **Action Item – Cost of Living Adjustment (COLA)**

2019 – 2020 Planning Budget presented by Sheila Doyle and John Flanagan
(Refer to Page 11 of the May 9, 2019 Finance Committee Agenda Packet)

The following points of discussion ensued:

- After the separation from CareerSource Pinellas, there have been no COLA or Merit Based pay increases.
- The budgeted amount for the COLA is approximately \$150,000.
- The proposed amount of increase is 3% of base pay using the CPI (Consumer Price Index) for 2019 as a guide.
- Eligible employees are those employees that were onboard with CSTB as of September 1, 2018.
- DEO employees are not part of the pool as their pay is handled outside of CSTB.
- The payment will be a one-time retroactive lump sum.
- 85 -90 employees will be affected with an average payout of \$1,800.
- There has been considerable time since the previous compensation study. This adjustment is looking back to the previous two years to address the lack of any recent COLA.
- Board members reiterated the need for a completed Compensation Study in order to address future pay considerations.
- Recommendation to the Committee to give the CEO authority to approve a 3% COLA increase to an eligible employee's base salary using the current CPI as a guide.

- A Motion to approve **COST OF LIVING ADJUSTMENT (COLA)** with the following stipulations: the CEO has the authority to approve a 3% COLA increase to an eligible employee's base salary. At no time will his authority result in the budgeted amount of \$150,000 to be exceeded

- Motioned by: Don Noble
- Seconded by: Randall King

- The motion passed unanimously.

Information Item –
Compensation and Benefits Study

Staff will soon be soliciting bids for qualified agencies to perform a Compensation and Benefit Study and are currently putting together a scope of work as well as a list of qualified agencies.

Finance Committee is requested to weigh in with suggestions and recommendations to the scope of work.

Responsibility for the Solicitation of Bids will be shared between the CEO, HR, and Finance.

John Flanagan discussed the shift from a formal RFP to informal solicitation in the interest of time and due to the solicitation not meeting the threshold of a formal RFP with the goal of engaging a consultant as soon as possible. The committee agreed with this plan. It is estimated that it will take 90-120 days from this discussion to get the process from start to finish and information into the hands of the Board.

ACTION REQUESTS

Create a **Statement of Compensation Philosophy** for CSTB, which can be incorporated into the detail of the bid request, to assure the completed study recommendations align with internal goals.

Information Items

Expenditure Reports to the period ended March 31, 2019

Members were referred to the expenditures report for review. It was explained that we are 75% through the fiscal year and have about 55% expended at this time in FY18 and about 54% expended at this time in FY17.

Internal and External Audits

(Refer to Page 16 of the May 9, 2019 Finance Committee Agenda Packet)

Status update Internal and External Audits were reviewed.

DEO Fiscal Monitoring that took place in March 2019 is still ongoing. Due to DEO being short staffed the monitoring is taking longer than expected.

Third Party Contracts

(Refer to Page 17 of the May 9, 2019 Finance Committee Agenda Packet

New contracts Spectrum Enterprise and Mail Finance, Inc.

Other Administrative Matters

No Discussion occurred

Public Comments

No Public Comments

Adjournment

The meeting was adjourned at approximately 10:17a.m.

Minutes submitted by Tammy Stahlgren Administrative Services Coordinator.



ACTION ITEM #2

PY 2018-2019 Budget Modification No. 4

Background

Total budgeted revenue has increased from \$23,044,047 to \$23,544,047 for an increase of \$500,000 due to increase in funding from the Welfare Transition Program.

Recommendation

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

**CareerSource Tampa Bay
PY 2018-2019 Budget
Modification #4**

	Approved Budget	Modification No. 4	Modified Budget
WIOA Adult	4,701,045	-	4,701,045
WIOA Youth	3,353,651	-	3,353,651
WIOA Dislocated Worker	4,529,425	-	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 Soft Skills	100,000	-	100,000
WIOA Supplemental	251,171	-	251,171
Subtotal WIOA	13,825,386	-	13,825,386
Wagner Peyser	1,519,834	-	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	98,434	-	98,434
Subtotal Employment Services	2,950,138	-	2,950,138
Welfare Transition Program	3,844,963	500,000	4,344,963
Subtotal WTP	3,844,963	500,000	4,344,963
Reemployment & Eligibility Assessment (RESEA)	491,862	-	491,862
NEG - Hurricane Maria Evacuees	280,500	-	280,500
USDOL Tech Hire	1,294,726	-	1,294,726
Tech Hire Evaluation	75,000	-	75,000
Tampa Housing	95,353	-	95,353
Citi Foundation	186,119	-	186,119
Subtotal Grants and Special Projects	2,423,560	-	2,423,560
Total Combined	23,044,047	500,000	23,544,047

CareerSource Tampa Bay

PY 2018-2019 Budget

Modification #4

	Workforce Innovation Opp Act Programs	Employment Services Programs	Welfare Transition Programs	Direct Grants and Special Projects	Adjusted CSTB PY 18-19	Modification No. 4	Prior CSTB Budget
REVENUE							
Program Year 2018 Awards	7,591,070	2,330,100	4,344,963	1,966,198	16,232,331	500,000	15,732,331
Prior Year Award Carryforward	6,234,316	620,038	-	457,362	7,311,716	-	7,311,716
TOTAL REVENUE	13,825,386	2,950,138	4,344,963	2,423,560	23,544,047	500,000	23,044,047
EXPENDITURES							
Indirect Cost Rate - Admin	967,777	275,214	304,147	169,649	1,716,787	35,000	1,681,787
PROGRAM SERVICES:							
Business Services	2,613,529	-	786,878	499,301	3,899,708	-	3,899,708
Case Management	2,655,000	890,000	900,000	192,000	4,637,000	-	4,637,000
Participant	5,241,000	170,000	1,340,292	303,000	7,054,292	448,292	6,606,000
SERVICE PROVIDER CONTRACTS:							
Service Provider Contracts	-	-	-	350,000	350,000	-	350,000
Junior Achievement	-	-	300,000	-	300,000	-	300,000
SUB TOTAL PROGRAM SVC	10,509,529	1,060,000	3,327,170	1,344,301	16,241,000	448,292	15,792,708
CSTB SUPPORT SERVICES							
Indirect Cost Rate - Program	414,762	117,948	130,349	72,707	735,766	15,000	720,766
Program Staff Direct	-	-	-	591,000	591,000	-	591,000
DEO Staff Travel	-	35,000	-	-	35,000	-	35,000
One Stop Center Operating	465,694	874,783	90,856	173,667	1,605,000	-	1,605,000
Technology	112,770	171,461	172,487	43,282	500,000	-	500,000
Community Outreach	3,288	320,182	4,530	-	328,000	-	328,000
Employed Worker Training (EWT)	350,000	-	-	-	350,000	-	350,000
Subsidized Employment (OJT/PWE)	950,000	-	290,000	12,000	1,252,000	-	1,252,000
Staff Training & Development	21,701	8,766	16,928	2,605	50,000	-	50,000
SUB TOTAL CSTB SUPPORT SVCS	2,318,215	1,528,140	705,150	895,261	5,446,766	15,000	5,431,766
TOTAL DIRECT CLIENT	12,827,744	2,588,140	4,032,320	2,239,562	21,687,766	463,292	21,224,474
Unobligated Balance	29,865	86,784	8,496	14,349	139,494	1,708	137,786



INFORMATION ITEM #1

Expenditure Reports for the period ended June 30, 2019.

CareerSource Tampa Bay
Grant Award to Actual Expenditures
FY 2018-2019
For Period Ending 6/30/2019

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
Workforce Innovation Opportunity Act									
WIOA - Adult PY2017	7/1/17	6/30/19	2,404,645	1,945,332	1,945,332	0	100.00%	100%	100%
WIOA - Adult PY2018	7/1/18	6/30/20	2,748,612	2,755,712	1,446,769	1,308,943	52.50%	50%	53%
WIOA - Dislocated Worker PY2017	7/1/17	6/30/19	3,219,985	2,575,099	2,575,099	(0)	100.00%	100%	100%
WIOA - Dislocated Worker PY2018	7/1/18	6/30/20	2,967,653	1,954,326	557,519	1,396,807	28.53%	50%	19%
WIOA - Youth PY2017	4/1/17	6/30/19	2,725,862	923,791	923,791	(0)	100.00%	100%	100%
WIOA - Youth PY2018	4/1/18	6/30/20	3,004,861	2,429,862	226,280	2,203,582	9.31%	55%	8%
WIOA - Supplemental	7/1/18	12/31/19	251,171	251,171	251,171	-	100.00%	66%	100%
WIOA - Sector Strategies - Career READY	9/1/17	12/31/19	391,545	299,409	279,409	20,000	93.32%	78%	95%
WIOA - Sector Strategies - IT Training	7/1/17	12/31/19	396,495	269,322	199,322	70,000	74.01%	80%	82%
WIOA - Community Based Training - Construction	7/1/17	6/30/19	147,125	51,994	51,994	(0)	100.00%	100%	100%
WIOA - Community Based Sec Str	4/1/17	12/31/19	199,375	101,587	76,587	25,000	75.39%	82%	87%
WIOA - Apprenticeship FLA	5/1/18	4/30/20	100,000	100,000	34,993	65,007	34.99%	58%	35%
WIOA - Soft Skills	2/1/19	8/31/20	100,000	100,000	3,655	96,345	3.66%	26%	3.7%
WIOA - Hurricane Maria Outreach	1/1/18	9/30/19	71,507	67,782	63,804	3,978	94.13%	86%	94%
Total Workforce Innovation Opportunity Act				13,825,386	8,635,725	5,189,661	62.46%		
Employment Services									
Wagner Peyser PY2017	7/1/17	9/30/18	1,389,416	286,668	286,668	(0)	100.00%	100%	100%
Wagner Peyser PY2018	7/1/18	9/30/19	1,283,166	1,233,166	1,169,717	63,449	94.85%	80%	91%
DVOP PY2017	10/1/17	10/31/18	245,000	75,889	30,506	45,383	40.20%	92%	81%
DVOP PY2018	10/1/18	9/30/19	215,189	152,189	128,241	23,948	84.26%	75%	60%
LVER PY 2017	10/1/17	9/30/18	57,000	18,308	6,341	11,967	34.64%	100%	79%
LVER PY 2018	10/1/18	9/30/19	53,797	38,047	37,572	475	98.75%	75%	70%
Supplemental Nutrition Assistance Program PY2017	10/1/17	9/30/18	787,357	204,740	186,102	18,638	90.90%	100%	98%
Supplemental Nutrition Assistance Program PY2018	10/1/18	9/30/19	750,000	562,500	549,604	12,896	97.71%	75%	73%
Reemployment Assistance Program PY2017	10/1/17	9/30/18	74,700	19,177	19,177	0	100.00%	100%	100%
Reemployment Assistance Program PY2018	10/1/18	9/30/19	93,000	69,750	39,287	30,463	56.33%	75%	42%
TAA Administration PY2017	7/1/17	9/30/19	14,695	7,078	1,786	5,292	25.23%	56%	64%
TAA Administration PY2018	7/1/18	9/30/19	13,000	13,000	-	13,000	0.00%	80%	0%
TAA Training PY2017	7/1/17	9/30/18	78,593	14,200	14,200	(0)	100.00%	100%	100%
TAA Training PY2018	7/1/18	9/30/19	112,512	112,512	19,845	92,667	17.64%	80%	18%
TAA Case Management PY2017	7/1/17	9/30/18	9,945	909	909	0	100.00%	100%	100%
TAA Case Management PY2018	7/1/18	9/30/19	43,571	43,571	17,936	25,635	41.16%	80%	41%
Military Family	7/1/18	6/30/19	98,434	98,434	98,434	-	100.00%	100%	100%
Total Employment Services				2,950,138	2,606,325	343,813	88.35%		
Welfare Transition									
Welfare Transition Program PY2018 July-Sept	7/1/18	11/30/18	929,305	929,305	929,305	-	100.00%	100%	100%
Welfare Transition Program PY2018 Oct-June	10/1/18	6/30/19	3,415,658	3,415,658	3,216,876	198,782	94.18%	100%	94%
Total Welfare Transition				4,344,963	4,146,181	198,782	95.43%		
Direct Grants & Special Projects									
RESEA Transition PY2018	1/1/18	12/31/18	380,020	201,862	201,862	0	100.00%	100%	100%
RESEA Transition PY2019	1/1/19	3/31/20	540,000	290,000	262,901	27,099	90.66%	40%	49%
NEG - Hurricane Maria Evacuees	10/1/17	9/30/19	280,500	280,500	23,204	257,296	8.27%	87%	8%
USDOL Tech Hire	7/1/16	6/30/20	3,796,320	1,294,725	776,176	518,549	59.95%	75%	66%
Tech Hire Evaluation	3/20/18	6/30/20	75,000	75,000	45,578	29,422	60.77%	56%	61%
Tampa Housing	5/15/17	3/31/21	148,275	95,353	18,979	76,374	19.90%	55%	18%
Citi Foundation	9/18/17	6/30/19	250,000	186,119	182,380	3,739	97.99%	100%	99%
Total Direct Grants & Special Projects				2,423,560	1,511,080	912,480	62.35%		
Totals				\$ 23,544,047	16,899,311	6,644,736	71.78%		

Training Budget vs. Actual				
Budget	Actual Exp to date	Remaining Budget	% spent to date	% Target
\$ 8,208,000	\$ 4,903,394	\$ 3,304,606	59.74%	100.00%

# of customers served	Avg Cost per
2,335	\$ 2,099.95

Note: # served - Includes ITA's, OJT's, PWE's, Supportive Services, apprenticeships, training certifications

**CareerSource Tampa Bay
Expenditure Report
For Period Ending June 30,2019**

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	9,172,297	2,669,600	4,344,963	3,021,198	19,208,058
Total Funds available	15,406,613	3,289,638	4,344,963	3,478,560	26,519,774
Less: Planned Carryforward for FY 2020	(1,581,227)	(339,500)	-	(1,055,000)	(2,975,727)
Total Available Funds Budgeted	13,825,386	2,950,138	4,344,963	2,423,560	23,544,047

Expenditures to Date:

Pooled Costs:

Case Management	1,639,920	626,418	1,599,129	300,047	4,165,514
Business Services	1,491,600	141,228	809,214	101,293	2,543,335
Indirect Costs	923,922	293,496	381,855	68,235	1,667,508
One Stop Operating	17,969	1,051,017	164,594	18,067	1,251,647
Technology	10,338	350,339	29,188	15,091	404,956
Community Outreach	880	32,339	2,300	1,058	36,577
Staff Training & Development	6,388	40,886	-	-	47,274
Total Pooled Costs:	4,091,017	2,535,723	2,986,280	503,791	10,116,811

Direct Costs:

Service Provider Contracts	6,500	-	264,076	349,175	619,751
Participant Training Costs	4,270,588	34,197	247,871	129,240	4,681,896
Subsidized Employment (OJT/PWE)	47,408	-	1,739	-	49,147
Employed Worker Training (EWT)	167,428	-	-	-	167,428
Program Staff Direct	-	-	-	444,590	444,590
DEO (Jointly managed staff) travel	-	29,303	-	-	29,303
Other Operating Costs	52,784	7,102	646,215	84,284	790,385
Total Direct Costs:	4,544,708	70,602	1,159,901	1,007,289	6,782,500

Total Expenditures to Date	8,635,725	2,606,325	4,146,181	1,511,080	16,899,311
Unexpended Balance	5,189,661	343,813	198,782	912,480	6,644,736
% of Budget Expended	62.46%	88.35%	95.43%	62.35%	71.78%

**CareerSource Tampa Bay
Pooled Cost Expenditure Detail
For Period Ending June 30,2019**

	Case Management	Business Services	Indirect Costs	One Stop Operating	Technology	Community Outreach	Staff Training & Dev	Total
Total Pooled Cost Budgets	4,637,000	3,899,708	2,452,553	1,605,000	500,000	328,000	50,000	13,472,261
xpenditures:								
Salaries & Benefits	3,996,665	2,366,703	1,144,121	-	-	-	47,274	7,554,763
Accounting/Audit Fees	-	-	27,033	-	-	-	-	27,033
Legal Fees	-	-	71,962	-	-	-	-	71,962
Bank Fees	-	-	3,465	-	-	-	-	3,465
Payroll Processing Fees	-	-	32,704	-	-	-	-	32,704
Professional Fees	58,079	11,230	38,364	-	-	-	-	107,673
Contract Labor	-	-	148,354	-	-	-	-	148,354
Contract IT Svcs	-	-	24,279	-	351,614	-	-	375,893
Office Rent / Lease	45,874	101,112	52,140	925,995	-	-	-	1,125,121
Utilities	-	-	-	24,231	-	-	-	24,231
Repairs & Maintenance	248	93	1,815	14,235	-	-	-	16,391
Security	316	882	491	25,304	-	-	-	26,993
Janitorial Services	-	-	-	8,690	-	-	-	8,690
Pest Control	-	-	-	1,088	-	-	-	1,088
Equipment Rental	1,907	5,888	5,088	45,319	-	-	-	58,202
Copy machine usage / maintenance	3,613	6,005	3,774	28,559	-	-	-	41,951
Office Supplies	1,253	1,606	2,421	20,373	-	629	-	26,282
Operating Supplies	374	30	1,858	636	883	3,780	-	7,561
Computer Software License / Maint	-	9,167	3,550	-	18,475	960	-	32,152
Equipment <5000	3,858	1,929	16,060	5,332	33,984	-	-	61,163
Postage / Shipping	281	454	741	5,787	-	-	-	7,263
Document Shredding	302	284	255	2,965	-	-	-	3,806
Insurance Com Property	912	580	955	18,725	-	-	-	21,172
Insurance General Liability	1,627	1,003	6,739	45,229	-	-	-	54,598
Insurance D&O	-	-	5,974	-	-	-	-	5,974
Telecommunication	5,740	15,125	10,050	78,603	-	-	-	109,518
Outreach / Marketing	-	-	-	-	-	30,476	-	30,476
Travel - Mileage	4,462	9,841	2,720	-	-	-	-	17,023
Travel - Out of town	31,935	9,540	31,538	-	-	98	-	73,111
Meetings & Conferences	7,529	1,132	11,628	104	-	34	-	20,427
License/Dues/Other Fees	539	731	18,548	200	-	600	-	20,618
Other Expenses	-	-	881	272	-	-	-	1,153
Total Expenditures to Date	4,165,514	2,543,335	1,667,508	1,251,647	404,956	36,577	47,274	10,116,811
Unexpended Balance	471,486	1,356,373	785,045	353,353	95,044	291,423	2,726	3,355,450
% of Budget Expended	90%	65%	68%	78%	81%	11%	95%	75%
Salaries & Benefits as a % of total	96%	93%	69%	0%	0%	0%	0%	
Operating costs as a % of total	4%	7%	31%	100%	100%	100%	100%	



INFORMATION ITEM #2

Indirect Cost Rate

Background

Prior to July 1, 2018, CareerSource Tampa Bay elected to use the 10% de minimis rate as its indirect cost rate. The 10% de minimis rate is a federally-recognized rate that could be used indefinitely by a non-Federal entity that has never received a negotiated indirect cost rate.

For the period beginning July 1, 2018, CareerSource Tampa Bay submitted an indirect cost rate proposal for a provisional indirect cost rate to the Department of Economic Opportunity (DEO). This provisional rate was calculated based on CareerSource Tampa Bay's best projection of the year's indirect cost rate. After fiscal year end, a revised indirect cost proposal containing actual costs will be submitted and a final indirect cost rate determined.

Information

DEO approved a provisional indirect cost rate of 14.59% for the period July 1, 2018 through June 30, 2020.



INFORMATION ITEM #3

Compensation and Benefits Study - Update

Background

In 2018, the Finance Committee for CareerSource Tampa Bay, empowered by the Board of Directors started the discussion for the need to have a comprehensive benefits review. In June 2019, the scope of work was completed to start the process of engaging a comprehensive compensation analysis to ensure market alignment for CSTB staff related to compensation and benefits.

Information

Bids have been solicited to consulting firms to complete a comprehensive review of current employee benefits which include: pay, pay structure, medical benefits and other voluntary benefits and to determine our competitiveness with similar organizations.

Staff contacted and sent out requests for a proposal to 9 different compensation consulting companies for the comprehensive benefit study. This solicitation resulted in the receipt of timely responses from three consultants. For those consulting companies who did not submit a proposal, staff contacted each consulting company to obtain a reason for the non-response (ex: unable to complete in the time frame indicated, not having the qualifications to provide the services for all aspects of the statement of work, etc.).

Upon receipt of the proposals, each of the references provided were contacted. In addition, calls were made to each of the three firms to clarify services and obtain a better understanding of their methodology for conducting the benefit and compensation study. Below is a summary of findings related to the firms that proposed.

Based on staff review, the decision was made to engage Compensation Resources to complete the study due to many factors. This included the time frame to complete the project, their professionalism and other areas identified in the table below. In a follow up conversation staff was able to negotiate a lower rate. The firm will begin collecting information this week in order to keep within the required timeframe.

Consulting Company	Time frame	Cost	Positives	Negatives
Cody & Associates	Approx. 16 weeks	\$12,250	<ul style="list-style-type: none"> • positive feedback from references • Florida HR Consulting firm • Provides additional assistance for 12 months after with no additional cost • Women owned • Established 1969 • Offered to be at one of our locations for one day to complete a focus group • Cost 	<ul style="list-style-type: none"> • approximately 16 weeks to complete • experience with mostly public institutions • presentation of proposal
Compensation Resources	12 weeks	\$40,000 + 10% admin fees (\$44,000) Original cost \$44,000	<ul style="list-style-type: none"> • positive feedback from references • timeframe • experience with larger non-profits (non-profits account for 37% of their client base) • certified as small business and women business enterprise • will review other benefits not currently offered by 	<ul style="list-style-type: none"> • Not local (NJ) • Implementation communication and updates to policy is an additional cost (different phase)

			<p>CSTB that we may wish to consider</p> <ul style="list-style-type: none"> • project staff has +20 years of experience • Inception 1989 • Will complete employee survey and help develop a total rewards philosophy • Appears to have tools and resources to present a detailed and professional report 	
CPS HR Consulting	13-14 weeks	\$57,700 with \$5,000 expense cap	<ul style="list-style-type: none"> • Has proprietary in-house system to assist with compensation study • Appears to have tools and resources to present a detailed and professional report • In business for more than 30 years • Practices peer review of all engagement reports and documentation • Available for 6 months after issuance of final report at no additional cost 	<ul style="list-style-type: none"> • Not able to obtain feedback from references • Not local and in different time zone (CA) • Provides exclusive service to public and non-profit agencies (mostly public) • Cost



INFORMATION ITEM #4 Internal and External Audits

Internal/ External	Procedure Performed	Timing	Frequency	Status Update
External: DEO	Desk Reviews	Quarterly	On-going	Currently no desk reviews are in-progress.
External: DEO	On-site review	Annual	On-going	Onsite: 3.18.19 – 3.22.19 Review period: 4.1.18 -3.31.19 Status: Review of Workpapers
Internal	Supportive Service Monitoring	EOM	On-going	Eisenhower, Tampa Center, Brandon and Career Prep Center completed with no issues.
Internal	Payroll monitoring (pay rate)	Annual	On-going	Payroll monitoring tentatively scheduled for August 2019
Internal	Board review	Annual	On-going	Related party review of supporting schedules completed. No findings noted.
Internal	Balance Sheet	Quarterly	On-going	Bank reconciliation review: tentatively scheduled for August 2019
Internal	Training Provider (Enrollment and Revenues)	Quarterly	On-going	Training vendors review: In-Progress
Internal	Disbursements	Quarterly	On-going	Disbursement review: In-Progress
Internal	Related Party Review of Contract Threshold	Monthly	On-going	Related Party Contract threshold review: In-Progress



INFORMATION ITEM #5 Third Party Contracts

Service Providers Name	Service Type	Term	Rate Range
Dynamic Works	One Stop Operator	Renewal 7/1/19-6/30/20 (Add'l 2 yr. option)	\$39,341 (annually)
Complete Technology Solutions	IT Services	New annual contract effective 7/1/19 (Subject to four additional one-year options)	\$397,431 (Yr1)
Spectrum Enterprise	Fiber Intranet and Ethernet Service: N. Florida Avenue	3 years (4/2019-4/2022)	\$1,999/month
Mail Finance, Inc.	Postage machines: Eisenhower, N. Florida, Brandon	60 months (4/2019-4/2024)	Four at \$142.09/month
Trenam Kemker	Legal Services	2011 - Present (Ongoing)	\$250/hr
Dex Imaging	Lease: Copier/Printing/Scanner/Fax	10/2017-10/2024	\$52,729.92 (annually)
Brown & Brown Insurance	Property and General Liability	1/1/2019-1/1/2020	\$78,021.90 (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
EMSI	Labor Market Data	3 years (2/1/19-1/31/22)	\$60,000 (20,000 per year)
Marine Max	Lease – Facilities (CPC) 2605 N. 43rd Street	7 years (7/1/14-6/30/21) 16,320 sq ft	\$4.21/sq ft \$4.63/sq ft
Park at Bay Plaza	Lease – Facilities (Brandon) 9350 Bay Plaza Boulevard	5 years (10/1/14-9/30/19) 8,256 sq ft	\$14.26-\$16.05/ sq ft
Hillsborough County	Lease – Facilities (Plant City) 2001 E. Cherry Street	3 years (9/2018-9/2021) 294 sq ft	\$6.00/sq ft
DEO	Lease – Facilities (Tampa Center) 9215 N. Florida Avenue	Indefinite – 76,737 sq ft	\$10.94 (FY19)
Tampa Eisenhower, LLC	Lease – Facilities (Eisenhower) 4902 Eisenhower Blvd.	5 years (7/1/16-6/30/22) 9,436 sq ft	\$19.96 – \$23.95/sq ft



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